

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

AGENDA

May 17, 2017

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. BUDGET 2017-2018

The commission will discuss and conduct a public hearing on the proposed budget for fiscal year 2017-2018. Members of the public, representatives from collective bargaining units, employees of the district, executives and managers of the district, and members of the Governing Board may comment on the proposed budget at this time.

It is moved that the commission approve the proposed budget for fiscal year 2017-2018 as submitted.

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

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

- | | |
|-------------------------------|---------------|
| 1. Cafeteria Worker | Exam # 17-025 |
| 2. Campus Security Officer I | Exam # 17-015 |
| 3. Certified Athletic Trainer | Exam # 16-106 |
| 4. Food Worker Trainee | Exam # 17-028 |
| 5. Lead Carpenter | Exam # 17-023 |
| 6. School Police Officer | Exam # 17-019 |
| 7. Senior Personnel Analyst | Exam # 17-003 |

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

C. The commission will consider approving the following recruitments:

- | | | |
|----------------------------------|------------------|------------------------|
| 1. Computer Specialist V | Open/Promotional | 05/17/2017- 06/13/2017 |
| 2. Nutrition Services Supervisor | Open/Promotional | 05/10/2017- 06/06/2017 |

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

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

1. Assistant Director Personnel Commission

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

E. The commission will consider approving the minutes for May 3, 2017.

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
2. Consideration of appointment, employment, dismissal, or evaluation of an employee.
 ID# 17-85234580

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

Adjournment:

The commission adjourned the meeting at _____.

April 5, 2017

Bulletin No. 17-039

TO: Chief Business Official and Personnel Commission Chair Person
San Bernardino City USD
Victor Valley Union High School District

SUBJECT: **2017-2018 PERSONNEL COMMISSION BUDGET**

The procedure for adopting the annual budget of the Personnel Commission in a merit system district is outlined below in conformance with Education Code 45253.

1. The Commission shall prepare an annual budget for its own office which, upon the approval of the County Superintendent of Schools, shall be included by the governing board in the regular budget of the school district.
2. The budget shall be prepared for a public hearing by the Commission to be held not later than May 30 of each year, or a date agreed upon between the Governing Board and the Personnel Commission to coincide with the process of adoption of the school district budget.
3. The Commission shall forward a copy of its proposed budget to the governing board indicating the time, date, and place for the public hearing of the budget, and shall invite board and district administration representatives to attend and present their views. The Commission shall fully consider the views of the governing board prior to adoption of its proposed budget.
4. The Commission shall then forward its proposed budget to the County Superintendent of Schools for action.

Attached is the “2017-18 Personnel Commission Budget” form to complete your 2017-18 budget. Please return two copies to Lupe Saldivar of this office no later than June 1, 2017.

If your hearing is in conjunction with the district’s Adopted Budget Certification, and it is agreed upon by the Governing Board and the Personnel Commission, please advise us of that date as soon as possible. After approval, one signed copy will be returned to you.

Sincerely,

Ted Alejandre
County Superintendent of Schools
Thomas G. Cassida, Jr.
Director
Business Advisory Services

TGC:ls

Attachment: “2017-18 Personnel Commission Budget” Form

2017-2018 PERSONNEL COMMISSION BUDGET

DISTRICT San Bernardino City Unified School District

Please complete the following Account Code Information:

FUND	RESOURCE	PROGRAM	FUNCTION	OBJECT	SCHOOL	MANAGEMENT
01	0000	0000	7490		842	071

Please submit the completed budget on or before June 1, 2017 to SBCSS- Business Advisory Services, 760 E. Brier Dr., San Bernardino, CA 92408, Attention: Lupe Saldivar.

	COLUMN 1 2016-17 ADOPTED BUDGET	COLUMN 2 2016-17 ACTUAL OR ESTIMATED	COLUMN 3 2017-18 BUDGET
2000 CLASSIFIED SALARIES:			
District Administrative Personnel	\$76,882.00	\$81,523.00	\$102,618.00
Commission Members	3,600.00	\$1,768.00	\$3,600.00
Director	\$132,477.00	\$151,905.00	\$145,373.00
Secretaries/Clerks	209,497.00	\$221,923.00	\$212,684.00
Clerical and sub Other: 2340 – sub management	\$20,000.00 \$20,943.00	\$25,049.00 \$ 0	\$20,000.00 \$20,000.00
SUBTOTAL (2000):	\$463,399.00	\$482,168.00	\$504,275.00
3000 EMPLOYEE BENEFITS:			
3100 STRS			
3200 PERS	\$57,740.00	\$62,851.00	\$79,675.00
3300 OASDI/ARS/MEDICARE	\$43,128.00	\$34,084.00	\$38,577.00
3400 Health and Welfare	\$84,194.00	\$60,654.00	\$95,291.00
3500 Unemployment Insurance	\$221.00	\$221.00	\$252.00
3600 Workers' Compensation Insurance	\$7,876.00	\$8,304.00	\$8,976.00
3700 Other Benefits	\$9713.00	\$10,032.00	\$10,896.00
SUBTOTAL (3000):	\$202,872.00	\$176,146.00	\$223,667.00

	COLUMN 1 2016-17 ADOPTED BUDGET	COLUMN 2 2016-17 ACTUAL OR ESTIMATED	COLUMN 3 2017-18 BUDGET
4000 BOOKS AND SUPPLIES:			
4200 Other Books	\$3,000.00		\$2,000.00
4300 Other Supplies	\$4,000.00		\$4,000.00
Literature/Periodicals			
Printing and Forms			\$4,000.00
Office Supplies	\$7,000.00	\$7,000.00	\$10,000.00
Miscellaneous	\$7,000.00	\$14,884.00	\$2,000.00
Other:	\$4,000.00	\$4,000.00	
SUBTOTAL (4000):	\$25,000.00	\$25,884.00	\$22,000.00
5000 SERVICES, OTHER OPERATING EXPENSES			
5200 Travel, Conference & Other Reimbursement	\$15,000.00	\$23,651.00	\$27,000.00
Mileage	\$1,400.00	\$532.00	\$2,000.00
Conference			
Other	\$400.00	\$428.00	\$1,000.00
5300 Dues and Memberships	\$5,500.00	\$4,890.00	\$6,000.00
5500 Utilities and Housekeeping Services			
Telephone			
Other	\$5,000.00	\$42.00	
5600 Rentals, Leases, Repairs			
Advertising			
Machine Maintenance Contracts	\$4,000.00	\$3,500.00	\$5,000.00
Consultants	\$15,000.00		\$15,000.00
5700 Inter-Program Services (Printing, Repairs)	\$15,500.00	\$1,148.00	\$9,000.00

	COLUMN 1 2016-17 ADOPTED BUDGET	COLUMN 2 2016-17 ACTUAL OR ESTIMATED	COLUMN 3 2017-18 BUDGET
Other	\$5,000.00		\$5,000.00
5800 Other Services and Expenditures	\$15,000.00	\$26,572.00	\$30,000.00
Advertising	\$20,000.00	\$7,450.00	\$10,000.00
Consultants	\$15,000.00		\$15,000.00
Other	\$10,000.00		\$5,000.00
SUBTOTAL (5000):	\$126,800.00	\$68,213.00	\$130,000.00
6000 CAPITAL OUTLAY			
6400 Equipment (Audio Visual Equipment)	\$3,715.00		\$3,715.00
6500 Equipment Replacements	\$5,000.00		\$5,000.00
SUBTOTAL (6000):	\$8,715.00	\$ 0	\$8,715.00
TOTAL EXPENDITURES	\$826,786.00	\$752,411.00	\$898,657.00

Certification

I, Personnel Commission Chairman, hereby certifies that in accordance with Education Code section 45253, a public hearing was held on **May _____ 2017**, following which this budget was adopted by the Personnel Commission of the **San Bernardino City Unified School District**. I further certify that the Personnel Commission has discharged all of its responsibilities in accordance with Education Code Section 45253.

The District's Chief Business Official certifies to above budget being completely and accurately reflected in District's Adopted Budget.

PERSONNEL COMMISSION CHAIRMAN
(Signature)

APPROVED BY: _____ *(Signature)*
SAN BERNARDINO COUNTY
SUPERINTENDENT OF SCHOOL

Date : _____


Date : _____

DISTRICT CHIEF BUSINESS OFFICIAL *(Signature)*

Date: _____

Exam #	17-025	Exam Title	CAFETERIA WORKER			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
4/5/2017	5/2/2017	11/17/2017	25	13	214	53

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 Analyst

5/12/17
 Date

Exam #	17-015	Exam Title	Campus Security Officer			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
3/8/2017	4/4/2017	5/18/18	41	16	351	179

**Merged with exams #16-077

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.

Madup Byrd
 Personnel Director

5/11/2017
 Date

Exam #	16-106	Exam Title	CERTIFIED ATHLETIC TRAINER			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
12/21/2016	1/24/2017	5/18/2018	4	3	18	8

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.


Madysa Boyd
 Director

5/11/17
 Date

Exam #	17-026	Exam Title		Food Worker Trainee		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
4/5/2017	5/2/2017	11/18/17	46	7	113	113

**Merged with exam #16-104

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 5/11/2017
 Date

Exam #	17-023	Exam Title		Lead Carpenter		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
3/29/2017	4/25/2017	5/18/18	10	8	21	11

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.

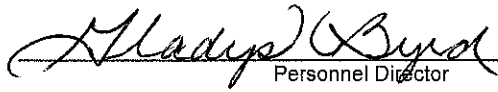

 Personnel Director

5/5/2017
 Date

Exam #	17-019	Exam Title		School Police Officer		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
3/8/2017	4/4/2017	5/18/18	5	4	56	7

**Merged with exams #16-024 & #17-004

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

5/10/2017
 Date

Exam #	17-003	Exam Title		SENIOR PERSONNEL ANALYST		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
1/18/2017	2/28/2017	5/18/18	6	5	23	8

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

5/12/2017
 Date



San Bernardino City Unified School District Personnel Commission

Classification Specification

Job Code:	Work Year: 228 Days	Salary Range: 63M
Job Family: Management		HR/Day:
FLSA Status: Exempt		EEOC Occupational Group: 1 - Management

ASSISTANT DIRECTOR PERSONNEL COMMISSION

JOB SUMMARY:

To assist in the planning, organizing, and directing activities of the Personnel Commission Department in accordance with state laws, Personnel Commission rules, collective bargaining agreements and Board of Education policies and procedures; to manage professional, technical and clerical staff; and provide highly complex assistance to the Personnel Commission Director.

SUPERVISION:

Receives direction from the Personnel Commission Director.
Exercises direct supervision over Personnel Commission staff.

DISTINGUISHING CHARACTERISTICS:

There are no distinguishing characteristics for this classification.

EXAMPLES OF DUTIES:

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

- Recommends and participates in the development and implementation of goals, objectives, policies and procedures related to the Personnel Commission.
- Assists in the selection, supervision, training and evaluating of professional, technical and other support staff.
- Interprets laws, rules and regulations affecting the program and services provided; assists in giving direction and supervision to staff assigned to the recruitment, selection, and classification programs for classified personnel.
- Gives direction and supervision of preparation of lists of qualified employment candidates and submission of lists to the Personnel Commission for certification.
- Recommends and implements policies, procedures, and techniques to improve services.
- Prepares reports and recommendations relative to federal, state, local laws and regulations; Personnel Commission rules; collective bargaining agreements; and Board of Education policies and procedures.
- Makes recommendations to the Personnel Commission Director, Classified related to classified personnel issues.
- Represents the Personnel Commission Director, Classified at meetings and other functions.
- Provides complex and technical staff assistance to the Personnel Commission Director, Classified.
- Acts in the capacity of the Personnel Commission Director, Classified, in the Director's absence.
- Uses personal transportation for incidental travel.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of principles, practices, and techniques of public personnel administration, including recruitment, examination, position classification, salary administration, certification, and interviewing.

DATE ESTABLISHED BY PERSONNEL COMMISSION:
Jobdes: Pers.Comm.Dir.

JOB CODE

Approved by Personnel Commission:

- Merit system/civil service principles and practices.
- California Education Code sections pertaining to the merit system.
- Knowledge of job analysis and evaluation methodologies.
- Knowledge of test strategies and statistical applications used in test and item analysis and validation.
- Knowledge of data processing software programs such as windows and Microsoft Word and applicant tracking systems
- Knowledge of State and Federal rules, acts, regulations, and guidelines governing employment discrimination.
- Knowledge of report preparation and presentation methods and techniques.
- Ability to interpret and apply appropriate laws, codes, rules, and regulations.
- Ability to organize, prepare, and summarize data for Personnel Commission and/or Board agendas and meetings.
- Ability to plan, review, train and supervise the work of subordinate personnel.
- Ability to design and implement recruitment, examination, and selection strategies and procedures.
- Ability to conduct studies, analyze data and prepare clear, concise oral and written reports.
- Ability to operate a computer including keyboard and various software including an applicant tracking software system.
- Ability to meet schedules and timelines.

EDUCATION/TRAINING:

Three (3) years of fulltime professional personnel experience, involving recruitment, classification and test analysis and test administration; preferably in a public agency.

-AND-

Two (2) years of supervisory experience, with at least one year in a merit/civil service system.

-AND-

A Bachelor's degree in personnel management, business or public administration, or closely related field.

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

A valid California driver license and auto liability insurance which must be submitted/available upon offer of employment and maintained throughout employment in this position.

WORKING ENVIRONMENT:

Indoor and outdoor shop environment.
Office environment; subject to constant interruptions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to individuals to perform the essential functions.

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

Stand and walk for extended periods of time, sit at a desk or computer terminal for extended periods of time; use a mouse and keyboard for extended periods of time, if at a computer terminal; lift, carry, move, transfer, and position objects weighting up to 35 pounds; manipulate hands and fingers to operate office equipment; reach overhead, above the shoulder, and horizontally; bend at the waist, kneel, stoop, and crouch; see to monitor work environment and accomplish assigned tasks; hear and speak clearly for information exchange.

DATE ESTABLISHED BY PERSONNEL COMMISSION:
Jobdes: Pers.Comm.Dir.

JOB CODE

Approved by Personnel Commission:

Page

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.

SPECIAL REQUIREMENTS:

Personal transportation for incidental travel related to job duties.

APPOINTMENT:

Persons appointed to this class are subject to a probationary period of one (1) year in accordance with Education Code

DATE ESTABLISHED BY PERSONNEL COMMISSION:
Jobdes: Pers.Comm.Dir.

JOB CODE

Approved by Personnel Commission:

Page

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

MINUTES

May 3, 2017

I. CALL TO ORDER

- A. The meeting was called to order at 5:30 p.m. by Commissioner Dixon.
- B. Pledge of Allegiance
- C. Roll-Call
 - 1. Commissioner Valeria Dixon, Chairperson
 - 2. Commissioner Michael Salazar, Vice – Chairperson
 - 3. Commissioner George Bohn, Member

II. APPROVAL OF AGENDA

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

Motion carried.

III. PUBLIC COMMENTS

Ryan Pederson, school district employee, addressed the commission regarding his dismissal. He is requesting that the matter be looked into.

Ms. Dixon told Mr. Peterson that staff would follow up with him.

IV. ACTION ITEMS

A. REVISED BUDGET PROPOSAL 2017-2018

It was moved by Ms. Dixon and seconded by Mr. Bohn to set the public hearing for the Proposed Budget for 2017-2018. The date for budget approval is scheduled for May 17, 2017.

Motion carried.

B. RATIFYING ELIGIBILITY LIST(S).

Motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the following eligibility list(s).

- | | |
|--|---------------|
| 1. Accountant | Exam # 17-013 |
| 2. Bilingual Community Relations Worker II-PI | Exam # 17-010 |
| 3. Instructional Assistant (Special Day Class) | Exam # 17-016 |
| 4. Instructional Tutor – LH/PH | Exam # 17-017 |

Motion carried.

C. RECRUITMENTS.

Motion was made by Ms. Dixon, and seconded by Mr. Salazar to approve the following recruitments:

- 1. Energy and Sustainability Dual Certification 04/26/2017-05/23/2017
 Manager
- 2. Grant Manager Dual Certification 04/26/2017-05/23/2017

Ms. Dixon asked for clarification on dual certification recruitments. Ms. Byrd stated that dual certification are recruitments run on an equal opportunity basis for internal and external applicants.

Motion carried.

D. CODESP MEMBERSHIP:

It was moved by Ms. Dixon and seconded by Mr. Salazar to approve CODESP membership for fiscal year 2017-2018. The cost is \$2050.00.

Motion carried.

E. CSPCA MEMBERSHIP:

It was moved by Ms. Dixon and seconded by Mr. Salazar to approve membership for CSPCA for fiscal year 2017-2018. The cost is \$1200.00.

Motion carried

F. COPY MACHINE MEMBERSHIP

It was moved by Ms. Dixon and seconded by Mr. Salazar to approve the membership for Lanier Copy Machine SD Lanier MP C6850 for Maintenance Agreement from July 1, 2017 through June 30, 2018, not to exceed \$3,500.00.

Motion carried.

G. NEOGOV SOFTWARE LICENSE:

It was moved by Ms. Dixon and seconded by Mr. Bohn to approve the NEOGOV software license. The cost is \$19,088.08 for fiscal year 2017-2018.

Ms. Dixon asked if the discount of 12% was included on the cost for 2017-2018.

Ms. Nersi Garcia explained that the software license was \$21,000 originally, but due to the number of classified employees in the district they were discounting 12% from the cost, totaling to \$19,088.08.

Ms. Byrd explained the cost for Neogov has increased for all the districts.

Ms. Dixon and Mr. Salazar requested for a report of other entities that provide similar service as Neogov and is cost effective. They would like to see the report by January or February.

Motion carried.

H. NEOGOV ADVERTISEMENT

It was moved by Ms. Dixon and seconded by Mr. Salazar to approve Advertising subscription for NEOGOV 2017-2018 for governmentjobs.com for the amount of \$4950.00.

The commissioners asked staff for statistical information as it regards the success rate and the return for the following fiscal year.

Motion carried.

I. BIDDLE ONLINE TESTGENIUS

It was moved by Ms. Dixon and seconded by Mr. Salazar to approve the BIDDLE Online TestGenius Annual Subscription for 2017-2018 for the amount of \$14,438.00.

Ms. Byrd explained that the license software is needed for laptops that were purchased. Mr. Salazar asked where on the budget is that expenditure reflected. Mrs. Byrd responded by pointing out the 5800 object expenditures section.

Motion carried.

I. MINUTES APRIL 20, 2017:

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the minutes for April 20, 2017.

Motion carried.

V. COMMISSIONER'S AND DIRECTOR'S COMMENTS:

Ms. Byrd notified the commission that Dr. Wiseman confirmed \$30,000 will be used towards the purchase of additional laptops for the Personnel Commission for next year.

Ms. Dixon thanked everyone for coming. The meeting adjourned at 6:02 p.m. for closed session.

VI. CLOSED SESSION

The commission reconvened into open session at 6:04 p.m. and announced the following action taken into closed session: Appeal was denied for ID # 17-19194414 and ID # 17-20458985.

VII. ADJOURNMENT

The commission adjourned the meeting at 6:05 p.m.