

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

AGENDA

September 6, 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 have a discussion on Classified Employee Personnel Commission Appointment.

Moved: _____ Seconded _____
Discussion: _____

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

- | | |
|------------------------------------|---------------|
| 1. Attendance Verifier | Exam # 17-048 |
| 2. Cafeteria Worker | Exam # 17-050 |
| 3. Education Assistant III/SI | Exam # 17-049 |
| 4. Electrician | Exam # 17-035 |
| 5. Microcomputer Specialist I – PC | Exam # 17-047 |
| 6. Public Safety Dispatcher | Exam # 17-045 |

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

C. The commission will consider approving the following recruitments:

- | | | |
|--|------------------|-----------------------|
| 1. Education Assistant III (Spanish) | Open/Promotional | 08/23/2017-09/05/2017 |
| 2. Groundswoker | Open/Promotional | 09/06/2017-10/03/2017 |
| 3. HVACR Mechanic | Open/Promotional | 09/06/2017-Continuous |
| 4. Language Translator Interpreter (Spanish) | Open/Promotional | 09/06/2017-10/03/2017 |
| 5. Lead Sheet Metal Worker | Open/Promotional | 08/16/2017/09/12/2017 |
| 6. Maintenance Trades Helper | Open/Promotional | 09/06/2017-10/03/2017 |
| 7. Microcomputer Specialist II | Open/Promotional | 08/30/2017-09/26/2017 |
| 8. Nutrition Computer Analyst | Open/Promotional | 08/30/2017-09/26/2017 |
| 9. School Accounting Technician II-HS | Open/Promotional | 08/09/2017-09/05/2017 |
| 10. School Police Officer | Open/Promotional | 08/30/2017-09/26/2017 |
| 11. Speech Language Pathology Assistant (SLPA) | Open/Promotional | 09/06/2017-Continuous |

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

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

Title	Exam #	Eligible Ranks	From:	To:
Clerk I	16-072	32	10/13/17	10/13/18

Reference PC Rule(s): 5.23, 5.23.1, 5.23.2, 5.23.3.

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

E. The commission will consider approving certification from other eligibility lists to fill vacancies as follows:

From:	To:
Attendance Verifier	Bilingual Attendance Verifier
Education Assistant III/SI	Bilingual Education Assistant III/SI

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

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

F. The commission will consider approving the minutes for August 9, 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

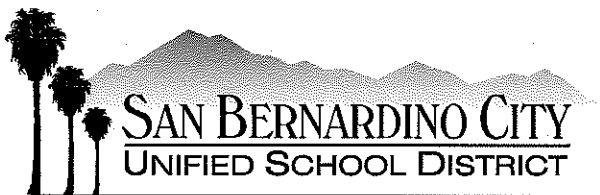
Title: Personnel Commission Director
Personnel Analyst

2. Consideration of appointment, employment, dismissal, or evaluation of an employee.
ID# 17-1005

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

Adjournment:

The commission adjourned the meeting at _____.



Valeria Dixon, Chairperson
Michael Salazar, Vice-Chairperson
George Bohn, Member

Gladys Byrd - Director

August 23, 2017

Greetings,

Effective December 1, 2017, Mr. George Bohn, Classified Employee's Appointee Commissioner, term will expire. If nominated, Mr. Bohn. (2484 Cymbidium Ct., Highland, CA 92346), will accept reappointment for another three-year term as per Personnel Commission Rule(s):

2.1.3.2 The Classified Employee's Appointment:

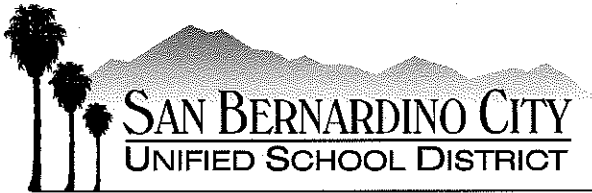
Within fifteen (15) days of notification of the vacancy, the classified employee organization having authority to nominate the classified employees' appointee to the Commission, shall publicly submit the name of the person it wishes to appoint to the Commission to fill the unexpired term. At a Board meeting to be held after thirty (30), and within forty- five (45) days of the date the employees' nominee was submitted to the Board, the Board shall hold a public hearing to provide the public, employees, Board, District Administration, and employee organizations the opportunity to express their views on the qualification of the person nominated by the classified employee organization for appointment. The Board shall appoint the nominee unless the classified employees voluntarily withdraw the name of the nominee and submit the name of a new nominee. In the latter case, the Board shall then appoint the new nominee.

2.1.3.2.1 If the Board and the classified employees are unable to agree upon a nominee because the Board has made a legitimate claim as to the lack of the mandated qualifications of the nominee or the classified employee organization has refused to submit a nominee within thirty (30) days of notification of the vacancy, the State Superintendent of Public Instruction shall, within thirty (30) days, make the necessary appointment.

2.1.3.2.2 In the event that the classified employees of the District are represented by one or more recognized employee organizations, the employee organization which represents the largest number of the District's classified staff on August 15th of the year in which the classified employees' original appointment was made shall be the one authorized to submit the recommended appointment to the Board of Education for action as required by law and these Rules and Regulations.

2.1.3.2.3 In the event that the classified employees have no exclusive representative, the personnel director shall solicit nominees from the classified employees. Those qualified nominees accepting the nomination shall be placed on a ballot for a vote by all classified employees of the District. The name of the nominee receiving the greatest number of votes cast in a secret ballot shall be submitted to the Board of education for appointment to fill the vacancy.

PERSONNEL COMMISSION



Valeria Dixon, Chairperson
Michael Salazar, Vice-Chairperson
George Bohn, Member

Gladys Byrd - Director

2.1.3.2.4 In the event that the vacancy goes unfilled because of the classified employees' failure to agree upon a nominee, the Board of Education, upon the recommendation of the Personnel Commission Director, may make an emergency appointment for hiring purposes only until such time as a permanent appointment can be made, but not to exceed sixty (60) days.

Sincerely,

A handwritten signature in cursive script that reads "Gladys Byrd".

Gladys Byrd,
Personnel Commission Director

cc: Board Members

Dr. Dale Marsden, Ed. D., Superintendent

Dr. Perry Wiseman, Ed. D., Assistant Superintendent, Human Resources

John Simpson, CSEA Chapter 183, President

Kenny Wilson, CSEA Chapter 183, Labor Relations Representative

PERSONNEL COMMISSION

Exam #	17-050	Exam Title		Cafeteria Worker		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
7/12/2017	8/15/2017	3/7/18	33	15	249	66

**merged with exam #16-105, #17-025 & #17-038

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.

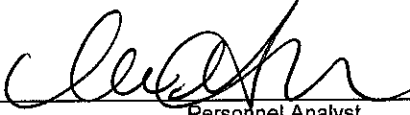

 Personnel Analyst

8/29/2017
 Date

Exam #	17-049	Exam Title					EDUCATION ASSISTANT III (SEVERE IMPAIRMENTS)
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's	
Opened	Closed						
7/5/2017	8/1/2017	9/7/2018	7	7	75	21	

*To be merged with exam #'s 16-089, 16-101, and 17-009

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

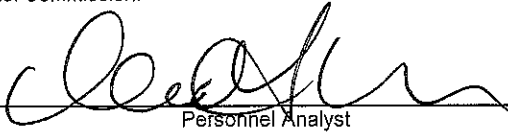
8-15-17

Date

Exam #	17-035	Exam Title		Electrician		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
5/31/2017	6/27/2017	9/7/18	3	2	33	15

**merged with exam #16-102

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.



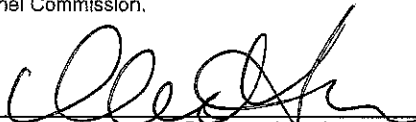
Personnel Analyst

8/10/2017

Date

Exam #	17-047	Exam Title		Microcomputer Specialist I PC		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
7/5/2017	8/1/2017	9/7/18	14	7	127	56

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

8/14/2017
 Date

Exam #	17-045	Exam Title	PUBLIC SAFETY DISPATCHER			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
6/28/2017	7/25/2017	9/7/2018	3	3	172	16

To be merged with exam #'s 16-064, 16-092 and 17-018

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 Director 8/30/17 Date

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

MINUTES

August 9, 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

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. 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 |

Motion carried.

B. RECRUITMENTS:

A motion was made by Ms. Dixon and seconded by Mr. Bohn, to approve 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 |

Motion carried.

C. EXTENSION OF ELIGIBILITY LIST:

A motion was made by Ms. Dixon and seconded by Mr. Salazar, to extend the following eligibility list for an additional year:

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

The Commission discussed the extension of the eligibility list. Ms. Dixon asked if staff canvassed the list. Ms. Irma Garcia informed the Commission that out of 181 eligible candidates 106 communicated continued interest in remaining on the eligibility list. Mr. Salazar expressed concern for new applicants who may miss out on the opportunity should the list be extended. Mr. Bohn inquired about ranking and interview process for promotional candidates. Ms. Irma Garcia informed the Commission about the recruitment process for a position such as Purchasing Clerk; she added, that canvassing the list ensures that the eligibility list is healthy enough to fill vacancies.

Motion carried.

D. CERTIFICATION FROM OTHER ELIGIBILITY LISTS:

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

From:	To:
Bilingual Secretary II	Secretary II

Motion carried.

E. REVISIONS TO CLASSIFICATIONS SPECIFICATIONS:

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

1. Lead Sheet Metal Worker
2. Reprographics Supervisor

The Commission had discussion on the revisions to the classifications specifications. Mr. Salazar inquired about the involvement of all parties in the classification specification revision process, specifically the ‘physical level’ section. Ms. Dixon also inquired about the physical level requirements. Mr. Bohn inquired about the ‘knowledge and abilities’ as being standard on all job descriptions. Ms. Irma Garcia informed the Commission that changes to the classification specifications were minor; changes included reformatting which include adding physical demands that may be required on the job, and other minor revisions and additions. She also informed the Commission that no changes were done to the essential functions.

Motion carried.

F. MINUTES FOR JULY 12, 2017:

A motion was made by Ms. Dixon and seconded by Mr. Bohn, to approve the minutes for July 12, 2017.

Motion carried.

V. COMMISSIONER’S/DIRECTOR’S COMMENTS:

Ms. Irma Garcia commented on Ms. Gladys Byrd’s absence. She shared with the Commission that Personnel Commission staff was invited to the District English Learner Advisory Committee (DELAC) meeting to speak to parents about employment opportunities offered in the district. She also shared that she had a meeting recently with the Family Engagement Director regarding other possible recruitment strategies.

Mr. Bohn shared that he received an offer to be Interim Principal at Inland Career Education Center; however, he decided to remain with the Commission and decline the offer.

Mr. Salazar thanked Mr. Bohn for staying with the Commission. He also thanked staff for the hard work being done in the department.

Ms. Dixon shared about her recent meeting with the Risk Management/Employee Benefits Director and a discussion regarding revisions to a classification specification. She asked about the job specification revision process, specifically the CSEA’s 610 process, and if there is anything the Personnel Commission can do to expedite the process. She directed Ms. Irma Garcia to speak with Ms. Gladys Byrd regarding the matter. Ms. Dixon also asked about the vacancy log and asked staff to email her a copy.

VI. CLOSED SESSION:

The Commission adjourned into closed session at 5:55 p.m.

The Commission reconvened into open session at 6:26 p.m. and announced the following action taken in closed session:

ID#17-1004 request denied.

The Commission adjourned the meeting at 6:27 p.m.