

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

AGENDA

October 12, 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 Hearing*

Pursuant to Education Code section 45246(f) the public, employees, and employee organizations may make public comment at this time only as to the nomination of Valeria Dixon as the nominee of the classified employees appointee on the commission as the joint appointee on the commission for a three year term commencing December 1, 2016.

Please limit your comments during this hearing to the appointment of Valeria Dixon as the joint appointee to the commission. Public comment on other matters will be head under section of public comments following this public hearing.

IV. *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.

V. *Action Items*

- A. The commission will consider approving Eligibility List(s). It is moved that the commission ratify Eligibility List(s) for:
 - 1. Accounts Payable Technician Exam # 16-066
 - 2. Clerk I Exam # 16-072
 - 3. Curriculum Materials Clerk Exam # 16-061
 - 4. Custodian III Exam # 16-067
 - 5. Education Assistant III (Severe Impairments) Exam # 16-076
 - 6. Food Worker Trainee Exam # 16-071

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Commission office, 777 N. F Street, San Bernardino, CA 92410 (909) 381-1182

- 7 Library Assistant Exam # 16-065
- 8. Office Technician/Registrar Exam # 16-068
- 9. Plumber Exam # 16-069
- 10. Sprinkler System Specialist Exam # 16-062
- 11. Youth Services Specialist Exam # 16-063

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

B. The commission will consider approving the following recruitments:

- | | | |
|------------------------------------|------------------|-----------------------|
| 1. Catering & Cafeteria Operator | Open/Promotional | 09/21/2016-10/18/2016 |
| 2. Electrician | Open/Promotional | 10/05/2016-11/01/2016 |
| 3. HVACR Mechanic | Open/Promotional | 10/05/2016-Continuous |
| 4. Nutrition Services Manager I | Open/Promotional | 10/05/2016-11/01/2016 |
| 5. Occupational Therapist | Open/Promotional | 09/14/2016-10/25/2016 |
| 6. Registered Behavior Technician | Open/Promotional | 09/21/2016-Continuous |
| 7. Reprographic Equipment Operator | Open/Promotional | 09/21/2016-10/18/2016 |
| 8. Senior Claims Examiner | Open/Promotional | 09/07/2016-10/04/2016 |
| 9. Senior Clerk | Open/Promotional | 09/21/2016-10/18/2016 |
| 10. Training Specialist | Open/Promotional | 09/14/2016-10/11/2016 |

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

C. The commission will consider approving certification from other eligibility lists to fill vacancies as follows:

- | | |
|---|--|
| From:
1. Clerk I
2. Clerk II
3. Curriculum Materials Clerk | To:
Bilingual Clerk I
Bilingual Clerk II
Bilingual Curriculum Materials Clerk |
|---|--|

Reference: PC Rule 5.23, 5.23.1, 5.23.2, 5.23.3.

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

D. The commission will consider extending the following eligibility list(s):

Bilingual School Outreach Worker, Exam # 15-126, 12 Eligible Ranks from October 12, 2016 to October 12, 2017.

Reference: PC Rule 5.23, 5.23.1, 5.23.2, 5.23.3.

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

E. The commission will consider approving the effective date for the reclassification for Public Safety Communication Supervisor.

3.15 Effective Date of Reclassification:

Reclassification of a position shall become effective on the date prescribed by the Commission.
(Rev: 02/03/2016)

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

F. The commission will consider approving the effective date for the reclassification for School Police Officer.

3.15 Effective Date of Reclassification:

Reclassification of a position shall become effective on the date prescribed by the Commission.
(Rev: 02/03/2016)

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

G. The commission will consider approving the minutes for September 7, 2016.

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

VI. Commissioner's/Director's Comments

VII. Adjournment:

The commission adjourned the meeting at _____.

Exam #	16-066	Exam Title	ACCOUNTS PAYABLE TECHNICIAN			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
8/3/2016	8/30/2016	10/13/2017	9	8	213	40

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.

Madys Byrd
 Director

9/29/16
 Date

Exam #	16-072	Exam Title	CLERK I			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
8/24/2016	9/20/2016	10/13/2017	381	32	962	604

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 Date 10/7/16

Exam #	16-061	Exam Title	CURRICULUM MATERIALS CLERK			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
7/6/2016	8/23/2016	10/13/2017	55	17	323	110

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.

Madys Byrd

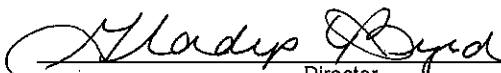
 Director

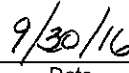
9/13/16

 Date

Exam #	16-067	Exam Title	CUSTODIAN III			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
8/10/2016	9/6/2016	10/13/2017	7	7	18	7

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


 Date

Exam #	16-076	Exam Title	EDUCATION ASSISTANT III (SEVERE IMPAIRMENTS)			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
8/31/2016	9/27/2016	10/13/2017	5	4	93	20

*To be merged with exam #'s 15-170, 16-004 and 16-031

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.



10/6/16

 Director Date

Exam #	16-071	Exam Title		Food Worker Trainee		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
8/24/2016	9/20/2016	4/13/17	56	7	182	182

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 Director

10/7/2016
 Date

Exam #	16-065	Exam Title		Library Assistant		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
7/20/2016	8/23/2016	10/13/17	63	18	454	111

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
 Personnel Director

9/21/2016
 Date

Exam #	16-068	Exam Title		OFFICE TECHNICIAN REGISTRAR		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
8/10/2016	9/6/2016	10/13/2017	41	23	472	69

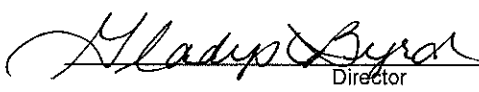
I certify that these eligibility lists are based upon examination requirements completed and compiled in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.


Madup Byrd 9/26/16
 Director Date

Exam #	16-069	Exam Title	PLUMBER			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
8/10/2016	9/6/2016	10/13/2017	2	2	32	10

To be merged with exam #'s 15-176 & 16-013

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

 _____
 Date

Exam #	16-062	Exam Title		Sprinkler System Specialist		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
7/6/2016	8/16/2016	10/13/17	2	2	44	10

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
 Personnel Director

9/21/2016
 Date

Exam #	16-063	Exam Title		Youth Services Specialist		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
7/13/2016	8/16/2016	10/13/17	18	8	581	34

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 Director

9/22/2016
 Date

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

MINUTES

September 7, 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- Present
2. Commissioner Michael Salazar, Vice-Chairperson-Present
3. Commissioner George Bohn, Member

C. Pledge of Allegiance

II. APPROVAL OF AGENDA

Ms. Dixon moved to approve the agenda as submitted. Mr. Salazar seconded.

Motion carried.

III. PUBLIC COMMENTS

No public comments.

IV. ACTION ITEMS

A. Appointee of joint commissioner for December 2016

The Governing Board appointee, Mr. Salazar nominated Valeria Dixon for the next term for joint commissioner.

The Classified appointee, Mr. George Bohn, nominated Valeria Dixon.

Public hearing appointment of joint commissioner date: Mr. Salazar made a motion to have a regular meeting on Wednesday, October 12, 2016.

Motion carried.

B. RATIFYING ELIGIBILITY LIST(S).

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

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

Motion carried.

C. RECRUITMENTS.

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

1. Account Clerk I	Open/Promotional	08/21/2016-09/27/2016
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	08/24/2016-09/20/2016

Motion carried.

D. REVISIONS FOR CLASSIFICATION

A motion was made by Ms. Dixon and seconded by Mr. Salazar to approve the revisions for the following classification:

Training Specialist

Motion Carried.

E. TITLE JOB REVISION

A motion was made by Ms. Dixon and seconded by Mr. Salazar to approve the title job revision for the following classification:

From: Instructional Tutor (Aurally Handicapped)

To: Instructional Tutor-Deaf and Hard of Hearing (DHH)

Motion carried.

F. EXTENDING ELIGIBILITY LIST

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the eligibility list for an additional year.

Computer Operations Technician Exam 15-100 to expire on 9/14/2017.

Motion carried.

G. REGULAR PERSONNEL COMMISSION MEETING DATE:

A motion was made by Mr. Salazar and seconded by Ms. Dixon to hold a regular meeting on 10/12/2016 and cancel the meeting for 09/21/2016.

Motion carried.

H. RECLASSIFICATION: PUBLIC SAFETY COMMUNICATION SUPERVISOR

A motion was made by Ms. Dixon and seconded by Mr. Salazar to consider the reclassification/salary adjustment recommendation for Public Safety Communication Supervisor from Management Range 12 to Management Range 16.

Irma Garcia, Personnel Analyst, delivered a synopsis for the study done for Public Safety Communication Supervisor. She stated a desk audit was conducted as part of the process to understand the duties and responsibilities that the incumbent held. The research was conducted comparing similar agencies. It was recommended to adjust the classification from Management Range 12 to Management Range 16 that would be listed as 6% increase.

Mr. Greenwood, CSEA President, was in agreement with the findings. He reassured that the school police department works very hard and they are faced with daily danger to protect the community. He stated he will be helping other employees with reclassification process such as custodians, cafeteria workers, plumbers, etc. He stated most employees start here and go somewhere else for higher pay.

Shirley Allen, Public Safety Communication Supervisor, stated that the areas in the findings do not match her duties as a Public Safety Communications Supervisor. She stated she has different areas of supervision such as dispatch; top logic near future live scan, contractors on surveillance alarm system, Information Technology systems, DOJ audits for our department. The district has been kept out of liability issues. She requested for the analysts to look into her findings and duties she performs.

Ms. Dixon stated typically the study is done only with school districts.

Ms. Byrd stated with respect to the duties that Ms. Allen holds a lot of her duties are performed by sergeants. Her job title is unique with the comparable salary range. Ms. Byrd stated it was determined that the classification go from salary Management Range 12 to salary Management Range 16 which is an additional 6%.

Motion carried.

I. RECLASSIFICATION: PUBLIC SAFETY DISPATCHER

A motion was made by Ms. Dixon and seconded by Mr. Salazar to consider the reclassification recommendation for Public Safety Dispatcher.

Ms. Garcia delivered a synopsis for the study done for Public Safety Dispatcher. Primary characteristics and functions were listed; technology has evolved, as well as other agencies. It was determined that the incumbent have responsibilities that do not align with their assigned duties. Ms. Garcia suggested opening a position for Lead Public Safety Dispatcher. Currently, there is no lead position. This would be an opportunity for dispatchers to promote to a higher classification. Staff recommended that the position remain the same current salary range.

Ms. Byrd stated that she also recommends opening a lead position as soon as possible.

Ms. Dixon stated that it sounds like there should be some reexamination for promotion in that department. The duties need to be realigned.

Ms. Byrd stated that if Ms. Allen was to leave and recruitment became available, current employees would not qualify for the supervisor experience.

Janie Land, Public Safety Dispatcher, stated she has worked as a dispatcher for over 13 years. She believes she has been overlooked. She believes dispatchers are the main lifeline for the entire school district. The agencies that have been compared to, do not have high value, and the work is not as difficult as the districts. She gave an example, there were 76 calls in one day, and an officer was dealing with a truancy party, there was as many as 15 fights going at the same time, and there was a foot pursuit outside. Currently there are only 3 dispatchers, and they all work very hard.

Motion carried.

J. RECLASSIFICATION: SCHOOL POLICE CLERK

A motion was made by Ms. Dixon and seconded by Mr. Salazar to consider the reclassification recommendation for School Police Clerk.

Ms. Garcia delivered a synopsis for the study done for School Police Clerk. The recommendation for School Police Clerk was to remain the same.

Ms. Gordon, School Police Clerk stated the abilities and knowledge should not be compared to just any clerical job. School Police clerks release reports, public records and extended cases to the district attorney's office. School Police Clerk handles regulations set forth and also works with handling drugs and weapons technical, not just clerical duties. She believes the study did not reflect all the duties of a SBCUSD School Police Clerk. She requested to be reconsidered for a salary reclassification.

Mr. Barrier, School Police Clerk, mentioned how other agencies do not have the size of duties that he and Ms. Gordon carry. He stated Santa Ana and Fontana don't perform the same work as SBCUSD. He feels that the pay is low compare to the duties expected to be performed. He explained the process of the daily log and background check. He believes reclassification study should be done by an outside agency.

Motion carried.

K. RECLASSIFICATION: SCHOOL POLICE OFFICER

A motion was made by Ms. Dixon and seconded by Mr. Salazar to consider approving reclassification salary adjustment recommendation from Range 44 to Range 46 for School Police Officer (SPO).

Ms. Garcia delivered a synopsis for the study done for School Police Officer. It was found that SPO have been performing the essential functions of their job. A survey looked at various school police agencies. It was noted that SBCUSD school police officers were paid a lower salary. The findings and study recommended that it would be reasonable to increase from 44 to 46 which is 8.2 % increase; she also stated their negotiations are currently in progress.

Ms. Byrd agrees with the findings from Ms. Garcia. The data is based on the current salary schedule.

Mr. Bartell, School Police Officer thanked the commission for the findings of the salary. He also disputed the findings; he feels they were not compared correctly with other agencies. He stated that they investigate embezzlements. School Police Officers work in a city that has a high violent rate and are the first to respond. He stated they are 17% under paid. Officer Bartell was disappointed with the findings for School Police Officers, School Police Clerks, and School Police Dispatchers. He did not believe the findings were adequate, compare to other agencies of this area.

Motion carried.

L. RECLASSIFICATION FOR SCHOOL POLICE SERGEANT

A motion was made by Ms. Dixon and seconded by Mr. Salazar to consider the reclassification recommendation for School Police Sergeant to remain as is.

Ms. Garcia, delivered synopsis for the study done for School Police Sergeant. The additional responsibilities fall within the scope of work, because of the similar comparisons within agencies. The staff feels the salary for school police sergeant is properly set with our district. Page 30, of the agenda shows our district is the second highest paid salary for school police sergeants. Staff recommended that the salary remained the same.

Tammy Land, School Police Sergeant, stated she is not happy with the findings. She said that as sergeants they are responsible for supervision duties, liable for school police officers and still perform the duties of school police officer. In addition they are demanded to work over time without the additional overtime pay.

Alex Raya, School Police Sergeant, stated that the results of the findings are offensive because it did not match the compensations with the other districts. The officers perform internal fair investigations, and handle complaints on any special event.

Ms. Land asked about the reclassification process, how often can it be requested?

Ms. Byrd stated every February through March.

Motion carried.

M. ALICE TRAINING

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve staff to attend the Active Shooter Certification Training (ALICE training program) on 11/21, 11/22/2016. Nersidalia Garcia, Esmeralda Sassaman, and Irma Garcia

Mr. Vetere explained the ALICE training philosophy.

Motion carried.

N. MINUTES FOR AUGUST 10, 2016

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the minutes for August 10, 2016.

Motion carried.

V. COMMISSIONER'S AND DIRECTOR'S COMMENTS:

Mr. Bohn stated it was hard for staff to process reclassification studies. He stated it was well done and well written information. A lot of important information from the school police department staff. It appears there is a disagreement and concern on the job duties. As commissioners, they are bound to look at information and job titles comparison and base the decision on that. He realized the department does a lot more than other police departments that involve other major activities. It's still considered a school police department even if they have more duties and training than other school police officers. He stated we are bound here by job descriptions that are determined by school board. He wished they could do more. The staff did an incredible job putting work together. There are differences in comparisons and every department has its own structure. It is almost impossible to come up with solutions that everyone agrees to. He appreciates everyone coming to speak.

Mr. Salazar said, he knows and respects the work that each officer performs. He always feels safe when the officers are around. Some of the things appear to be structure in nature, staffing related and staffing oriented. The commission knows the district has a management style and the system continues to evolve. He commends the staff for the hard work, and it is not easy to bring this to the table. He believes since he has been a commissioner they have been stepping in the right direction. The commission has been able to work together and move to the right direction. Mr. Salazar heard that school police department is very different and unique when compared to other agencies. He would like to work on getting a better handle with what we have here. To make sure that we classify personnel space that is adequate with no nepotism or favoritism.

Ms. Dixon thanked the staff. She stated it was difficult but the commissioners have to follow the merit system. Comparable agencies have to be school districts. She stated she worked with SBCUSD school police department for 18 years. Since she worked as a dispatcher she has an understanding of the duties for school police clerk and dispatcher. She stated she has to do her job as a commissioner. Ms. Dixon challenged the staff present for school police department to come up with succession plan, and internal strategic plan and look at what is going on with the department, to come up with a plan and present it to the board. Regarding the staff duties, she was willing to speak to Chief Joe Paulino. She stated that at her job it took three (3) years for the plan to work for the job she currently holds. She recommended for them to go back and reevaluate. It is not an empty appreciation; this staff has a difficult job. She challenged them to go back to your succession planning and bring it back to the commission. She said, "Please leave with your heads up not discouraged, not left out, you have a good evening".

The meeting adjourned for closed session at 7:26 p.m.

VII. CLOSED SESSION:

The commission adjourned into closed session at 7:30 p.m.

The commission reconvened into open session at 8:20 p.m. There was no report out.

Adjournment: The meeting adjourned at 8:20 p.m.