

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

**AGENDA**

**January 11, 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 make nominations and vote for Chairperson for 2017.  
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.  
It is moved that \_\_\_\_\_ be approved by the commissioners as Vice-Chairperson for 2017.  
Moved: \_\_\_\_\_ Seconded \_\_\_\_\_  
Discussion: \_\_\_\_\_  
Vote: Dixon: \_\_\_\_\_ Salazar: \_\_\_\_\_ Bohn: \_\_\_\_\_

**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. Campus Security Officer I                    | Exam # 16-077 |
| 2. Facilities Planning and Development Director | Exam # 16-094 |
| 3. Nutrition Services Business Manager          | Exam # 16-093 |
| 4. Senior Clerk                                 | Exam # 16-082 |

Moved: \_\_\_\_\_ Seconded \_\_\_\_\_  
Discussion: \_\_\_\_\_  
Vote: Dixon: \_\_\_\_\_ Salazar: \_\_\_\_\_ Bohn: \_\_\_\_\_

**E.** The commission will consider approving the following recruitments:

- |  |                  |                       |
|--|------------------|-----------------------|
| 1. Bilingual Secretary II (Spanish Only) | Open/Promotional | 12/14/2016-01/17/2017 |
| 2. Cafeteria Worker                      | Open/Promotional | 12/21/2016-01/24/2017 |
| 3. Carpentry & Related Trades Supervisor | Open/Promotional | 01/11/2017-02/07/2017 |
| 4. Certified Athletic Trainer            | Open/Promotional | 12/21/2016-01/24/2017 |
| 5. Floor Covering Mechanic               | Open/Promotional | 12/21/2016-01/24/2017 |
| 6. Food Worker Trainee                   | Open             | 12/21/2016-01/24/2017 |

Moved: \_\_\_\_\_ Seconded \_\_\_\_\_  
Discussion: \_\_\_\_\_  
Vote: Dixon: \_\_\_\_\_ Salazar: \_\_\_\_\_ Bohn: \_\_\_\_\_

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

1. Senior Personnel Analyst

Moved: \_\_\_\_\_ Seconded \_\_\_\_\_  
Discussion: \_\_\_\_\_  
Vote: Dixon: \_\_\_\_\_ Salazar: \_\_\_\_\_ Bohn: \_\_\_\_\_

**G.** The commission will discuss Bilingual and Obsolete Classifications within the series.

Moved: \_\_\_\_\_ Seconded \_\_\_\_\_  
Discussion: \_\_\_\_\_

**H.** The commission will consider approving the minutes for December 14, 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 \_\_\_\_\_.

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

**PERSONNEL COMMISSION  
MEETING DATES**

**January 2017 –December 2017**

<b>Date of Meeting</b>	<b>Place of Meeting</b>
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 #	16-094	Exam Title				
Posting Dates		FACILITIES PLANNING AND DEVELOPMENT DIRECTOR				
Opened	Closed	Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
11/16/2016	12/20/2016	1/12/18	8	8	28	16

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

1/3/2017  
 Date

Exam #	16-093	Exam Title				
Posting Dates		NUTRITION SERVICES BUSINESS MANAGER				
Opened	Closed	Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
11/9/2016	12/13/2016	1/12/18	6	6	21	11

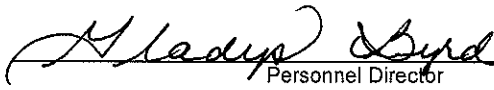
I certify that these eligibility lists are based upon examination requirements completed and complied in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.

  
 Personnel Commission Director

1/5/2017  
 Date

Exam #	16-082	Exam Title		Senior Clerk		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
9/21/2016	10/18/2016	1/12/18	22	15	252	133

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

12/14/2016  
 Date





# San Bernardino City Unified School District Personnel Commission

## Classification Specification

Job Code:	1131	Work Year:	Salary Range:	M46
Job Family:	Management		HR/Day:	8
FLSA Status:	Exempt	EEOC OCCUPATIONAL GROUP:	Management	

## SENIOR PERSONNEL ANALYST

### **DEFINITION JOB SUMMARY:**

Under general direction, plan, develop, administer and supervise major professional level personnel functions of the Personnel Commission staff.

### **SUPERVISION RECEIVED AND EXERCISED**

Supervises analysts, specialists, technical and clerical staff appointed by the Personnel Commission.

Receives supervision from the Personnel Commission through the Personnel Commission Director.

### **DISTINGUISHING CHARACTERISTICS**

A Senior Personnel Analyst performs the more responsible and complex technical personnel work; supervises specialist, technical and/or clerical employees in the performance of personnel work related to position classification, compensation, recruitment, testing and selection, the formulation and development of personnel rules, and policies and other personnel functions. Trains, supervises and evaluates staff members.

A Personnel Analyst performs professional-level, technical personnel work related to recruitment, testing, and selection, classification and compensation, and the formulation and development of personnel rules and policies. Trains and provides guidance to staff members in technical and procedural matters. May assist higher level personnel in performing the more complex assignments.

A Human Resources Specialist (Personnel Commission) performs assignments in personnel recruitment and selection, classification studies, and other duties that are more limited in scope and complexity and subject to closer supervision and review than work performed by a Personnel Analyst.

### **EXAMPLES OF DUTIES: ESSENTIAL JOB FUNCTIONS:**

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

- Plan, organize and supervise personnel staff performing the recruitment, selection and classification processes of all classified positions.
- Direct job posting, application screening, examination planning, and prepare or supervise the preparation of examination materials.
- Conduct and assist in conducting classification and compensation studies; review employee questionnaire forms; recommend allocation of positions to classifications; write class specifications.
- **May p**Present recommendations to the Personnel Commission and respond to questions at Personnel Commission meetings and hearings.

- Provide technical personnel expertise to district and site administrators, managers, and supervisors regarding personnel matters.
- Research and analyze occupational data, such as physical, mental and training requirements of jobs and employees to be utilized in the development of employment tests and selection methods.
- Use prescribed validity models in the conduct of job studies to ensure validation and reliability of employment testing.
- Determine the appropriate recruitment sources and scope of advertising for vacant positions.
- ~~May r~~Review, evaluate, and conduct procedural studies of existing personnel work methods and operations, recommend proposals for improvements, and implement modifications for work simplification.
- Communicate with principals and site administrators regarding the staffing needs at their sites.
- Certify qualified eligibles for employment consideration.
- Interpret and explain rules, regulations, policies, procedures and bargaining unit contracts.
- ~~Assist in solving unique problems of classified employees, management, and the public.~~
- ~~May a~~Analyze jobs, interview employees and supervisory personnel to determine job duties, responsibilities, and requirements in order to determine the best test development and test validation approaches.
- Evaluate test results by item analysis and validity models and modify test content as required.
- Develop and prepare procedures and manuals for Personnel Commission staff.
- Keep current of changes and trends in human resource administration; attend conferences and workshops and make presentations.
- ~~Manage~~ ~~Administer~~ the computerized applicant tracking system; train subordinates.
- Work with vendor on the development of a data base to obtain, store, and retrieve testing and ethnic data.
- ~~May p~~Prepare or direct the preparation of mandated reports on applicant flow, gender, ethnicity, etc.
- ~~May p~~Participate in processing appeals and protests of test results from applicants on written, oral, performance or other tests including conducting reviews and preparing recommendations to resolve a testing or certification problem.
- Compile, analyze data and prepare a variety of reports on recruitment and selection activities, including those to meet Equal Employment Opportunity Commission and Fair Employment and Housing Practice requirements.
- Assist in the development, implementation, and monitoring of personnel rules and policies in response to inquiries, advising employees and management as appropriate.
- Supervise the selection and training of interviewers and/or interview panels members.
- Represent the District at career days and job fairs to promote employment opportunities.
- Select, train, assign and evaluate the performance of professional, paraprofessional and clerical staff.
- Serve as the Personnel Director in his/her absence.
- Perform job 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.
- Knowledge of job analysis and evaluation methodologies.
- Knowledge of test strategies and statistical applications used in test and item analysis and validation.
- Knowledge of personnel assessment techniques including test design, construction, and administration.
- 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.

- Knowledge of school district organization and administration.
- 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 screen application materials for specific skills and certification requirements.
- 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.
- Ability to operate office equipment.
- Ability to make presentations before groups.
- Ability to communicate with others with tact and sensitivity.
- Ability to establish and maintain effective working relationships with others.

## **QUALIFICATIONS**

### **Experience and Education/Training:**

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

-AND-

Two (2) years of supervisory experience.

-AND-

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

## **WORKING ENVIRONMENT**

Office environment; frequent interruptions; occasional visits to school sites and other agencies.

## **PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate office equipment, sitting and operating a personal computer for extended periods of time, seeing to read handwritten documents or to review and analyze test sheets or other records and reports and hearing and speaking to exchange information in person or telephonically; ability sufficient to perform professional examining of records and materials and the conduct of performance tests which may include bending, kneeling and stooping.

## ***AMERICANS WITH DISABILITIES ACT***

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

## SPECIAL REQUIREMENTS

Position requires the use of personal automobile and possession of a valid California class C Driver's license at the time of appointment.

## APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

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

**MINUTES**

December 14, 2016

**I. CALL TO ORDER**

- A. The meeting was called to order at 5:31 p.m. by Commissioner Dixon.
- B. Roll-Call
  - 1. Commissioner Valeria Dixon, Chairperson
  - 2. Commissioner Michael Salazar, Vice-Chairperson - Absent
  - 3. Commissioner George Bohn, Member
- C. Pledge of Allegiance
- D. The Administration of Oath to Valeria Dixon, Joint Appointee to the Commission for a three (3) year term commencing December 1, 2016 was given by her daughter Christine Johnson.

**II. APPROVAL OF AGENDA**

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

**III. PUBLIC COMMENTS**

Dr. Marsden thanked Ms. Dixon and the Commission for their participation and leadership. He remembered when the Personnel Commission was not functioning. He stated that jobs desperately needed to be filled. With the present Commissioner leadership, that dial has been moved. He expressed that the work the Commission is doing is causing our city to rise. He expressed regret Michael Salazar was not present to hear his comments but thanked Ms. Dixon and Mr. Bohn for their behind the scenes involvement. It means a lot to him and it means a lot a number of people in this community. He also thanked the commission staff for their work.

Ms. Dixon thanked everyone present for their support. She stated that three years ago when Dr. Marsden called her and he said, "We need you; we need you to get things moving." She expressed that she is not a politician; but always wanted to do something for the community. She feels being a Commissioner is done that my part. She emphasized that she really enjoys being a commissioner, especially during the past two years. She would have not retaken the oath if she did not want to continue. She wants to make sure the Commission is doing what they need to do. Ms. Dixon stated that there are a lot of people in the community that need jobs

#### **IV. ACTION ITEMS**

##### **A. Nomination for Chairperson 2017**

It was moved by Ms. Dixon and seconded by Mr. Bohn to table the action until the next Personnel Commission meeting when all commissioners are present.

##### **B. Nomination for Vice-Chairperson 2017**

It was moved by Ms. Dixon and seconded by Mr. Bohn table the action until the next Personnel Commission Meeting when all commissioners are present.

##### **C. Calendar for 2017**

It was moved by Ms. Dixon and seconded by Mr. Bohn to table the action until the next Personnel Commission Meeting when all commissioners are present.

##### **D. RATIFYING ELIGIBILITY LIST(S).**

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

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

Motion carried.

##### **E. RECRUITMENTS.**

The commission will consider approving the following recruitments:

Motion was made by Ms. Dixon, and seconded by Mr. Bohn to open 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 | 12/07/2016-01/10/2016 |
| 4. Custodian II                           | Promotional Only | 12/07/2016-01/10/2017 |
| 5. Education Assistant III (SI)           | Open/Promotional | 12/07/2016-01/10/2017 |
| 6. Electrician                            | Open/Promotional | 12/14/2016-01/17/2017 |
| 7. Nutrition Services Business<br>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 |

Motion carried.

## **F. REVISIONS TO CLASSIFICATION**

It was moved by Ms. Dixon and seconded by Mr. Bohn to approve the revisions to the classification specification for Floor Covering Mechanic.

Motion carried.

## **G. NEW CLASSIFICATION SPECIFICATION**

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the new classification specification as submitted for Certified Athletic Trainer.

Zack Norton commended Personnel Commission for placing the item on the agenda. He was excited when it opens up and is looking forward to applying and working with the district in the years to come. He is pleased with the job specification that is written and he is proud of setting precedence for the rest of the inland empire.

Ms. Dixon asked what is ATC stood for.

Zack Norton stated the definition stands for certified athletic trainer. He further explained that in California ATC has to pass a board exam.

Motion carried.

## **F. WRIT POSITIONS:**

It was moved by Ms. Dixon and seconded by Mr. Bohn to discuss the WRIT positions:

Ms. Byrd stated there are 3 positions remaining unfilled out of the 410 positions; HVACR Mechanic, Educational Interpreter III, and Water Cooling Heating Specialist. 20 applicants have recently applied for HVACR Mechanic, it is her hope that they will be able to fill the position. The Water Cooling Heating Specialist may also be able to be filled by an HVACR Mechanic applicant, if there are no qualified applicants from the Water Cooling Heating Specialist recruitment.

## **G. MINUTES NOVEMBER 9, 2016:**

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the Minutes for November 9, 2016.

Motion carried.

**V. COMMISSIONER'S AND DIRECTOR'S COMMENTS:**

Mr. Bohn wished everyone happy holidays and is very impressed with the progress on the WRIT positions. He requested for the progress to be informed to the public.

Ms. Dixon wished everyone happy holidays. She thanked everyone for their support for another three years.

The commission adjourned into closed session at 5:52 p.m.

**VI. CLOSED SESSION:**

The commission adjourned into closed session at 5:56 p.m.

The commission reconvened into open session at 6:15 p.m. with no report out for the closed session.

**VII. ADJOURNMENT**

The commission adjourned the meeting at 6:15 p.m.