

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

**AGENDA**

**May 2, 2018**

**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. Custodian I                                    | Exam # 18-017 |
| 2. HVACR Mechanic                                 | Exam # 17-065 |
| 3. Instructional Tutor – Deaf and Hard of Hearing | Exam # 18-025 |
| 4. Nutrition Specialist                           | Exam # 18-024 |
| 5. Program Clock and Fire Alarm Technician        | Exam # 18-006 |
| 6. Registered Behavior Technician                 | Exam # 18-010 |
| 7. Secretary III                                  | Exam # 18-022 |
| 8. Senior Purchasing Clerk                        | Exam # 18-027 |

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

Discussion: \_\_\_\_\_

Vote: Dixon: \_\_\_\_\_ Salazar: \_\_\_\_\_ Bohn: \_\_\_\_\_

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

1.	Assistant Warehouse Manager	Open/Promotional	04/25/2018-05/22/2018
2.	Cafeteria Worker	Open/Promotional	04/04/2018-05/01/2018
3.	Education Assistant III (Vietnamese)	Open/Promotional	04/18/2018-05/15/2018
4.	Grounds Supervisor	Open/Promotional	04/04/2018-05/01/2018
5.	Instructional Tutor (LH/PH)	Open/Promotional	04/25/2018-05/22/2018
6.	Program Clock and Fire Alarm Technician	Open/Promotional	04/25/2018-05/22/2018
7.	Public Safety Dispatcher	Open/Promotional	04/04/2018-05/01/2018
8.	Reprographic Supervisor	Open/Promotional	04/18/2018-05/15/2018
9.	School Police Officer	Open/Promotional	04/04/2018-05/01/2018
10.	Senior Food Production Worker	Open/Promotional	04/04/2018-05/01/2018

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

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

1. Secretary III Exam # 18-022

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

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

**D.** BUDGET 2018-2019

The commission will discuss and conduct a public hearing on the proposed budget for fiscal year 2018-2019. Members of the public, representatives from collective bargaining units, employees of the district, executives and managers of the district, and members of the Governing Board may comment on the proposed budget at this time.

It is moved that the commission approve the proposed budget for fiscal year 2018-2019 as submitted.

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

**E.** The Commission will consider approving the revisions to the following classifications specifications:

1. Environmental Compliance and Safety Technician  
2. Personnel Analyst  
3. Senior Personnel Analyst

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

**F.** The Commission will consider revising the Personnel Commission meeting calendar for the remainder of the calendar year.

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

**G.** The Commission will consider approving CODESP membership for fiscal year 2018-2019. The cost for membership is \$2,050.00

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

**H.** The Commission will consider approving CSPCA membership for fiscal year 2018-2019. The cost for membership is \$1,200.00.

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

**I.** The Commission will consider approving the minutes for April 5, 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.  
Applicant # 18-1002

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

**Adjournment:**

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

Exam #	18-017	Exam Title		Custodian I		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
2/7/2018	3/6/2018	5/3/2019	43	16	221	74

\*\*Merged with exam #17-039

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

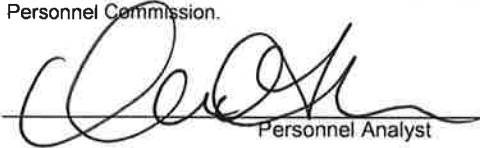
4/18/2018

Date

Exam #	17-065	Exam Title		HVACR Mechanic		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
9/6/2017	2/15/2018	5/3/2019	2	2	41	11

\*\*Merged with exam #17-006 & #17-044

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

4/4/2018  
 Date

Exam #	18-025	Exam Title		Instructional Tutor Deaf & Hard of Hearing (DHH)		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
3/14/2018	4/10/2018	5/3/2019	3	3	20	6

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

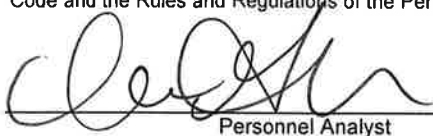
4/19/2018

Date

<b>Exam #</b>	<b>18-024</b>	<b>Exam Title</b>	<b>NUTRITION SPECIALIST</b>			
<b>Posting Dates</b>		<b>Date Terminated</b>	<b># Eligible</b>	<b># Ranks</b>	<b># Applied</b>	<b># Meeting MQ's</b>
<b>Opened</b>	<b>Closed</b>					
3/7/2018	4/3/2018	5/3/2019	2	2	12	4

\*To be merged with exam # 17-070

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

4-11-18  
Date

Exam #	18-006	Exam Title		Program Clock & Fire Alarm Technician		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
1/10/2018	3/29/2018	5/3/2019	1	1	47	9

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


4/25/2018

Date



Exam #	18-010	Exam Title		Registered Behavior Technician		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
1/31/2018	3/27/2018	5/3/2019	4	4	75	5

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

4/19/2018  
 Date

Exam #	18-022	Exam Title		Secretary III		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
2/28/2018	3/27/2018	5/3/2019	20	20	224	49

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

4/25/2018

Date

Exam #	18-027	Exam Title		SENIOR PURCHASING CLERK		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
3/14/2018	4/10/2018	5/3/2019	24	17	126	34

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

4-25-18  
 Date

April 18, 2018

Bulletin No. 18-042

TO: Chief Business Official and Personnel Commission Chair Person  
**San Bernardino City USD**  
**Victor Valley Union High School District**

SUBJECT: **2018-19 PERSONNEL COMMISSION BUDGET**

The procedure for adopting the annual budget of the Personnel Commission in a merit system district is outlined below in conformance with Education Code 45253.

1. The Commission shall prepare an annual budget for its own office which, upon the approval of the County Superintendent of Schools, shall be included by the governing board in the regular budget of the school district.
2. The budget shall be prepared for a public hearing by the Commission to be held not later than May 30 of each year, or a date agreed upon between the Governing Board and the Personnel Commission to coincide with the process of adoption of the school district budget.
3. The Commission shall forward a copy of its proposed budget to the governing board indicating the time, date, and place for the public hearing of the budget, and shall invite board and district administration representatives to attend and present their views. The Commission shall fully consider the views of the governing board prior to adoption of its proposed budget.
4. The Commission shall then forward its proposed budget to the County Superintendent of Schools for action.

Attached is the “2018-19 Personnel Commission Budget” form to complete your 2018-19 budget. Please return two copies to Lupe Saldivar of this office no later than June 1, 2018.

**If your hearing is in conjunction with the district’s Adopted Budget Public Hearing, and it is agreed upon by the Governing Board and the Personnel Commission, please advise us of that date as soon as possible. After approval, one signed copy will be returned to you.**

Sincerely,

Ted Alejandre  
County Superintendent of Schools  
*Thomas G. Cassida, Jr.*  
Director  
Business Advisory Services

TGC:ls

Attachment: “2018-19 Personnel Commission Budget” Form

## **2018-2019 PERSONNEL COMMISSION BUDGET**

### **DISTRICT San Bernardino City Unified School District**

*Please complete the following Account Code Information:*

FUND	RESOURCE	PROGRAM	FUNCTION	OBJECT	SCHOOL	MANAGEMENT
01	0000	0000	7490		842	071

*Please submit the completed budget on or before June 1, 2018 to SBCSS- Business Advisory Services, 760 E. Brier Dr., San Bernardino, CA 92408, Attention: Lupe Saldivar.*

	COLUMN 1 2017-18 ADOPTED BUDGET	COLUMN 2 2017-18 ACTUAL OR ESTIMATED	COLUMN 3 2018-19 BUDGET
<b>2000 CLASSIFIED SALARIES:</b>			
2312 Director/Asst, Director	145,373.00	147,129.00	158,561.00
2340 Management Sub	20,000.00	20,000.00	10,000.00
2350 Commissioners	3,600.00	3,600.00	3,600.00
District Administrative Personnel	102,618.00		
Secretaries/Clerks	212,684.00		
2410 Clerk / Bil Clerk (Bil. Clerk II)		46,709.00	46,709.00
2411 Clerk/Technical – Specialized (Specialist)		121,241.00	121,241.00
2413 Secretary – Bil Secretary (Sec. III/Bil)		54,725.00	54,725.00
2414 Tech/Financial Officer (Personnel Analyst)		83,410.00	83,410.00
Clerical and Sub Other	20,000.00		
2420 Clerical OT		2,631.00	10,000.00
2440 Clerical Sub		30,674.00	20,000.00
<b>SUBTOTAL (2000):</b>	<b>\$504,275.00</b>	<b>\$510,119</b>	<b>\$ 508,246.00</b>
<b>3000 EMPLOYEE BENEFITS:</b>			
3202 PERS	79,675.00	69,815.00	72,918.00
OASDI/ARS/MEDICARE	38,577.00		
3312 Social Security		29,515.00	32,541.00
3332 Medicare		6,899.00	7,610.00
3352 PARS		159.00	136.00
3412 Health and Welfare	95,291.00	72,042.00	83,462.00

3502 State Unemployment	252.00	237.00	262.00
3602 Workers Compensation - Classified	8,976.00	8,491.00	9,343.00
3702 Retiree Benefits - Classified		4,674.00	4,951.00
Other Benefits	10,896.00		
3752 Other Post Emp Benefit		5,520.00	6,335.00
<b>SUBTOTAL (3000):</b>	<b>\$233,667.00</b>	<b>\$197,352.00</b>	<b>\$217,558.00</b>

	COLUMN 1 2017-18 ADOPTED BUDGET	COLUMN 2 2017-18 ACTUAL OR ESTIMATED	COLUMN 3 2018-19 BUDGET
<b>4000 BOOKS AND SUPPLIES:</b>			
4210 Other Books (Not Text)	2,000.00		500.00
4340 Comp Software & Related		41.00	500.00
4350 Office Supplies	10,000.00	6,840.00	11,000.00
4390 Other Material	4,000.00	1,142.00	500.00
4440 Comp Non-Depr. Equip.		3,105.00	2,500.00
4450 Office Non-Depr. Equip.		1,620.00	3,000.00
Printing and Forms	4,000.00		
Miscellaneous	2,000.00		
<b>SUBTOTAL (4000):</b>	<b>\$22,000.00</b>	<b>\$12,748.00</b>	<b>\$18,000.00</b>
<b>5000 SERVICES, OTHER OPERATING EXPENSES</b>			
5210 Class Car Allowance		2,000.00	2,000.00
5211 Class Cell Phone Allowance		1,000.00	1,000.00
Travel, Conference & Other Reimbursement	27,000.00		
5220 Inservice & Business Exp.		10,888.00	20,000.00
5229 Variable Mileage	2,000.00		3,000.00
Other	1,000.00		
5300 Dues and Memberships	6,000.00	3,290.00	4,000.00
5633 Machine Maintenance Contracts	5,000.00	-368.05	7,000.00
Consultants	15,000.00		
Interprogram Services	9,000.00		

Other	5,000.00		
5713 Interprogram: Printing & Dupl.		513.00	10,000.00
5714 Interprogram: Work Order		372.00	400.00
5717 Interprogram: Postage		440.00	400.00
5718 Interprogram: Computer Repair		200.00	400.00
5752 Interfund: Catering		1,037.00	1,500.00
Other	5,000.00		
5823 Legal Fees			5,000.00
Consultants	15,000.00		
5830 Advertisement	10,000.00		5,000.00
Other Services and Expenses	30,000.00		
5840 Computer/Tech Fee (Training/Sv)		39,436.00	60,000.00
5538 Bottled Water		274.00	300.00
5850 Independent Contractor/Consultant			10,000.00
<b>SUBTOTAL (5000):</b>	<b>\$130,000.00</b>	<b>\$59,450.00</b>	<b>\$130,000.00</b>
<b>6000 CAPITAL OUTLAY</b>			
6400 Equipment (Audio Visual Equipment)			
6410 Furniture & Equipment	\$3,715.00		7,715.00
6450 Computer & Other Comp. Hardware			
Equipment Replacements	\$5,000.00		\$5,000.00
<b>SUBTOTAL (6000):</b>	<b>\$8,715.00</b>	<b>\$ 0</b>	<b>\$12,715.00</b>
<b>TOTAL EXPENDITURES</b>	<b>\$898,657.00</b>	<b>\$779,669.00</b>	<b>\$886,519.00</b>

## Certification

I, Personnel Commission Chairman, hereby certifies that in accordance with Education Code section 45253, a public hearing was held on **May 2, 2018**, following which this budget was adopted by the Personnel Commission of the **San Bernardino City Unified School District**. I further certify that the Personnel Commission has discharged all of its responsibilities in accordance with Education Code Section 45253.

The District's Chief Business Official certifies to above budget being completely and accurately reflected in District's Adopted Budget.

\_\_\_\_\_  
**PERSONNEL COMMISSION CHAIRMAN**  
*(Signature)*

\_\_\_\_\_  
**APPROVED BY:** *(Signature)*  
**SAN BERNARDINO COUNTY**  
**SUPERINTENDENT OF SCHOOL**

**Date :** \_\_\_\_\_

**Date :** \_\_\_\_\_

\_\_\_\_\_  
**DISTRICT CHIEF BUSINESS OFFICIAL** *(Signature)*

**Date:** \_\_\_\_\_

j:\personnel commission\2018-2019\Personnel Commission Budget Form



		<b>San Bernardino City Unified School District Personnel Commission</b>	
<b>Classification Specification</b>			
Job Code:	1179	Work Year:	Salary Range: 37
Job Family:			HR/Day: 8
FLSA Status:	Non-Exempt	EEOC Occupational Group:	
<b>ENVIRONMENTAL COMPLIANCE AND SAFETY TECHNICIAN</b>			

**JOB SUMMARY:**

Perform safety, fire, health and hazardous materials inspections, prepares written reports and maintains compliance with federal, state, and local safety regulations and Board of Education policies.

**SUPERVISION:**

Receives general supervision from the Environmental Compliance and Safety Officer.

Exercises no supervision.

**DISTINGUISHING CHARACTERISTICS:**

Quality Control Technician performs inspections related to the maintenance of facilities and documents/reports on level of cleanliness. Environmental Compliance and Safety Technician performs inspections related to protecting the health and safety, and controlling and eliminating environmental hazards.

**ESSENTIAL JOB FUNCTIONS:**

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

- Conduct fire, safety, health and hazardous materials inspections at District sites and facilities
- Prepare reports; assess deficiencies and recommend corrective and/or appropriate safety measures and materials; Input work orders for repairs
- Maintains accurate notes, records, and reports.
- Assist in monitoring hazardous waste storage areas and inform supervisor of pickup needs
- Investigates complaints of possible fire hazards and code violations, prepares reports, recommends remedial action and maintains records
- Investigate field and working conditions for unsafe and hazardous practices or for faulty equipment and unsafe housekeeping practices.
- Make recommendations and reports on safety practices to eliminate potential safety hazards.
- Assist in developing checklists, memos and training for District staff on laws, rules and policies impacting the health, wellness and safety of staff and students
- Assist with implementation and monitoring of safety, health, and environmental compliance policies and procedures.
- Liaison with local compliance departments: fire, health, OSHA, AQMD, etc.
- Performs job related duties as assigned.

**EMPLOYMENT STANDARDS**

**KNOWLEDGE, SKILLS, AND ABILITIES AND OTHER CHARACTERISTICS:**

- Knowledge of modern health, safety, industrial hygiene, and environmental health matters.
- Knowledge of procedures related to the handling, storage, and disposal of hazardous materials.
- Knowledge of basic inspection techniques and practices.
- Knowledge of federal, state, and local safety and health codes and regulations.

- Knowledge of principles and procedures of basic record keeping.
- Knowledge of modern office practices, procedures, methods and equipment.
- Knowledge of current technology programs, such as Microsoft Office and web based programs.
- Knowledge of English usage, spelling, grammar, and punctuation.
- Ability to conduct safety investigations and make recommendations on preventive or corrective measures.
- Ability to monitor hazardous waste storage.
- Ability to interpret and apply laws, codes, rules, and regulations relative to the work
- Ability to interpret fire, occupational health and safety and industrial safety codes and regulations
- Ability to observe critically, obtain data, and prepare reports of findings
- Ability to propose and develop effective solutions to identified code violations or other safety hazards
- Ability to operate standard office equipment including microcomputers and related software applications.
- Ability to maintain records.
- Ability to work autonomously and with limited direct supervision.
- Ability to understand and carry out oral and written directions
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with all levels of district staff, other agencies, and the public.

**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 fulltime experience performing physical and/or maintenance and operations inspections.  
AND High school graduation or the equivalent.

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

\*A valid California driver license and auto liability insurances.

\*A current American Red Cross First Aid Certificate or an acceptable equivalent.

\*A current American Red Cross CPR certificate which includes infants, children, and adults or an acceptable equivalent.

AND

\*\*40-Hour Hazwoper (emergency response) certificate.

**SPECIAL REQUIREMENTS:**

Personal transportation for job-related travel.

\*Available upon offer of employment and maintained through employment in this classification.

\*\*Must be submitted within six (6) months of employment in this classification.

**\* Employees in this classification are responsible for renewing the documents listed to ensure their validity throughout employment in the classification.**

**WORKING ENVIRONMENT:**

**Indoor and outdoor environment; seasonal heat and cold or adverse weather conditions; driving a vehicle to conduct work. Exposure to potential hazardous waste.**

ENVIRONMENTAL COMPLIANCE AND SAFETY TECHNICIAN

Approved by Personnel Commission: 03/07/2018; 05/02/2018

SBCUSD PC AGENDA 05/02/2018

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate office equipment; seeing to review and analyze reports, documents or other records; hearing and speaking to exchange information in person, electronically or telephonically; climbing stairs, ladders and ramps; walking and standing for extended periods of time; sitting for extended periods of time.

**PHYSICAL LEVEL 2: MODERATE**

Positions in this physical level may require the following physical demands:

Stand, walk, and sit for extended periods of time; lift, carry, move, transfer, and position objects weighing up to 50 pounds; manipulate hands and fingers to operate equipment relevant to position requirements; maneuver, carry, push, or pull job equipment assigned to the position, such as lifting, positioning, moving and transferring objects or students from one location to another; reach overhead, above the shoulders, and horizontally; bend at the waist, kneel, stoop, and crouch; run; 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

### Classification Specification

Job Code:	1132	Work Year:	228 Work Days	Salary Range:	40M
Job Family:	Management			HR/Day:	8
FLSA Status:	Exempt Administrative and Professional	EEOC Occupational Group:	2 Human Resources Mgt		

### PERSONNEL ANALYST

#### **JOB SUMMARY:**

~~Assist in the development, implementation and maintenance of personnel policies, rules, guidelines, and operating procedures; study, recommend, implement and maintain a comprehensive classification system; formulate and implement recruitment programs; professionally plan, design, and review examination processes; supervise and train clerical and technical staff; generate a variety of reports.~~

~~Under direction of the Personnel Director, performs professional-level personnel duties in planning, developing, administering and analyzing examinations for the selection of classified employees; and participates in classification, compensation and training.~~

#### **DISTINGUISHING CHARACTERISTICS:**

~~The Personnel Analyst performs complex professional technical work in the areas of recruitment, test construction and validation, and classification and compensation.~~

~~A Personnel Analyst performs complex technical supervisory personnel work related to recruitment, testing, and selection, classification and compensation, and the formulation and development of personnel rules and regulations. Trains and provides guidance to staff members in technical and procedural matters. May assist higher level personnel in performing the more complex assignments.~~

~~Senior Personnel Analyst is the advanced level management class in the Personnel Analyst series. Incumbents independently perform difficult and complex assignments at the lead supervisory level and are responsible for planning and conducting recruitments for a wide variety of vacancies, including executive and hard-to-fill positions; prepares and administers exams; develops supplemental questions, structured oral exams and other types of examination procedures; formulates and develops Personnel Commission rules and regulations, conducts classification studies, and other personnel functions.~~

#### **SUPERVISION:**

Receives supervision from the Personnel Commission through the Personnel ~~Commission~~ Director.

Supervises specialists, technical and clerical staff appointed by the Personnel Commission.

#### **ESSENTIAL JOB FUNCTIONS:**

~~The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification. Duties may include, but are not limited to the following:~~

- ~~• Supervise and coordinate activities of clerical ~~paraprofessional~~ and professional staff;.~~
- ~~• prepare work assignment schedules and expedite work flow; study and standardize procedures to improve efficiency of department; review work performed; prepare employee performance evaluations and counsel on work performance.~~
- Conducts classification studies by meeting with managers/employees, reviewing position descriptions, conducting field audits, analyzing data and developing classification recommendations, preparing task and ~~SKATs~~ knowledge, skills, and ability statements and job descriptions.
- Directs staff in the administration of recruitment programs and exams, briefs panels on process, and provides applicants, candidates, employees and managers with interpretation of Personnel Commission rules, regulations.

- Plans and prepares examination content and procedures; devises and develops methods of testing required knowledge, skills and abilities and prepares test standard; obtains, constructs, analyzes, and edits examination materials and confers with subject matter experts in the development and evaluation of examination; recommends weights of test parts and analyzes their effect.
- Scores examination results; establishes pass points; performs item analysis; establishes eligibility list and prepares related correspondence and reports.
- Conducts job analysis to determine knowledge, skills and abilities to be measured in content valid selection examinations.
- Conducts and participates in position classification studies and recommends salary allocations; develops and revises class descriptions and prepares recommendations for the establishment of new classifications and the reclassification of positions and class.
- Performs salary studies identifying districts to be contacted, gathering and analyzing data and preparing recommendations.
- Maintains the commission's web site and other on-line sites used by the Commission to fulfill its duties. Studies a variety of issues and prepares oral and written reports, correspondence and memos; makes presentations to the Personnel Commission.
- Prepares recruitment bulletins, plans and implements recruitment strategies, participates in the more complex recruitments, meets with incumbents and supervisors to review task and knowledge, skills, and ability SKATs statements and identify critical knowledge, skills, and ability SKATs for testing purposes.
- Prepares exam outline, obtains, constructs, analyzes and prepares a variety of job related examinations; field tests and modifies accordingly.
- Attends and participates in Commission meetings as required.
- Collect and dissect written, oral and performance based examination information and data, supplemental applications, work samples, evaluations of Training and Experience (T & E's) and rating guides to evaluate testing processes; compile exam statistics for analysis of testing procedures.
- Review employment applications; screen for minimum qualifications, credentials, completeness, conviction records and related information.
- Performs related duties as assigned.

#### **EMPLOYMENT STANDARDS KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:**

- Knowledge of principles and techniques of public personnel administration, including position classification, compensation, administration, recruitment and testing processes and procedures.
- Knowledge of job analysis and evaluation methodologies and techniques.
- Knowledge of research design and statistics models used in test construction and validation.
- Knowledge of personnel assessment techniques including test design, construction, employee performance evaluation and human resource administration.
- Knowledge of Personnel Commission Rules and Board of Education policies.
- Knowledge of appropriate, current methods of examination design, development and validation.
- Knowledge of test strategies and statistics used in test and item analysis and validation.
- Knowledge of recruitment, selection and employment principles and practices.
- Knowledge of State and Federal rules, regulations and Guidelines relating to employment selection procedures.
- Knowledge of recruitment strategies and sources. Organization, work flow management and personnel supervision.
- Knowledge of personal computers and computer software such as Windows, MS Word, SPSS, Excel, and PowerPoint.
- Ability to research and conduct studies, interpret and analyze data, and prepare clear and concise oral and written reports.
- Ability to interpret and apply personnel laws, codes, rules and regulations appropriately.
- Ability to design, develop and implement recruitment, examination and selection strategies and prepare applicable rating guides, forms, supplemental applications and exam materials. Compile and analyze organizational and occupational information for job analysis, classification processes.
- Ability to apply current theory and techniques of job analysis to employee selection processes. Oversee and participate in the administration and scoring of examination selection processes.

- Ability to operate personal computer software programs including custom internal software and commercial software programs, including SPSS, Excel or other database software.
- Ability to communicate effectively in person and on the telephone, and in both oral and written formats.
- Ability to coordinate multiple tasks simultaneously while continuously evaluating/re-evaluating priorities.
- Ability to establish and maintain effective and professional relationships with those contacted in the course of work.
- Ability to assign, train, schedule, review and evaluate the work of professional, paraprofessional and clerical staff.

### **EDUCATION/TRAINING AND EXPERIENCE:**

- ~~A Bachelor's degree in personnel management, business or public administration, or a related field is required.~~
- At least two (2) years of ~~fulltime -directly related-~~ professional personnel experience ~~involving recruitment, testing or selection processes, -involving technical analysis and administration of major personnel functions in classification, test construction, or compensation administration,~~ preferably in a public agency merit system, or in a California public school setting.

#### **AND**

- ~~A Bachelor's degree in personnel management, business or public administration, or a related field is required.~~

### **WORKING ENVIRONMENT:**

Office environment; frequent interruptions; occasional visits to school sites and other agencies.

### **AMERICANS WITH DISABILITIES ACT :**


Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation.

### **SPECIAL REQUIREMENTS:**

Position requires the use of personal automobile and possession of a valid California class C Driver's license at the time of appointment.

### **APPOINTMENT:**

An employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination. This position is designated as supervisory pursuant to Education Code section 45130.

		<h2 style="text-align: center;">San Bernardino City Unified School District Personnel Commission</h2>	
<b>Classification Specification</b>			
Job Code:	1131	Work Year:	Salary Range: M46
Job Family:	Management		HR/Day: 8
FLSA Status:	Exempt	EEOC OCCUPATIONAL GROUP:	Management
<b>SENIOR PERSONNEL ANALYST</b>			

### JOB SUMMARY:

Under the general direction of the Personnel Director, coordinates daily operations of the Personnel Commission; coordinates the provision of related services across departments within the District; supervises, trains and evaluates professional, technical and clerical staff; and performs complex technical human resources work related to classification, recruitment, selection, training, compensation, and assists in the development, revision, and interpretation of Personnel Commission rules and policies.

~~Under general direction, plan, develop, administer and supervise major professional level personnel functions of the Personnel Commission staff.~~

### SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Personnel Commission through the Personnel Commission Director.  
Supervises analysts, specialists, technical and clerical staff appointed by the Personnel Commission.

### DISTINGUISHING CHARACTERISTICS

~~A Senior Personnel Analyst performs the more responsible and complex technical personnel work; supervises specialist, technical and/or clerical employees in the performance of personnel work related to position classification, compensation, recruitment, testing and selection, the formulation and development of personnel rules, and policies and other personnel functions. Trains, supervises and evaluates staff members.~~

A Personnel Analyst performs complex professional level, technical supervisory personnel work related to recruitment, testing, and selection, classification and compensation, and the formulation and development of personnel rules and policies regulations. Trains and provides guidance to staff members in technical and procedural matters. May assist higher level personnel in performing the more complex assignments.

Senior Personnel Analyst is the advanced level management class in the Personnel Analyst series. Incumbents independently perform difficult and complex assignments at the lead supervisory level and are responsible for planning and conducting recruitments for a wide variety of vacancies, including executive and hard-to-fill positions; prepares and administers exams; develops supplemental questions, structured oral exams and other types of examination procedures; formulates and develops Personnel Commission rules and regulations, conducts classification studies, and other personnel functions.

~~A Human Resources Specialist (Personnel Commission) performs assignments in personnel recruitment and selection, classification studies, and other duties that are more limited in scope and complexity and subject to closer supervision and review than work performed by a Personnel Analyst.~~



## ESSENTIAL JOB FUNCTIONS:

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

- Supervise the selection and training of interviewers and/or interview panels members;
- Schedule and maintain a master schedule of a high volume of ongoing recruitment and selection processes.
- Determine the appropriate recruitment sources and scope of advertising for vacant positions.
- Develops job analysis instruments and conducts job analyses for the purposes of position classification, salary evaluation, test construction and validation, and recommendation of entrance requirements.
- Develops survey instruments and conducts surveys to gather classification, compensation, recruitment, selection, rules, training, or other human resources data.
- Analyzes data and composes reports and correspondence to provide information to the Personnel Commission, District, outside agencies, associations, and the Board of Education.
- Devises and develops methods of testing required knowledge, skills and abilities and prepares test standard;
- Obtains, constructs, analyzes and edits examination materials and confers with subject matter experts in the development and evaluation of examinations; recommends weights of test parts and analyzes their effect;
- Complies, calculates, and analyzes quantitative and/or qualitative data: scores examination results, establishes pass points; establishes eligibility list, and prepares related correspondence and reports;.
- Plan, organize and supervise personnel staff performing the recruitment, testing, selection/hiring, and classification processes of all classified positions;
- Direct job posting, application screening, examination planning, and prepare or supervise the preparation of examination materials;
- ~~Conduct and assist in conducting classification and compensation studies; review employee questionnaire forms; recommend allocation of positions to classifications; write class specifications;~~
- Conducts or participates in surveys of wages, salaries, fringe benefits, differentials, class titles and minimum qualifications required; evaluates comparability of duties, level of responsibilities and conditions of work performed for public and private employers; recommends wages or salaries for classes and group of classes;
- Assist in designing, developing, and presenting formal training program.
- May present recommendations to the Personnel Commission and respond to questions at Personnel Commission meetings and hearings.
- Provide technical personnel expertise to district and site administrators, managers, and supervisors regarding personnel matters.
- Research and analyze occupational data, such as physical, mental and training requirements of jobs and employees to be utilized in the development of employment tests and selection methods.
- Use prescribed validity models in the conduct of job studies to ensure validation and reliability of employment testing.
- Determine the appropriate recruitment sources and scope of advertising for vacant positions.
- May review, evaluate, and conduct procedural studies of existing personnel work methods and operations, recommend proposals for improvements, and implement modifications for work simplification.
- Communicate with principals and site administrators regarding the staffing needs at their sites.
- Certify qualified eligibles for employment consideration.
- Interpret and explain rules, regulations, policies, procedures and bargaining unit contracts.
- May analyze jobs, interview employees and supervisory personnel to determine job duties, responsibilities, and requirements in order to determine the best test development and test validation approaches.
- Evaluate test results by item analysis and validity models and modify test content as required.
- Develop and prepare procedures and manuals for Personnel Commission staff.
- Keep current of changes and trends in human resource administration; attend conferences and workshops and make presentations.
- Manage the computerized applicant tracking system; train subordinates.
- Work with vendor on the development of a data base to obtain, store, and retrieve testing and ethnic data.

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Job Description: Senior Personnel Analyst

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- Provides information regarding Merit System rules and regulations, classification and compensation plan and studies labor agreements and personnel related sections of the Education Code, Personnel Commission Rules and Regulations, and Board of Education policies and procedures:
- May prepare or direct the preparation of mandated reports on applicant flow, gender, ethnicity, etc.
- May participate in processing appeals and protests of test results from applicants on written, oral, performance or other tests including conducting reviews and preparing recommendations to resolve a testing or certification problem.
- Plans and conducts statistical and special studies and makes recommendations based on results of such studies in the areas of compensation, position, classification and personnel policies and procedures:
- Compile, analyze data and prepare a variety of reports on recruitment and selection activities, including those to meet Equal Employment Opportunity Commission and Fair Employment and Housing Practice requirements.
- Work with other management personnel to develop and/or change policies and procedures for the efficient and cost effective delivery of personnel services.
- Assist Personnel Director in the investigation of appeals of examinations, disqualifications and other selection actions as directed.
- Assist in the development, implementation, and monitoring of personnel rules and policies in response to inquiries, advising employees and management as appropriate.
- Supervise the selection and training of interviewers and/or interview panels members.
- Represent the District at career days and job fairs to promote employment opportunities.
- Select, train, assign and evaluate the performance of professional, paraprofessional and clerical staff.
- Attends Personnel Commission meetings and conferences and workshops to keep current with trends and best practices in the human resources industry.
- Serve as the Personnel Director in his/her absence.
- Perform job related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:**

- Knowledge of Merit system rules and regulations.
- Knowledge of laws, rules, regulations involved in test creation and validation, compensation and classification activities.
- Knowledge of State and Federal rules, acts, regulations, and guidelines governing employment discrimination.
- Knowledge of principles, practices, and techniques of public personnel administration, including recruitment, examination, position classification, salary administration, certification, and interviewing.
- Knowledge of job analysis and evaluation methodologies.
- Knowledge of test strategies and statistical applications used in test and item analysis and validation.
- Knowledge of personnel assessment techniques including test design, construction, and administration.
- Knowledge of data processing software programs such as windows and Microsoft Word and applicant tracking systems
- ~~Knowledge of State and Federal rules, acts, regulations, and guidelines governing employment discrimination.~~
- Knowledge of report preparation and presentation methods and techniques.
- Knowledge of school district organization and administration.
- Knowledge of modern office practices, procedures, and equipment.
- Ability to interpret and apply appropriate laws, codes, rules, and regulations.
- Ability to assist in the administration and supervision of a comprehensive and diversified personnel program for classified employees.
- Ability to perform professional-level personnel work relating to classification, compensation, examination, test analysis and construction.
- Ability to analyze situations accurately and adopt an effective course of action.
- Ability to organize, prepare, and summarize data for Personnel Commission and/or Board agendas and meetings.

Job Description: Senior Personnel Analyst

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- Ability to plan, review, train and supervise the work of subordinate personnel.
- Ability to design and implement recruitment, examination, and selection strategies and procedures.
- Ability to screen application materials for specific skills and certification requirements.
- Ability to conduct studies, analyze data and prepare clear, concise oral and written reports.
- Ability to operate a computer including keyboard and various software including an applicant tracking software system.
- Ability to meet schedules and timelines.
- Ability to operate office equipment.
- Ability to make presentations before groups.
- Ability to communicate with others with tact and sensitivity.
- Ability to establish and maintain effective working relationships with others.

## **QUALIFICATIONS**

### **Experience and Education/Training:**

Three (3) years of fulltime professional personnel experience, involving recruitment, classification and test analysis and test administration; preferably in a public agency.

-AND-

Two (2) years of supervisory experience.

-AND-

A Bachelor's degree in personnel management, business or public administration, or closely related field.

### **WORKING ENVIRONMENT**

Office environment; frequent interruptions; occasional visits to school sites and other agencies. This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances.

### **PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate office equipment, sitting and operating a personal computer for extended periods of time, seeing to read handwritten documents or to review and analyze test sheets or other records and reports and hearing and speaking to exchange information in person or telephonically; ability sufficient to perform professional examining of records and materials and the conduct of performance tests which may include bending, kneeling and stooping.

### **AMERICANS WITH DISABILITIES ACT**

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

### **SPECIAL REQUIREMENTS**

Position requires the use of personal automobile and possession of a valid California class C Driver's license at the time of appointment.

## APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one (1) year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

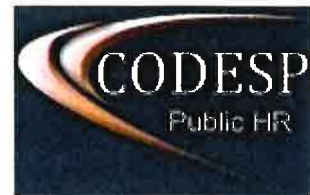
**PERSONNEL COMMISSION  
MEETING DATES**

**June 2018 –December 2018**

<b>Date of Meeting</b>	<b>Place of Meeting</b>
June 6, 2018	PC Office, Portable #B
July 11, 2018	PC Office, Portable #B
August 1, 2018	PC Office, Portable #B
September 5, 2018	PC Office, Portable #B
October 3, 2018	PC Office, Portable #B
November 14, 2018	PC Office, Portable #B
December 5, 2018	PC Office, Portable #B

CODESP  
20422 Beach Blvd. Suite 400  
Huntington Beach CA 92648  
Phone: 714-374-8644

# INVOICE



San Bernardino City Unified  
Irma Garcia  
777 North F Street  
San Bernardino 92410

Invoice #:	0003680
Date:	April 5, 2018
Balance Due (USD):	\$2,050.00

Item	Description	Unit Cost (\$)	Quantity	Price (\$)
Annual Membership Fee	Products and services beginning July 1, 2018 and ending June 30, 2019	2,050.00	1	2,050.00
<b>Subtotal:</b>				<b>2,050.00</b>
<b>Total:</b>				<b>2,050.00</b>
Amount Paid:				0.00
<b>Balance Due (USD):</b>				<b>\$2,050.00</b>
<p><b>NET 45 days from July 1</b></p> <p><b>Taxpayer ID No. 54-2166843</b></p> <p><b>No additional fees for taxes required; CODESP is a Public Agency.</b></p> <p><b>Make all checks payable to CODESP.</b></p> <p><b>THANK YOU FOR YOUR BUSINESS!</b></p> <p><b>Contact us: E: <a href="mailto:codesp@codesp.com">codesp@codesp.com</a> P: (714) 374-8644 W: <a href="http://www.codesp.com">www.codesp.com</a></b></p> <p><b>Please note that our address has changed – we are now in Suite 400.</b></p> <p><b>Help us go green - Rather than fax, please scan and email documents to <a href="mailto:codesp@codesp.com">codesp@codesp.com</a></b></p>				

This invoice was sent using FRESHBOOKS



California School Personnel Commissioners Association  
Supporting Education Through Merit

## Annual Association Dues Invoice

Invoice #64-2018-19

Date: April, 2018

Bill To:	Send Payment To:
San Bernardino CUSD 777 North F Street San Bernardino, CA 92411 Director: Gladys Byrd <a href="mailto:Gladys.byrd@sbcusd.k12.ca.us">Gladys.byrd@sbcusd.k12.ca.us</a> (909) 381-1280	CSPCA Treasurer Matt Spencer 79080 Shadow Trail La Quinta, CA 92253 <a href="mailto:spencermatt@outlook.com">spencermatt@outlook.com</a> Ph. 760-899-6418

Please pay by check payable to CSPCA and include a copy of this invoice.

Dues Year	Number of Classified Employees	Dues Amount
2018-19	1,957	\$1,200.00

Please update any information for your district or Personnel Commissioners so we may update our records.

	Board Appointee	Employee Appointee	Joint Appointee
Name	Valarie Dixon	George Bohn	Michael Salazar
Address	1912 W. Magnolia Ave. San Bernardino, CA 92404	2484 Cymbidium Court Highland, CA 92346	1759 Lomas Privadas Dr. San Bernardino, CA 92404
Phone/Email	909- 238-4316 <a href="mailto:vk801@aol.com">vk801@aol.com</a>	909.862.8340 <a href="mailto:steamn2@att.net">steamn2@att.net</a>	909-838-0289 <a href="mailto:sbmike13@aol.com">sbmike13@aol.com</a>
Year Appointed	2013	2014	2009

Thank you for your continued membership with CSPCA.

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

**MINUTES**

April 5, 2018

**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

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

**II. APPROVAL OF AGENDA**

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

Motion carried

**III. PUBLIC COMMENTS**

No public comments.

**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. Assistant Nutrition Services Director | Exam # 18-011 |
| 2. Campus Security Officer I             | Exam # 18-016 |
| 3. Certified Athletic Trainer            | Exam # 18-021 |
| 4. Education Assistant III (SI)          | Exam # 18-018 |
| 5. Education Assistant III (Spanish)     | Exam # 18-009 |
| 6. Instructional Assistant (SDC)         | Exam # 18-015 |
| 7. Nutrition Center Chef                 | Exam # 18-012 |
| 8. Quality Control Technician            | Exam # 18-004 |
| 9. School Licensed Vocational Nurse      | Exam # 18-020 |

Motion Carried

**B. RECRUITMENT(S):**

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

1. Accounts Payable Technician	Open/Promotional	03/07/2018-04/03/2018
2. Administrative Assistant	Open/Promotional	03/14/2018-04/10/2018
3. Assistant Warehouse Manager	Promotional Only	03/21/2018-04/17/2018
4. Education Assistant III (Cambodian)	Open/Promotional	03/21/2018-04/17/2018
5. Instructional Tutor-Deaf and Hard of Hearing (DHH)	Open/Promotional	03/14/2018-04/10/2018
6. Nutrition Specialist	Open/Promotional	03/07/2018-04/03/2018
7. Registered Behavior Technician	Open/Promotional	03/28/2018-04/24/2018

Mr. Bohn inquired about other languages. Ms. Byrd shared with the Commission that staff received requisitions to fill vacancies for Cambodian and Arabic; vacancies for other languages rarely come in.

Motion carried

**C. APPROVAL OF RATIFIED ELIGIBILITY LISTS TO FILL NON BILINGUAL POSITIONS:**

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

Bilingual Education Assistant III (SI)	Exam # 18-008
--	---------------

Ms. Dixon asked if the job requires the use of sign language. Ms. Irma Garcia informed the Commission that positions in this class are for the severely impaired and are not required to be fluent in sign language. She also shared with the Commission that staff included the item on the agenda per the request of the Commission. She provided the Commission some information as it regards to recruitment and hard to fill jobs, this classification being one of them.

Motion carried

**D. APPROVAL OF RATIFIED ELIGIBILITY LISTS TO FILL VACANCIES AS FOLLOWS:**

A motion was made by Ms. Dixon and seconded by Mr. Bohn to fill vacancies as follows:

From:	To:
Clerk II	Bilingual Clerk II
Instructional Assistant SDC	Bilingual Instructional Assistant SDC



Ms. Dixon asked if this item was similar to the one above. Mr. Irma Garcia informed the Commission that these recruitments would be used to fill bilingual positons as needed.

Motion carried

**E. EXTENDING THE ELIGIBILITY LIST(S) FOR AN ADDITIONAL YEAR.**

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

Title	Exam #	Eligible Ranks	From:	To:
Delivery Driver Warehouse Worker	17-005	20	04/21/18	04/21/19
Senior Personnel Analyst	17-003	5	05/18/18	05/18/19

Motion carried

**F. APPROVAL OF NEW CLASSIFICATIONS SPECIFICATIONS:**

A motion was made by Ms. Dixon and seconded by Mr. Salazar to approve the following new classifications specifications:

1. Campus Security (Bicycle Maintenance) Salary Range 38

Ms. Alexis Jenks, Human Resources Officer, spoke on behalf of the District and School Police Chief. She thanked Ms. Byrd and team for the hard work put into the development of Campus Security (Bicycle Maintenance). Ms. Jenks informed the Commission the classification will have a cost savings of \$60-80 thousand annually. The salary projection would be \$50 thousand versus \$60-80 thousand annually. The District would follow merit procedures in the event the current employee retires. This will also provide opportunities for promotion.

Mr. Ronald Meier, Campus Security Officer I, spoke on Campus Security (Bicycle Maintenance) and provided the Commission information regarding his compensation for performing bicycle maintenance and what such work entails. Additionally, Mr. Meier provided the Commission with a proposal document.

Mr. Salazar asked staff if the proposal was considered in the creation of the classification specification. Ms. Byrd informed the Commission that staff had not seen the proposal and therefore the proposal was not considered. She added, classifications specifications are not tailored to a specific person.

Ms. Dixon asked if the recruitment will be flown promotional only. Ms. Byrd confirmed that the recruitment would be promotional only.

Mr. Bohn questioned the order of the essential functions for the classification. Ms. Byrd informed the Commission that the essential functions are typically written in order by importance. The Commission moved to approve the class specification with minor changes to the order in which the essential functions are listed.

Motion carried.

**G. APPROVAL OF THE SECOND READING OF PERSONNEL COMMISSION RULES AND REGULATIONS, AND SETTING AN EFFECTIVE DATE:**

A motion was made by Ms. Dixon and seconded by Mr. Salazar to approve the second reading of the Personnel Commission Rules and Regulations, with an effective date of 4/6/2018.

Ms. Byrd informed the Commission that staff received an email from the District that included a document commentary on the revisions to the PC Rules and Regulations. She explained the process when working on revisions to the rules. She emailed several District managers and requested input, however, not all responded. She assured the Commission that staff will sit down with District administrators to examine section by section and revise the rules as needed.

Commissioners moved to approve the Second Reading of the Personnel Commission Rules and Regulations as is and make revisions as needed.

Motion carried

**H. DISCUSSION ON PERSONNEL COMMISSION PLANNING RETREAT:**

A motion was made by Ms. Dixon and seconded by Mr. Bohn to discuss the Personnel Commission Planning Retreat.

Ms. Byrd informed the Commission that she is currently serving on Jury Duty until end of June. Therefore, the item will be placed back at a later meeting for further consideration.

**I. APPROVAL OF PERSONNEL COMMISSIONERS AND STAFF TO ATTEND PERSONNEL COMMISSION ASSOCIATION OF SOUTHERN CALIFORNIA (PCASC) 2018 MINI CONFERENCE:**

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve Personnel Commission staff and Commissioners, to attend 2018 PCASC Mini conference "Finding Value in Merit" from 8:00 a.m. to 3:30 p.m. on Friday, June 1, 2018 at Paradise Hotel, 1717 South Disneyland Dr. Anaheim. Cost for hotel and conference not to exceed \$4,000.00.

Mr. Bohn and Mr. Salazar will not be available to attend the PCASC 2018 mini conference. Ms. Dixon may be able to attend; she will confirm with staff at a later date.

Motion carried.

**J. PROPOSED BUDGET 2018-2019 PRELIMINARY DRAFT - FIRST READING:**

A motion was made by Ms. Dixon and seconded by Mr. Salazar to set a public hearing date for the proposed budget.

The Commission moved to set the public budget hearing for May 2, 2018 and the Personnel Commission Director be directed to ensure that all legal notices, "invitations" and other

requirements be completed to ensure that the Commission may act legally on the budget at the date, as well as providing any responses that the Commissioners may have about this draft budget proposal to Commissioners prior to that date.

Motion carried.

**K. DISCUSSION ON BILINGUAL AND NON-BILINGUAL CLASSIFICATIONS:**

A motion was made by Ms. Dixon and seconded by Mr. Salazar to discuss Bilingual and Non-Bilingual Classifications.

Ms. Byrd informed the Commission that there is no current update on the Bilingual and Non-Bilingual classifications.

**L. APPROVAL OF MINUTES FOR MARCH 7, 2018:**

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the minutes for March 7, 2018.

Motion carried.

**V. COMMISSIONER'S/DIRECTOR'S COMMENTS:**

Ms. Byrd informed the Commissioners she is currently serving on Jury Duty until end of June; Irma will work out of class and do an excellent job in her absence. She informed the Commission that furniture has been ordered. She added, Dr. Wiseman has graciously volunteered to assist us with purchases if needs be. Ms. Byrd provided the Commission with some information regarding the remodeling process.

Ms. Dixon inquired about temporarily relocating staff while the remodeling is taking place. Ms. Byrd will explore the options.

Mr. Salazar complemented and thanked staff for the great job putting together the Personnel Commission Rules.

Mr. Bohn also thanked staff for doing an excellent job on the Personnel Commission Rules. He also noted that there was no cost from our budget for legal assistance to review the Rules.

Ms. Dixon shared that she recently received complements on how the Personnel Commission is moving forward with recruitment and testing procedures.

**VI. CLOSED SESSION:**

The Commission adjourned into closed session at 6:25 p.m. The Commission reconvened into open session at 7:00 p.m. with no report out.

**ADJOURNMENT:**

The Commission adjourned the meeting at 7:00 p.m.