

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

**October 16, 2019 – 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	_____
Senior Personnel Analyst	Ms. Irma Garcia	_____
Secretary III (Bilingual)	Ms. Nersidalia Garcia	_____

4. Approval of agenda, as submitted or amended:

Motion: \_\_\_\_\_ Second: \_\_\_\_\_  
Discussion: \_\_\_\_\_  
Action: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

5. Approval of minutes from the September 5, 2019 Personnel Commission meeting, as submitted or amended.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_  
Discussion: \_\_\_\_\_  
Action: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

**B. PUBLIC COMMENTS:**

1. **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)*

2. **PUBLIC HEARING: JOINT APPOINTEE TO THE PERSONNEL COMMISSION**

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*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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**C. 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.*

1. Ratification of recruitment(s):

- |   |  |
|---|--|
| a. Cafeteria Worker   | Open/Promotional 09/11/2019-10/08/2019 |
| b. Delivery Driver/Warehouse Worker                                       | Open/Promotional 09/18/2019-10/15/2019 |
| c. Education Assistant III (Severe Impairments)                           | Open/Promotional 09/18/2019-10/15/2019 |
| d. Grounds Supervisor   | Open/Promotional 09/25/2019-10/22/2019 |
| e. Instructional Tutor – Deaf and Hard of Hearing (DHH)                   | Open/Promotional 08/28/2019-10/22/2019 |
| f. Instructional Tutor -<br>(Learning Handicapped/Physically Handicapped) | Open/Promotional 09/25/2019-10/22/2019 |
| g. Nutrition Services Business Manager                                    | Open/Promotional 07/17/2019-09/26/2019 |
| h. Nutrition Services Equipment Mechanic                                  | Open/Promotional 08/21/2019-09/03/2019 |
| i. Public Safety Dispatcher   | Open/Promotional 09/25/2019-10/22/2019 |
| j. Research Analyst   | Open/Promotional 09/11/2019-10/08/2019 |

2. Ratification of eligibility list(s):

- |  |               |
|--|---------------|
| a. Campus Security Officer I           | Exam # 19-051 |
| b. Maintenance Worker II               | Exam # 19-054 |
| c. Nutrition Services Business Manager | Exam # 19-050 |
| d. Payroll Specialist                  | Exam # 19-055 |
| e. School Police Officer               | Exam # 19-056 |

3. Approval of eligibility list extension:

- |                              |               |                       |
|------------------------------|---------------|-----------------------|
| a. Clerk I                   | Exam # 18-070 | 11/02/2019-11/02/2020 |
| b. Community Resource Worker | Exam # 18-064 | 11/02/2019-11/02/2020 |
| c. Custodian I               | Exam # 18-074 | 11/02/2019-11/02/2020 |
| d. Senior Cafeteria Worker   | Exam # 18-072 | 11/02/2019-11/02/2020 |

4. Approval of Certifications of hire, as submitted: *(See attached report)*

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

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

Action: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

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**D. ACTION ITEMS:**

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

1. The Personnel Commission will vote to appoint their announced Joint Appointee, Valeria Dixon, to the Personnel Commission for a three (3) year term commencing December 1, 2019.

Motion: \_\_\_\_\_ Second \_\_\_\_\_

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

Action: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

2. It is recommended that the Personnel Commission approve the new job classification specification for Facilities Use Supervisor.

Motion: \_\_\_\_\_ Second \_\_\_\_\_

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

Action: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

3. It is recommended that the Personnel Commission approve the revisions to the job classification specification for Purchasing Manager.

Motion: \_\_\_\_\_ Second \_\_\_\_\_

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

Action: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

**E. INFORMATION ITEMS AND REPORTS:**

1. Merit Academy 2020
2. NeoGov Conference

**F. DISCUSSION:**

The next Personnel Commission meeting will be held on November 14, 2019, at 5:30 p.m., in the Personnel Commission office, 777 North F Street, San Bernardino, CA, 92410, Portable B.

**G. COMMENTS FROM PERSONNEL COMMISSIONERS:**

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**H. CLOSED SESSION:**

The Commission adjourned to closed session at \_\_\_\_\_ to discuss the following:

- a. Consideration of appointment, employment, dismissal on evaluation of a (n) employee(s).

- 1. Applicant # 19-2030

The Commission reconvene in open session at \_\_\_\_\_ and reported on the following action(s) taken in closed session:

**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 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.