

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

AGENDA

December 14, 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 _____
- D. Administration of Oath to Valeria Dixon, Joint Appointee to the Commission for a three (3) year term commencing December 1, 2016.

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 make nominations and vote for Chairperson for 2017.
 - 1. It is moved that _____ be approved by the commissioners as Chairperson for 2017.

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

- B. The commission will make nominations and vote for Vice-Chairperson for 2017.
 - 1. It is moved that _____ be approved by the commissioners as Vice-Chairperson for 2017.

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

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

C. The commission will consider approving the Personnel Commission Meeting Calendar for 2017.

Moved: _____ Seconded _____

Discussion: _____

Vote: Dixon: _____ Salazar: _____ Bohn: _____

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

- | | |
|--|---------------|
| 1. Applications Analyst III | Exam # 16-091 |
| 2. Computer Specialist I -Mac | Exam # 16-078 |
| 3. Education Assistant III Severe Impairment | Exam # 16-089 |
| 4. Nutrition Services Manager I | Exam # 16-088 |
| 5. Serving Kitchen Operator | Exam # 16-090 |

Moved: _____ Seconded _____

Discussion: _____

Vote: Dixon: _____ Salazar: _____ Bohn: _____

E. The commission will consider approving the following recruitments:

- | | | |
|--|------------------|-----------------------|
| 1. Bilingual Clerk II (Spanish Only) | Open/Promotional | 11/30/2016-12/27/2016 |
| 2. Computer Specialist I – Mac | Open/Promotional | 11/16/2016-12/13/2016 |
| 3. Custodian I | Open/Promotional | 12/07/2016-01/10/2017 |
| 4. Custodian II | Promotional only | 12/07/2016-01/10/2017 |
| 5. Education Assistant III Severe Impairment | Open/Promotional | 12/07/2016-01-10/2017 |
| 6. Electrician | Open/Promotional | 12/14/2016-01/17/2017 |
| 7. Nutrition Services Business Manager | Open/Promotional | 11/09/2016-12/13/2016 |
| 8. School Police Clerk | Open/Promotional | 11/23/2016-12/20/2016 |
| 9. Secretary III | Open/Promotional | 11/30/2016-12/27/2016 |

Moved: _____ Seconded _____

Discussion: _____

Vote: Dixon: _____ Salazar: _____ Bohn: _____

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

1. Floor Covering Mechanic

Moved: _____ Seconded _____

Discussion: _____

Vote: Dixon: _____ Salazar: _____ Bohn: _____

G. The commission will consider approving the new classification specification as submitted:

1. Certified Athletic Trainer

Moved: _____ Seconded _____

Discussion: _____

Vote: Dixon: _____ Salazar: _____ Bohn: _____

H. The commission will discuss the WRIT positions.

Moved: _____ Seconded _____

Discussion: _____

I. The commission will consider approving the minutes for November 9, 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 _____.

OATH OF OFFICE

VALERIA DIXON

"I, Valeria Dixon, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter." "And I do further swear (or affirm) that I do not advocate, nor am I a member of any party or organization, political or otherwise, that now advocates the overthrow of the Government of the United States or of the State of California by force or violence or other unlawful means; that within the five years immediately preceding the taking of this oath (or affirmation) I have not been a member of any party or organization, political or otherwise, that advocated the overthrow of the Government of the United States or of the State of California by force or violence or other unlawful means except as follows:

No Exceptions

(If no affiliations, write in the words "No Exceptions")

and that during such time as I hold the office of District-Appointee to the Personnel Commission, I will not advocate nor become a member of any party or organization, political or otherwise, that advocates the overthrow of the Government of the United States or of the State of California by force or violence or other unlawful means."

Valeria Dixon

December 14, 2016
Date

Attest:

I attest that on December 14, 2016, I administered the above oath to Valeria Dixon.

Signature of Person Administering Oath

December 14, 2016
Date

Approval of the regular Personnel Commission meetings for calendar year 2017 as presented below:

**PERSONNEL COMMISSION
MEETING DATES**

January 2017 –December 2017

Date of Meeting	Place of Meeting
January 11, 2017	PC Office, Portable #B
February 1, 2017	BOE Community Room
March 1, 2017	BOE Community Room
April 5, 2017	BOE Community Room
May 3, 2017	BOE Community Room
June 7, 2017	BOE Community Room
July 5, 2017	BOE Community Room
August 2, 2017	BOE Community Room
September 6, 2017	BOE Community Room
October 4, 2017	BOE Community Room
November 1, 2017	BOE Community Room
December 6, 2017	BOE Community Room

Exam #	16-091	Exam Title	APPLICATION ANALYST III			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
11/2/2016	11/29/2016	12/15/2017	7	3	17	10

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.


12/2/16

 Director Date

Exam #	16-078	Exam Title		COMPUTER SPECIALIST I - MAC		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
9/7/2016	10/4/2016	12/15/2017	11	6	83	25

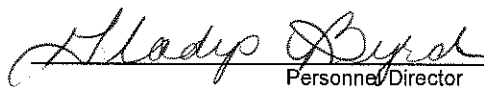
I certify that these eligibility lists are based upon examination requirements completed and complied in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.

Madys Byrd 11/9/16
Director Date

Exam #	16-089	Exam Title		Education Assistant III Severe Impairments		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
10/12/2016	11/22/2016	12/15/17	11	7	91	27

**Merged with exams 16-004, 16-031 & 16-076

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

12/6/2016
 Date

Exam #	16-088	Exam Title	NUTRITION SERVICES MANAGER I			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
10/5/2016	11/1/2016	12/15/2017	10	8	46	14


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.

M. Ladys Byrd 11/17/16
Director Date

Exam #	16-090	Exam Title		Serving Kitchen Operator		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
10/12/2016	11/15/2016	12/15/17	43	28	143	67

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	12/1/2016 Date
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	<h2>San Bernardino City Unified School District Personnel Commission</h2>												
<table border="0" style="width: 100%;"> <tr> <th colspan="3" style="text-align: center;">Classification Specification</th> </tr> <tr> <td>Job Code:</td> <td>Work Year: 12 months</td> <td>Salary Range: 41</td> </tr> <tr> <td>Job Family:</td> <td></td> <td>HR/Day: 8</td> </tr> <tr> <td>FLSA Status: Non-Exempt</td> <td>EEOC Occupational Group:</td> <td>6-Service/Maintenance</td> </tr> </table>		Classification Specification			Job Code:	Work Year: 12 months	Salary Range: 41	Job Family:		HR/Day: 8	FLSA Status: Non-Exempt	EEOC Occupational Group:	6-Service/Maintenance
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Job Family:		HR/Day: 8											
FLSA Status: Non-Exempt	EEOC Occupational Group:	6-Service/Maintenance											
<h3>FLOOR COVERING MECHANIC</h3>													

JOB SUMMARY:

To perform skilled work involving the installation, repair and replacement of carpeting, tile, and other materials on floors and similar surfaces.

SUPERVISION:

Receives general supervision from the Carpentry and Related Trades Supervisor, ~~and functional supervision from the Lead Carpenter or Senior Floor Covering Mechanic.~~ May receive work instructions from lead carpenter.
Exercises no supervision.

DISTINGUISHING CHARACTERISTICS:

~~This is the full journey level class within the Floor Covering Mechanic series. Positions within this class are distinguished from the Floor Covering Mechanic Assistant in that the latter functions as an assistant on work projects. Positions at this level are fully trained in all aspects of the job and are expected to function independently.~~
NONE

EXAMPLES OF DUTIES:

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

- Estimates quantities of materials required to complete assigned jobs involving covering floors, ~~cabinets, counters, sink tops and other related fixtures.~~
- Loads material for a given job into a truck.
- Ensures ~~that~~ all supplies and materials are available before beginning a project.
- Disconnects and/or removes obstructions such as furniture.
- Measures and cuts floor covering and foundation materials such as padding and building paper to fit projections and openings.
- Lays foundation material for floors, if required, and finish materials such as asphalt tile, ~~vinyl asbestos tile~~, vinyl tile, rubber tile, linoleum, other types of sheet goods, ~~and carpet, and carpet tiles.~~
- Lays out guidelines and executes designs.
- Covers floor material if required, and applies base, reducer strips, and carpet strips.
- ~~Covers such objects as cabinets, counters, sink tops and drainboards with linoleum vinyl or hard face laminates.~~ Operates and maintains a variety of hand and power tools to perform assigned task.
- Operates forklift.
- Performs job related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

Knowledge of floor materials, tools, and methods used in installing, repairing and replacing floor coverings and floor foundations.

Basic Knowledge of basic math.

- Forklift operation and use.
- Ability to operate a forklift.
- Use Ability to use and maintain hand and power tools used in the trade.
- Ability to measure, cut, sew, lay and trim carpeting and related materials.
- Ability to cut and form linoleum and vinyl coverings skillfully and with minimum wastage.
- ~~Apply hard-faced laminates to counter tops and cabinets.~~
- Ability to match coverings in terms of color, texture and composition.
- Ability to understand and carry out oral and written directions.
- Ability to work effectively in the absence of supervision.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work.

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 August 27, 1996.)

Three years of increasingly responsible experience laying carpeting, resilient floor tile, and linoleum ~~and hard-faced laminates.~~

-AND-

High school graduation or the equivalent.

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

Possession of an appropriate, valid California driver's license at time of appointment to and during employment in a position in this class.

WORKING ENVIRONMENT:

Indoor and outdoor work environment with frequent temperature changes; driving a vehicle to conduct work; subject to exposure to odors, fumes, dust and toxic materials.

PHYSICAL LEVEL 3: SUBSTANTIAL:

Positions in this physical level may require the following physical demands:


Strength and endurance as required to perform sustained heavy labor; stand, walk, and sit for extended periods of time; lift carry move transfer, and position objects weighing up to 51 pounds; manipulate hands and fingers to operate equipment, tools, and materials relevant to position requirements; maneuver, carry, push, or pull job equipment assigned to the position, such as lifting, positioning, moving and transferring objects; reach overhead, above the shoulders, and horizontally; bend at the waist, kneel, stoop, and crouch; run; climb and descend ladders; crawl in tight spaces; see to monitor work environment and accomplish assigned tasks; hear and speak clearly to exchange information.

AMERICANS WITH DISABILITIES ACT:

Persons with certain disabilities may be capable of performing the duties of the class. Such determination must be made on an individual basis by the District's medical examiner taking into consideration the nature of the disability, prosthetic aid, available accommodations and the duties of the 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.

	San Bernardino City Unified School District Personnel Commission												
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FLOOR COVERING MECHANIC													

JOB SUMMARY:

To perform skilled work involving the installation, repair and replacement of carpeting, tile, and other materials on floors and similar surfaces.

SUPERVISION:

Receives general supervision from the Carpentry and Related Trades Supervisor. May receive work instructions from lead carpenter.

Exercises no supervision.

DISTINGUISHING CHARACTERISTICS:

NONE

EXAMPLES OF DUTIES:

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

- Estimates quantities of materials required to complete assigned jobs involving covering floors.
- Load material for a given job into a truck.
- Ensure all supplies and materials are available before beginning a project.
- Disconnects and/or removes obstructions such as furniture.
- Measures and cuts floor covering and foundation materials such as padding and building paper to fit projections and openings.
- Lays foundation material for floors, if required, and finish materials such as asphalt tile, vinyl tile, rubber tile, linoleum, other types of sheet goods, carpet,
- Lays out guidelines and executes designs.
- Covers floor material if required, and applies base, reducer strips, and carpet strips.
- Operates and maintains a variety of hand and power tools to perform assigned task.
- Operates forklift.
- Performs job related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

Knowledge of floor materials, tools, and methods used in installing, repairing and replacing floor coverings and floor foundations.

Knowledge of basic math.

-
- Ability to operate a forklift.
- Ability to use and maintain hand and power tools used in the trade.
- Ability to measure, cut, sew, lay and trim carpeting and related materials.

FLOOR COVERING MECHANIC

Approved by Personnel Commission: Rev. 8/96; Rev. 12/16

- Ability to cut and form linoleum and vinyl coverings skillfully and with minimum wastage.
- Ability to match coverings in terms of color, texture and composition.
- Ability to understand and carry out oral and written directions.
- Ability to work effectively in the absence of supervision.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work.

EDUCATION/TRAINING:

(These are the minimum experience and education/training standards which will be used to admit or reject applicants for examination)

Three years of increasingly responsible experience laying carpeting, resilient floor tile, and linoleum

-AND-

High school graduation or the equivalent.

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

Possession of an appropriate, valid California driver's license at time of appointment to and during employment in a position in this class.

WORKING ENVIRONMENT:

Indoor and outdoor work environment with frequent temperature changes; driving a vehicle to conduct work; subject to exposure to odors, fumes, dust and toxic materials.

PHYSICAL LEVEL 3: SUBSTANTIAL:

Positions in this physical level may require the following physical demands:

Strength and endurance as required to perform sustained heavy labor; stand, walk, and sit for extended periods of time; lift carry move transfer, and position objects weighing up to 51 pounds; manipulate hands and fingers to operate equipment, tools, and materials relevant to position requirements; maneuver, carry, push, or pull job equipment assigned to the position, such as lifting, positioning, moving and transferring objects; reach overhead, above the shoulders, and horizontally; bend at the waist, kneel, stoop, and crouch; run; climb and descend ladders; crawl in tight spaces; see to monitor work environment and accomplish assigned tasks; hear and speak clearly to exchange information.

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Persons with certain disabilities may be capable of performing the duties of the class. Such determination must be made on an individual basis by the District's medical examiner taking into consideration the nature of the disability, prosthetic aid, available accommodations and the duties of the position.

APPOINTMENT:

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

California School Employees Association and its San Bernardino City Schools Chapter 183 (CSEA)

And

San Bernardino City Unified School District (District)

November 18, 2016

Memorandum of Understanding


Job Description: Floor Covering Mechanic

This Memorandum of Understanding (MOU) is entered into by and between San Bernardino City Unified School District (District) and the California School Employees Association and its Chapter 183 (CSEA).


The parties agree to the create/revise of the job description, Floor Covering Mechanic as outlined in Appendix A (attached job description)

This MOU is subject to review under the terms of CSEA policy 610.

This MOU becomes effective and enforceable upon ratification of CSEA and certification of the Personnel Commission.



San Bernardino City Unified School District 11-29-16

CSEA 11-29-16
CSEA LRR

	San Bernardino City Unified School District Personnel Commission										
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Classification Specification											
Job Code:	Work Year:										
Job Family:	Salary Range: 46										
FLSA Status: Non-Exempt	HR/Day:										
	EEOC Occupational Group:										
CERTIFIED ATHLETIC TRAINER											

JOB SUMMARY:

Provides athletic training services to student athletes engaged in various school sports. Organizes, participates in program care, treatment, rehabilitation, and prevention of physical injuries to athletes in the athletic program.

SUPERVISION:

Receives general supervision from a Site Administrator or designee.
Exercises no supervision.

DISTINGUISHING CHARACTERISTICS:

A Certified Athletic Trainer differs from an Athletic Equipment Attendant/Trainer and an Athletic Equipment Attendant in that it administers first aid to injured student athletes and follows up on the care, treatment, rehabilitation, and the prevention of physical injuries. An Athletic Equipment Attendant/Trainer maintains sporting equipment and assist in training services. An Athletic Equipment Attendant assist with the general operations of the athletic department.

EXAMPLES OF DUTIES:

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

- Evaluates athletic injuries and administers first aid to injured athletes and physical education students
- Applies taping and wrapping of injured areas
- Apply protective or injury-prevention devices and braces
- Provide technical services and information for the prevention, recognition, evaluation, management, treatment and rehabilitation of injuries
- Operate ultrasound and electrical stimulation equipment, hydro collator, hydrotherapy, skinfold calipers, grip-strength dynamometer and other medical equipment used to accurately interpret and treat physical symptoms
- Refer athletes to physicians or the hospital
- Assists in establishing and implementing a conditioning program for athletes to prevent and minimize injuries
- Maintain accurate and detailed records and reports concerning accidents, injuries, treatments, progress and physician referrals.
- Provide athletic training services for all home athletic contests and away varsity football games; and select other varsity away events
- Develop and conduct athletic presentations, clinics and workshops for the coaching staff, faculty, athletes and parents on proper diet and the care and prevention of athletic injuries
- Communicates with coaches, athletes, parents, physicians, and others regarding injuries , treatments, and rehabilitation programs
- Advise concerning equipment purchases; fit and monitor the fitting of protective equipment for injury prevention and safety
- Coordinate the maintenance of the equipment; clean, disinfect and maintain equipment in the training room
- Notify appropriate personnel of needed repairs; inventory, requisition and store training room supplies and equipment;

- Maintain related budget records; establish and maintain accurate records of athletes for eligibility based on physical examinations
- Maintain accurate records of injuries, treatments and provide insurance claim forms for sports injuries treated by a physician
- Assist with developing and maintaining a budget for the athletic training program
- Assist in arranging physical examinations for athletics clearances
- Assists in the completion of injury reports for student athletics
- Provides coaches and athletic director with a list of athletes medically eligible to compete
- Counsels and advises athletes on routine or corrective exercises to strengthen, stretch and develop muscles and body structure to maintain student health and wellness
- Performs job related duties as assigned

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of athletic training methods, equipment, and materials
- Knowledge of athletic outfitting, issuance, and maintenance
- Knowledge of principles of anatomy, physiology, kinesiology, nutrition, diet, CPR and first aid
- Knowledge of methods, procedures and techniques of advanced first aid, including CPR procedures
- Knowledge of taping, strapping, bandaging, and physical therapy techniques
- Knowledge of methods practices, and strategies pertaining to the conditioning and physical fitness of athletes
- Knowledge of methods of prevention, reduction, and treatment of injuries
- Knowledge of safety and protective equipment used in sports
- Knowledge of technical aspects of field of specialty
- Knowledge of equipment, supplies and materials used in competitive sports programs
- Knowledge of English usage, spelling, grammar, and punctuation.
- Knowledge of principles and procedures of basic record keeping and inventory methods and practices
- Ability to diagnose signs and symptoms and related treatment of various athletic injuries
- Ability to administer first aid and CPR to students
- Ability to respond effectively to injury/illness situations
- Ability to perform a variety of athletic training services
- Ability to counsel and advise athletes concerning conditioning, hygiene and body care
- Ability to perform a variety of cleaning, maintenance and sanitation tasks
- Ability to interpret the Education Code and other applicable laws
- Ability to communicate effectively in oral and written form
- Ability to perform a variety of athletic equipment maintenance activities
- Ability to perform duties involving physical setting up and movement of equipment

EDUCATION/TRAINING: A Bachelor's degree from an accredited college or university with major course work in health education, physical education, sports medicine, or a related field.

EXPERIENCE: Two (2) year of experience as a certified athletic trainer in an educational institution.

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

*Certification as an Athletic Trainer by the National Athletic Trainers' Association.*Certification must be maintained as a condition of employment.

A current American Red Cross first aid certificate (or an acceptable equivalent).

A current American Red Cross CPR certificate (or an acceptable equivalent).

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

WORKING ENVIRONMENT:

CERTIFIED ATHLETIC TRAINER
Approved by Personnel Commission:

PHYSICAL DEMANDS:**SPECIAL REQUIREMENTS:**

Personal transportation for job-related travel.

APPOINTMENT:

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

California School Employees Association and its San Bernardino City Schools Chapter 183 (CSEA)

And

San Bernardino City Unified School District (District)

November 18, 2016

Memorandum of Understanding

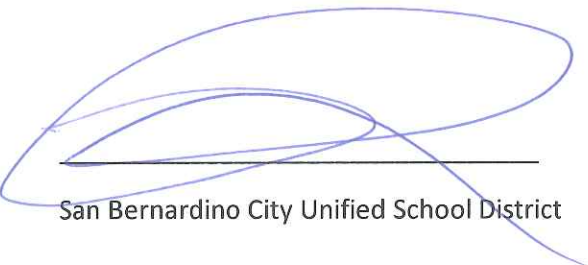
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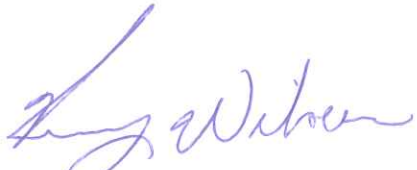
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This MOU becomes effective and enforceable upon ratification of CSEA and certification of the Personnel Commission.



San Bernardino City Unified School District

 11-29-16
CSEA

 11-29-2016
CSEA CRR

VACANCY LOG
SEPTEMBER 6, 2013
(WRIT)

#	Classification	Position	Status	Comments/ Elig. List Date
1	ACCOUNT CLERK I	5931	FILLED	
2	ACCOUNT PAYABLE TECHNICIAN	80001908	FILLED	
3	ADMINISTRATIVE ASSISTANT	80016733	FILLED	
4	APPLICATION ANALYST II	5883	FILLED	
5	ASSISTANT AFFIRMATIVE ACTION OFFICER	11503	FILLED	
6	ASSISTANT DIRECTOR OF MIS	5058	FILLED	
7	ASSISTANT WAREHOUSE MANAGER	5015	FILLED	
8	ATHELETIC EQUIPMENT ATTENDANT	5655	FILLED	
9	ATHELETIC EQUIPMENT ATTENDANT	80031563	FILLED	
10	ATTENDANCE TECHNICIAN	11404	FILLED	
11	ATTENDANCE TECHNICIAN	11405	FILLED	
12	ATTENDANCE TECHNICIAN	11407	FILLED	
13	ATTENDANCE TECHNICIAN	11411	FILLED	
14	ATTENDANCE TECHNICIAN	80000088	FILLED	
15	ATTENDANCE TECHNICIAN	80013573	FILLED	
16	ATTENDANCE TECHNICIAN	80020966	FILLED	
17	BILINGUAL ATTENDANCE TECHNICIAN	11420	FILLED	
18	BILINGUAL ATTENDANCE VERIFIER	7975	FILLED	
19	BILINGUAL ATTENDANCE VERIFIER	12597	FILLED	
20	BILINGUAL ATTENDANCE VERIFIER	80016090	FILLED	
21	BILINGUAL ATTENDANCE VERIFIER	80024967	FILLED	
22	BILINGUAL ATTENDANCE VERIFIER	80027241	FILLED	
23	BILINGUAL CLERK I	7927	FILLED	
24	BILINGUAL CLERK I	80002861	FILLED	
25	BILINGUAL CLERK I	80020386	FILLED	
26	BILINGUAL CLERK I	80027604	FILLED	
27	BILINGUAL CLERK I	80029795	FILLED	
28	BILINGUAL CLERK I	80030350	FILLED	
29	BILINGUAL CLERK I	80031294	FILLED	
30	BILINGUAL CLERK I	80031357	FILLED	
31	BILINGUAL CLERK I	80031437	FILLED	
32	BILINGUAL CLERK I	80031728	FILLED	
33	BILINGUAL CLERK II	80001072	FILLED	
34	BILINGUAL CLERK II	80010372	FILLED	
35	BILINGUAL CLERK II	80020375	FILLED	
36	BILINGUAL CLERK II	80029674	FILLED	
37	BILINGUAL CLERK II	80029709	FILLED	
38	BILINGUAL CLERK II	80029714	FILLED	
39	BILINGUAL CLERK II	80029746	FILLED	
40	BILINGUAL CLERK II	80031247	FILLED	
41	BILINGUAL COMMUNITY RESOURCE WORKER	80024539	FILLED	
42	BILINGUAL EDUCATION ASST III/SI	80000113	FILLED	
43	BILINGUAL EDUCATION ASST III/SI	80000229	FILLED	
44	BILINGUAL EDUCATION ASST III/SI	80000230	FILLED	
45	BILINGUAL INSTRUCTIONAL AIDE	4498	FILLED	
46	BILINGUAL INSTRUCTIONAL AIDE	4517	FILLED	
47	BILINGUAL INSTRUCTIONAL AIDE	4518	FILLED	
48	BILINGUAL INSTRUCTIONAL AIDE	4525	FILLED	
49	BILINGUAL INSTRUCTIONAL AIDE	80004617	FILLED	
50	BILINGUAL INSTRUCTIONAL AIDE	80018768	FILLED	
51	BILINGUAL INSTRUCTIONAL AIDE	80030244	FILLED	
52	BILINGUAL INSTRUCTIONAL AIDE	80030246	FILLED	
53	BILINGUAL INSTRUCTIONAL AIDE	80030250	FILLED	
54	BILINGUAL INSTRUCTIONAL AIDE	80030252	FILLED	
55	BILINGUAL INSTRUCTIONAL ASSISTANT (TA)	6957	FILLED	
56	BILINGUAL INSTRUCTIONAL ASST/SDC	8596	FILLED	
57	BILINGUAL INSTRUCTIONAL ASST/SDC	8598	FILLED	
58	BILINGUAL INSTRUCTIONAL TUTOR LH/PH	8604	FILLED	
59	BILINGUAL LIBRARY ASSISTANT	9409	FILLED	
60	BILINGUAL LIBRARY ASSISTANT	80024949	FILLED	
61	BILINGUAL OFFICE ASSISTANT I/HA	11575	FILLED	

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62	BILINGUAL OFFICE ASSISTANT I/HA	11583	FILLED	
63	BILINGUAL OFFICE ASSISTANT I/HA	11584	FILLED	
64	BILINGUAL OFFICE ASSISTANT I/HA	11588	FILLED	
65	BILINGUAL OFFICE ASSISTANT I/HA	11592	FILLED	
66	BILINGUAL OFFICE ASSISTANT I/HA	80003299	FILLED	
67	BILINGUAL OFFICE ASSISTANT I/HA	80006528	FILLED	
68	BILINGUAL OFFICE ASSISTANT I/HA	80022877	FILLED	
69	BILINGUAL OFFICE ASSISTANT I/HA	80031297	FILLED	
70	BILINGUAL SCHOOL OUTREACH WORKER	80029682	FILLED	
71	BILINGUAL SECRETARY	8668	FILLED	
72	BILINGUAL SECRETARY	80013412	FILLED	
73	BILINGUAL SECRETARY	80031230	FILLED	
74	BILINGUAL SECRETARY II	80010578	FILLED	
75	BILINGUAL SECRETARY II	80022986	FILLED	
76	BILINGUAL SECRETARY II	80027240	FILLED	
77	BILINGUAL SECRETARY II	80027334	FILLED	
78	BILINGUAL SECRETARY II	80029465	FILLED	
79	BILINGUAL SECRETARY II	80031021	FILLED	
80	BILINGUAL SECRETARY II	80031027	FILLED	
81	BILINGUAL SECRETARY II	80031236	FILLED	
82	BILINGUAL SECRETARY III	80029747	FILLED	
83	BILINGUAL SECRETARY III	80029875	FILLED	
84	BILINGUAL SENIOR CLERK	7951	FILLED	
85	BILINGUAL SENIOR CLERK	7956	FILLED	
86	BILINGUAL SENIOR CLERK	7960	FILLED	
87	BILINGUAL SENIOR CLERK	7964	FILLED	
88	BILINGUAL SENIOR CLERK	80030257	FILLED	
89	BILINGUAL TRANSPORTATION SCHEDULER	8933	FILLED	
90	BILINGUAL TRANSPORTATION SCHEDULER	8934	FILLED	
91	BILINGUAL TRANSPORTATION SCHEDULER	80027338	FILLED	
92	BUDGET ANALYST	5903	FILLED	
93	BUDGET OFFICER	80031232	FILLED	
94	BUYER	5909	FILLED	
95	CAFETERIA WORKER	80031950	FILLED	
96	CAFETERIA WORKER	80031951	FILLED	
97	CAMPUS SECURITY OFFICER I	6982	FILLED	
98	CAMPUS SECURITY OFFICER I	6988	FILLED	
99	CAMPUS SECURITY OFFICER I	7012	FILLED	
100	CAMPUS SECURITY OFFICER I	7013	FILLED	
101	CAMPUS SECURITY OFFICER II	80031117	FILLED	
102	CARPENTER	5258	FILLED	
103	CARPENTER	12851	FILLED	
104	CARPENTER	80008930	FILLED	
105	CATERING CAFETERIA OPERATOR	5320	FILLED	
106	CATERING CAFETERIA OPERATOR	80031268	FILLED	
107	CATERING CAFETERIA OPERATOR	80031272	FILLED	
108	CLERK II	5763	FILLED	
109	CLERK II	5775	FILLED	
110	CLERK II	5776	FILLED	
111	CLERK II	5780	FILLED	
112	CLERK II	80025623	FILLED	
113	COMPUTER OPERATOR	5892	FILLED	
114	CURRICULUM MATERIALS CLERK	8489	FILLED	
115	CURRICULUM MATERIALS CLERK	80019440	FILLED	
116	CUSTODIAL CREW LEADER	80029591	FILLED	
117	CUSTODIAL CREW LEADER	80029592	FILLED	
118	CUSTODIAN I	5418	FILLED	
119	CUSTODIAN I	5469	FILLED	
120	CUSTODIAN I	80008921	FILLED	
121	CUSTODIAN I	80031373	FILLED	
122	CUSTODIAN I	80031415	FILLED	

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123	CUSTODIAN I	80031418	FILLED	
124	CUSTODIAN I	80031424	FILLED	
125	CUSTODIAN I	80031830	FILLED	
126	CUSTODIAN II	12459	FILLED	
127	DELIVERY DRIVER/WAREHOUSE WORKER	5645	FILLED	
128	DELIVERY DRIVER/WAREHOUSE WORKER	80031271	FILLED	
129	EDUCATION ASSISTANT III/SI	6270	FILLED	
130	EDUCATION ASSISTANT III/SI	6289	FILLED	
131	EDUCATION ASSISTANT III/SI	6301	FILLED	
132	EDUCATION ASSISTANT III/SI	6314	FILLED	
133	EDUCATION ASSISTANT III/SI	12915	FILLED	
134	EDUCATION ASSISTANT III/SI	12987	FILLED	
135	EDUCATION ASSISTANT III/SI	80012242	FILLED	
136	EDUCATION ASSISTANT III/SI	80031243	FILLED	
137	EDUCATION ASSISTANT III/SI	80031967	FILLED	
138	EDUCATION ASSISTANT III/SI	80031968	FILLED	
139	EDUCATION ASSISTANT III/SPANISH	6350	FILLED	
140	EDUCATION ASSISTANT III/SPANISH	6372	FILLED	
141	EDUCATION ASSISTANT III/SPANISH	6394	FILLED	
142	EDUCATION ASSISTANT III/SPANISH	6405	FILLED	
143	EDUCATION ASSISTANT III/SPANISH	6408	FILLED	
144	EDUCATION ASSISTANT III/SPANISH	6418	FILLED	
145	EDUCATION ASSISTANT III/SPANISH	6421	FILLED	
146	EDUCATION ASSISTANT III/SPANISH	11685	FILLED	
147	EDUCATION ASSISTANT III/SPANISH	80010335	FILLED	
148	EDUCATION ASSISTANT III/SPANISH	80031240	FILLED	
149	EDUCATION ASSISTANT III/SPANISH	80031241	FILLED	
150	EDUCATION ASSISTANT III/SPANISH	80031242	FILLED	
151	EDUCATION ASSISTANT III/SPANISH	80031254	FILLED	
152	EDUCATION ASSISTANT III/SPANISH	80031705	FILLED	
153	EDUCATION ASSTISTANT III/CDS	80012281	FILLED	
154	ELECTRICAL AND ELECTRONICS SUPERVISOR	5016	FILLED	
155	ENVIRONMENTAL SAFETY OFFICER	5096	FILLED	
156	EQUIPMENT RECORDS TECHNICIAN	5916	FILLED	
157	FOOD PRODUCTION WORKER	8527	FILLED	
158	FOOD PRODUCTION WORKER	8530	FILLED	
159	FOOD PRODUCTION WORKER	80031264	FILLED	
160	FOOD PRODUCTION WORKER	80031266	FILLED	
161	FOOD WORKER TRAINEE	80003067	FILLED	
162	FOOD WORKER TRAINEE	80003068	FILLED	
163	FOOD WORKER TRAINEE	80003073	FILLED	
164	FOOD WORKER TRAINEE	80005646	FILLED	
165	FOOD WORKER TRAINEE	80005648	FILLED	
166	FOOD WORKER TRAINEE	80005649	FILLED	
167	FOOD WORKER TRAINEE	80005656	FILLED	
168	FOOD WORKER TRAINEE	80005658	FILLED	
169	FOOD WORKER TRAINEE	80005732	FILLED	
170	FOOD WORKER TRAINEE	80007305	FILLED	
171	FOOD WORKER TRAINEE	80010322	FILLED	
172	FOOD WORKER TRAINEE	80024840	FILLED	
173	FOOD WORKER TRAINEE	80024842	FILLED	
174	FOOD WORKER TRAINEE	80030885	FILLED	
175	FOOD WORKER TRAINEE	80030887	FILLED	
176	GROUPS SUPERVISOR	11500	FILLED	
177	GROUNDWORKER	5607	FILLED	
178	GROUNDWORKER	5617	FILLED	
179	GROUNDWORKER	80032134	FILLED	
180	GROUNDWORKER	80032135	FILLED	
181	GROUNDWORKER	80032136	FILLED	
182	GROUNDWORKER	80032137	FILLED	
183	GROUNDWORKER	80032138	FILLED	

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184	GROUNDWORKER	80032139	FILLED	
185	HVACR MECHANIC	12850	FILLED	
186	INSTRUCTIONAL AIDE	6807	FILLED	
187	INSTRUCTIONAL AIDE	6812	FILLED	
188	INSTRUCTIONAL AIDE	6816	FILLED	
189	INSTRUCTIONAL AIDE	6835	FILLED	
190	INSTRUCTIONAL AIDE	80011178	FILLED	
191	INSTRUCTIONAL AIDE	80031010	FILLED	
192	INSTRUCTIONAL AIDE	80031707	FILLED	
193	INSTRUCTIONAL ASSISTANT/SDC	6465	FILLED	
194	INSTRUCTIONAL ASSISTANT/SDC	6466	FILLED	
195	INSTRUCTIONAL ASSISTANT/SDC	6467	FILLED	
196	INSTRUCTIONAL ASSISTANT/SDC	6471	FILLED	
197	INSTRUCTIONAL ASSISTANT/SDC	6479	FILLED	
198	INSTRUCTIONAL ASSISTANT/SDC	6481	FILLED	
199	INSTRUCTIONAL ASSISTANT/SDC	6487	FILLED	
200	INSTRUCTIONAL ASSISTANT/SDC	6489	FILLED	
201	INSTRUCTIONAL ASSISTANT/SDC	6490	FILLED	
202	INSTRUCTIONAL ASSISTANT/SDC	6492	FILLED	
203	INSTRUCTIONAL ASSISTANT/SDC	6493	FILLED	
204	INSTRUCTIONAL ASSISTANT/SDC	6503	FILLED	
205	INSTRUCTIONAL ASSISTANT/SDC	6507	FILLED	
206	INSTRUCTIONAL ASSISTANT/SDC	6530	FILLED	
207	INSTRUCTIONAL ASSISTANT/SDC	6535	FILLED	
208	INSTRUCTIONAL ASSISTANT/SDC	6539	FILLED	
209	INSTRUCTIONAL ASSISTANT/SDC	6544	FILLED	
210	INSTRUCTIONAL ASSISTANT/SDC	6545	FILLED	
211	INSTRUCTIONAL ASSISTANT/SDC	6551	FILLED	
212	INSTRUCTIONAL ASSISTANT/SDC	6553	FILLED	
213	INSTRUCTIONAL ASSISTANT/SDC	8597	FILLED	
214	INSTRUCTIONAL ASSISTANT/SDC	11678	FILLED	
215	INSTRUCTIONAL ASSISTANT/SDC	11678	FILLED	
216	INSTRUCTIONAL ASSISTANT/SDC	11788	FILLED	
217	INSTRUCTIONAL ASSISTANT/SDC	12401	FILLED	
218	INSTRUCTIONAL ASSISTANT/SDC	12440	FILLED	
219	INSTRUCTIONAL ASSISTANT/SDC	12556	FILLED	
220	INSTRUCTIONAL ASSISTANT/SDC	12652	FILLED	
221	INSTRUCTIONAL ASSISTANT/SDC	12655	FILLED	
222	INSTRUCTIONAL ASSISTANT/SDC	80005988	FILLED	
223	INSTRUCTIONAL ASSISTANT/SDC	80008180	FILLED	
224	INSTRUCTIONAL ASSISTANT/SDC	80008776	FILLED	
225	INSTRUCTIONAL ASSISTANT/SDC	80030210	FILLED	
226	INSTRUCTIONAL ASSISTANT/SDC	80030214	FILLED	
227	INSTRUCTIONAL ASSISTANT/SDC	80030928	FILLED	
228	INSTRUCTIONAL ASSISTANT/SDC	80031244	FILLED	
229	INSTRUCTIONAL ASSISTANT/SDC	80031245	FILLED	
230	INSTRUCTIONAL ASSISTANT/SDC	80031246	FILLED	
231	INSTRUCTIONAL ASSISTANT/SDC	80031957	FILLED	
232	INSTRUCTIONAL ASSISTANT/SDC	80031958	FILLED	
233	INSTRUCTIONAL TUTOR LH/PH	6212	FILLED	
234	INSTRUCTIONAL TUTOR LH/PH	6218	FILLED	
235	INSTRUCTIONAL TUTOR LH/PH	6235	FILLED	
236	INSTRUCTIONAL TUTOR LH/PH	6238	FILLED	
237	INSTRUCTIONAL TUTOR LH/PH	6247	FILLED	
238	INSTRUCTIONAL TUTOR LH/PH	80001757	FILLED	
239	LEAD AUTOMOTIVE MECHANIC	5243	FILLED	
240	LEAD CARPENTER	5253	FILLED	
241	LEAD ELECTRICIAN	5273	FILLED	
242	LEAD GROUNDWORKER	5587	FILLED	
243	LEAD GROUNDWORKER	5588	FILLED	
244	LEAD HVACR MECHANIC	9408	FILLED	

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245	LEAD PAINTER	5299	FILLED	
246	LEAD POOL ATTENDANT	5360	FILLED	
247	LIBRARY ASSISTANT	6889	FILLED	
248	LIBRARY ASSISTANT	6895	FILLED	
249	LIBRARY ASSISTANT	6901	FILLED	
250	LIBRARY ASSISTANT	6902	FILLED	
251	LIBRARY ASSISTANT	6905	FILLED	
252	LIBRARY ASSISTANT	6906	FILLED	
253	LIBRARY ASSISTANT	6909	FILLED	
254	LIBRARY ASSISTANT	6915	FILLED	
255	LIBRARY ASSISTANT	6919	FILLED	
256	LIBRARY ASSISTANT	6922	FILLED	
257	LIBRARY ASSISTANT	12089	FILLED	
258	LIBRARY ASSISTANT	80013933	FILLED	
259	LIBRARY ASSISTANT	80015423	FILLED	
260	LIBRARY ASSISTANT	80020408	FILLED	
261	LIBRARY ASSISTANT	80025302	FILLED	
262	LIBRARY ASSISTANT	80031340	FILLED	
263	LIBRARY ASSISTANT	80031712	FILLED	
264	LIFEGUARD	7024	FILLED	
265	LOCKSMITH	5268	FILLED	
266	MACHINIST	5294	FILLED	
267	MAINTENANCE TRADES HELPER	8691	FILLED	
268	MAINTENANCE TRADES HELPER	8692	FILLED	
269	MAINTENANCE WORKER II	5592	FILLED	
270	MAINTENANCE WORKER II	5593	FILLED	
271	MICROCOMPUTER SPEC I/PC	8509	FILLED	
272	MICROCOMPUTER SPECIALIST I - MAC	80031425	FILLED	
273	NS CUSTODIAN/UTILITY TECHNICIAN	80024224	FILLED	
274	NS CUSTODIAN/UTILITY TECHNICIAN	80024225	FILLED	
275	NT NETWORK SPECIALIST	80029968	FILLED	
276	NUTRITION SERVICES BUSINESS MANAGER	5088	FILLED	
277	NUTRITION SERVICES MANAGER I	5140	FILLED	
278	NUTRITION SERVICES MANAGER II	80030218	FILLED	
279	NUTRITION SERVICES PROGRAM MANAGER	5103	FILLED	
280	NUTRITION SERVICES SUPERVISOR	5128	FILLED	
281	NUTRITION SERVICES SUPERVISOR	5129	FILLED	
282	NUTRITION SERVICES SUPERVISOR	5130	FILLED	
283	OFFICE ASSISTANT I (SAP)	80012896	FILLED	
284	OFFICE ASSISTANT I/HEALTH AIDE	11608	FILLED	
285	OFFICE ASSISTANT I/HEALTH AIDE	80010648	FILLED	
286	OFFICE ASSISTANT I/HEALTH AIDE	80032050	FILLED	
287	OFFICE ASSISTANT/HEALTH AIDE	80006666	FILLED	
288	PAINTER	5302	FILLED	
289	PAINTER	5304	FILLED	
290	PAINTER	80007882	FILLED	
291	PAINTER	80008933	FILLED	
292	PAINTING SUPERVISOR	5019	FILLED	
293	PAYROLL TECHNICIAN	5920	FILLED	
294	PLUMBER	80008937	FILLED	
295	POOL ATTENDANT	5362	FILLED	
296	POWER MOWER OPERATOR	5599	FILLED	
297	POWER MOWER OPERATOR	5600	FILLED	
298	POWER MOWER OPERATOR	5602	FILLED	
299	PROGRAM CLOCK&FIRE ALARM TECHNICIAN	5288	FILLED	
300	PROGRAM CLOCK&FIRE ALARM TECHNICIAN	80011042	FILLED	
301	PUBLIC SAFETY DISPATCHER	7019	FILLED	
302	PURCHASING CLERK	5721	FILLED	
303	REPROGRAPHIC EQUIPMENT OPERATOR	5585	FILLED	
304	RISK MANAGEMENT / EMPLOYEE BENEFITS DIRECTOR	11573	FILLED	
305	ROOFER	5270	FILLED	

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306	SCHOOL ACCOUNTING TECHNICIAN I	80020428	FILLED	
307	SCHOOL ACCOUNTING TECHNICIAN I	80025099	FILLED	
308	SCHOOL ACCOUNTING TECHNICIAN II	80020431	FILLED	
309	SCHOOL ACCOUNTING TECHNICIAN II	80020433	FILLED	
310	SCHOOL ACCOUNTING TECHNICIAN II	80029278	FILLED	
311	SCHOOL POLICE AND SAFETY DIRECTOR	5100	FILLED	
312	SCHOOL POLICE OFFICER	6962	FILLED	
313	SCHOOL POLICE OFFICER	6967	FILLED	
314	SCHOOL POLICE OFFICER	6971	FILLED	
315	SCHOOL POLICE SERGEANT	5010	FILLED	
316	SECRETARY	8626	FILLED	
317	SECRETARY	8639	FILLED	
318	SECRETARY	80011858	FILLED	
319	SECRETARY	80031337	FILLED	
320	SECRETARY II	11460	FILLED	
321	SECRETARY II	11463	FILLED	
322	SECRETARY II	11480	FILLED	
323	SECRETARY II	80010092	FILLED	
324	SECRETARY III	11449	FILLED	
325	SECRETARY III	80002368	FILLED	
326	SECRETARY III	80003327	FILLED	
327	SECRETARY III	80009839	FILLED	
328	SECRETARY III	80025373	FILLED	
329	SECURITY SPECIALIST	5888	FILLED	
330	SENIOR BUDGET ANALYST	80012228	FILLED	
331	SENIOR CLERK	5693	FILLED	
332	SENIOR CLERK	5706	FILLED	
333	SENIOR FOOD PRODUCTION WORKER	80031265	FILLED	
334	SENIOR REGISTRAR	11514	FILLED	
335	SERVING KITCHEN OPERATOR	8534	FILLED	
336	SERVING KITCHEN OPERATOR	8540	FILLED	
337	SERVING KITCHEN OPERATOR	8542	FILLED	
338	SERVING KITCHEN OPERATOR	8547	FILLED	
339	SERVING KITCHEN OPERATOR	8548	FILLED	
340	SERVING KITCHEN OPERATOR	8565	FILLED	
341	SERVING KITCHEN OPERATOR	80021095	FILLED	
342	SERVING KITCHEN OPERATOR	80030953	FILLED	
343	SERVING KITCHEN OPERATOR	80031208	FILLED	
344	SERVING KITCHEN OPERATOR	80031209	FILLED	
345	SERVING KITCHEN OPERATOR	80031210	FILLED	
346	SHEET METAL WORKER	80008939	FILLED	
347	SHEET METAL WORKER	80008940	FILLED	
348	SHEET METAL WORKER	80014004	FILLED	
349	SR PURCHASING CLERK	5899	FILLED	
350	SUPERINTENDENTS ASST	4988	FILLED	
351	TRANSPORTATION DIRECTOR	80025601	FILLED	
352	TREE TRIMMER	5589	FILLED	
353	YOUTH SERVICE SPECIALIST	80029680	FILLED	
354	APPLICATION ANALYST I	80031726	N/A	Site indicates not filling
355	BILINGUAL ATTENDANCE CLERK	80018504	N/A	Abolished 12/19/14
356	BILINGUAL ATTENDANCE VERIFIER	80029917	N/A	Abolished 12/19/14
357	BILINGUAL ATTENDANCE VERIFIER	80031298	N/A	Abolished 7/1/13
358	BILINGUAL CLERK I	80010371	N/A	Abolished 12/19/14
359	BILINGUAL CLERK I	80027279	N/A	Abolished 1/21/15
360	BILINGUAL CLERK I	80030478	N/A	Abolished 12/19/14
361	BILINGUAL CLERK I	80031274	N/A	Abolished 12/19/14
362	BILINGUAL CLERK II	80027312	N/A	Abolished 12/19/14
363	BILINGUAL COMMUNITY RESOURCE WORKER	80019208	N/A	Abolished 12/19/14
364	BILINGUAL COMMUNITY RESOURCE WORKER	80031293	N/A	Abolished 12/19/14
365	BILINGUAL COMMUNITY RESOURCE WORKER	80031590	N/A	Not. Bil. (See Comm. Res. Wkr)
366	BILINGUAL CURRICULUM MATERIALS CLERK	80027295	N/A	Abolished 6/30/2015

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367	BILINGUAL INSTRUCTIONAL AIDE	80030249	N/A	Abolished 06/30/2015
368	BILINGUAL OFFICE ASSISTANT I/HA	80002486	N/A	Abolished 12/19/2014
369	BILINGUAL SECRETARY III	80031233	N/A	Abolished 12/19/2014
370	CATERING CAFETERIA OPERATOR	80031267	N/A	Abolished 12/19/2014
371	CLERK I	80020501	N/A	Abolished 12/19/2014
372	CLERK I	80031279	N/A	Abolished 12/19/2014
373	COMMUNITY RELATIONS WKR II/PARENT	80029231	N/A	Abolished 07/01/201
374	COMMUNITY RESOURCE WORKER	80027253	N/A	Abolished 1/16/15
375	COMMUNITY RESOURCE WORKER	80031426	N/A	Abolished 6/30/15
376	COMMUNITY RESOURCE WORKER	80031590	N/A	Abolished 07/01/201
377	CURRICULUM MATERIALS CLERK	8493	N/A	Abolished 12/19/2014
378	CURRICULUM MATERIALS CLERK	80010650	N/A	Abolished 12/19/2014
379	EDUCATION ASSISTANT III/SI	6283	N/A	Abolished 12/19/2014
380	EDUCATION ASSISTANT III/SI	80031966	N/A	Duplicate
381	EDUCATION ASSISTANT III/SI	80031966	N/A	Duplicate
382	EDUCATION ASSISTANT III/SPANISH	6411	N/A	Abolished 12/19/2014
383	EDUCATION ASSISTANT III/SPANISH	80028843	N/A	Abolished 12/19/2014
384	EMPLOYEE RELATIONS DIRECTOR	80028079	N/A	Certificated Position
385	EQUIPMENT OPERATOR	12857	N/A	Abolished 01/18/09
386	FACILITIES ADMINISTRATOR	80009603	N/A	Abolished
387	INSTRUCTIONAL AIDE	6701	N/A	Abolished 12/19/2014
388	INSTRUCTIONAL AIDE	80020505	N/A	Abolished 12/19/2014
389	INSTRUCTIONAL ASSISTANT/CAI	80021620	N/A	Abolished 12/19/2014
390	INSTRUCTIONAL ASSISTANT/PE	6947	N/A	Site indicates not filling
391	INSTRUCTIONAL ASSISTANT/PE	6950	N/A	Site indicates not filling
392	INSTRUCTIONAL ASSISTANT/PE	80004769	N/A	Site indicates not filling
393	INSTRUCTIONAL ASSISTANT/SDC	80031960	N/A	Abolished 07/20/2016
394	INSTRUCTIONAL ASSISTANT/TA	6582	N/A	Abolished 07/20/2016
395	INSTRUCTIONAL TUTOR LH/PH/BILITERATE	5935	N/A	Abolishing 6/30/16
396	NUTRITION SERVICES MANAGER I	12960	N/A	Abolished 11/1/14
397	NUTRITION SERVICES MANAGER I	80031341	N/A	Abolished 11/1/14
398	NUTRITION SERVICES MANAGER II	5136	N/A	Abolished 11/1/14
399	NUTRITION SERVICES SUPERVISOR	5132	N/A	Abolished 11/2/14
400	SCHOOL COMPUTER SPECIALIST	80029455	N/A	Abolished 12/19/14
401	SECRETARY	8647	N/A	Abolished 12/19/14
402	SECRETARY	8655	N/A	Abolished 6/30/13
403	SECRETARY II	80031238	N/A	Position remained Bil.
404	SECRETARY III	80031277	N/A	Position remained Bil.
405	SENIOR CLERK	5696	N/A	Abolished 12/19/2014
406	SENIOR PUBLICATIONS ASST	5093	N/A	Abolished 06/30/2015
407	WELDER FABRICATOR	5291	N/A	As per Norton - to Abolish
408	HVACR MECHANIC	80008683		Cont. Recruiting / Screening
409	INSTRUCTIONAL ASSISTANT/TA	80030869		List exp. 9/2/17
410	WATER COOLING/HEATING SPECIALIST	8594		Cont. Recruiting / Screening
	Filled		353	
	Unfilled		3	
	Not applicable/Abolish		54	
	TOTAL		410	
Abolished positions removed from the list				

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

MINUTES

November 9, 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. 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. 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

Motion carried.

B. RECRUITMENTS.

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

Motion carried.

C. ELIGIBILITY LIST APPROVED

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the certification 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)

Mr. Salazar stated it looks inconsistent. Going from Bilingual Community Relations Worker II/Parent Involvement to Non-Bilingual Community Relations Worker II/Parent Involvement. It seems as if the opposite is being done.

Ms. Garcia explained the reason to approve the certification from another list.

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 to expire 6/30/2017.

Title	Exam #	Eligible Ranks	From:	To:
Attendance Verifier	15-148	34	12/15/16	6/30/17
Clerk II	15-153	16	12/15/16	6/30/17
Office Assistant I (HA)	15-154	25	12/16/16	6/30/17
Secretary II	15-145	31	12/15/16	6/30/17

Ms. Dixon amended the motion to extend the four eligibility lists from 12/15/16 and 12/16/16 to 6/30/2017.

Motion carried.

E. Revision to Classification Specification

The commission considered approving the revisions to the following classification specification:

1. Facilities Planning and Development Director

Motion carried.

F. PC RELOCATION

A motion was made by Ms. Dixon and seconded by Mr. Salazar to discuss the relocation for Personnel Commission Department.

Ms. Byrd and Ms. Garcia attended a meeting with Dr. Vollkommer for the relocation for the PC staff. Personnel Commission Staff will remain at Portable #B. A work order is in place for Maintenance and Operations to remodel the office.

G. Job Specification CSEA 610 Process

A motion was made by Ms. Dixon and seconded by Mr. Salazar to discuss the job specification CSEA 610 process.

Ms. Byrd explained the 610 process. She explained that phone calls have been coming in requesting the job classification for Certified Athletic Trainer. This position was approved in June, 2016 by the Board of Education but, the Board does not create classifications, the commission creates the classification for classified positions.

In August we received a proposed job specification for the classification. The Commission writes the job specifications. An email was sent for legal advice. It was suggested not to place the item on an agenda until duties and salaries are negotiated. .

There are about eight (8) classifications pending. Dr. Wiseman received a letter on November 4th to demand to negotiate on the reclassifications. When the specification it goes through the negotiation process, it is then sent to CSEA labor office, then to members to vote on it. When approved there may be a special meeting to process the revised classifications.

MINUTES FOR October 12, 2016

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the minutes for October 12, 2016.

Motion carried.

V. COMMISSIONER'S AND DIRECTOR'S COMMENTS:

Ms. Byrd and Ms. Garcia attended a conference for NEOGOV and School Personnel Commissioners Association at Reno.

Ms. Garcia provided details of the information from Neogov conference. There will be testing systems and applications for the upcoming new school year and changes to the online hiring center system. They introduced all products, performance evaluations, and spoke about how all programs link together full cycle to hire.

Ms. Byrd stated that Mr. Salazar also attended the conference in Reno. She indicated that governor Brown will release the budget on January 2017. Kristine Kwon spoke on the Personnel Commission being a separate entity to the school district. She mentioned that some school districts have two hatters. George Cole explained the meaning of the merit system.

Mr. Salazar stated that he will bring in some resources he picked up from the conference for the commissioners. It was a good conference. He expressed his appreciation to the staff.

The meeting adjourned for closed session at 6:07 p.m.

VI. CLOSED SESSION

The commission adjourned into closed session at 6:07 p.m.

The commission reconvened into open session at 6:30 p.m. with no report out for closed session.

VII. ADJOURNMENT

The commission adjourned the meeting at 6:30 p.m.