

PERSONNEL COMMISSION MEETING
SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION COMMUNITY ROOM

MINUTES

July 2, 2014

I. CALL TO ORDER

A. The meeting was called to order at 5:30 p.m. by Commissioner Barabani.

B. Roll-Call

1. Commissioner Gino Barabani, Chair -- Absent
2. Commissioner Valeria Dixon, Vice-Chair
3. Commissioner Michael Salazar, Member
4. Karen Hoch, Personnel Commission Director

C. Pledge of Allegiance

II. APPROVAL OF AGENDA

Moved	<u>Ms. Dixon</u>	Seconded	<u>Mr. Salazar</u>
Vote: Barabani	<u>Absent</u>	Dixon	<u>Aye</u>
Ms. Dixon	<u>Discussion?</u>	Call for the vote.	
Mr. Salazar	<u>Aye.</u>		
Ms. Dixon	<u>Aye.</u>		

III. PUBLIC COMMENTS

- NOTE:**
- 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.
 - Each speaker may speak only once.
 - Each speak is limited to a maximum time of 5 minutes.
 - A request to speak form must be completed before the meeting is called to order and submitted to the Chair in order to speak.

Ms. Dixon Does anybody have any public comments? Ok, no public comments we will move on.

Andy Evano,
CSEA Labor
Representative Good evening commission my name is Andy Evano, I am the new labor representative for CSEA, I have worked for 18 years in and out from San Bernardino. We have had moving around of our reps we had some retirements. Glad to be here. I just wanted to introduce myself here, you will see me around. Looking forward to working with the Personnel Commission.

Ms. Dixon You took Lisa's place?

Andy Evano Yes Lisa will be at Southern Riverside County where she lives. We had to move people around because of the

retirements. I see this as a large opportunity, this is a great district; I have been in and out of San Bernardino for 18 years. I am looking forward to working with you.

Ms. Dixon Any other public comments at this time? Ok, we will move on.

IV. ACTION ITEMS

A. The commission will consider ratifying the eligibility lists. Proposed motions are:

It is moved that the commission ratify the eligibility lists for

1. Accounts Payable Technician (Exam 14-032)
2. Administrative Assistant (Exam #14-028)
3. Community Relations Worker II (Parent Involvement/Bilingual Community Relations Work II (Parent Involvement (Exam #14-033)
4. Custodian I (Exam #14-042)
5. Payroll Technician (Exam #14-036)
6. Program Clock and Fire Alarm Technician (Exam #14-009)
7. Purchasing Clerk (Exam #14-037)
8. Reprographic Equipment Operator (Exam #14-038)
9. School Police Sergeant (Exam #14-040)
10. Senior Purchasing Clerk (Exam #14-041)

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

Ms. Dixon Discussion? Call for the vote.

Mr. Salazar Aye.

Ms. Dixon Aye.

B. The commission will consider approving classification specification as submitted:

1. Custodial Supervisor
2. Electrical and Electronics Supervisor
3. Grounds Supervisor
4. Locksmith
5. Painting Supervisor
6. Roofer
7. Water Cooling-Heating Specialist

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

Ms. Dixon Discussion?

Mr. Salazar If I am not mistaken there was some job specs to tighten up on a few of this specs can you tell us about that and we will go from there.

Mrs. Hoch On the minimum qualification for custodial supervisor under the experience and education, previously said two years of fulltime paid experience as a lead worker or supervisor over four or more workers performing on grounds maintenance, landscaping, and closely related activities they would like grounds maintenance, landscaping, and closely related activities taken out and change to custodial janitorial duties.

Mr. Salazar Where is the request come from?

Mrs. Hoch It came from M&O director.

Ms. Dixon This is not a new position correct?

Ms. Hoch No. Any other questions about custodial supervisor

Mr. Salazar No I am fine. Next one is Painting Supervisor

Mrs. Hoch Request is under supervision exercises direct supervision over painting staff employees in various ground related occupations, including those in lead worker positions. They want add painting staff and remove employees and various ground related occupations including those in lead worker positions. Those are the changes they requested on that.

Water Cooling Heating Specialist under the supervision it says receives general supervision from plumbing they would like plumbing remove retain HVAC-Mechanic from Lead Position yes that is all on Water Cooling Heating Specialist.

Mr. Salazar Do we revise the motion?

Ms. Dixon Did you already change it? Or are they requesting for us to change it before we vote on it.

Ms. Hoch This are requested changes before you make the vote.

Mr. Salazar So if I could revise the motion to this. I would move that we approve classification 1-7 as revised in our discussion. Nerci you have the notes of the changes right? If that is the proper format to make those revisions.

Ms. Dixon I have a suggestion what if we approve 2, 3, 4 and 6 as is and then our motion would be to revise make corrections of the revisions and then and then approve those. So I move that we approve that we approve 2, 3, and 6 as submitted.

Mr. Salazar I second.

Ms. Dixon We had the discussion. Call for the vote.

Mr. Salazar Aye.

Ms. Dixon Aye. Now I move that we approve 1, 5, and 7 with the new revisions that we just discussed.

Mr. Salazar I will second.
 Ms. Dixon Call for the vote.
 Mr. Salazar Aye.
 Ms. Dixon Aye.

C. The commission will consider approving recruitment bulletins as submitted:

1. Budget Analyst
2. Custodial Supervisor
3. Electrical and Electronics Supervisor
4. Grounds Supervisor
5. HVAC Mechanic
6. Locksmith
7. Painting Supervisor
8. Roofer
9. Transportation Director
10. Water Cooling-Heating Specialist

Moved: Ms. Dixon	Seconded	Mr. Salazar		
Vote: Barabani	Absent	Dixon	Aye	Salazar Aye

Mr. Salazar I will second.
 Ms. Dixon Discussion?
 Mr. Salazar The discussion I have in related to the previous action item. Do the bulletins also need to be revised?
 Ms. Hoch The bulletins will reflect with what you have approved.
 Mr. Salazar Ok that is all.
 Ms. Dixon Call for the vote.
 Mr. Salazar Aye.
 Ms. Dixon Aye.

D. The commission will consider approving minute for January 7, 2014 as submitted.

Moved: Ms. Dixon	Seconded	Mr. Salazar		
Vote: Barabani	Absent	Dixon	Aye	Salazar Aye

Mr. Salazar I will second
 Ms. Dixon Discussion?
 Ms. Dixon Call for the vote.
 Mr. Salazar Aye.
 Ms. Dixon Aye.

E. The commission will consider approving minutes for January 22, 2014 as submitted.

Moved: Ms. Dixon	Seconded	Mr. Salazar			
Vote: Barabani	Absent	Dixon	Aye	Salazar	Aye
Mr. Salazar	I will second.				
Ms. Dixon	Discussion?				
Mr. Salazar	None.				
Ms. Dixon	Call for the vote.				
Mr. Salazar	Aye.				
Ms. Dixon	Aye.				

F. The commission will consider approving minutes for June 4, 2014 as submitted.

Moved: Ms. Dixon	Seconded	Mr. Salazar			
Vote: Barabani	Absent	Dixon	Aye	Salazar	Aye
Mr. Salazar	I will second.				
Ms. Dixon	Discussion?				
Mr. Salazar	None.				
Ms. Dixon	Call for the vote.				
Mr. Salazar	Aye.				
Ms. Dixon	Aye.				

V. COMMISSIONER'S AND DIRECTOR'S COMMENTS:

Ms. Hoch Nerci is distributing the status reports of the completed and pending testing and also the vacancy log that we received from the district. I will address the vacancy log first. I went through it put stars next to all of the positions that we have eligibility list for. We are moving right along. This also includes the eligibility list that you ratified tonight. I think we are looking pretty good here. We still have some others that we are opening. That is just to let you know where we are. Any questions or anything on the vacancy log.

The status report. I am not going to read the top group because this is information that I gave you last month. The account clerk buyer, cafeteria worker those are eligibility list that you approved last month.

So this month you just ratified the Program Clock and Fire alarm technician. We received 14 applications. The Parent Relations Worker II Parent Involvement and Bilingual we received 135 applications on that recruitment. The Administrative Assistant we received 237 applications which we processed and we have

an eligibility list for that. Accounts Payable Technician we received 327 applications which we processed and tested. Custodian I we had 327. Payroll Technician we had 162 applications. The Purchasing Clerk we received 17 applications, School Police Sergeant we received 7 applications we have an eligibility list. Senior purchasing Clerk we received 158 applications and processed those and tested. Senior Purchasing Clerk we received 158 applications. We have testing and processing for the Public Safety Dispatchers we have 243 the test being schedule at this time. Reprographics Equipment Operator we actually completed the testing you will have the list next month to ratify that. Application Analyst I we are in the process testing 52 people on that. School outreach worker the posting closed on June 22nd, and we are in the process of screening those and scheduling the test. As we are doing the Computer Operator we received 13 applications. Records Technician we received 190 applications the position closed on June 29th, and we are in the process of screening those.

Right now we have open recruitment of Lifeguard that was a continuous recruitment because of the time of year, pools are hiring that is a position that will be a little more difficult to attract qualified applicants first. They have a summer job at this point, which is why it is on a continuous recruitment. Network Specialist currently open will close on July 6. The School Computer Specialist will close on July 6th. The Security Specialist posting will close on July 6. Senior register will close on July 6 and Personnel Commission Director will close on July 6th.

- Ms. Dixon Can we go back to the lifeguard it doesn't I'm just curious when we have a continuous recruitment do you test during that time? What do you do?
- Ms. Hoch What we normally do is we look at the application and when we feel we have sufficient qualified applicants we will close recruitment and we will screen and test and then establish an eligibility list.
- Mr. Salazar It looks like the number of applications for the PC Director is up.
- Ms. Hoch It went up to 28 as of today. Not all are qualified. So that position will be closed we have six qualified applicants. So next month I will probably be saying good bye to you. Any questions or anything you have of me?
- Mr. Salazar I don't have any questions; I will keep my comments brief. First of all that would be bitter sweet if we had that conversation about you leaving next month because you have done fantastic work since you been here and for the record thank you for your hard work and really getting the staff coordinated and working together. I always thought they did work together. You have done a great job; they really enjoy working with you because I talked to them.

And as far as staff goes it is just Nerci who is here right now.

The staff has done a fabulous job, and again for my perspective finally I have been giving the opportunity to do the kind of work that you are capable of doing. And here we are we are looking at this kinds of lists and seeing the fruit of that labor so thank you very much. And I did want to say congratulations Nerci who graduated with a Master's Degree and I think that is phenomenal and that is the kind of quality and capability we have here in our department. We know that you have been working for a long time very hard and I am very proud of you and I know your family is very proud of you, and I wish you all success in the world. Last but not least we are couple of days from Independence Day and I want to wish you everybody a happy and safe 4th of July and I hope you all spend that with your family and do fun things just come back in one piece. We will see you after the holiday.

Ms. Dixon Ditto, I'm just kidding. Nerci I had an opportunity to celebrate with you and Karen our birthday and graduation, you know how I feel I am very proud of you, kind of motivated me to return to school. I'm very happy about this eligibility list I am very excited that when we do get the opportunity to be at the Board Meeting we will get the opportunity to say a lot. I hope that you guys are keeping track of, personally I just want to know what is happening since December since I arrived here, because apparently nothing happen before that so if we can write that down, If you guys can start working on that. What happen between September and December and when Pat left. And when Karen arrived here until now.

Dr. Vollkommer We are working on that we are talking about on Tuesday.

Ms. Dixon I don't have any problem talking in front of the board. Other than that have a safe 4th of July I agree with Mike celebrate with you family I'm leaving with my entire family. Have a safe time we will see you back here next month. That is all I have to say. The meeting is adjourned at 5:55 p.m.

VI. CLOSED SESSION

The commission adjourned into closed session at 5:55 p.m. for:

Pursuant to Government Code Section 54957 to discuss:

PUBLIC EMPLOYEE APPOINTMENT

Title: Personnel Commission Director (Provisional)

The commission reconvened into open session at 6:36 p.m. and announced the following action taken in closes session.

Ms. Dixon We are back to open session at 6:36 p.m. and we have nothing to report out.

VII. ADJOURNMENT

The commission adjourned the meeting at 6:36 p.m.

