

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

AGENDA

November 8, 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 Valeria 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 the following eligibility list(s).
 - 1. Groundswoker Exam # 17-062
 - 2. Language Translator Interpreter (Spanish) Exam # 17-064
 - 3. Nutrition Specialist Exam # 17-070
 - 4. School Licensed Vocational Nurse (LVN) Exam # 17-067

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

B. The Commission will consider approving the ratified Eligibility List(s) to fill bilingual positions:

School Licensed Vocational Nurse (LVN)

Exam # 17-067

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

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

C. The Commission will consider approving the following recruitments:

- | | | | |
|----|-------------------------------|------------------|-----------------------|
| 1. | Applications Analyst III | Open/Promotional | 10/11/2017-11/07/2017 |
| 2. | Curriculum Materials Clerk | Open/Promotional | 10/18/2017-11/14/2017 |
| 3. | Lead School Police Dispatcher | Promotional Only | 10/18/2017-11/14/2017 |
| 4. | Library Assistant | Open/Promotional | 10/18/2017-11/14/2017 |
| 5. | Public Safety Dispatcher | Open/Promotional | 10/18/2017-11/14/2017 |
| 6. | Telecommunications Specialist | Open/Promotional | 10/18/2017-11/14/2017 |

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

D. The Commission will consider approving the revisions to the following classifications as submitted:

1. Maintenance Trades Helper
2. Telecommunications Specialist

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

E. The Commission will discuss Cafeteria Worker recruitment.

Moved: _____ Seconded _____
Discussion: _____

F. The Commission will consider approving the Commissioners and PC Staff (6), to attend the 2018 Conference for California School Personnel Commissioners' Association on Thursday, February 1, 2018 through Sunday, February 4, 2018 in San Diego, California. Total cost for the conference and hotel is not to exceed \$8,000.00.

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

G. The Commission will consider approving the minutes for October 11, 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

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

Adjournment:

The Commission adjourned the meeting at _____.

Exam #	17-062	Exam Title	GROUNDWORKER			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
9/6/2017	10/3/2017	11/9/2018	51	23	179	71

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

 Director

10/18/17

 Date

Exam #	17-064	Exam Title	LANGUAGE TRANSLATOR/INTERPRETER (SPANISH)			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
9/6/2017	10/3/2017	11/9/2018	34	24	122	50

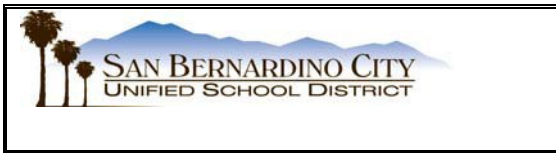
I certify that these eligibility lists are based upon examination requirements completed and compiled in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.

Gladys Byrd Director 10/18/17 Date

Exam #	17-067	Exam Title	SCHOOL LICENSED VOCATIONAL NURSE			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
9/13/2017	10/10/2017	11/9/2018	6	3	35	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.

Gladys Boyd _____ *10/17/17*
 Director Date



San Bernardino City Unified School District Personnel Commission

Classification Specification			
Job Code:	0592	Work Year:	12 months
Job Family:	Carpentry and Related	Salary Range:	36
FLSA Status:	Non-Exempt	HR/Day:	8
		EEOC Occupational Group:	6 – Service/Maintenance

MAINTENANCE TRADES HELPER

JOB SUMMARY:

To learn and apply the procedures and practices needed to perform minor repairs and preventive maintenance to District property such as school buildings and other structures, appurtenances, and equipment, by assisting skilled workers in their activities.

DISTINGUISHING CHARACTERISTICS:

There are no distinguishing characteristics for this classification.

SUPERVISION:

May receive work instruction from Mobile Maintenance Supervisor or Operations Manager. Positions in this classification exercise no supervision.

ESSENTIAL JOB FUNCTIONS:

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

Learns and applies procedures and practices for performing the following tasks as part of a two-year on-the-job training program administered by the District:

- Repairs broken door and window locks.
- Replaces broken door and window glass.
- Repairs broken furniture.
- Repairs broken woodwork and floors.
- Repairs venetian blinds.
- Installs blackboards and tackboards.
- Hangs pictures.
- Prepares surfaces for painting.
- Mixes and applies paints.
- Cleans tools and equipment.
- Cleans drains and obstructions in water and sewer systems.
- Maintains gutters and downspouts.
- Patches roofs.
- Assists with the installation and repair of heating and ventilating equipment and fixtures.
- Installs switches.
- Cleans, adjusts, oils, and repairs office equipment.
- Minor plumbing repairs.
- Painting.
- Assist with minor electrical repairs under direction of Electrician.
- Performs job related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of the more common hand tools, uses, and nomenclature.
- Knowledge of the more common safe work practices.
- Knowledge of learn and apply the tools and equipment, materials, methods and safety practices required to perform minor repairs and preventive maintenance in a workmanlike manner in the following areas: electrical, HVACR, plumbing, carpentry, mechanical, and glass.
- Ability to learn the operation and maintenance of a variety of power and hand tools.
- Ability to read and write at a level appropriate to job performance.
- Ability to perform arithmetic calculations at a level appropriate to job performance.
- Ability to understand and carry out oral and written directions.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work.

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

Two (2) years of maintenance and/or construction experience involving heavy manual labor which includes including one (1) year of experience laying asphalt concrete and/or erecting/repairing chain link fencing, carpentry, painting, electrical, or plumbing experience.

-AND-

High school graduation or the equivalent.

LICENSES/CERTIFICATES/REGISTRATIONS:

Possession of an appropriate, valid California driver's license at time of appointment to and during employment in a position in this class.

WORKING ENVIRONMENT:

Outdoor environment in varying weather conditions including heat, cold, rain, wind etc., in dusty dirty environments, on ladders, and on roofs.

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 75 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.

SPECIAL REQUIREMENTS

Employees in this classification are rotated to various assignments of varying duration as part of a two year on-the-job training program.

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: 1176 Work Year: Salary Range: ~~44~~ 45A
Job Family: HR/Day:
FLSA Status: Non-Exempt EEOC Occupational Group:

TELECOMMUNICATIONS SPECIALIST

JOB SUMMARY:

To provide support of the District's networking infrastructure comprised of telecommunications systems and data network; and to assist in the planning and designing of data transmission networks in support of data processing systems.

SUPERVISION:

Receives general supervision from the Director of MIS or designated manager.

Exercises no supervision.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from other department and site technical support positions in that the former is concerned with enterprise wide data/voice IP networking technology and practices.

EXAMPLES OF DUTIES:

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

- Analyzes data communication problems and develops alternatives and solutions.
- Develops and documents standards for the use of data communications facilities.
- Tests data communications systems and evaluate results.
- Maintains current knowledge of telecommunications technology and specifically the programming limitations of current facilities
- Consults with systems analysts, programmers, technical support personnel, and operations management on telecommunication problems.
- Instructs teleprocessing users on the proper operation of teleprocessing equipment.
- Coordinates installation of teleprocessing equipment and lines, including moving of physical devices.
- Periodically calls on users to monitor the teleprocessing systems giving feedback on service and user needs.
- Assists in network design and security programs
- Compiles data related to telecommunications and prepare summary reports and recommendations.
- Maintains documentation of all hardware, serial numbers and configurations of hardware.
- Assists in developing user manuals and documentation.
- Assists in data entry work as needed
- Design and oversee the installation of District communications systems.
- Insure adherence to wiring standards which includes data/voice circuit problem isolation and resolution.
- Assist in integrating and maintaining the Voice over IP systems on the District's data network.
- Install and repair District data/voice cabling as needed to meet site initiatives.
- Design and implement a standard voice and data architecture for District site, based on site resources and requirements.

- Responsible for design, implementation, maintenance and analysis of the telecommunications and data networks.
- Execute periodic monitoring, assessment and traffic analysis to ensure optimal network performance.
- Provide planning and project management for vendor installations and upgrades of all telecommunications and data network equipment.
- Troubleshoot telecommunications and data network equipment and work closely with the local telephone company to resolve voice and data network circuit problems.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

- Knowledge of telecommunications security systems.
- Knowledge of data communications capability and limitations on current computer configuration.
- Knowledge of basic computer functions in a telecommunications environment.
- Knowledge of operations of on-line terminals, hardware and software.
- Knowledge of principles and practices of voice and data circuits in a LAN/WAN environment
- Knowledge of IP routing and VLANs
- Knowledge of PBX software and hardware configurations.
- Knowledge of telnet, FTP and TFTP applications.
- Knowledge of Microsoft applications.
- Knowledge of modern office practices, procedures, methods and equipment.
- Knowledge of principles and procedures of basic record keeping.
- Knowledge of English usage, spelling, grammar and punctuation.
- Ability to identify program, system, and hardware malfunctions.
- Ability to install and repair CAT 5E or higher wiring environments.
- Ability to analyze, monitor and diagnose equipment for LAN/WAN users
- Ability to read and understand technical manuals.
- Ability to operate teleprocessing equipment.
- Telecommunications Specialist
- Ability to instruct users on the operations of teleprocessing equipment and programs.
- Ability to learn and implement new technologies in PBX and data networking environments.
- Ability to utilize LAN/WAN monitoring and diagnostic equipment for troubleshooting.
- Ability to identify, troubleshoot and resolve voice network circuit problems.
- Ability to understand voice over IP applications.
- Ability to design, configure and maintain wireless, phone and data networks.
- Ability to provide industry standard project and task documentation for networking.
- Ability to analyze and design telecommunications networks.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION/TRAINING: (These are the minimum experience and education/training standards which will be used to admit or reject applicants for examination.)

Four years of paid work experience in a large enterprise environment performing the duties of design, configuration and maintenance of data/voice network cabling, equipment and software. Comprehensive project and team leadership along with extensive work in implementation and support of enterprise solutions is desired.

AND

High School graduation or the equivalent required. Comprehensive technical course training or certification in the disciplines of Telecommunications, Networking or a comparable is desired.

Preferred but not required, a Bachelor's Degree from an accredited college or university with major course work in the areas of Information Technology, Computer Science, or a closely related field.

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

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

WORKING ENVIRONMENT:

Indoor office environment.

PHYSICAL LEVEL 1:

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.

SPECIAL REQUIREMENTS: Personal transportation for job-related travel.

APPOINTMENT:

Persons appointed to this position must successfully compete a 6 month (or 130 working days of paid service) probation period prior to permanent appointment.

2018 CSPCA CONFERENCE

February 1 - 4, 2018 San Diego, CA

THE 5 C's OF CLASSIFIED PERSONNEL

Collaboration • Creativity • Communication
Customer Service • Critical Thinking

Register now for the 2018 California School Personnel Commissioners' Association Conference at the Wyndham San Diego Bayside in beautiful San Diego!

The 2018 CSPCA Conference will feature a variety of sessions including: professional growth, leadership development, work/life balance, building relationships, ADA accommodations, commissioner's roundtable panel, public meetings, employee leaves, classification and compensation, recruiting strategies, reorganization, and more!

Don't miss a great opportunity to attend Thursday's half-day training for a special low rate of \$30. The training topics will focus on: a Mini Merit Academy, test development and item analysis, discrimination, and classification and compensation studies.

For more information, visit www.meritsystem.org!

Register by December 15, 2017 for the Early Bird Rate of \$325!

(price increases to \$400 after 12/15/17)

tinyurl.com/2018CSPCA



FEATURED SPEAKERS



Employee Engagement
Robert Lavigna
*Institute for Public Sector
Employee Engagement*



Cultivating Talent
Christopher Boucher
Port of Oakland



HR Legal Updates
Kristine Kwong
Musick, Peeler, & Garrett, LLP

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

MINUTES

October 11, 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

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

Motion carried.

III. PUBLIC COMMENTS

Dr. Wiseman recognized the Commissioners and staff for doing an outstanding, and professional job. He shared that as of November this will be his 4th year as the Assistant Superintendent for Human Resources Department, recalling when he first came on board it was very dysfunctional but, since then it has made a significant progress. Dr. Wiseman shared with Commissioners that HR management team meets daily and Ms. Byrd and Ms. Irma Garcia are always part of the team. He stated Dr. Funchess has been the Certificated Director and now it has been merged for him to take over Human Resources Certificated and Classified. He has been doing a tremendous job. Recently, Alexis Jenks became an HR Officer, she is now working with Dr. Funchess and both are doing a fantastic job with recruiting and promoting. He thanked the Commission and staff and looks forward to a great future.

IV. ACTION ITEMS

A. BILINGUAL AND NON BILINGUAL CLASSIFICATIONS:

A motion was made by Ms. Dixon and seconded by Mr. Salazar to discuss the bilingual and non-bilingual classifications /positions.

Ms. Dixon shared her concerns surrounding bilingual recruitments. She noted the disparity between bilingual staff and non-bilingual staff in school offices. She mentioned that there is a lack of diversity as it seems that most hires are bilingual. She indicated that equal opportunity employment is not being adhered to. She recently visited San Bernardino High School and noticed the lack of diversity in the office. Students are expected to relate to people who look like them. She is asking the District to be mindful of their hiring process; and asks that all applicants be afforded the same

employment opportunity.

Mr. Salazar raised concerns with the lack of consistency between bilingual and non-bilingual positions. He is asking for those who possess the skill to be compensated accordingly. He hopes for consistency and uniformity in the process.

Mr. Bohn expressed concerns on the fairness of distribution of employees of same size same student ratio. There should be an even distribution of bilingual people across all categories of schools. He does not have a problem with bilingual positions, it is the process that is his concern.

Ms. Dixon further commented that she would like to see the district with some kind of formula that is fair and equable, to give all people the same opportunity.

Dr. Wiseman spoke on the concerns on items the commissioners mentioned. He stated the district can't go against the law to hire base on race, the language is a skill, and there is a need for bilingual. There are some schools that have zero bilingual. He agrees with the Commission but, it is the principal's decision in regards to staff needs, citing from the CSEA 183 agreement, page 12#G," The District retains the sole right to determine the number and placement of positions to be paid the bilingual differential." He shared information of each school site in reference to bilingual to non-bilingual staff. Noting that Muscoy and Vermont Elementary Schools are the only schools that have 100% Spanish speaking.

Ms. Dixon stated to make sure that the centralized service for parents is diversity to serve all ethnicities.

Dr. Wiseman, stated that he understands the concerns that the Commissioners expressed, they are working on a formula. He and Dr. Funchess are focusing on having better customer service with training and expectations in the front office, where people feel welcome at all times. He shared an example showing at the bottom of the page there are 243 bilingual staff members and 220 non bilingual, which is 52 % bilingual clerical positions at school sites and, 48% non-bilingual clerical positions at school sites and offices. There are more than 52% bilingual speaking students. He explained how sometimes there are recommendations to abolish positions, and HR examines the situation carefully before making any decisions on abolishments. The goal is to make sure all job efforts are done properly to fit what is best for the school.

Ms. Dixon expressed concerns that she does not feel this district is neutral. Ms. Dixon stated that she receives different calls and text messages regarding the services that are at the school sites. She would like to see collaboration on recruitment tactics.

Dr. Wiseman stated that HR recently contracted an outside firm to bring teacher diversity.

Mr. Bohn stated, it would be nice for the district to keep certain representation with some kind of consistency across the district.

Mr. Salazar thanked Dr. Wiseman for the breakdown list.

Mr. Bohn thanked him for the report.

B. RATIFYING ELIGIBILITY LIST(S):

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

- | | |
|-----------------------------------------------|---------------|
| 1. Account Clerk | Exam # 17-052 |
| 2. Attendance Assistant | Exam # 17-054 |
| 3. Education Assistant III/SI | Exam # 17-056 |
| 4. HVACR Mechanic | Exam # 17-044 |
| 5. Instructional Assistant (CAI) | Exam # 17-053 |
| 6. Lead Sheet Metal Worker | Exam # 17-057 |
| 7. Microcomputer Specialist II | Exam # 17-061 |
| School Accounting Technician II – High School | Exam # 17-055 |

Motion carried.

C. CERTIFICATION RATIFIED ELIGIBILITY LISTS:

A motion was made by Ms. Dixon and seconded by Mr. Salazar to approve the ratified eligibility lists to fill bilingual positions:

- | | |
|----------------------------------|---------------|
| 1. Attendance Assistant | Exam # 17-054 |
| 2. Education Assistant III/SI | Exam # 17-056 |
| 3. Instructional Assistant (CAI) | Exam # 17-053 |

Motion carried.

D. 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:
HVACR Mechanic	Water Cooling/Heating Specialist

Mr. Bohn asked what the difference in the two positions.

Ms. Byrd stated there is no difference, it's difficult to obtain applicants for Water Cooling/Heating Specialist, and this is why they are both being combined.

Reference: PC Rule(s) 5.23, 5.23., 1, 5.23.2.5.23.3.

Motion carried.

E. EXTENSION OF ELIGIBILITY LIST FOR AN ADDITIONAL YEAR:

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the extension of eligibility lists for an additional year.

Title	Exam	Eligible Ranks	From:	To:
Account Clerk I	#16-075	12	11/10/17	11/10/18

Ms. Dixon asked if the position has been canvassed.

Ms. Irma Garcia stated there were 64 applicants and only 30 remain interested, total of 12 ranks. Ms. Byrd stated the position rarely opens, there should not be any problems in filling vacancies.

Motion carried.

F. RECRUITMENTS:

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

- | | | |
|------------------------------------------------------------|------------------|-----------------------|
| 1. Bilingual Senior Clerk | Open/Promotional | 10/04/2017-10/31/2017 |
| 2. Buyer | Open/Promotional | 10/04/2017-10/31/2017 |
| 3. Cafeteria Worker | Open/Promotional | 10/04/2017-10/31/2017 |
| 4. Clerk II | Open/Promotional | 09/27/2017-10/24/2017 |
| 5. Community Relations Worker II/Parent Involvement | Open/Promotional | 09/27/2017-10/24/2017 |
| 6. Computer Specialist V | Open/Promotional | 09/20/2017-10/17/2017 |
| 7. Drywall/Ceiling Grid Installer | Open/Promotional | 09/13/2017-10/10/2017 |
| 8. Education Assistant III/SI | Open/Promotional | 09/27/2017-10/24/2017 |
| 9. Electrician | Open/Promotional | 09/06/2017-10/03/2017 |
| 10. Electronics Technician | Open/Promotional | 09/27/2017-10/24/2017 |
| 11. Food Production Worker | Open/Promotional | 09/20/2017-10/17/2017 |
| 12. Nutrition Center Lead Delivery Driver/Warehouse Worker | Promotional Only | 10/04/2017-10/31/2017 |
| 13. Nutrition Computer Analyst | Open/Promotional | 10/04/2017-Continuous |
| 14. Nutrition Specialist | Open/Promotional | 09/13/2017-10/10/2017 |
| 15. Power Mower Operator | Open/Promotional | 09/13/2017-10/10/2017 |
| 16. School Computer Specialist | Open/Promotional | 09/20/2017-10/17/2017 |
| 17. School Licensed Vocational Nurse (LVN) | Open/Promotional | 09/13/2017-10/10/2017 |
| 18. Student Services Specialist II | Open/Promotional | 10/04/2017-10/31/2017 |

Motion carried.

G. REVISIONS OF CLASSIFICATIONS:

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the following classifications as submitted:

1. Computer Specialist IV

Motion carried.

A separate motion was made by Ms. Dixon and seconded by Mr. Salazar to approve the following classifications with additional changes:

2. Computer Specialist V

Motion carried.

H. NEW CLASSIFICATIONS:

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the new classifications specifications as submitted.

Telecommunications Specialist

Motion carried.

I. APPROVAL OF MINUTES FOR SEPTEMBER 6, 2017:

A motion was made by Ms. Dixon and seconded by Mr. Salazar to approve the minutes for September 6, 2017.

Motion carried.

V. COMMISSIONER'S/DIRECTOR'S COMMENTS:

Mr. Salazar thanked Dr. Wiseman for the kind remarks on the public comments section. Collectively the Commission is in business in collaboration with the District and the Union. Additionally, he welcomed Alexis Jenks back to the district, and hoping that now she can see how the commission is functioning and enjoy her welcome back to the district.

Mr. Bohn thanked Dr. Wiseman for providing information and listening to the Commission. He thanked John Simpson, CSEA President, and Kenny Wilson, CSEA Labor Representative for inviting him to the first CSEA, Chapter 183 meeting. He mentioned that it was the first time he has been invited to CSEA Chapter 183 meeting after six years as a Commissioner.

Ms. Dixon thanked Dr. Wiseman and Dr. Funchess for being at the meeting. She welcomed back Alexis Jenks. She stated she receives phone calls on positions being held through the 610 process. She explained back when she used to work for the district it was about getting jobs for the district.

John Simpson, stated that he and Kenny Wilson are working closely with Ms. Byrd and team to speed up the process.

Mr. Kenny Wilson stated they are interested on expediting the process but wants to make sure it is clean, and they are working diligently to do that. He stated that he goes to Ms. Byrd for advice on the rules, this is to protect the classified employees once that happens they bless it and run through the 610 process. He explained he wants to make sure the process works.

Ms. Dixon asked if there was anyone else that would like to speak.

Travon Martin expressed his concern on his job reclassification process. Last year, he asked to be reclassified. He explained his job is Community Relations, African Relations Worker II. Mr. Martin stated he is always performing jobs outside his job classification, he even works weekends. He would like to be compensated for going above and beyond his job duties.

Mr. Bohn asked if he had anything in writing of the duties currently performed outside the job duties classification.

Travon Martin said, yes, and it has been submitted to Personnel Commission.

Ms. Dixon told him the Commission will get back to him.

John Simpson, CSEA Chapter 183 President stated that the members for CSEA endorsed Mr. Bohn to represent the Classified members as a commissioner representative.

VI. CLOSED SESSION:

The Commission adjourned into closed session at 6:34 p.m. and reconvened into open session at 7:00 p.m. with a report out, the Commission determined they would abide by the Personnel Commission Rules regarding the appeal notification process as per PC rule:

10.4.5 Action If Appeal Is Not Filed:

If the employee does not respond and request a Personnel Commission Appeal Hearing within the fourteen (14) calendar days outlined in the Notice of Disciplinary Action, the action of the Board of Education shall be final and conclusive, and no further appeal rights shall be allowed. The commission adjourned at 7:10 p.m.