

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

AGENDA

November 9, 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. The commission will consider approving Eligibility List(s). It is moved that the commission ratify Eligibility List(s) for:

- | | |
|---|---------------|
| 1. Account Clerk I | Exam # 16-075 |
| 2. Cafeteria Worker | Exam # 16-070 |
| 3. Catering and Cafeteria Operator | Exam # 16-084 |
| 4. Computer Specialist I | Exam # 16-073 |
| 5. Computer Specialist III | Exam # 16-074 |
| 6. Occupational Therapist | Exam # 16-080 |
| 7. Public Safety Dispatcher | Exam # 16-064 |
| 8. Reprographic Equipment Operator | Exam # 16-085 |
| 9. School Accounting Technician I - Middle School | Exam # 16-059 |
| 10. Senior Claims Examiner | Exam # 16-079 |
| 11. Training Specialist | Exam # 16-081 |

Moved: _____ Seconded _____

Discussion: _____

Vote: Dixon: _____ Salazar: _____ Bohn: _____

B. The commission will consider approving the following recruitments:

- | | | | |
|----|--|------------------|-----------------------|
| 1. | Applications Analyst III | Open/Promotional | 11/02/2016-11/29/2016 |
| 2. | Education Assistant III (SI) | Open/Promotional | 10/12/2016-11/22/2016 |
| 3. | Facilities Planning and Development Director | Open/Promotional | 11/16/2016-12/13/2016 |
| 4. | HVACR Mechanic | Open/Promotional | 10/05/2016-Continuous |
| 5. | Public Safety Dispatcher | Open/Promotional | 11/02/2016-12/06/2016 |
| 6. | Serving Kitchen Operator | Open/Promotional | 10/12/2016-11/15/2016 |

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

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

- | | |
|---|--|
| From: | To: |
| 1. Bilingual Community Relations Worker II/Parent Involvement | Community Relations Worker II/Parent Involvement |
| 2. Education Assistant III (SI) | Bilingual Education Assistant III (SI) |

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):

Title	Exam #	Eligible Ranks	From:	To:
Attendance Verifier	15-148	34	12/15/16	12/15/17
Clerk II	15-153	16	12/15/16	12/15/17
Office Assistant I (HA)	15-154	25	12/16/16	12/16/17
Secretary II	15-145	31	12/15/16	12/15/17

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 revisions to the following classification specification:

- Facilities Planning and Development Director

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

F. The commission will discuss the Personnel Commission Department relocation.

Moved: _____ Seconded _____
 Discussion: _____

G. The commission will discuss job specifications and the CSEA'S 610 process.

Moved: _____ Seconded _____
Discussion: _____

H. The commission will consider approving the minutes for October 12, 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

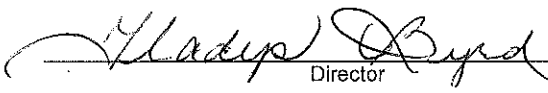
The commission reconvened into open session at _____ and announced the following action taken in closed session.

Adjournment:

The commission adjourned the meeting at _____.

Exam #	16-075	Exam Title	ACCOUNT CLERK I			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
8/31/2016	9/27/2016	11/9/2017	66	15	659	405

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 10/10/16

Exam #	16-070	Exam Title		Cafeteria Worker		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
8/24/2016	9/20/2016	5/10/17	43	12	299	85

**Merged with exam plan #16-029

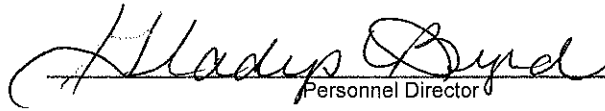
I certify that these eligibility lists are based upon examination requirements completed and complied in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.


 Personnel Director

10/19/2016
 Date

Exam #	16-084	Exam Title		Catering and Cafeteria Operator		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
9/21/2016	10/18/2016	11/10/17	38	22	159	62

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.


 Personnel Director

11/3/2016
 Date

Exam #	16-073	Exam Title		Computer Specialist I		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
8/24/2016	9/20/2016	11/10/17	38	17	239	66

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.

Mladys Boyd
 Personnel Director

10/27/2016
 Date

Exam #	16-074	Exam Title		Computer Specialist III		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
8/24/2016	9/20/2016	11/10/17	18	12	121	64

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
 Personnel Director

10/27/2016
 Date

Exam #	16-080	Exam Title	OCCUPATIONAL THERAPIST			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
9/14/2016	10/25/2016	11/9/2017	1	1	5	1

*To be merged with exam # 16-048, Expires 7/14/2017

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.

Hladys Dyd
Director

10/27/16
Date

Exam #	16-064	Exam Title		Public Safety Dispatcher		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
7/13/2016	8/16/2016	11/10/17	6	5	340	39

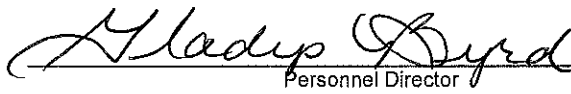
I certify that these eligibility lists are based upon examination requirements completed and complied in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.

Gladys Byrd
 Personnel Director

11/3/2016
 Date

Exam #	16-085	Exam Title		Reprographic Equipment Operator		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
9/21/2016	10/18/2016	11/10/17	9	7	55	14

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

10/31/2016
 Date

Exam #	16-059	Exam Title		School Accounting Technician I - Middle School		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
7/6/2016	8/23/2016	11/10/17	23	15	240	78

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.

Melanie Byrd
 Personnel Director

10/31/2016
 Date

Exam #	16-079	Exam Title		SENIOR CLAIMS EXAMINER		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
9/7/2016	10/4/2016	11/10/17	3	3	20	5

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

10/26/2016
 Date

Exam #	16-081	Exam Title		TRAINING SPECIALIST		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
9/14/2016	10/11/2016	11/10/17	3	2	99	17

***To be merged with exams: #15-134 and 15-179**

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

10/31/2016
 Date



San Bernardino City Unified School District Personnel Commission

Classification Specification

Job Code:	0187	Work Year:	Salary Range:	70
Job Family:	Human Resources		HR/Day:	8
FLSA Status:	Exempt	EEOC OCCUPATIONAL GROUP:	Management	

FACILITIES PLANNING AND DEVELOPMENT DIRECTOR

DEFINITION JOB SUMMARY:

Organizes, develops, manages, directs the District's school facilities planning operations; ~~provides demographic, CBEDS, other information related to enrollment projections;~~ to ensure adequate space/facilities is available to accommodate projected enrollment. ~~coordinates the planning/organization of the School Facilities Funding Programs.~~

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Administrator of Operations.

Exercises direct supervision over professional, technical, and office support staff.

Subordinate

~~DISTINGUISHING CHARACTERISTICS—An incumbent directs the palling/development of new school facilities, modernization/rehabilitation of existing school facilities under the guidelines, policies, procedures adopted by the executive level. Such requires direct interface with Board members, Superintendent, cabinet members, executives from other agencies. He/she is expected to adopt internal department goals, objectives, procedures that will accomplish the department's mission in a timely and cost effective manner while generating good public relations. Facilities Planning and Development Director's distinguished from eh Assistant in that the latter assists the former in accomplishing goals/objectives and is principally responsible for internal operations.~~

EXAMPLES OF DUTIES: ESSENTIAL JOB FUNCTIONS:

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

- Serves as District Representative for the State School Building Program.
- Coordinates the planning/organization of the School Facilities Funding programs.
- Develops/maintains the State master file and ~~generates~~ oversees individual project applications.
- Monitors District project applications with State field representatives.
- Maintains data/prepares informational reports for long/short-range planning, including housing demographics, enrollment projections, ~~school and school~~ housing needs.
- Works with legal counsel, governmental agencies, ~~developers~~ and developers to acquire

funding sources for District facilities.

- **Attends** city, county, state, **and** community meetings/hearings concerning school facilities/funding; develops applications for various incentive funding programs.
- Facilitates the school planning process with architect's coordination of surveys, educational specifications and other informational studies.
- Coordinates/assists in identification/selection/acquisition of school sites.
- Coordinates information between District administrators, architects, governmental agencies, legal counsel and others involved in District funding or construction process.
- Provides governmental regulations/legislative issues relating to school funding/construction.
- Develops, distributes, **interprets and interprets** periodic update to the Board of Education and others on the status of school planning and construction and the District Master Plan.
- Maintains inventory of permanent and portable classrooms, school sites; makes recommendations concerning lease renewal; prepares periodic information reports.
- Coordinates developer fee and other revenue collections, expenditures, reports.
- Coordinates the construction/modernization of school facilities; administers construction contracts/supervises construction inspectors employed by the District.
- Complies with Federal, State, County and local regulatory agency requirements.
- Develops community outreach programs for construction and professional services.
- Directs the development and implementation of facility software applications/systems.
- Performs **job** related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of general budgeting, accounting, contracting principles and procedures.
- Knowledge of project scheduling and management practices.
- Knowledge of the methods/procedures for preparing/reporting enrollment projections.
- Knowledge of funding sources for school construction/renovation/modernization.
- Knowledge of facility planning and real property acquisition techniques/requirements.
- Knowledge of governmental regulations, rules, **polices and policies** related to facility planning.
- Knowledge of modern office practices/procedures and computer hardware/software.
- Knowledge of research methods.
- Knowledge of construction trades, methods, practices.
- Knowledge of bidding and contract award practices/procedures.
- Knowledge of supervisory principles/practices, related laws/employee contracts/policies/Commission rules, etc.
- Ability to learn, interpret, apply administrative/departmental policies, local, state, federal laws and regulations.

- Ability to plan, organize, assign workloads and meet deadlines.
- Ability to analyze situations carefully and adopt effective courses of action.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish/maintain cooperative-working relationships.
- Ability to read and interpret blueprints and site plans.

QUALIFICATIONS

Experience and Education/Training:

~~Any combination of experience and education/training that demonstrates an ability to perform the essential functions of the job.~~ (These are the minimum experience and education/training standards that will be used to admit or reject applicants for examination, as approved on the date below.)

Four (4) years of recent (within the past five (5) years) fulltime paid supervisory/managerial experience involving ~~State School Building Program Management, Project Management, and planning government facilities;~~ the maintenance and construction of buildings and facilities or in public administration and school facilities or government planning.

AND

A bachelor's degree from an accredited college or university, ~~with a m~~Major in planning coursework in business or public administration, management, engineering, architecture, or a closely related field preferred.

Licenses/Certificates/Registrations:

Possession of a valid California driver's license, liability auto insurance, personal vehicle for transportation to sites/meetings, must be presented/available upon acceptance of offer of employment and maintained throughout employment.

Probationary Period:

Persons appointed to this class are subject to a probationary period of one year in accordance with Education Code 45301.

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

MINUTES

October 12, 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 HEARING

No public hearing comments from the public.

IV. PUBLIC COMMENTS

No Public comments.

V. ACTION ITEMS

A. RATIFYING ELIGIBILITY LIST(S).

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

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
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

Motion carried.

B. RECRUITMENTS.

A motion was made by Ms. Dixon, and seconded by Mr. Bohn to open 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

Motion carried.

C. ELIGIBILITY LIST APPROVED

A motion was made by Ms. Dixon and seconded by Mr. Salazar to approve the certification eligibility lists:

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

Motion Carried.

D. EXTENSION FOR ELIGIBILITY LIST(S)

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the certification for the extension of eligibility lists:

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

Motion carried.

E. RECLASSIFICATION DATE FOR 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 effective 09/08/2016.

Ms. Dixon, the discussion the reclassification date is September 8, 2016.

Ms. Byrd, the action is effective date after the meeting which is September 8, 2016.

Motion carried.

F. RECLASSIFICATION DATE FOR 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) to be effective September 8, 2016.

Ms. Dixon stated the discussion is the reclassification effective date is September 8, 2016.

Motion carried.

G. MINUTES FOR SEPTEMBER 7, 2016

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the minutes for September 7, 2016.

Motion carried.

VI. COMMISSIONER'S AND DIRECTOR'S COMMENTS:

Mr. Salazar commended the staff for great work and the progress that continues at the personnel commission office. He acknowledged and let everyone know that he was deeply saddened the loss of a long time district employee, Sylvia Ross' son who died in a tragic accident. He would like for the record to reflect that our thoughts and prayers are with Sylvia Ross and her family.

Ms. Dixon concurred with Mr. Salazar's sentiment regarding the death of Ms. Ross' son. She stated she would like to thank the staff for always taking her phone calls, especially when she receives phone calls from individuals that work for the district and for clarification of rules and processes. She emphasized that a lot of the employees that don't work in the district office sometimes don't understand on how the hiring process works, how jobs are created and process has to go through the 610 process before it even gets on Personnel Commission agenda. Ms. Dixon thanked Ms. Byrd for being patient and for emailing the staff member back to explain the process. She wished Ms. Byrd and Mr. Salazar a happy belated birthday.

Ms. Byrd stated that the 610 process and some of the classification that haven't been able to be on the agenda will be placed on the next agenda.

The meeting adjourned for closed session at 5:40 p.m.

VII. Adjournment: The meeting adjourned at 5:40 p.m.