

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

AGENDA

August 9, 2017

5:30 P.M.

I. Call to Order

A. The meeting is 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. Applications Architect PC | Exam # 17-043 |
| 2. Cafeteria Worker | Exam # 17-038 |
| 3. Certified Athletic Trainer | Exam # 17-040 |
| 4. Custodian I | Exam # 17-039 |
| 5. Human Resources Officer | Exam # 17-041 |
| 6. HVACR Mechanic | Exam # 17-006 |
| 7. Lifeguard | Exam # 17-042 |
| 8. Maintenance Worker I | Exam # 17-036 |

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 the following recruitments:

1. Account Clerk II	Open/Promotional	07/25/2017-08/15/2017
2. Cafeteria Worker	Open/Promotional	07/12/2017-08/15/2017
3. Education Assistant III (SI)	Open/Promotional	07/05/2017-08/01/2017
4. Instructional Assistant (CAI)	Open/Promotional	07/19/2017-08/15/2017
5. Microcomputer Specialist I (PC)	Open/Promotional	07/05/2017-08/01/2017
6. Nutrition Computer Analyst	Open/Promotional	07/12/2017-08/08/2017
7. Occupational Therapist	Open/Promotional	06/07/2017-Continuous

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

C. The commission will consider extending the following eligibility lists for an additional year.

Title	Exam #	Eligible Ranks	From:	To:
Purchasing Clerk	16-051	14	08/11/2017	08/11/2018

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 certification from other eligibility lists to fill vacancies as follows:

From: Bilingual Secretary II To: Secretary II

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

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

E. The commission will consider approving the revisions to the following classifications as submitted:

1. Lead Sheet Metal Worker
2. Reprographics Supervisor

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

F. The commission will consider approving the minutes for July 12, 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# 17-1003
ID# 17-1004

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

Adjournment:

The commission adjourned the meeting at ____.

Exam #	17-043	Exam Title		Applications Architect - PC		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
6/21/2017	7/18/2017	8/10/18	3	3	8	3

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.

Madip Byrd
 Personnel Director

8/1/2017
 Date

Exam #	17-038	Exam Title		Cafeteria Worker		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
6/7/2017	7/11/2017	2/10/18	34	13	229	59

**merged with exams #16-105 & #17-025

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.

Madys Byrd
 Personnel Analyst

7/20/2017
 Date

Exam #	17-040	Exam Title		CERTIFIED ATHLETIC TRAINER		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
6/21/2017	7/18/2017	8/10/2018	8	2	17	10

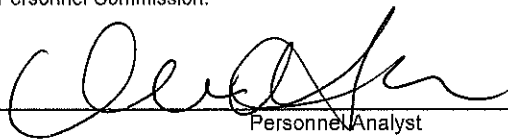
I certify that these eligibility lists are based upon examination requirements completed and complied in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.

Gladys Reed _____ *8/1/17* _____
 Director Date

Exam #	17-039	Exam Title		Custodian I		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
6/14/2017	7/11/2017	8/10/18	54	18	351	94

**merged with exam #16-100

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

8/3/2017

Date

Exam #	17-041	Exam Title		HUMAN RESOURCES OFFICER		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
6/21/2017	7/18/2017	8/10/18	9	8	76	17

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.

Gladys Byrd
 Personnel Commission Director

8/2/2017
 Date

I, Gladys Byrd, Personnel Commission Director, certify that there are 8 ranks on the eligibility list for Human Resources Officer.

Exam #	17-006	Exam Title		HVACR Mechanic		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
2/8/2017	6/13/2017	8/10/18	5	5	55	18

**merged with exams #16-087

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.

Madep Byrd
 Personnel Director

7/28/2017
 Date

Exam #	17-042	Exam Title		Lifeguard		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
6/21/2017	7/18/2017	8/10/18	1	1	9	3

**merged with exams #17-028

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.

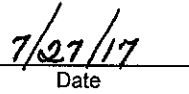
Gladys Byrd
 Personnel Director

7/28/2017
 Date

Exam #	17-036	Exam Title	MAINTENANCE WORKER I			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
6/7/2017	7/11/2017	8/10/2018	42	21	224	63

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.


Director


Date



San Bernardino City Unified School District Personnel Commission

Classification Specification

Job Code:	0298	Work Year:	12 months	Salary Range:	45
Job Family:	Service/Maintenance			HR/Day:	8
FLSA Status:	Non-Exempt	EEOC Occupational Group:	6 – Service/Maintenance		

LEAD SHEET METAL WORKER

JOB SUMMARY:

To plan, organize, assign and coordinate the activities of assigned crew performing sheet metal construction, fabrication, and repair work and participate in the work, as needed, performing the more difficult work tasks.

SUPERVISION:

Receives general supervision from the HVACR Supervisor.

Exercises functional and technical supervision over Sheet Metal Workers and Maintenance Trades Helpers.

DISTINGUISHING CHARACTERISTICS:

This is the advanced journey-level class within the Sheet Metal Worker series. Positions in this class provide lead supervision over a work unit including assigning and reviewing the work of assigned staff. Employees at this level perform the more difficult sheet metal and related maintenance and repair tasks.

ESSENTIAL JOB FUNCTIONS:

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

- Assigns and reviews the work of assigned staff.
- Constructs, installs, maintains, inspects, and repairs sheet metal parts.
- Surveys assigned jobs and lays out, develops and designs projects.
- Develops, cuts forms and fastens common sheet metal into various sheet metal objects.
- Joins seams, assembles parts, and attaches hangars, brackets, and reinforcements by welding, soldering, bolting, or riveting.
- Smooths rough joints and surfaces with a file or grinding wheel.
- Installs the completed unit by welding, bolting, screwing, or nailing it into place.
- Operates and maintains a variety of power and hand tools.
- Orders materials, supplies, and equipment.
- Maintains records on time, labor, and materials.
- Determines whether resources applied are satisfactory for job completion.
- Provides work instruction and assistance to assigned staff, as needed.
- Operates district vehicles for travel to job sites and other job related equipment as required by the job duties.
- Performs job related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of P principles, methods, and uses of materials, tools, and equipment in sheet metal work.
- Knowledge of B basic mathematics.
- Knowledge of S sheet metals, their characteristics, and uses.
- Knowledge of B basic ~~knowledge of~~ HVACR operations.
- Knowledge of P principles and procedures of basic record keeping.

- Knowledge of Safe work practices
- Knowledge of Job cost estimating practices.
- Knowledge of Supervisory methods and practices.
- Ability to Eestablish, operate, and maintain a fully operational sheet metal shop.
- Ability to Skillfully lay out, develop, and produce sheet metal fabrications of all sizes, weights, and shapes.
- Ability to Perform arc and acetylene welding and brazing.
- Ability to Makes rough sketches of work.
- Ability to Estimate materials and labor required.
- Ability to operate plasma cutting machinery.
- Ability to Read blueprints and work from plans and specifications.
- Ability to Maintain records on time, labor, and materials.
- Ability to Aalyze situations carefully and adopt effective courses of action.
- Ability to Understand and carry out oral and written directions.
- Ability to Develop cooperative work relations with others.
- Ability to Communicate effectively, both orally and in writing

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 August 19, 1998.~~)

Four (4) years of experience performing journey-level sheet metal work.

OR

Completion of a formal apprenticeship in sheet metal work.

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.*

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

WORKING ENVIRONMENT:

Indoor and outdoor work environment; driving a vehicle to conduct work; subject to exposure to fumes, dust and odors.

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

Job Code: 1063	Classification Specification Work Year: 228 days	Salary Range: M45
Job Family:	EEOC Occupational Group:	HR/Day:
FLSA Status: Exempt		1 – Management

REPROGRAPHICS SUPERVISOR

JOB SUMMARY: DEFINITION - Plans, organizes, participates in, and supervises the work of the District's printing services departments.

SUPERVISION:

Receives general supervision from the Communications/Community Relations Director.
Exercises supervision over operators, and other assigned staff.

DISTINGUISHING CHARACTERISTICS:

None

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Recommends and assists in the implementation of goals and objectives.
- Plans, organizes, schedules and supervises all operations of the printing services departments.
- Determine the printing needs of the District, quality of reproduction required, layouts, materials required and cost estimates.
- Manage printing services' operations budget.
- Coordinates, updates, maintenance, and inventory of standard District forms.
- Implements policies and processes.
- Assigns, supervises and reviews the work of printing and bindery staff.
- Maintains prescribed standards of work production.
- Operates machines in the reproduction of material ~~of unusual difficulty.~~
- Performs stripping and prepares digital file for ~~operates operating~~ plate making unit and other equipment.
- Prepares paste-ups for photographing.
- Supervises and participates in making minor adjustments to reprographic, duplicating, copiers, and bindery, and other equipment.
- Establishes priorities to meet constantly changing deadlines and rescheduling conflicting priorities.
- Appraises operation, maintenance, repair, and replacement or upgrades of equipment, to ensure that the department increase its capabilities with the needs of the District.
- Operates District vehicle for travel to sites required by duties.
- Performs job related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of oOperation of reprographic, CMYK press, offset, duplicating machines, digital copiers, bindery equipment, and related equipment.
- Knowledge of pPrinciples of layout and design.
- Knowledge of pPrinciples and practices of supervision and training.
- Knowledge of pPrinciples and practices of budget, record keeping and ~~basic~~ purchasing relating to ~~a central duplicating operation~~ the District's printing services departments
- Knowledge of principles and practices of contract negotiation operations' equipment.
- Ability to operate reprographic, CMYK press, offset, duplicating machines, digital copiers, bindery equipment, and related equipment.
- Ability to organize, schedule and coordinate a variety of job related projects and activities.
- Ability to plan the work of a central reproduction section.
- Ability to estimate costs and schedule work.
- Ability to aalyze situations carefully and adopt effective courses of action.

- Ability to pPerform minor repairs on equipment utilized in the department.
- Ability to eEstablish and maintain cooperative working relationships with those contacted in the course of work.
- Ability to sSupervise, train and evaluate assigned staff.

QUALIFICATIONS

EXPERIENCE AND EDUCATION/TRAINING

Any combination of experience and education/training that demonstrates and ability to perform the essential functions of the job. (These are the minimum experience and education/training standards that will be used to admit or reject applicants for examination.)

Five (5) years of paid full-time experience in all phases of offset printing the operation of offset reproduction equipment, which including includes two (2) years managerial and supervisory of lead or supervisory experience.

High school graduation or the equivalent.

(SUBSTITUTION: An Associate's Degree in graphics technology, printing, graphic arts, or a closely related field; or sixty (60) semester (90 quarter) units, which includes sixteen (16) semester (24 quarter) units in graphics technology, printing, graphic arts, or closely related may be substituted for one (1) year of lead or supervisory experience.)

LICENSES/CERTIFICATION/REGISTRATIONS

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

*Must be submitted upon offer of employment and maintained throughout employment in this position.

WORKING ENVIRONMENT:

Print shop
environment.
Constant interruptions.

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:

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 are subject to a probationary period of one (1) year, in accordance with Education Code 45301.

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

MINUTES

July 12, 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):

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

- | | |
|-----------------------------------|---------------|
| 1. Lifeguard | Exam # 17-028 |
| 2. Nutrition Services Supervisor | Exam # 17-031 |
| 3. Office Assistant I/Health Aide | Exam # 17-032 |
| 4. Payroll Technician | Exam # 17-033 |

Motion carried.

B. RECRUITMENTS:

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

- | | | |
|--------------------------------|------------------|-----------------------|
| 1. Applications Architect (PC) | Open/Promotional | 06/21/2017-07/18/2017 |
| 2. Attendance Verifier | Open/Promotional | 07/05/2017-08/01/2017 |
| 3. Certified Athletic Trainer | Open/Promotional | 06/21/2017-07/18/2017 |

4. HVACR Mechanic	Open/Promotional	06/21/2017-Continuous
5. Human Resources Officer	Dual Certification	06/21/2017-07/18/2017
6. Lifeguard	Open/Promotional	06/21/2017-07/18/2017
7. Microcomputer Specialist I-PC	Open/Promotional	07/05/2017-07/25/2017
8. Public Safety Dispatcher	Open/Promotional	06/28/2017-07/25/2017
9. Speech-Language Pathology Assistant (SLPA)	Open/Promotional	06/28/2017-07/25/2017

Motion carried.

C. CERTIFICATION FROM OTHER ELIGIBILITY LISTS:

A motion was made by Ms. Dixon and seconded by Mr. Salazar, to approve the certification from other eligibility lists to fill vacancies as follows:

From:	To:
Office Assistant I (Health Aide)	Bilingual Office Assistant I (Health Aide)
Bilingual Clerk II	Clerk II

Motion carried.

D. MINUTES FOR JUNE 14, 2017:

A motion was made by Ms. Dixon and seconded by Mr. Salazar, to approve the minutes for June 14, 2017.

Motion carried.

V. COMMISSIONER’S AND DIRECTOR’S COMMENTS:

No comments

VI. CLOSED SESSION:

The commission adjourned into closed session at 5:33 p.m. The commission reconvened into open session at 5:34 p.m. There was no report out.

The commission adjourned the meeting at 5:34 p.m.