

PERSONNEL COMMISSION MEETING
SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION, COMMUNITY ROOM

AGENDA

September 7, 2016

5:30 P.M.

I. *Call to Order*

- A.** The meeting was called to order at _____.
- B.** Pledge of Allegiance
- C. Roll-Call**
- | | |
|--|---------------|
| Commissioner Valerie Dixon, Chairperson | Present _____ |
| Commissioner Michael Salazar, Vice Chairperson | Present _____ |
| Commissioner George Bohn, Member | Present _____ |

II. *Approval of Agenda*

Moved: _____ Seconded _____

Discussion: _____

Vote: Dixon: _____ Salazar: _____ Bohn: _____

III. *Public Comments*

- Note**
1. The public may address the Commission on any matter pertaining to the Personnel Commission that is not on the agenda. The Commission may not discuss or take action on an issue not on the agenda, except to ask questions or refer matters to staff. The public may address items on the agenda when such items are being considered. (Government Code 45954.3)
 2. Each speaker may speak only once.
 3. A five (5) minute time limit will be allotted to each speaker, unless extended by the Chairperson.
 4. A ***Request to Speak*** form must be completed before the meeting is called to order and submitted to the Chair in order to speak.

IV. *Action Items*

- A.** Appointee of Joint Commissioner for December 2016.
- The appointee of the governing board and the appointee of the classified employees shall make their respective nomination for the joint appointee to the commission.
- a. The Governing Board appointee nominates _____
- b. The Classified appointee nominates _____
- c. **PUBLIC HEARING – APPOINTMENT OF JOINT COMMISSIONER DATE:**_____

Moved: _____ Seconded _____

Discussion: _____

Vote: Dixon: _____ Salazar: _____ Bohn: _____

B. The commission will consider approving Eligibility List(s). It is moved that the commission ratify Eligibility List(s) for:

- | | | |
|----|--|---------------|
| 1. | Delivery Driver/Warehouse Worker | Exam # 16-056 |
| 2. | Instructional Tutor -Aurally Handicapped | Exam # 16-058 |
| 3. | Maintenance Worker II | Exam # 16-057 |
| 4. | Pool Attendant | Exam # 16-045 |
| 5. | Registered Behavior Technician | Exam # 16-046 |

Moved: _____ Seconded _____
Discussion: _____
Vote: Dixon: _____ Salazar: _____ Bohn: _____

C. The commission will consider approving the following recruitments:

- | | | | |
|----|------------------------------|------------------|-----------------------|
| 1. | Account Clerk I | Open/Promotional | 08/31/2016-09/27/2016 |
| 2. | Cafeteria Worker | Open/Promotional | 08/24/2016-09/20/2016 |
| 3. | Campus Security Officer I | Open/Promotional | 09/07/2016-10/04/2016 |
| 4. | Clerk I | Open/Promotional | 08/24/2016-09/20/2016 |
| 5. | Computer Specialist I | Open/Promotional | 08/24/2016-09/20/2016 |
| 6. | Computer Specialist I – Mac | Open/Promotional | 09/07/2016-10/04/2016 |
| 7. | Computer Specialist II | Open/Promotional | 08/24/2016-09/20/2016 |
| 8. | Education Assistant III (SI) | Open/Promotional | 08/31/2016-09/27/2016 |
| 9. | Food Worker Trainee | Open/Promotional | 08/24/2016-09/20/2016 |

Moved: _____ Seconded _____
Discussion: _____
Vote: Dixon: _____ Salazar: _____ Bohn: _____

D. The commission will consider approving the revisions to the following classification specification:

1. Training Specialist

Moved: _____ Seconded _____
Discussion: _____
Vote: Dixon: _____ Salazar: _____ Bohn: _____

E. The commission will consider approving the title job revision of the following classification specification(s):

From: _____ To: _____
Instructional Tutor (Aurally Handicapped) Instructional Tutor-Deaf and Hard of Hearing (DHH)

Moved: _____ Seconded _____
Discussion: _____
Vote: Dixon: _____ Salazar: _____ Bohn: _____

F. The commission will consider extending the following eligibility list for an additional year.

1. Computer Operations Technician Exam # 15-100 9 Eligible Ranks Expires 9/14/2016

Moved: _____ Seconded _____
Discussion: _____
Vote: Dixon: _____ Salazar: _____ Bohn: _____

G. The commission will discuss conducting a regular Personnel Commission meeting date.

Moved: _____ Seconded _____
Discussion: _____
Vote: Dixon: _____ Salazar: _____ Bohn: _____

H. The Commission will consider the reclassification/salary adjustment recommendation for Public Safety Communications Supervisor.

Reference: 3.16, 3.16.1, 3.16.2
Moved: _____ Seconded _____
Discussion: _____
Vote: Dixon: _____ Salazar: _____ Bohn: _____

I. The Commission will consider the reclassification recommendation for Public Safety Dispatcher.

Reference: 3.16, 3.16.1, 3.16.2
Moved: _____ Seconded _____
Discussion: _____
Vote: Dixon: _____ Salazar: _____ Bohn: _____

J. The Commission will consider the reclassification recommendation for School Police Clerk.

Reference: 3.16, 3.16.1, 3.16.2
Moved: _____ Seconded _____
Discussion: _____
Vote: Dixon: _____ Salazar: _____ Bohn: _____

K. The Commission will consider the reclassification/salary adjustment recommendation for School Police Officer.

Reference: 3.16, 3.16.1, 3.16.2
Moved: _____ Seconded _____
Discussion: _____
Vote: Dixon: _____ Salazar: _____ Bohn: _____

L. The Commission will consider the reclassification recommendation for School Police Sergeant.

Reference: 3.16, 3.16.1, 3.16.2
Moved: _____ Seconded _____
Discussion: _____
Vote: Dixon: _____ Salazar: _____ Bohn: _____

M. It is recommended that the Personnel Commission approve Nersidalia Garcia, Bilingual Secretary III, Esmeralda Sassaman, HR Specialist (PC), and Irma Garcia, Personnel Analyst to attend Active Shooter Certification Training (ALICE Training) on November 21st & 22nd, 2016. This certification is a two day train the trainer class on active shooter response management. The cost per person is \$595.00. The training will be held at Middle College High School.

Moved: _____ Seconded _____
Discussion: _____
Vote: Dixon: _____ Salazar: _____ Bohn: _____

N. The commission will consider approving the minutes for August 10, 2016.

Moved: _____ Seconded _____

Discussion: _____

Vote: Dixon: _____ Salazar: _____ Bohn: _____

V. *Commissioner's/Director's Comments*

VI. *Closed Session:*

The commission adjourned into closed session at _____ pursuant to Government Code Section 54957 to discuss:

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Personnel Commission Director

Personnel Analyst

The commission reconvened into open session at _____ and announced the following action taken in closed session.

Adjournment:

The commission adjourned the meeting at _____.

August 23, 2016

Greetings,

Effective December 1, 2016 Ms. Valeria Dixon's Joint Commissioner, term will expire. If nominated, Ms. Dixon, (1912 W. Magnolia Ave., San Bernardino, CA 92411), will accept reappointment for another three-year term as per Personnel Commission Rule(s):

2.1.1.3 The Commissioners' Appointment:

By September 30th, the appointee of the Board of Education and the appointee of the classified employees shall publicly announce the name of the person they intend to appoint or reappoint. At a Personnel Commission meeting to be held after thirty (30) and within forty-five (45) days of the date the Commission publicly announced its candidate, the Commission shall hold a public hearing to provide the public, employees, employee organizations, and members of the Board of Education the opportunity to express their views on the qualifications of the person recommended by the Commission for appointment. The commission at that time may make its appointment or may make a substitute appointment or recommendation without further notification or public hearing.

2.1.2.3.1 In the event that a vacancy would otherwise exist on the Personnel Commission as of December 1st because of the failure of the Commission to take action on a new appointment, the commissioners' prior appointee, shall continue in office and function as a member of the District's Personnel Commission until such time as the commissioners take the necessary action(s) to appoint a qualified successor and that person is prepared to assume the duties and responsibilities of the position.

2.1.2.3.2 If the reason for the lack of appointment is an inability to agree upon a joint appointee, the appointment shall be made by the State Superintendent of Public Instruction if no agreement is reached by December 15th.

Sincerely,

Gladys Byrd,
Personnel Commission Director

cc: Board Members

Dr. Dale Marsden, Ed. D., Superintendent

Dr. Perry Wiseman, Ed. D., Assistant Superintendent, Human Resources

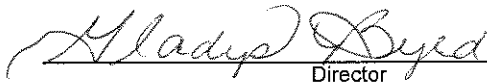

Carl Greenwood, CSEA Chapter 183, President

Kenny Wilson, CSEA Chapter 183, Labor Relations Representative

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Exam #	16-056	Exam Title	DELIVERY DRIVER/WAREHOUSE WORKER			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
6/15/2016	8/16/2016	9/8/2017	5	5	24	9

I certify that these eligibility lists are based upon examination requirements completed and compiled in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.

Director Date

Exam #	16-058	Exam Title	INSTRUCTIONAL TUTOR - AURALLY HANDICAPPED			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
6/29/2016	8/4/2016	9/8/2017	7	7	39	9

I certify that these eligibility lists are based upon examination requirements completed and complied in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.

Gladys Byrd 8/19/16
Director Date

Exam #	16-057	Exam Title		MAINTENANCE WORKER II		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
6/29/2016	7/26/2016	9/8/2017	5	5	106	21


I certify that these eligibility lists are based upon examination requirements completed and complied in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.


8/19/16
 Director Date

Exam #	16-045	Exam Title	POOL ATTENDANT			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
5/18/2016	7/21/2016	9/8/2017	1	1	21	2

* To be merged with exam #'s 15-091 & 15-142

I certify that these eligibility lists are based upon examination requirements completed and complied in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.

 Director 8/22/16
Date

Exam #	16-046	Exam Title		REGISTERED BEHAVIOR TECHNICIAN		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
5/18/2016	8/11/2016	9/7/17	6	2	127	9

**Merged with exam #16-005

I certify that these eligibility lists are based upon examination requirements completed and complied in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.


 Personnel Commission Director

8/26/2016
 Date

		San Bernardino City Unified School District Personnel Commission	
Classification Specification			
Job Code:	576	Work Year:	12 months
Job Family:		Salary Range:	46
FLSA Status:	Non-Exempt	HR/Day:	8
		EEOC Occupational Group:	
TRAINING SPECIALIST			

DEFINITION:

To perform specialized staff development and training for District personnel, primarily in the area of computer software applications but also in customer service, new employee orientation and courses addressing various other staff development needs, in support of the District technology and staff development program.

SUPERVISION RECEIVED AND EXERCISED

~~Receives general supervision from Training Officer.~~ Receives supervision from Information Technology Director or designee.

Exercises no supervision. Provides instructions and support, as needed, to staff assigned to Computer Support Help Desk.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Plans, develops, coordinates, schedules, and presents a variety of computer training classes on software programs used on the District network.
- Conducts assessments for training needs.
- Evaluates existing or proposed training programs.
- Troubleshoots user computer applications problems over the telephone or in person.
- Provides training to and support of District computer help desk personnel.
- Uses software manuals and contacts the District's Technology Department or vendors to assist in troubleshooting computer problems.
- Communicates with various District departmental and school site staff to ensure that the computer training needs of the District are met.
- Advises users of operating errors, suggests alternate methods of microcomputer use and gathers information regarding needed enhancements and improvements to various software programs.
- Uses personal transportation for travel to sites where presence is required for training and support.
- Performs related duties as assigned.
-

DISTINGUISHING CHARACTERISTICS:

None

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- The software, hardware, and related peripheral equipment used in the district network system, including Microsoft Office.
- Training principles and practices.
- Staff development methods and practices.
- Effective group presentation techniques, materials and equipment.
- Plan, develop, conduct, and evaluate computer training courses and sessions.

- Prepare effective written communications and materials.
- Make effective oral presentations of various kinds.
- Read and understand technical manuals and guides involving computers and software.
- Prioritize requests, organize, schedule, and coordinate a variety of activities and projects.
- Operate desktop computers and related equipment.
- Organize, schedule, and coordinate a variety of activities and projects.
- Interact with others with courtesy and respect; understand and follow oral and written instructions, work rules, regulations and procedures; accept supervision and constructive criticism; and appear for work on time.

EXPERIENCE AND EDUCATION/TRAINING: (These are the minimum experience and education/training standards which will be used to admit or reject applicants for examination, as approved on March 22, 2000.)

Two years of paid experience developing/conducting applications software training for computer users, which has included Microsoft Office.

AND

An associate degree or sixty semester units of college coursework from an accredited college or university.

(Substitutions: 1. College coursework in computer/information science, staff development or office systems software may be substituted for required experience on the basis of five semester units for two months of experience, up to a maximum of twelve months. 2. Additional experience of the kind indicated in excess of the required two years may be substituted for required education on the basis of one month of experience for each semester unit.)

LICENSES/CERTIFICATES/REGISTRATIONS: (At time of appointment and during employment):

An appropriate, valid California driver license and liability auto insurance.

SPECIAL REQUIREMENTS:

Personal transportation for travel to sites to provide training, support or related services as required.
Flexible working hours to include evening classes as required.

*Must be submitted upon offer of employment and maintained throughout employment in this position.

APPOINTMENT:

Persons appointed to this position must successfully complete a 6 month (or 130 working days of paid service) probation period prior to permanent appointment.

TO: Members of the Personnel Commission

**FROM: Gladys Byrd
Personnel Commission Director**

SUBJECT: Reclassification Request

Classification Study Report – Public Safety Communications Supervisor

BACKGROUND

The Personnel Commission received a reclassification on March 31, 2016 from Public Safety Communications Supervisor, Shirley Allen. The reason for the request is that the school police department feels that the classification has evolved since its inception to include higher level duties and believe that a reclassification is necessary.

Commission staff reviewed the position description questionnaire completed by the incumbent. Staff met with the School Police Chief, Joseph Paulino on May 25, 2016. A desk audit with Shirley Allen was conducted on June 30, 2016.

CLASSIFICATION CHARACTERISTICS

The purpose of the Public Safety Communications Supervisor (salary range M 12) position is to supervise the Communications, Records and Evidence divisions for the school police department. This is a single position class and the incumbent has occupied the position since its inception in 2005. The top primary functions and responsibilities of this classification are:

- Assign, supervise and review the work of dispatchers and school police clerks
- Review and approve all incoming forms and requests for information
- Prepare, review and submit a variety of reports
- Oversees the installation, repairs, audits and training for various communication systems.

Over the past few years, the position gained additional duties. If there is an information technology problem, Ms. Allen is tasked with fixing the problem. If she can't fix the problem herself, she will contact the IT department and/or the system developers to try and troubleshoot the problem. She has the responsibility of scheduling and supervising all necessary installations, repairs and updates for computers, software, and surveillance and communication equipment in the Communication Center.

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The School Police Department also recently acquired Live Scan technology, which is a way to capture fingerprints electronically. Shirley is assigned to provide training to the police officers on the equipment and is in charge of making sure the equipment is up to date.

Other duties that she has been tasked with include compiling department statistics, Department of Justice reporting, overseeing the installation of the department's Cop-logic on line reporting program, overseeing Cal Photo and DMV certification. She is over the control and inventory of all the radios in the department, and assists with the installation & maintenance of all units' radios. She also updates and maintains all department forms & codes used in the CAD system.

After reviewing the position description questionnaire and classification specification, and conducting a desk audit, it was found that this position has taken on additional duties since inception. However, the additional duties would be correctly assigned to this classification. Staff recommends the addition of a Lead Public Safety Dispatcher classification. Adding this classification would relieve some of the lower level duties from the Supervisor, and fix the promotional ladder issue that currently exists within the dispatcher series. Although staff do not recommend a reclassification, due to the additional duties performed by this classification and because staff recommend adding a Lead Public Safety Dispatcher classification, staff believe that this classification is incorrectly compensated.

SALARY

Only one other agency (Fontana) in our salary survey has a comparable position. The other school district police departments have their dispatchers and clerical positions overseen by a Sergeant, as a part of that position's duties. Findings from the salary survey showed that the compensation for the two positions are very similar (Attachment A). Although the position is level with the comparison, staff recommend that due to the addition of considerably more duties and supervising a lead dispatcher, the salary for Public Safety Communications Supervisor should increase from Management range 12 (\$26.33 - \$32.02 per hour) to Management range 16 (\$27.94 – 33.97 per hour).

CONCLUSION

The duties of the classification Public Safety Communications Supervisor have increased since the classification was created in 2005. Though they have increased, the additional duties would reasonably be assigned to this classification, whose purpose is to supervise the Communications and the Records and Evidence divisions for the school police department. It is recommended that the Public Safety Communications Supervisor classification remain at the current classification; however, because of the addition of considerably more duties and the addition of a Lead Public Safety Dispatcher classification, it is recommended that the salary range for Public Safety Communications Supervisor be adjusted from management range 12 to management range 16.

Range	Step 1		Step 2		Step 3		Step 4		Step 5	
	Hour	Month	Hour	Month	Hour	Month	Hour	Month	Hour	Month
12	26.33	4002.16	27.65	4202.80	29.03	4412.56	30.47	4631.44	32.02	4867.04
16	27.94	4246.88	29.34	4459.68	30.82	4684.64	32.35	4917.20	33.97	5163.44

ATTACHMENT A

Job Title	Agency	Min Monthly Salary	% Difference	Max Monthly Salary	% Difference
Public Safety Communications Supervisor	SBCUSD	\$4,002.77		\$4,866.86	
School Police Dispatch Supervisor	Fontana	\$4,118.00	-2.80%	\$4,912.00	-0.92%
N/A	Elk Grove				
N/A	Santa Ana				
N/A	Oakland				
N/A	Long Beach				
N/A	Stockton				

TO: Members of the Personnel Commission

**FROM: Gladys Byrd
Personnel Commission Director**

SUBJECT: Reclassification Request

Classification Study Report – Public Safety Dispatcher

BACKGROUND

The Personnel Commission received a reclassification request on March 31, 2016 from Public Safety Dispatchers Jeanne Land, Jessica Segovia, Aren Jones, and Theresa Schultz. The dispatchers believe their duties have increased over a period of time. They believe that a reclassification and salary adjustment is necessary.

Commission staff reviewed the position description questionnaire completed by the incumbents. Staff met with School Police Chief, Joseph Paulino, on May 25, 2016. A desk audit was conducted on July 20, 2016. At that time, Theresa Schultz was the only dispatcher with less than two years' experience in the position.

CLASSIFICATION CHARACTERISTICS

The purpose of the Public Safety Dispatcher (salary range 37) position is to provide dispatch functions and monitor various law enforcement activities for the School Police Department. There are 7 positions in this classification. The primary functions and responsibilities of this classification are:

- Answer and monitor radio and phone requests for service
- Dispatch officers as necessary
- Maintain an accurate log on incoming service requests and actions taken
- Monitor burglar alarms, fire alarms, and video surveillance

In 2014 the School Police Department placed video surveillance cameras at various district sites. The dispatchers are tasked with monitoring surveillance cameras. When alarms go off, dispatchers review alerts and investigate, as needed. They may also review and download footage, as requested. If suspicious activities are found the data is download to a compact disk

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and given to an officer for further investigation. Occasionally, dispatchers submit work orders for camera repairs.

Additionally, dispatchers utilize the Records Management System (RIMS); which is new technology to track officers, map out locations, and assist in setting up perimeters as necessary. They also assist other agencies with creating a 6 pack lineup. A 6 pack is a lineup used to identify suspects in crimes. The dispatchers search through RIMS and choose pictures similar to what the suspect looks like to create a lineup. Then they print it out for other agencies to use to ID suspects.

These duties are typical for a Dispatcher classification in a school police department. Technology is constantly evolving and police departments are continually updating their technology. Video surveillance and other new programs or software, such as RIMS, are new technology in this field that affects or will affect dispatchers in any agency.

Currently, dispatchers provide training and evaluate new dispatchers. They train their peer for a minimum of 6 months. They also evaluate the new dispatcher and give input to the supervisor who will then determine whether the new dispatcher is separated, goes on probation, needs additional training, or moves forward based on their evaluation. (Training and evaluation a peer is not a duty that should be performed by an employee in the same classification.) Upon successful completion of the in-house training, dispatchers are required to complete the POST Basic Complaint/Dispatcher course given by a certified agency within 12 months after initial date of employment.

Another issue with this classification is a promotional ladder. The minimum qualifications for the next level position, Public Safety Communication Supervisor, requires one year of supervisory experience. As written, a dispatcher at the district would not be able to advance to the higher level position.

Due to the training and evaluating duties, and the promotional ladder issues, staff recommends re-establishing and filling the Lead School Police Dispatcher position. Filling this position would relieve current dispatchers from providing extensive training and evaluating new incoming dispatchers. Staff recommends new incoming dispatchers shadow a permanent dispatcher; however, formal training should be conducted by the Lead School Police Dispatcher or higher level position and any final determination be done by a supervisor.

After reviewing the position description questionnaire, classification specification, and conducting a desk audit staff recommends the following:

- Keep the classification Public Safety Dispatcher as is
- Revise the classification specification to include video surveillance duties
- Reestablish and fill the Lead School Police Dispatcher.

SALARY

A salary survey (Attachment A) was conducted comparing San Bernardino City Unified School District to Elk Grove, Fontana, Long Beach, Oakland, Santa Ana and Stockton Unified School Districts. The comparisons were selected due to comparable ADA size, similar organizational structure, 24/7 operations (all except Fontana) and POST certified (all except Elk Grove and Long Beach).

An additional salary survey (Attachment B) was also conducted to compare Public Safety Dispatcher to other Dispatcher positions at surrounding agencies such as CSUSB, the County of San Bernardino and the City of San Bernardino. It should be noted that the police departments at cities and counties are much larger, handle a higher call volume (for example, the City of San Bernardino Police Department receives approximately 1,000 calls a day, while SBCUSD School Police receives approximately 76 calls a day) and handle a wider variety of calls. Also, at cities and counties there is anywhere from two to four positions in their dispatcher series, so comparisons are not exact.

Based on the salary surveys , and since staff is recommending reestablishing and filling the Lead School Police Dispatcher position which is at salary range 39A (\$20.64 - \$25.11), staff is recommending that the salary for Public Safety Dispatcher remain at the current salary range of 37 (\$18.71 - \$22.77 per hour).

CONCLUSION

The additional duties of the classification Public Safety Dispatcher are consistent with the classification; therefore, staff recommends not reclassifying the position. Staff further recommends that a Public Safety Dispatcher not perform training and evaluation duties as these duties belong to the lead or management.

ATTACHMENT A

Current Salary

Job Title	Agency	Min Daily Salary	Min Monthly Salary	% Difference	Max Daily Salary	Max Monthly Salary	% Difference
Public Safety Dispatcher	SBCUSD	\$18.71	\$3,243.07		\$22.77	\$3,946.80	
School Police Dispatcher	Fontana	\$20.72	\$3,591.00	-9.69%	\$25.81	\$4,473.00	-11.76%
School Police & Security Dispatch Assistant	Elk Grove	\$16.09	\$2,788.93	16.28%	\$21.30	\$3,692.00	6.90%
Alarm Monitor/Dispatcher	Santa Ana	\$18.66	\$3,135.00	3.45%	\$23.88	\$4,011.00	-1.60%
Dispatcher, Safety and Security*	Oakland						
School Safety Communications Operator	Long Beach	\$21.40	\$3,708.00	-12.54%	\$26.50	\$4,593.00	-14.07%
Telecommunicator/Police Dispatcher	Stockton	\$16.37	\$2,837.00	14.31%	\$19.90	\$3,449.00	14.43%
<i>*only monitors video</i>							

ATTACHMENT B
Pending Wage increase

Position	Agency	Beginning Monthly Salary	Beginning Annually Salary	Maximum Monthly Salary	Max Annually Salary	% Max Difference
Dispatcher II	San Bernardino County	\$3,714.50	\$44,574.00	\$5,113.33	\$61,360.00	-23.98%
Dispatcher I	CSUSB	\$3,096.00	\$37,152.00	\$5,026.00	\$60,312.00	-21.86%
Dispatcher II	Fontana City	\$4,127.00	\$49,524.00	\$5,018.00	\$60,216.00	-21.67%
Dispatcher I	San Bernardino City	\$3,397.00	\$40,764.00	\$4,129.00	\$49,548.00	-0.11%
PS Dispatcher	SBCUSD	\$3,388.92	\$40,667.00	\$4,124.33	\$49,492.00	
Dispatcher I	Colton City	\$3,350.00	\$40,200.00	\$4,072.00	\$48,864.00	1.27%
Dispatcher I	Rialto City	\$2,925.00	\$35,100.00	\$3,920.00	\$47,040.00	4.95%
* range 37						
Position	Agency	Beginning Monthly Salary	Beginning Annually Salary	Maximum Monthly Salary	Max Annually Salary	% Max Difference
Dispatcher II	CSUSB	\$3,513.00	\$42,156.00	\$5,704.00	\$68,448.00	-25.41%
Dispatcher III	San Bernardino County	\$4,000.50	\$48,006.00	\$5,492.92	\$65,915.00	-20.77%
Lead Dispatcher	Fontana City	\$4,338.00	\$52,062.00	\$5,271.00	\$63,252.00	-15.89%
Dispatcher II	San Bernardino City	\$3,753.00	\$45,036.00	\$4,562.00	\$54,744.00	-0.30%
Lead Dispatcher	SBCUSD	\$3,738.58	\$44,863.00	\$4,548.25	\$54,579.00	
Dispatcher II	Rialto City	\$3,564.00	\$42,768.00	\$4,546.00	\$54,552.00	0.05%
Dispatcher II	Colton City	\$3,693.00	\$44,316.00	\$4,489.00	\$53,868.00	1.30%
*range 39A						
It wouldn't make sense to not add a lead position and just raise the dispatcher's salary, because SBCUSD dispatchers at step 1 would start out the same as the leads at surrounding non-school agencies.						
*CSEA in negotiations - Pending minimum 4.5% increase						

TO: Members of the Personnel Commission

**FROM: Gladys Byrd
Personnel Commission Director**

SUBJECT: Reclassification Request

Classification Study Report – School Police Clerk

BACKGROUND

The Personnel Commission received a reclassification request on March 31, 2016 for School Police Clerk, Frederick Barrier and Janine Gordon. The reason for the request is the school police clerk believe that their job title and compensation is not reflective of the complex work performed on a daily basis.

Commission staff reviewed the position description questionnaire completed by the incumbents. Staff also met with the School Police Chief Joseph Paulino on May 25, 2016, and conducted a desk audit with Frederick Barrier on July 20, 2016. Frederick Barrier is the only police clerk with two or more years' experience as a permanent police clerk.

CLASSIFICATION CHARACTERISTICS

The purpose of the School Police Clerk (salary range 36A) position is to provide specialized clerical work in support of the School Police Department. There are 2 School Police Clerk positions in the School Police Department. The top primary functions and responsibilities of the classification are:

- Perform clerical duties relating to the collection and preparation of criminal cases for submission to the San Bernardino County Court
- Perform a wide variety of clerical duties regarding maintenance of records
- Perform a wide variety of clerical duties pertaining to the control/custody of evidence
- Provide reception duties
- Process volunteer applications.

The city or county used to process volunteer applications. In recent years, the school police department was informed that the city and county police agencies would not be providing the service. Processing volunteer applications are now done by school police clerks. During the 2015-16 school year, the police department processed approximately 3500 volunteer applications. After an application is received and logged, the clerk runs an applicant's

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information through two different systems, a local criminal check and Megan's law check system. Running an application consists of entering an applicant's information (first name, last name, and date of birth). If no criminal history appears, the clerk sends a clearance letter to a district administrator and update the log. If any criminal history appears, a sergeant or higher level manager must approve or reject the application. Although this is an added duty, it is not a higher level duty. It does not require that the clerk analyze or determine whether an applicant is approved or not. This duty is clerical in nature; therefore, would be properly assigned to the classification.

Another additional duty the clerks were assigned is assisting in compilation of the statistics and reporting on the findings. Some information is difficult to access; therefore, the clerks may have to figure out the best way to get information from the databases and files. This duty is also clerical in nature; therefore, would be properly assigned to the classification.

Other duties performed that are not listed on the classification are processing cash/check payments at the front desk and issuing district employee access alarm codes. These duties are consistent with the current classification.

After reviewing the position description questionnaire and classification specification, and conducting a desk audit, staff did not find that the classification warrants a reclassification. The classification of School Police Clerk is still appropriate. A reclassification is not recommended. Staff recommends updating the classification specification to include the additional duties.

SALARY

The School Police Clerk position is not an entry level position, but one of the highest compensated Clerk positions within the San Bernardino Unified School District. It is compensated at a higher rate than the Clerk I, II and Senior Clerk series due to the autonomy, confidential information, and higher level, complex clerical duties performed.

A salary survey was conducted comparing SBCUSD Police Clerks to Elk Grove, Fontana, Long Beach, Oakland, Santa Ana and Stockton Unified School Districts. These comparisons were selected due to comparable ADA size, similar organizational structure, 24/7 operations (all except Fontana) and POST certified academies (all except Elk Grove and Long Beach). These school district police departments vary in what classification provide similar duties to School Police Clerk. For example, some departments use a general clerical classification, and some have dispatchers perform these clerical duties. With this information in mind, findings from the salary survey showed that that SBCUSD compensated School Police Clerk within the same range of the comparable agencies (Attachment A). Based on this information, it is recommended that the salary for School Police Clerk remain at the current range of 36A (\$18.36 - \$22.33 per hour).

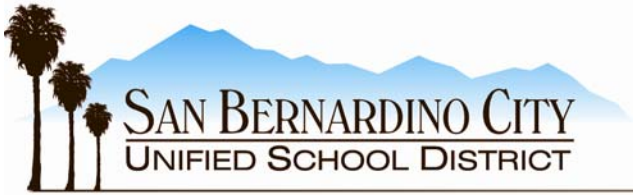
CONCLUSION

The results of our study have found that the additional duties performed by the classification School Police Clerk would be correctly assigned to the current classification, and do not warrant reclassifying the position upward. It is recommended that the School Police Clerk classification

remain as is. Additionally, our salary survey found that the salary for School Police Clerk is properly aligned with the selected comparable classifications. Therefore, it is recommended that the salary, Range 36A, also remain at the current level.

ATTACHMENT A

Job Title	Agency	Min hourly Salary	Min Monthly Salary	% Difference	Max Hourly Salary	Max Monthly Salary	% Difference
School Police Clerk	SBCUSD	\$18.36	\$3,182.40		\$22.33	\$3,870.53	
Administrative Services Tech	Fontana	\$19.86	\$3,442.00	-7.54%	\$23.68	\$4,104.00	-5.69%
School Police & Security Dispatch Assistant*	Elk Grove	\$16.09	\$2,788.93	14.11%	\$21.30	\$3,692.00	4.84%
School Police Office Specialist	Santa Ana	\$21.14	\$3,551.00	-10.38%	\$25.71	\$4,538.00	-14.71%
N/A	Oakland						
Intermediate Office Assistant	Long Beach	\$18.17	\$3,150.00	1.03%	\$22.51	\$3,902.00	-0.81%
Telecommunicator**	Stockton	\$16.37	\$2,837.00	12.17%	\$19.90	\$3,449.00	12.22%
*According to the class spec, these duties, except evidence, are performed by this class							
**According to org chart, these duties are performed by the telecommunicator/dispatcher							



TO: Members of the Personnel Commission

**FROM: Gladys Byrd
Personnel Commission Director**

SUBJECT: Reclassification Request

Salary Survey Report – School Police Officer

The Personnel Commission received a request to review the salary of the School Police Officer classification. The School Police Department feels that the position is underpaid compared to surrounding agencies. A salary survey (Attachment A) was conducted comparing SBCUSD Police Officers to Elk Grove, Fontana, Long Beach, Oakland, Santa Ana, Stockton, Hesperia and Los Angeles Unified School Districts. California State University San Bernardino was also included. Overall, the survey showed that the base salary for School Police Officer is compensated lower than most agencies. Based on the results of the salary survey, it is recommended that the salary range for School Police Officer be adjusted from salary range 44 to salary range 46.

Salary Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
44	24.62	25.62	26.64	27.69	28.82	29.97
46	26.64	27.69	28.82	29.97	31.17	32.41

PERSONNEL COMMISSION

ATTACHMENT A

Job Title	Agency	Min Hourly Salary	Min Monthly Salary	% Difference	Max Hourly Salary	Max Monthly Salary	% Difference
School Police Officer	SBCUSD	\$24.62	\$4,267.47		\$29.97	\$5,194.80	
School Police Officer	Fontana	\$27.28	\$4,728.53	-9.75%	\$33.99	\$5,891.60	-11.83%
N/A (sheriff deputy)	Elk Grove						
School Police Officer*	Santa Ana	\$27.56	\$4,630.00	-7.83%	\$35.17	\$5,908.00	-12.07%
Police Officer II	Oakland		\$4,132.42	3.27%		\$5,008.58	3.72%
School Safety Officer	Long Beach	\$28.06	\$4,862.98	-12.25%	\$34.76	\$6,025.09	-13.78%
Police Officer II	Stockton	\$24.23	\$4,200.00	1.61%	\$29.75	\$5,156.00	0.75%
School Police Officer**	Hesperia USD		\$6,732.08	-36.61%		\$7,577.67	-31.45%
Police Officer***	CSUSB		\$4,590.00	-7.03%		\$7,093.00	-26.76%
Senior Police Officer	LAUSD	\$28.73	\$4,979.87	-14.31%	\$35.75	\$6,196.67	-16.17%
<i>*Receives post incentive pay, salary listed is base rate</i>							
<i>**The minimum qualification for Hesperia USD is 10 years of experience.</i>							
<i>** *Salary table has 20 steps</i>							

TO: Members of the Personnel Commission

FROM: Gladys Byrd
Personnel Commission Director

SUBJECT: Reclassification Request

Classification Study Report – School Police Sergeant

BACKGROUND

The Personnel Commission received a reclassification request on March 31, 2016 from School Police Sergeants Tammy Land, Mark Clark, Alejandro Raya, and Hector Moncada. The reason for the request is that the school police department feels that the position and salary range needs to be reviewed and more properly aligned with other district positions with similar responsibilities.

Commission staff reviewed the position description questionnaire completed by the incumbents. Staff met with the School Police Chief, Joseph Paulino on May 25, 2016. A desk audit was conducted with Hector Moncada on June 10, 2016. At that time, Sergeant Moncada was the only sergeant with two or more years' experience as a permanent school police sergeant.

CLASSIFICATION CHARACTERISTICS

The purpose of the School Police Sergeant (salary range M42) position is to be the first-line supervisor over School Police Officers and oversee programs to provide for the safety and security of persons and district property. There are four School Police Sergeant positions in the School Police Department. The top primary functions and responsibilities of this classification are:

- Supervise and assign duties to School Police Officers and other school police personnel
- Supervise and coordinate programs/projects such as Explorers, Volunteers, Reserve Police Officers, and Police Cadets
- Review incident reports and other documents prepared by subordinates
- Coordinate and provide police officer and Campus Security Officer (CSO) training
- Patrol/supervise patrol

PERSONNEL COMMISSION

Other responsibilities that come with the position are preparing special reports, responding to citizen complaints, attending meetings and conferences, testifying in court and participating in the interview process for selection of school police personnel.

During the desk audit, staff was informed that Sergeants have received additional duties. For example, 5 years ago Sergeants were assigned to supervise additional programs; such as explorers, volunteers, and reserve officers. These are added programs to supervise; however, supervising programs is a job duty listed on the current classification specification.

The desk audit also revealed that Sergeants felt they perform higher level duties. For example, for a tow hearing, a sergeant can release a towed car if the Police Chief or Assistant Police Chief is absent. Also, a sergeant can be assigned scheduling work assignments in the absence the Assistant Police Chief. A reclassification is not warranted when an incumbent is temporarily assigned higher level duties.

According to the Personnel Commission Rules and Regulations, a classification must have been occasioned by a gradual and substantial accretion of duties over a period of time in order to be reclassified upward. After reviewing the position description questionnaire and classification specification, and conducting a desk audit, staff did not find that the classification has met this requirement, and believe the classification of School Police Sergeant is appropriate. Therefore, a reclassification is not recommended. Staff recommends updating the current classification specification. Although the functions and responsibilities are accurate, some of the duty statements should be revised to more clearly describe the classification.

SALARY

A salary survey was conducted comparing SBCUSD Police Sergeants to Elk Grove, Fontana, Long Beach, Oakland, Santa Ana and Stockton Unified School Districts. These comparisons were selected due to comparable ADA size, similar organizational structure, 24/7 operations (all except Fontana) and POST certified academies (all except Elk Grove and Long Beach).

Findings from the salary survey showed that SBCUSD compensated the sergeants at the same or higher rate than all but one of the comparable agencies, even without COLA's being considered. Based on the salary survey (Attachment A), it is recommended that the salary for School Police Sergeant remain at the current management salary range of 42 (\$315 - \$382 per diem).

The reclassification request also mentioned that the Sergeants would like to receive overtime. Sergeants currently receive additional pay for providing training to school police personnel, working during high school football games, and during graduation activities.

CONCLUSION

The results of our study have found that the duties of the classification School Police Sergeant have not significantly changed or evolved. It is recommended that the School Police Sergeant classification specification be updated. If they are interested in further researching overtime pay, staff recommends meeting with Human Resources to discuss the possibility of changing their

status from a management to a non-management classification. Management positions are exempt from receiving overtime pay. Additionally, our salary survey found that the salary for School Police Sergeant is properly aligned with the selected comparable classifications. Therefore, it is recommended that the salary, management range 42 remain at the current level.

ATTACHMENT A

Job Title	Agency	Min Monthly Salary	% Difference	Max Monthly Salary	% Difference
*School Police Sergeant	SBCUSD	\$5,985.00		\$7,277.00	
School Police Sergeant	Fontana	\$5,538.00	8.07%	\$6,604.00	10.19%
Sergeant	Elk Grove	\$5,292.25	13.09%	\$6,895.17	5.54%
School Police Supervisor/Sergeant	Santa Ana	\$5,701.00	4.98%	\$7,277.00	0.00%
Sergeant Police	Oakland	\$4,897.67	22.20%	\$6,251.42	16.41%
School Safety Operations Supervisor	Long Beach	\$5,756.58	3.97%	\$6,759.78	7.65%
Police Sergeant	Stockton	\$6,846.42	-12.58%	\$8,322.00	-12.56%

*As of July 1, 2016, SBCUSD management received a 4.5% increase. This increase is not reflected above.

ACTIVE SHOOTER RESPONSE TRAINING INSTRUCTOR COURSE

Hosted By: San Bernardino City School District

ALICE (Alert, Lockdown, Inform, Counter, Evacuate) is a set of proactive, options-based strategies, that increase your chances of survival during a violent intruder or Active Shooter event. For 14 years, the ALICE Training Institute has provided violent intruder response training to individuals and organizations across the nation.

This 2-Day Instructor training course is designed to teach law enforcement as well as school, church, hospital and workplace administrators and employees skills and strategies that bridge the gap between the time a violent event begins and law enforcement arrives.

WHEN: 11/21/2016 - 11/22/2016 8:00 AM – 4:00 PM

WHERE: Middle College High School
1250 West Esperanza
San Bernardino, CA 92410

COST: \$595.00 per person

REGISTER AT: www.AliceTraining.com (click to register)

PHONE: 330-661-0106

- Background: You will become knowledgeable in statistics and information about active shooter situations and why ALICE training is effective.
- ALICE Concepts: We will deliver a detailed overview of ALICE training and the liability of proactive vs. passive response strategies.
- Physical Drills: You will experience live scenario drills that compare passive vs. active responses.
- Effective Training: You will learn the strategies and be provided with materials to become an effective ALICE Instructor in your own organization.

The ALICE Training Institute
phone: 330-661-0106 | email: info@AliceTraining.com | www.AliceTraining.com

PERSONNEL COMMISSION MEETING
SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION OFFICE, PORTABLE #B

MINUTES

August 10, 2016

I. CALL TO ORDER

A. The meeting was called to order at 5:30 p.m. by Commissioner Dixon.

B. Roll-Call

1. Commissioner Valeria Dixon, Chairperson- Absent
2. Commissioner Michael Salazar, Vice-Chairperson
3. Commissioner George Bohn, Member

C. Pledge of Allegiance

II. APPROVAL OF AGENDA

Mr. Salazar moved to approve the agenda as submitted. Mr. Bohn seconded.

Motion carried.

III. PUBLIC COMMENTS

None.

IV. ACTION ITEMS

A. RATIFYING ELIGIBILITY LIST(S).

It was moved by Mr. Salazar and seconded by Mr. Bohn to approve the following eligibility list(s).

1. Appliance Repair Technician	Exam # 16-035
2. Education Assistant III (Spanish)	Exam # 16-030
3. Heavy Equipment Operator	Exam # 16-049
4. Purchasing Clerk	Exam # 16-051
5. School Police Sergeant	Exam # 16-055
6. Senior Claims Examiner	Exam # 16-040
7. Senior Claims Examiner	Exam # 16-053

8. Senior Purchasing Clerk	Exam # 16-052
9. Welder Fabricator	Exam # 16-054

Motion carried

B. RECRUITMENTS.

A motion was made by Mr. Salazar, and seconded by Mr. Bohn to open the following recruitments:

1. Accounts Payable Technician	Open/Promotional	08/03/2016-08/30/2016
2. Custodian III	Promotional Only	08/10/2016-09/06/2016

Motion carried.

C. EXTENDING ELIGIBILITY LIST

A motion was made by Mr. Salazar and seconded by Mr. Bohn to approve certification to extend the following eligibility list for an additional year.

Instructional Assistant (TA), Exam # 15-075, 14 Eligible Ranks, Expires 9/2/2016

Motion carried.

D. MEETING DATE FOR SEPTEMBER

A motion was made by Mr. Salazar and seconded by Mr. Bohn to have an additional regular meeting on September 21, 2016 and cancel meeting for October 12, 2016.

Motion carried.

E. AB 1432 MANDATED CHILD ABUSE REPORT

The commission discussed that all staff is required to complete the AB 1432 Mandated Annual Employee Training in Child Abuse Reporting by September 1, 2016.

F. NEOGOV LICENSE SOFTWARE

It is moved by Mr. Salazar and seconded by Mr. Bohn to approve NEOGOV License Software Subscription Enterprise User License. The cost is \$18,000 for fiscal year 2016-2017.

Motion carried.

G. NEOGOV TESTING SUBSCRIPTION

It is moved by Mr. Salazar and seconded by Mr. Bohn to approve the annual testing subscription for NEOGOV for Biddle Integrating and OPAC. The annual subscription cost is \$5,940.00 for fiscal year 2016-2017.

Motion carried.

H. MINUTES

A motion was made by Mr. Salazar and seconded by Mr. Bohn to approve the minutes for July 13, 2016 meeting.

Motion carried.

V. COMMISSIONER'S AND DIRECTOR'S COMMENTS:

No comments.

The meeting adjourned for closed session at 5:53 p.m.

VII. CLOSED SESSION:

The commission adjourned into closed session at 5:55 p.m.

The commission reconvened into open session at 5:56 p.m. and announced the following action taken in closed session:

ID# 16-18528437 – Denied.

Adjournment: The meeting adjourned at 5:56 p.m.