

**PERSONNEL COMMISSION MEETING**  
SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT  
WHAA-PORTABLE  
1525 WEST HIGHLAND AVE, SAN BERNARDINO, CA 92411

**AGENDA**

**June 20, 2018**

**12:00 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. Accounts Payable Technician Exam # 18-023
  - 2. Administrative Assistant Exam # 18-026
  - 3. Assistant Warehouse Manager Exam # 18-039
  - 4. Assistant Warehouse Manager (Promotional Only) Exam # 18-028
  - 5. Cafeteria Worker Exam # 18-031
  - 6. Education Assistant III (Arabic) Exam # 18-013
  - 7. Education Assistant III (Cambodian) Exam # 18-014
  - 8. Education Assistant III ( Vietnamese) Exam # 18-037
  - 9. Environmental Compliance and Safety Technician Exam # 18-042
  - 10. Grounds Supervisor Exam # 18-035
  - 11. Occupational Therapist Exam # 17-037

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

- 12. Public Safety Dispatcher Exam # 18-019
- 13. Public Safety Dispatcher Exam # 18-033
- 14. Registered Behavior Technician Exam # 18-030
- 15. Reprographics Supervisor Exam # 18-036
- 16. School Police Officer Exam # 18-032
- 17. Senior Food Production Worker Exam # 18-034

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

**B.** The Commission will consider approving the following recruitments:

- |     |  |                    |                       |
|-----|--|--------------------|-----------------------|
| 1   | Assistant Information Technology Director      | Dual Certification | 05/30/2018-06/26/2018 |
| 2.  | Attendance Technician                          | Promotional Only   | 06/13/2018-07/10/2018 |
| 3.  | Cafeteria Worker                               | Open/Promotional   | 06/06/2018-07/03/2018 |
| 4.  | Education Assistant III (Arabic)               | Open/Promotional   | 06/13/2018-07/10/2018 |
| 5.  | Education Assistant III (Cambodian)            | Open/Promotional   | 06/13/2018-07/10/2018 |
| 6.  | Education Assistant III – Severe Impairments   | Open/Promotional   | 06/13/2018-Continuous |
| 7.  | Environmental Compliance and Safety Technician | Open/Promotional   | 05/09/2018-06/05/2018 |
| 8.  | HVACR Mechanic                                 | Open/Promotional   | 06/13/2018-Continuous |
| 9.  | Nutrition Specialist                           | Open/Promotional   | 06/06/2018-07/03/2018 |
| 10. | Painter  | Open/Promotional   | 05/09/2018-06/05/2018 |
| 11. | Welder Fabricator                              | Open/Promotional   | 05/30/2018-06/26/2018 |
| 12. | Youth Services Specialist                      | Open/Promotional   | 05/30/2018-06/26/2018 |

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

**C.** The Commission will consider approving the following ratified eligibility list(s) to fill bilingual positions.

Instructional Assistant (TA) Exam # 17-097

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 extending the following eligibility lists for an additional year:

Title	Exam #	Eligible Ranks	From:	To:
Payroll Technician	17-033	11	07/13/2018	07/13/2019

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 classification specification:

From: Personnel Commission Director To: Classified Director-Personnel Commission  
Moved: \_\_\_\_\_ Seconded \_\_\_\_\_  
Discussion: \_\_\_\_\_  
Vote: Dixon: \_\_\_\_\_ Salazar: \_\_\_\_\_ Bohn: \_\_\_\_\_

**F.** The Commission will consider approving the First Reading to amend Personnel Commission Rules as submitted.

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

**G.** The Commission will consider the reclassification recommendation for Benefits Representative (Confidential). The reclassification will be effective \_\_\_\_\_.

Reference: 3.16, 3.16.1, 3.16.2  
Moved: \_\_\_\_\_ Seconded \_\_\_\_\_  
Discussion: \_\_\_\_\_  
Vote: Dixon: \_\_\_\_\_ Salazar: \_\_\_\_\_ Bohn: \_\_\_\_\_

**H.** The Commission will consider approving the reclassification recommendation for Bilingual Attendance Verifier. The reclassification will be effective \_\_\_\_\_.

Reference: 3.16, 3.16.1, 3.16.2  
Moved: \_\_\_\_\_ Seconded \_\_\_\_\_  
Discussion: \_\_\_\_\_  
Vote: Dixon: \_\_\_\_\_ Salazar: \_\_\_\_\_ Bohn: \_\_\_\_\_

**I.** The Commission will consider approving the reclassification recommendation for Bilingual Enrollment Center Technician.

Reference: 3.16, 3.16.1, 3.16.2  
Moved: \_\_\_\_\_ Seconded \_\_\_\_\_  
Discussion: \_\_\_\_\_  
Vote: Dixon: \_\_\_\_\_ Salazar: \_\_\_\_\_ Bohn: \_\_\_\_\_

**J.** The Commission will consider approving the reclassification recommendation for Bilingual Secretary.

Reference: 3.16, 3.16.1, 3.16.2  
Moved: \_\_\_\_\_ Seconded \_\_\_\_\_  
Discussion: \_\_\_\_\_  
Vote: Dixon: \_\_\_\_\_ Salazar: \_\_\_\_\_ Bohn: \_\_\_\_\_

**K.** The Commission will consider approving the reclassification recommendation for Building Plans and Records Supervisor.

Reference: 3.16, 3.16.1, 3.16.2

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

**L.** The Commission will consider approving the NEOGOV Insight Enterprise Software License. The cost is \$20,042.48 for Fiscal Year 2018-2019.

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

**M.** The Commission will consider approving the Biddle Online TestGenius Annual Subscription. The cost is \$14,438.00 for Fiscal Year 2018-2019.

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

**N.** The Commission will consider approving the Advertising Subscription for NEOGOV for governmentjobs.com. The cost is \$4,950.00 for Fiscal Year 2018-2019.

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

**O.** The Commission will consider approving the Maintenance Agreement Membership for Canon Solutions America Inc. The cost is \$1,500.00 for Fiscal Year 2018-2019.

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

**P.** The Commission will consider approving Mary Pulchalski to work as a limited term Human Resources Specialist (PC), classified salary range 42, not to exceed 960 hours or 120 days, whichever is greater, for the 2018-2019 fiscal year.

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

**Q.** The Commission will consider approving Audrey Loera, to work as a provisional Personnel Analyst, salary range 40, not to exceed 90 days or 720 hours, whichever is greater, for the 2018-2019 fiscal year.

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

**R.** The Commission will have a discussion on the PC summer hours and relocation of department.

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

**S.** The Commission will consider approving the minutes for May 2, 2018.

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.

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

***Adjournment:***

The Commission adjourned the meeting at \_\_\_\_\_.