

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

AGENDA

March 1, 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. The commission will consider approving Eligibility List(s). It is moved that the commission ratify Eligibility List(s) for:

- | | |
|--|---------------|
| 1. Bilingual Clerk II (Spanish Only) | Exam # 16-097 |
| 2. Carpentry and Related Trades Supervisor | Exam # 17-001 |
| 3. Certified Athletic Trainer | Exam # 16-106 |
| 4. Electrician | Exam # 16-102 |
| 5. Food Worker Trainee | Exam # 16-104 |
| 6. Public Safety Dispatcher | Exam # 16-092 |
| 7. School Police Clerk | Exam # 16-096 |
| 8. Secretary III | Exam # 16-098 |

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

B. The commission will consider approving the following recruitments:

- | | | | |
|----|--|--------------------|-------------------------|
| 1. | Bilingual Community Relations Worker II/Parent Involvement | Open/Promotional | 02/22/2017-3/21/2017 |
| 2. | Community Resource Worker | Open/Promotional | 02/15/2017-03/14/2017 |
| 3. | Education Assistant III-Severe Impairments | Open/Promotional | 02/15/2017-03/14/2017 |
| 4. | HVACR Mechanic | Open/Promotional | 02/08/2017-Continuous |
| 5. | Lead School Police Dispatcher | Open/Promotional | 02/22/2017-3/21/2017 |
| 6. | Occupational Therapist | Open/Promotional | 01/11/2017-02/28/2017 |
| 7. | Senior Cafeteria Worker | Open/Promotional | 02/15/2017-03/14/2017 |
| 8. | Senior Personnel Analyst | Dual Certification | 01/18/2017-02/28/2017 |
| 9. | Water Cooling/Heating Specialist | Open/Promotional | 03/01/2017 - Continuous |

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. Office Assistant I/Health Aide | Bilingual Office Assistant I/Health Aide |

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

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

1. Accountant
2. Cafeteria Worker

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

E. The commission will consider approving the minutes for February 8, 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

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

Adjournment:

The commission adjourned the meeting at _____.

Exam #	16-097	Exam Title	BILINGUAL CLERK II			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
11/30/2016	12/27/2016	3/2/2018	48	24	263	92

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

Madys Byrd Director 2/7/17 Date

Exam #	17-001	Exam Title		CARPENTRY AND RELATED TRADES SUPERVISOR		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
1/11/2017	2/7/2017	3/2/18	13	9	49	22

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.



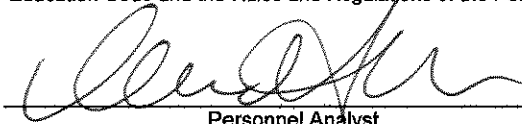
Personnel Analyst


2/24/2017

Date

Exam #	16-106	Exam Title	CERTIFIED ATHLETIC TRAINER			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MIQ's
Opened	Closed					
12/21/2016	1/24/2017	3/2/2018	4	3	18	8

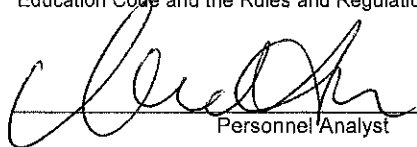
I certify that these eligibility lists are based upon examination requirements completed and compiled in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.


 Personnel Analyst


 Date

Exam #	16-102	Exam Title	ELECTRICIAN			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
12/14/2016	1/17/2017	3/2/2018	4	4	44	24

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

2/24/17
 Date

Exam #	16-104	Exam Title		Food Worker Trainee		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
12/21/2016	1/24/2017	9/2/17	50	7	149	149

**Merge with exam #16-071

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

2/14/2017
 Date

Exam #	16-092	Exam Title	PUBLIC SAFETY DISPATCHER			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
11/2/216	12/6/2016	3/2/2018	4	3	274	24

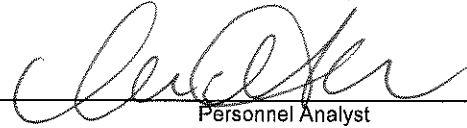
*To be merged with exam # 16-064 (Open List Only)

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.

Gladius Byrd Director 2/9/17 Date

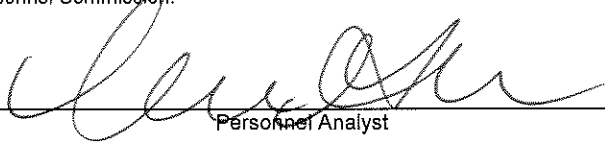
Exam #	16-096	Exam Title	SCHOOL POLICE CLERK			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
11/23/2016	12/20/2016	3/2/2018	15	12	320	76

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.


2/21/17
 Personnel Analyst Date

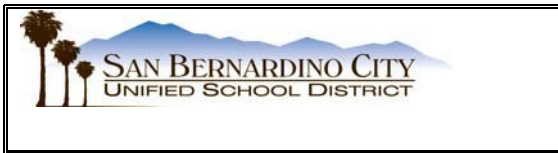
Exam #	16-098	Exam Title		Secretary III		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
11/30/2016	12/27/2016	3/2/18	19	16	236	49

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

2/24/2017
Date



San Bernardino City Unified School District Personnel Commission

Classification Specification			
Job Code:	0742	Work Year:	12 months
Job Family:	Fiscal Services	Salary Range:	48
FLSA Status:	Non-Exempt	HR/Day:	8
		EEOC Occupational Group:	03 – Fiscal Services

ACCOUNTANT

DEFINITION:

Performs professional accounting duties and prepares financial statements and reports; gathers appropriate financial records, analyzes and evaluates these records and files required reports with pertinent governmental agencies; and provides a variety of complex assistance in support of the District business management program.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Accounting Services Director.

Provides gives work instructions to technical and/or office support staff.

EXAMPLES OF DUTIES:

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

- Analyzes financial and statistical data and prepares a variety of detailed statistical, narrative and financial statements or reports.
- Provides guidance and assistance to departments on budgeting and accounting plans and procedures relative to State school building projects, general obligation bond and other capital expenditures.
- Recommends and assists in the implementation of new or revised accounting systems and accounting control procedures.
- Oversees day-to-day operations and staff in the general accounting area.
- Collects appropriate data and prepares federal, state, and local reports.
- Processes financial claims and transactions.
- Uses personal transportation for travel to sites where attendance is required.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Techniques, practices, and principles of governmental accounting and budgeting.
- Principles and techniques of auditing.
- Basic financial analysis and research procedures.
- Desktop computer operation and applicable software
- Applicable federal, state and local laws, regulations and procedures
- Establish and maintain fiscal records and procedures.
- Understand and apply the principles, laws and procedures related to accounting.
- Prepare clear and concise statistical, fiscal and narrative reports.
- Establish and meet deadlines.
- Perform complex accounting work with speed and accuracy.
- Compile and maintain accurate records and reports.
- Collect, analyze, organize, and interpret complex data.
- Use computers and software in job performance.
- Communicate effectively orally and in writing.
- Interact with others with courtesy and respect.
- Understand and follow oral and written instruction, work rules, regulations and procedures.
- Appear for work on time.

EXPERIENCE AND EDUCATION/TRAINING (These are the minimum experience and education/training standards which will be used to admit or reject applicants for examination, as approved on July 28, 1999.)

1. Two (2) years of fulltime paid ~~professional~~-accounting experience in the public or private sector

AND

Bachelor's degree in accounting or a closely related field of business or public administration from an accredited college or university.

OR

2. Four (4) years of ~~paid~~ fulltime ~~paid technical~~ accounting ~~and budgeting experience in the central business office of a school district or county office of education.~~ experience in the public or private sector.

AND

Sixty (60) semester units or 72 quarter units of college course work which includes at least thirty (30) semester units or 45 quarter units of accounting and business subjects.

Licenses/Certificates/Registrations

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

SPECIAL REQUIREMENT

Personal transportation for travel to sites where attendance is required**.

*Must be presented/**available upon offer of employment and maintained throughout employment in this position.

~~***Proof of high school graduation or the equivalent must also be submitted.~~

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

Classification Specification			
Job Code:	0427	Work Year:	9-12 months
Job Family:	Food Services	Salary Range:	26A
FLSA Status:	Non-Exempt	HR/Day:	2-6
		EEOC Occupational Group:	4 - Food

CAFETERIA WORKER

JOB SUMMARY:

Participates in the quantity preparation and serving of foods; participates in maintaining nutrition service facilities in a sanitary and orderly condition; counts money and makes change; and learns and operates automated sales record keeping equipment.

ESSENTIAL JOB FUNCTIONS:

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

- Performs a variety of food preparation tasks in the preparation of hot and cold foods, such as cutting and slicing fruits and vegetables, preparing dessert items from mixes, and panning foods, applying spreads to breads, assembling sandwiches, mixing salads, frying French fries, heating soups and sauces, and making milk shakes.
- Places food in warmers, ovens, steam tables, ice tables, chilling units, and racks.
- Assists in the preparation of a la carte items.
- Serves food to students and staff.
- Collects monies, enters data into sales record keeping equipment and makes change.
- Counts money collected and prepares cash report.
- Counts and arranges prepackaged foods, snack and beverage items.
- Prepares records to replenish supply and to return damaged and outdated items.
- Participates in the cleaning of utensils, appliances and facilities.
- Arranges food and supply stores in proper order.
- Performs related duties as assigned

DISTINGUISHING CHARACTERISTICS:

This is the entry level in the cafeteria worker series. Incumbents initially perform the more routine duties assigned to positions in this class. However, as experience is gained, incumbents are expected to perform the full range of duties assigned with increasing independence. This class is distinguished from the Senior Cafeteria Worker class in that the latter performs the more responsible duties associated with food preparation, serving and ordering, and trains and monitors the work of Cafeteria Workers, as assigned, at the middle or high school.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Food preparation/service methods, utensils, equipment and materials.
- Basic arithmetic.
- Operate food service and related equipment, found in a cooking environment.
- Count money, make change and make accurate arithmetic calculations.
- Maintain simple records.
- Learn and operate a computer terminal and related equipment at a rudimentary level.
- Communicate effectively, both orally and in writing.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Learn and follow District policies, rules, regulations and practices.
- Interact with others with courtesy and respect.

EXPERIENCE AND EDUCATION/TRAINING:

Six (6) months experience performing food preparation/cooking tasks, ~~including, but not limited to home food preparation~~

AND

High School Graduation or the equivalent.

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

Possession of an appropriate, valid Food Handlers Card, provided by the District at the time of appointment and maintained throughout employment in a position in this class.

WORKING ENVIRONMENT:

Indoor environment; may be subjected to extreme hot or cold temperatures for a short period of time; subject to regular exposure to food substances and cleaning products.

PHYSICAL LEVEL 2: MODERATE:

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

Stand, walk, and sit for extended periods of time; lift carry, move, transfer, and position objects weighing up to 50 pounds; manipulate hands and fingers to operate equipment relevant to position requirements; maneuver, carry, push or pull job equipment assigned to the position, such as lifting, positioning, moving and transferring objects or students from one location to another; reach overhead, above the shoulders, and horizontally; bend at the waist, kneel, stoop, and crouch; run; see to monitor work environment and accomplish assigned tasks; hear and speak clearly to exchange information.

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.

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

MINUTES

February 8, 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

None

IV. ACTION ITEMS

A. RATIFYING ELIGIBILITY LIST(S).

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

- | | |
|---|---------------|
| 1. Computer Specialist I - MAC | Exam #16-095 |
| 2. Custodian I | Exam # 16-100 |
| 3. Custodian II (Promotional Only) | Exam # 16-093 |
| 4. Education Assistant III (Severe Impairments) | Exam # 16-101 |
| 5. Registered Behavior Technician | Exam # 16-083 |

Motion carried.

B. RECRUITMENTS.

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

- | | | |
|-------------------------------------|------------------|-----------------------|
| 1. Delivery Driver/Warehouse Worker | Open/Promotional | 01/25/2017-02/21/2017 |
|-------------------------------------|------------------|-----------------------|

2. Occupational Therapist	Open/Promotional	01/11/2017-02/28/2017
3. School Police Officer	Open/Promotional	01/18/2017-02/14/2017
4. Senior Personnel Analyst	Open/Promotional	01/18/2018-02/14/2017

Motion carried.

C. ELIGIBILITY LIST TO FILL VACANCIES:

It was moved by Ms. Dixon and seconded by Mr. Bohn to certify eligibility list to fill vacancies for:

From: Senior Clerk To: Bilingual Senior Clerk

Motion carried.

D. MINUTES JANUARY 11, 2017:

A motion was made by Ms. Dixon and seconded by Mr. Salazar to approve the Minutes for January 11, 2017.

Motion carried.

V. COMMISSIONER’S AND DIRECTOR’S COMMENTS:

Mr. Salazar stated that he attended the CSPCA Conference at San Francisco and found it very interesting and informative. He thanked the staff for all the work that is done.

Mr. Bohn also mentioned how the conference was very organized, well detailed and informative on the new changes that are surrounding the districts. He was very happy to be part of this conference. One of the things left out was in evaluating the director at the same time you evaluate the district. A question he had, was regarding ascension planning in a merit system. Ascension planning is preparing for retirements or someone leaving and ensuring qualified individuals can move up in that position. He was glad to see that the Marijuana laws are in place at the work place.

Ms. Byrd also concurred about the conference; it was very well put together and informative. She was very happy to see that two administrators from the district were able to attend Iris Guzman, Assistant Affirmative Action Officer and Sandra Rodriguez, Employee Relations Director. Ms. Byrd introduced Dr. Marcus Funchess to the Commissioners letting them know that he is overseeing Human Resources Classified department for the mean time.

Ms. Dixon also mentioned how she was glad that everyone enjoyed the conference. She mentioned that she received a telephone call from a concerned administrator mentioning that if there is a group interview what is the process of choosing the candidate by order? Should it be where the administrator has his or her own interview at the school site instead of interviewing as a group?

Mr. Salazar asked if there is a procedure in place. Ms. Byrd mention that this is a situation where it comes from HR classified and Dr. Funchess will work on a plan to see what is best

for the district. Ms. Garcia mentioned that this process was in place a long time ago and maybe this is the time to change it. Ms. Dixon would like for Dr. Funchess and Ms. Byrd to put together a process and she would join the meeting if needed. She would like clarification of what the procedure should be.

Ms. Dixon thanked everyone for coming and the meeting adjourned at 5:48 p.m.

VI. ADJOURNMENT

The commission adjourned the meeting at 5:48 p.m.