

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

AGENDA

February 8, 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. Computer Specialist I – MAC Exam # 16-095
- 2. Custodian I Exam # 16-100
- 3. Custodian II (Promotional Only) Exam # 16-099
- 4. Education Assistant III (Severe Impairments) Exam # 16-101
- 5. Registered Behavior Technician Exam # 16-083

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

B. The commission will consider approving 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 | 01/18/2017-02/14/2017 |

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. Senior Clerk | Bilingual Senior Clerk |

Reference: PC Rule 5.23, 5.23.1, 5.23.2, 5.23.3.

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

D. The commission will consider approving the minutes for January 11, 2017.

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

V. Commissioner's/Director's Comments

VI. Adjournment:

The commission adjourned the meeting at _____.

Exam #	16-095	Exam Title		Computer Specialist I MAC		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
11/16/2016	12/13/2016	2/9/18	6	4	86	23

**Merge with exam #16-078

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
 Personnel Director

1/13/2017
 Date

Exam #	16-100	Exam Title		Custodian I		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
12/7/2016	1/10/2017	2/9/18	45	17	344	85

**Merge with exam #16-028

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

1/31/2017
 Date

Exam #	16-099	Exam Title	CUSTODIAN II			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
12/7/2016	1/10/2017	2/9/2018	10	9	17	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.

Madip Byrd
 Director

1/25/17
 Date

Exam #	16-101	Exam Title		Education Assistant III/Severe Impairments		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
12/7/2016	1/10/2017	2/9/18	7	7	77	15

**Merge with exam #16-004, #16-031, #16-076 & #16-089

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

Gladys Byrd
 Personnel Director

1/23/2017
 Date

Exam #	16-083	Exam Title				
Posting Dates		REGISTERED BEHAVIOR TECHNICIAN				
Opened	Closed	Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
9/21/2016	12/22/2016	2/9/18	2	2	86	3

**Merged with exam #16-046

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.

Hladya Byrd
 Personnel Commission Director

2/1/2017
 Date

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

MINUTES

January 11, 2017

I. CALL TO ORDER

- A. The meeting was called to order at 5:32 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. Nomination for Chairperson 2017

It was moved by Ms. Dixon and seconded by Mr. Salazar to nominate the Chairperson for 2017. Mr. Salazar and Mr. Bohn moved to nominate Ms. Valeria Dixon for Chairperson. Ms. Dixon accepted the nomination.

Motion carried.

B. Nomination for Vice-Chairperson 2017

It was moved by Ms. Dixon and seconded by Mr. Bohn to nominate the Chairperson for 2017. Ms. Dixon and Mr. Bohn moved to nominate Mr. Michael Salazar for Vice-Chairperson. Mr. Salazar accepted the nomination.

Motion carried.

C. Calendar for 2017

It was moved by Ms. Dixon and seconded by Mr. Salazar to accept Calendar 2017 meeting dates with changes. The meeting dates and locations are:

January 11, 2017, Personnel Commission Office

February 8, 2017, Personnel Commission Office

March 1, 2017, BOE Community Room
 April 12, 2017, Personnel Commission Office
 May 3, 2017, BOE Community Room
 June 14, 2017, Personnel Community Room
 July 12, 2017, Personnel Community Room
 August 9, 2017, Personnel Community Room
 September 6, 2017, BOE Community Room
 October 11, 2017, Personnel Community Room
 November 8, 2017, Personnel Community Room
 December 13, 2017, Personnel Community Room
 Motion carried.

D. RATIFYING ELIGIBILITY LIST(S).

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

- | | |
|---|---------------|
| 1. Campus Security Officer I | Exam #16-077 |
| 2. Facilities Planning and Development Director | Exam # 16-098 |
| 3. Nutrition Services Business Manager | Exam # 16-093 |
| 4. Senior Clerk | Exam # 16-082 |

Motion carried.

E. RECRUITMENTS.

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

- | | | |
|--|------------------|-----------------------|
| 1. Bilingual Secretary II (Spanish) | 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/Promotional | 12/21/2016-01/24/2017 |

Ms. Dixon made a comment that she would like to make sure Bilingual Secretary II (Spanish) positions interact with Spanish speaking parents.

Mr. Salazar requested information on Certified Athletic Trainer.

Ms. Byrd explained that she spoke to Kenny Wilson who is the Labor Representative for CSEA 183. He will take the job specification to the members to vote on the job specification for Certified Athletic Trainer approved by the membership, the job specification will be submitted to the Commission if approved.

Motion carried.

F. Revisions to Classification

It was moved by Ms. Dixon and seconded by Mr. Salazar to approve the revisions to the classification specification:

Senior Personnel Analyst

Motion carried.

G. Bilingual and Obsolete Classifications Discussion

It was moved by Ms. Dixon and seconded by Mr. Salazar to discuss the Bilingual and Obsolete Classifications positions.

Ms. Byrd delivered an informational report to the commissioners with the number of Bilingual and obsolete classifications. She would like to bring this report to the Commission and plans to speak to the district and CSEA 183 to see if it is possible to eliminate some of the classifications. This was just an informational discussion for the Commission.

H. MINUTES DECEMBER 14, 2016:

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the Minutes for December 14, 2016.

Motion carried.

V. COMMISSIONER'S AND DIRECTOR'S COMMENTS:

Ms. Dixon wished everyone Happy New Year.

The commission adjourned into closed session at 6:12 p.m.

VI. CLOSED SESSION

The commission reconvened into open session at 6:13 p.m. with no report out for closed session.

VII. ADJOURNMENT

The commission adjourned the meeting at 6:13 p.m.