

PERSONNEL COMMISSION MEETING
SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION OFFICE

MINUTES

January 11, 2012

5:30 P.M.

I. CALL TO ORDER

- A. The meeting was called to order at 5:48 p.m. by Commissioner Barabani.
- B. Roll-Call
 - 1. Commissioner Gino Barabani, Chair
 - 2. Commissioner Rhonda Early, Vice-Chair
 - 3. Commissioner Michael Salazar, Member
 - 4. Patrick Maher, Personnel Commission Director
 - 5. Nersidalia Garcia, Secretary III
- C. Pledge of Allegiance

II. APPROVAL OF AGENDA

Moved	<u>Ms. Early</u>	Seconded	<u>Mr. Salazar</u>
Vote: Barabani	<u>Aye</u>	Early	<u>Aye</u>
		Salazar	<u>Aye</u>

III. PUBLIC COMMENTS

- NOTE:**
- Comments from the public on any item that is not on the agenda but is under the subject matter jurisdiction of the commission may only be made at this time.
 - Comments from the public on any agenda item may only be made at this time.
 - Public comment during the commission's discussion of an agenda item will not be permitted.

Harold Vollkommer, Assistant Superintendent for Human Resources

Good evening commissioners, Hold Vollkommer from the Human Resources office. Just a couple brief comments.

First of all I want to thank you in hopes of your favorable consideration for Action Item A, which is the ratification of the eligibility list. I want to thank Mr. Maher and staff for working that through. We are excited to have an eligibility list and get back to doing what we supposed to be doing and, that is bringing good people to the Board so I just comment in anticipation of the approval of those items.

My only other comments are on action Item B and, I actually was anticipating that someone from Building Services or

M&O would be here this evening to share their concern about the high school graduation requirement. And I know we have to be very careful in terms of mixing philosophy into hiring. I know we have to be empirical and very defined in terms of what we are doing in hiring.

I do want to make a couple comments about the absence of the High School Diploma along with the requirement and, that is we are in an education institution and we want to encourage our kids at a minimum to get their high school diploma. And if we are hiring people that don't have their high school diploma it can send the wrong message to our students about the importance of at least getting the high school diploma much higher hopes for them in terms of college or world readiness or whatever.

The second thing and this is the bigger part of this philosophy is the indictment that I think none of us could or would want to face, is the day when one of our kids decides to drop out so they can get one of our jobs that don't require a high school diploma. That would be a sad day, and it may not seem realistic but, is if you look at the unemployment level in our area and number two the poverty level the social economic level in our area is really not far out of their own possibility from one of our kids to say wow, you know I can stay in school or, I can drop out and get a descent paying job with benefits. Perhaps and that would really, really help my family at a time when families are struggling. Mildly in a bad economy and even in a good economy we have many families in our district I saw a statistic today that 87% percent of our kids qualify for free and reduced lunch.

I just want to throw that out there not to start the great debate of high school diploma. Mr. Maher and I had a number of discussions about this issue and, we've agree once we get through recruitment we will take a look at it and see how it seems to be working and, I appreciate his cooperation in that regard.

But I just want to not recite on that philosophical underpinning behind this move that there is a danger, there could be a danger to us in terms of the message we are sending to our kids and what we might be inadvertently encouraging on what to do.

I just wanted to put that out there for your consideration this evening. By the way I should have started with this, but Happy New Year I look forward to a terrific and productive year working with you, thank you very much.

Mr. Barabani

Mr. Vollkommer this is not a contention with me because I am 100 % in agreement with you, because in a school district the only thing we produce is the high school diploma and, but even this weekend I was reading the newspaper, I believe it was the *Press Enterprise* they were talking about the A.D.A issue. Some were not able to get high diploma. I am trying to figure out how we do weigh these issues. I am hearing what you are saying, and then we have B and C on the other hand telling us this thing. And I don't know if we will need to come together come to some kind of conclusion on that.

Harold Vollkommer

And that is exactly how I started with we have to be careful how much philosophy we build in into our hiring practice, because there are laws and certainly case study and that type of thing that speak to us on those issues. I just don't want us to lose sight of that. There is a potential downside. Like I said, I am not bringing this up to lead to an argument or a debate because, we have agreed to take a look at it over time and see to how it does seems to be working? Do we know if we have quality of candidates? The assumption I believe is that if we don't have people with at least a minimum of education then we will get a lower less qualified applicant pool. Time would tell in terms of the quality of the testing and the candidates that produces, so we are o.k. there. Like I said Mr. Maher and I have agreed to continue to look at that and do some study. So that may be the best course of action to do is study work and you know try to figure it out on the back end.

Mr. Barabani

Yes, because the way I see it is that I would like to see the High School Diploma then, I also I know the federal government can come down and slam the hammer on the district.

Mr. Vollkommer

My research shows that we added the High School Diploma for all positions in 1996 and, I don't believe we have been challenged in that regard that I know of again. I have been in and out of Classified Human Resources and, I am not sure if we have been challenged, I don't know if I haven't been either so we have had the requirement for sometime, like I said only time will tell. Thank you.

Mr. Barabani

Any other comments? We will move on to action item IV(A).

IV. ACTION ITEMS

- A. The commission will consider ratifying the certification of eligibility lists.
Proposed motions are:
 1. It is moved that the commission ratify the eligibility list for Cafeteria

Worker Exam 11-005

Moved	<u>Mr. Barabani</u>	Seconded	<u>Ms. Early</u>
Vote: Barabani	Aye	Early	Aye
			Salazar Aye

Mr. Maher

I just wanted to make a couple comments; the numbers here if you look at page 4 in the agenda package a couple of things that stand out, if you notice for cafeteria worker we had 609 applications and all those are processed. We set them up for exams and those that actually showed up, we ran the exam for 415 actually ended up showing up and taking the exam, which is a tremendous number.

And the work of the staff here. Alexis in particular, in terms of this exam she spent a lot of time setting that up, sent out notices, and scanned everything in. You deal with multiple applicants; there is just a lot of work that had to be done. She had support from Nerci and Irma and, on the other exam which, was ran simultaneously to the same days we were doing the 300. The 415 people we were testing roughly about 125 and roughly 100 interviews were going on simultaneously at the same period of time so with everything set up there, everybody was really strained but we did it. The staff in particular I would like to commend them for the job that they did.

They also came in between 3 days over Christmas and New Years that we were going to be able to get all this stuff on the system and get list out. Unfortunately Information Systems Department was updating and maintaining the IT system so we went down from one afternoon and about half one day and half the next day where we could not use this system so we did other manual work that needed to be done. The system came back up and as a result of that we have the list out certified.

The other thing I think that is striking is that from date of closing the exam until we produced the list there was 32 days for the cafeteria worker, and 18 working days and that is actually too high because we did not discounted the 3 days of vacation over Christmas and 3 days of vacation over New Years, so you take that out and we actually produced all those exams in 6 days over a short period of time, compare to earlier an average of 45 days out of 60 working days just from the time the exam was closed just to administer the examination when they ran earlier last year. So we can list as the kind of efficiency of things we can bring out the process and even took more time because we are still using the SAP system, which is more time consuming and typically to work with it actually slows the process. But I think it is commendable for the work of the staff put in that period of time and I just want to bring that to your attention.

Mr. Barabani And we started using the Neogov?

Mr. Maher Neogov we posted the exam which is school police officer open it and that is all 100% Neogov. From here on now all exams are run through Neogov.

Mr. Barabani Any more discussions? Call for the vote.

Mr. Maher That is for the cafeteria worker.

2. It is moved that the commission ratify the eligibility list for Instructional Tutor Learning Handicapped-Physically Handicapped Exam 11-006

Moved Mr. Barabani Seconded Ms. Early
Vote: Barabani Aye Early Aye Salazar Aye

3. It is moved that the commission ratify the eligibility list for Education Assistant III-Severe Impairments Exam 11-007

Moved Mr. Barabani Seconded Ms. Early
Vote: Barabani Aye Early Aye Salazar Aye

B. The commission will consider revisions to the classification specification for custodian. A proposed motion is:

It is moved that the commission approve the revisions to the classification specification for Custodian I as submitted.

Moved Mr. Barabani Seconded Ms. Early
Vote: Barabani Aye Early Aye Salazar Nay

Mr. Barabani We have it in our packet here, the decision the changes were made are in the packet.

Mr. Maher The only substitute changes is to the qualifications they did have janitorial or custodian experience or custodial training course and, that can be applied with constitute experience because is it one day, one year, or 10 years you can't measure that so that was changed to one year of full time custodian experience. My experience in previous administrations at other districts is that you get the person who works at Joe's pizza he makes pizza, uses the register, delivers pizza and he mops the floor and part of it and they try to bring that as a year custodial experience. I think we want as a minimum experience.

The classes tied into one year of experience, which is all here, which is 72 hour class given the basic sign training and chemicals and how to run the buffers and carpet cleaners and all kind of stuff. So with that experience we have a choice, because you don't know if the custodian experience was a year of emptying trash cans or if they were doing full custodian experience no matter whom they work for that is part of the measurement. I think those two things have clarity will help us supply of the people

with experience and training.

This also opens up the career path for promotional for a lot of our part timers, a lot of our other positions in here. Because they get the experience and the training and then qualify, and that tells me exactly where to go and exactly what to do. So we open that up for promotional opportunity for a lot of our part time classified workers.

A lot who would be interested because of the full time measure and the higher pay and everything else so it gives them that opportunity. This is not being treated as promotional because of career path for custodian 1 it is the entry level position but they have the opportunity to apply and participate in the process. And the other one of course is the education requirement.

I agree with Dr. Vollkommer's philosophically, if anything else the high school diploma is to set that as a standard of people we employ in the district carries with it an impact that at least visiting that of getting education is important; unfortunately, if we go back the court said there is no relationship between the high school diploma and the custodial work and we have the obligation to establish that the diploma is essential to the critical nature of duties. I don't know if that has ever been established I never seen a research on that or any other evidence of that.

The second issue came out recently which surprised me and I was not aware of it is EOC has issued a letter as applies to ADA I never of thought there was an access between a high school diploma and disability. But what they pointed out it makes a lot of sense is that if the disability is a learning disability that prevents the person from getting a high school diploma because of disability we got to do other kinds of testing as a reasonable accommodation. And the kind of testing we are doing anyways meets the reasonable accommodation standards. So if we are limiting the high school diploma and do the testing that we are doing we comply 100% with ADA standard we do not have to worry about individual or argumentative that they were disadvantaged. We have to treat them differently than anybody else.

Just so you know the job test that I am using it is job related. For example it requires them to read a sample label and answer questions about what they read, what the chemical is, how they apply what the safety standards are, what they can mix with them all that kinds of stuff. There is also a schedule built in like a classroom schedule tells them what date they were taking the classroom and so on and they ask them questions to make sure they can understand the schedule. They can read it and for example according to schedule what days were you cleaning classroom three? If they can't understand that schedule then they

can't answer that question very well. There is a series of question like that. There is 75 items throughout the test and I have used it in two other districts at Bassett where largely Hispanic population where English is a second language and at Inglewood we had a large Hispanic population where very low social economic situation. The high school diploma been an issue you have in this district and it works fine in both population through the large numbers. I feel confident with the test is fairly reliable with the ability to actually perform the essential elements of the job.

Then we also did interviews which have done before that ask them questions such as if you show up to work and there is broken glass, a broken window and school is about to start what would you do? So we are measuring the ability of safety factor of qualified people and clean it all up, those kinds of things are been measured through 20 items and a situational interview so I think that the examination process picked out and approved if they haven't got a high school diploma they can't do the essential elements of the job they are screened out. And If they haven't done it they can be screened in for those issues.

The other issue is what is our mission and why are we here? I can't wear both hats and solve the problems. Unfortunately so I got to go with psychometric issues and the legal issues of selection and the code that requires the job related and there is nothing the job duty of custodians set an example for students and that kind of stuff that is part of the primary duties so it is kind of hard to justify that as been job related. That is kind of where we are going on that and again I am not any different than with what they argument is been made because I agree with them. I mean fundamentally I agree with them, but from the testing stand point I can't do it so that is the issue we are facing.

Mr. Barabani This is probably just as good as any time to bring it up on the custodian I, the flyer? At the very end here person

Mr. Maher That is the job description.

Mr. Barabani Job description? It says at the very end here it says person applying for this position must successfully compete?

Mr. Maher It should be complete, you are right sorry, and also the job number is wrong, the code is wrong, we will make that correction, and there are probably a couple of minor mistakes. That is the other thing pointed out; part of the selection process is the probationary period. They got six months of actual job performance to produce. From the let go of any kind of due process or any kind of anything else and that is one thing we have to give the managers the selection process of who's probation, and it is up to them that if they have any other person that is not performing and given at least a chance to be trained and make

sure they understand it that they have to be let go and give the job to somebody else. That is the other thing, if they can't meet the job because of lack of whatever it is then how well they tested and performed. Some people do very well on the technical stuff but they can't perform the work. We can't measure that very well on the testing, but we can certainly measure that on probation. That is part of the process that we are facing.

- C. The commission will consider appointing professional experts to assist in the administration of situational interviews. A proposed motion is:

It is moved that the commission appoint Azadeh Vosoughian, Patricia Padilla, Daniel Kowallis, Celina Garcia, and David Prieto as professional experts at the rate of \$15.00 per hour, not to exceed \$1200.00 each through June 30, 2012, as needed.

Moved	<u>Mr. Barabani</u>	Seconded	<u>Ms. Early</u>
Vote: Barabani	<u>Aye</u>	Early	<u>Aye</u>
		Salazar	<u>Aye</u>

- D. The commission will consider approving the following meeting minutes

1. It is moved that the commission approve the minutes for the meeting of September 14, 2011

Moved	<u>Mr. Barabani</u>	Seconded	<u>Mr. Salazar</u>
Vote: Barabani	<u>Aye</u>	Early	<u>Aye</u>
		Salazar	<u>Aye</u>

Mr. Barabani On the September 14th I was reading through that and I only got half way through that, I had some corrections and statements. I do have an issue with that, I would like to make a motion to reagendaize the minutes for September 14th.

2. It is moved that the commission approve the minutes for the meeting of October 13, 2011.

Moved	<u>Mr. Barabani</u>	Seconded	<u>Ms. Early</u>
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Ms. Early I was going to ask that this be resubmitted with corrections.

Mr. Barabani All three?

Ms. Early Well no, only October 13th, so I second your motion for discussion.

Mr. Barabani Ok, all right. We just had the discussion.

Ms. Early This is for October 13th. It appears on this minutes that there is portions that are missing from the minutes so I want to provide some corrections in the first few pages in fact I can do that.

Page 7, 6th paragraph up from the bottom of the page strike to be noted as *insert heard* so it will read *we have heard a number of concerns Mr. Dietrich*. Have you provided alternative language insert an e, instead of saying us it should read to use? For the language that is of concern.

Page 8, 4th paragraph down where it says Ms. Early that first part where it says Ms. Early it should be Mr. Dietrich so it should read *Mr. Dietrich when would you be able to submit your alternative language?*

On page 9, I have a note here to re do that page. From here throughout the rest of the minutes it appears that the motions might be captured but whoever seconded the motion and the vote is not captured in the minutes. So for instance after the first paragraph it says I move you've captured the motion, but then there is no mention of anybody seconded or what the vote was. After the motion is capture it says you see Mr. Dietrich saying thank you commissioner. So and that is carried out throughout the page so I was going to ask if you revisit this to just insert parts that appear to be missing.

Mr. Maher What I have done is to cut of that is if you go back to where the motion made you have who moved, and who seconded. If you go the one you are talking about, if you go back to page 7 under B1 you have who made the second, and I fill that stuff in. Another word when you say Mr. Barabani; moved rather than putting down, the language is reflected on that this part under B1 that is when we are filling the blanks, that is where I changed it to that kind of format, so you know out front what the motion was, what the second was, who made the second and what the vote was, without having to read everything else, so we are just taking the information and reporting it in different format which more typical on the minutes.

Ms. Early So for instances on page 9 who seconded that motion? Who seconded it that motion?

Mr. Maher You did.

Ms. Early It is recorded that I made the motion. Under me it said I move to reagentize the proposed for current rules 6.25.

Mr. Maher Which rule did we read? Which page number?

Ms. Early Page 9

Mr. Barabani See where it says Ms. Early up here and it jumps to Mr. Dietrich. It says to move. It is kind of goofy.

Mr. Maher You are on Page 9?

Mr. Barabani It's up here, I move and then you got Dietrich and then you go down here.

Mr. Maher I see what you are talking about. The information is there, you are right there is something out of order here. That was a motion to

adopt the whole chapter.

Mr. Barabani I suggest vote on original motion, because it's up for discussion and then make another motion.

Mr. Barabani This is not tracking. Ok, I understand.

Ms. Early From 9 throughout the remainder of minutes.

Mr. Maher This does not track very well here. Throughout that stuff it's the same thing on page number 9 under number two is move that the commission.....We can't deal with that right now because we don't have the rules. There is no motion made because when you read to agendize the previous one there is nothing to do on this one, so there was no motion made, it's kind of like a modification to agenda. When you come on down under C, once again, you have the motion made, the 2nd to vote, and the discussion call for a vote, there is no discussion took place so your motion all part your votes are recorded.

Ms. Early Then when you go to page 11, you show Mr. Barabani making a motion. And it's recorded that Mr. Barabani seconded his motion. So From 9 to the end of the minutes you need to compare it to the tape.

Mr. Maher Yes, I understand what you are saying. Right.

Mr. Barabani Just to keep consistent we have to vote on the original motion. Call for the vote. Nay. That was to prove this minutes the way it was. Nay.

Ms. Early Nay.

Mr. Salazar Nay.

Mr. Barabani Do you want to make a motion?

Ms. Early I like to make a motion to reagendize the October 13th minutes, have them look over and cleaned up.

Mr. Barabani Call for a second.

Ms. Early I second.

Mr. Barabani Any discussion on that. Call for the vote.

Ms. Early Aye.

Mr. Salazar Aye.

Mr. Barabani Aye.

3. It is moved that the commission approve the minutes for the meeting of October 26, 2011

Moved	<u>Ms. Early</u>	Seconded	<u>Mr. Barabani</u>
Vote: Barabani	<u>Aye</u>	Early	<u>Aye</u>
		Salazar	<u>Aye</u>

V. COMMISSIONERS/DIRECTOR COMMENTS

Mr. Salazar I would like to briefly comment; I wanted to also echo something that Dr. Vollkommer said, wish everybody a Happy New Year, looking forward to doing a lot of good things this year. We got a lot of things accomplished in 2011.

I think this commission has a real opportunity to make an impact to our community. Again I wanted to welcome Mr. Maher aboard, I know that we did that last year, But I wanted to say that again for the record. I thank my fellow commissioners for your service and I am looking forward for a new year of production. Thank you.

Mr. Barabani Only comment I have is Item B on high school diploma we have seen, it appears that we all agree on this if it takes something as grandiose trying to get away from the EEOC on that you know something like that because of high school this is unique business. It also seems ironic not to demand something that we produced so I agree with that. Once again I do not have the answer.

Mr. Maher I just wanted to bring up today if you go back we hired Steve Williams as a consultant, did some work for us and there has been some progress made. I just wanted to bring back his background Steve Williams is a P.H.D in Bio Psychology, he has a lot of experience as an analyst for school districts down in San Diego, and he and I have been meeting consulting over the weekend, and over the holidays. I just asked him to come here tonight so he can update you on what he is doing. If you have any questions about the process, you can ask him. So I would have Dr. Williams give you a brief summary of what we will be working on, and where we are at. You can ask any questions that you may have.

Dr. Steve Williams Well there are two primary projects that we are working on right now. One is Special Education Instructional Assistant for the special day class. The objective is to get the class specs done so that we can get recruitment open. Right now I am finishing up selecting the data from the job analysis so that we can subject matter experts so that I can pile it and make sure that it all lines up so that we can go ahead and prepare a draft of the class specs and review for approval and so forth.

The other is this is probably one that is a little more important is

the Classified Human Resources Director and, I have been working on it. It will take some time to get this done, and the bottom line is we wanted just to open a job related selection process A.S.A.P. Where we are right now is validating or developing an open a team report that is training and education experience rating sheet and then a structure that we can move efficiently and as effectively as possible to get the best individuals.

Mr. Maher The other thing we posted police officer today through Neogov it has been posted and with the approval of the qualifications for custodian I hope to open that up on Tuesday and get that out. I expect a large recruitment for that as well and the process. I will be doing like I said the paper and pencil task and the situation interview. I am going to try to use and train some of the in house people to do the process we use them to knock those people out. We can do up to there is three raters a day we can do up to 300 people a week. I think that we have the ability to knock a lot of people out in a short period of time. With that kind of a process we get a good list together my experience has been is that we always end up with highly qualified people through that process.

Mr. Barabani Mr. Williams, thank you for coming by and introducing yourself.

Dr. Williams You are quite welcome, I hope I was helpful.

Mr. Barabani Industrial occupation correct?

Dr. Williams Industrial and organizational psychology. Try to make dysfunctional organization functional. We are not very successful on that but we try.

Mr. Barabani Thank you.

VI. ADJOURNMENT

The commission adjourned the meeting at 6:28 p.m.