

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
REGULAR PERSONNEL COMMISSION MEETING AGENDA**

November 1, 2018 -- 5:30 p.m.

777 N F Street

Personnel Commission Office – Portable B

A. PRELIMINARY FUNCTIONS

1. Call to Order - Meeting called to order at _____ p.m.

2. Pledge of Allegiance

3. Roll Call:

Chairperson	Ms. Valeria Dixon	_____
Vice Chairperson	Mr. Michael Salazar	_____
Member	Mr. George Bohn	_____
Personnel Director	Ms. Gladys Byrd	_____
Personnel Analyst	Ms. Irma Garcia	_____
Secretary III	Ms. Nersidalia Garcia	_____

4. Approval of agenda, as submitted or amended:

Discussion/Action: M _____ S _____ Aye _____ Nay _____ Abstain _____

5. Approval of minutes from the October 4, 2018, Personnel Commission meeting, as submitted or amended.

Discussion/Action: M _____ S _____ Aye _____ Nay _____ Abstain _____

B. PUBLIC COMMENTS

Public Comments pertaining to non-agenda items: *Members of the public may address the Personnel Commission on items not listed on the agenda. The Brown Act restricts the Commissioners responses to non-agenda topics to: clarifying questions, brief announcements, brief report of personal related activities, or to refer the matter to staff. If you wish to speak during Public Comment, please submit a speaker slip to staff ahead of the meeting. We ask that those who address the Commission limit their remarks to three minutes, as established by the Commission Chairperson. This may be extended up to five minutes by consensus of the Commission. Any person may address the Commission concerning any item on the agenda and may be granted three minutes to make a presentation to the Commission at the time a specific item is under discussion, or, in the case of a closed session item, prior to the Commission. No action may be taken on items of business not appearing on the agenda. (Government Code sections 54954.2, 54954.3, and 54957.9)*

C. INFORMATION ITEMS AND REPORTS

1. Dr. Wiseman – (Transition)
2. Director – (AB 2160) Playground Aides
Director – Commission Board Appointee
3. Personnel Analyst – (NeoGov Conference)

In compliance with Government Code §54957.5, any public records, which can be disclosed, related to an open session item on the agenda that have been submitted to the Commission are available for public inspection in the Personnel Commission office during normal business hours, no sooner than 72 hours prior to the meeting. A copy of a previous month's agenda and attachments may be requested by email communication to the Director at any time.

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D. CONSENT ACTION ITEMS

All matters listed under Consent Action Items are to be considered for ratification and will be enacted by one motion followed by a roll call vote. There will be no separate discussion of these items unless the Commission, audience, or staff request specific items to be removed from the Consent Item for separate action.

Action: M _____ S _____ Aye _____ Nay _____ Abstain _____

1. Ratification of Recruitment(s):

- | | |
|---|---|
| a. Applications Architect (PC) | Open/Promotional 10/10/2018-11/06/2018 |
| b. Cafeteria Worker | Open/Promotional 09/26/2018-10/16/2018 |
| c. Data Control Clerk | Open/Promotional 10/17/2018-11/13/2018 |
| d. Distribution Expeditor | Open/Promotional 10/18/2018-11/13/2018 |
| e. Computer Specialist V | Open/Promotional 09/26/2018-10/23/2018 |
| f. Education Assistant III (Arabic) | Open/Promotional 09/12/2018-10/25/2018 |
| g. Education Assistant III-Severe Impairment | Open/Promotional 08/22/2018-10/25/2018 |
| h. Lead Electrician | Open/Promotional 10/10/2018-11/06/2018 |
| i. Lead Groundswoker | Open/Promotional 09/19/2018-10/16/2018 |
| j. Lead Offset Duplicating Equipment Operator | Open/Promotional 10/10/2018-11/06/2018 |
| k. Locksmith | Open/Promotional 10/10//2018-Continuous |

2. Ratification of Eligibility List(s):

- | | |
|--|---------------|
| a. Cafeteria Worker | Exam # 18-065 |
| b. Carpenter | Exam # 18-071 |
| c. Clerk I | Exam # 18-070 |
| d. Community Resource Worker | Exam # 18-064 |
| e. Custodian I | Exam # 18-074 |
| f. Information Technology Director | Exam # 18-075 |
| g. Instructional Assistant (Academic Intervention) | Exam # 18-068 |
| h. Lead Groundswoker | Exam # 18-078 |
| i. Secretary III | Exam # 18-066 |
| j. Senior Cafeteria Worker | Exam # 18-072 |

3. Approval of Certification from Other Eligibility List:

- | | |
|--|---------------|
| a. Clerk I to fill Bilingual Clerk I | Exam # 18-071 |
| b. Community Resource Worker to fill Bilingual Community Resource Worker | Exam # 18-064 |
| c. Secretary to fill Bilingual Secretary | Exam # 18-059 |
| d. Secretary III to fill Secretary III (Bilingual) | Exam # 18-063 |

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4. Approval of certifications as submitted:
See attached report.

E. ACTION ITEMS

The Commission shall discuss the following recommendations. Items will be voted separately:

1. It is recommended that the Personnel Commission approve the **Memorandum of Understanding (MOU) ‘Reorganization of personnel and job duties between the Human Resources Department and the Personnel Commission’ agreement between the San Bernardino City Unified School District and The California School Employees Association and Its Chapter 183.** *(See attached)*

Action: M_____ S_____ Aye _____ Nay _____ Abstain _____

2. It is recommended that the Personnel Commission approve classification revisions and job title changes for the following as per MOU. *(See attached MOU)*

- b. **Human Resources Specialist – Human Resources Certificated to Human Resources Specialist**
- c. **Training/Human Resources Specialist to Human Resources Specialist**
- d. **Human Resources Specialist (Personnel Commission) to Personnel Specialist**

Action: M_____ S_____ Aye _____ Nay _____ Abstain _____

3. Approve the title changes, without loss of seniority, for the following *(See attached MOU)*:

- a. **Human Resources Specialist – Human Resources Certificated to Human Resources Specialist**
 - i. Eric Brown
 - ii. Trina Brown
 - iii. Cheryl Direen
 - iv. Kimmel Matthews-Carey
 - v. Laura Surace

Action: M_____ S_____ Aye _____ Nay _____ Abstain _____

- b. **Training/Human Resources Specialist to Human Resources Specialist**
 - i. Andrea DeLand

Action: M_____ S_____ Aye _____ Nay _____ Abstain _____

- c. **Human Resources Specialist to Personnel Specialist:**
 - i. Leslie Holmes

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Action: M____ S____ Aye ____ Nay ____ Abstain ____

4. Approve the reorganization of the following (*See attached MOU*):
a. Leslie Holmes from Personnel Services to Personnel Commission

Action: M____ S____ Aye ____ Nay ____ Abstain ____

5. The Commission will consider approving the establishment of the following classification as per MOU.
(*See attached MOU*)
a. Associate Personnel Analyst
b. Personnel Technician

Action: M____ S____ Aye ____ Nay ____ Abstain ____

6. It is recommended that the Personnel Commission approve classification revisions to the following job specification:

- a. Operations Manager

Action: M____ S____ Aye ____ Nay ____ Abstain ____

7. The next Personnel Commission meeting is scheduled to be held on December 6, 2018, at 5:30 p.m., in the Personnel Commission Office, 777 N F Street, San Bernardino, California, 92410, Portable B.

Action: M____ S____ Aye ____ Nay ____ Abstain ____

F. PERSONNEL COMMISSIONERS COMMENTS:

G. CLOSED SESSION:

The Commission will adjourn into closed session at _____ to discussion:

1. Pursuant to Government Code §54954.5 (e) and §54957: Public Employment,
a. Personnel Commission staff

H. The Commission reconvened in Open Session at _____ and announced the following action(s):

I. ADJOURNMENT

The Commission adjourned the meeting at _____.

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**MEETING OF THE PERSONNEL COMMISSION
SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT**

Welcome! The following information is provided to assist persons who attend the meeting of the Personnel Commission and wish to participate in the meeting.

Assistance/Accommodations

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meetings of the Personnel Commission, please contact the Personnel Commission Office at (909) 381-1280. Notification 72 hours prior to the meeting will enable the Commission to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the Commission shall also make available this agenda and all other public records associated with this meeting in appropriate alternative formats for persons with a disability.

Addressing the Commission:

There are two ways to address the Commission during the meeting. These are, speaking to the Commission regarding an item already on the agenda, and/or speaking to the Commission about a new topic not on the agenda. Speakers will be asked to keep their comments brief, and allotted approximately 3 minutes per speaker, per topic.

Items on the Agenda:

Speakers may comment on any item on the meeting agenda in order to share information for consideration by the Commission immediately before the Commission begins deliberation on the item. A speaker slip must be completed and provided to the Director prior to the agenda item.

Items not on the Agenda:

Item B (Public Comments) provides the opportunity where individuals may address topics that are not listed on the agenda. The Brown Act restricts the Commissioners from engaging in a discussion of non-agenda items or issues raised during public comment except to acknowledge receipt of the information, refer it to staff for further study or refer the item to a future meeting. The Commission may not take any action on issues or topics presented during Public Comments.

Placing Items on a Future Agenda:

Any member of the public may request that a matter within the jurisdiction of the Commission be placed on the agenda of a regular meeting. The request must be in writing and must describe the item to be discussed with sufficient detail including the history of the issue and how it is related to the Personnel Commission. Also to be included is any information or material that the requestor wishes to be reviewed by the Commission regarding the issue. It must be submitted to the Personnel Director at least ten (10) working days before the scheduled meeting date. Items submitted less than ten (10) working days before the scheduled meeting date may be postponed to a later meeting date to allow sufficient time for consideration and research of the issue.

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The Commission Chair and the Director shall decide whether a request is within the subject matter jurisdiction of the Commission. Items not within the subject matter jurisdiction of the Commission may not be placed on the agenda. In addition, the Commission Chair and/or Director will determine if the item is merely a request for information or whether the issue is covered by an existing policy or administrative procedure before placing the item on the agenda.

The Commission Chair and/or Director shall decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item, information item, or agenda item under Public Comment.

Closed Session

The Personnel Commission may hold closed sessions only for purposes identified by law. The Commission may hold a closed session at any time during a regular or special meeting and during emergency meetings in accordance with law.