

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

**MINUTES**

October 1, 2014

**I. CALL TO ORDER**

A. The meeting was called to order at 5:31 p.m. by Commissioner Dixon.

B. Roll-Call

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

C. Pledge of Allegiance

**II. APPROVAL OF AGENDA**

A motion was made by Vice-Chair Ms. Dixon, and seconded by Commissioner Mr. Salazar to approve the agenda.

The motion unanimously carried.

**III. PUBLIC COMMENTS**

There were no public comments.

**IV. ACTION ITEMS**

**A. RATIFYING ELEGIBILITY LIST(S)**

It was moved by Vice-Chair Ms. Dixon and seconded by Commissioner Mr. Salazar to approve the following eligibility list.

1. Campus Security Officer II (Exam #314-062)
2. Community Relations Worker II (African American Parent Involvement) (Exam #14-073)
3. Electrical and Electronics Supervisor (Exam #14-054)
4. Lead Automotive Mechanic (Exam 14-064)
5. Lead Carpenter (Exam #14-065)
6. Lead Groundswoker (Exam #14-066)
7. Lead Painter (Exam #14-067)
8. Lead Pool Attendant (Exam #14-068)
9. School Police Chief (Exam #14-074)
10. Transportation Director (Exam #14-060)

The motion carried. The vote was unanimous with all members present participating in the vote.

**B. CLASSIFICATION SPECIFICATION**

It was moved by Vice-Chair Ms. Dixon and seconded by Commissioner Mr. Salazar to approve the classification specification as submitted.

1. Digital Content Producer
2. Marketing Graphic Designer
3. Multimedia Manager

The motion carried. The vote was unanimous with all members present participating in the vote.

**C. REVISIONS TO CLASSIFICATION SPECIFICATION(S)**

It was moved by Vice-Chair Ms. Dixon and seconded by Commissioner Mr. Salazar to approve the revisions to classification Specification(s) as submitted.

1. Education Assistant III (SI)/Bilingual Education Assistant III (SI)
2. Human Resources Director – Classified
3. Nutrition Program Manager
4. Nutrition services Business Manager
5. Nutrition Services Supervisor

Ms. Dixon for clarification asked Dr. Wiseman if the Employee Relations Director position would be eliminated.

Dr. Wiseman stated he would not.

Mr. Salazar was in favor of bringing the job specification back to a special meeting.

The motion by Ms. Dixon was to remove item number (C2) Human Resources Director – Classified and seconded by Mr. Salazar for a special Meeting.

The motion carried. The vote was unanimous with all members present to participate in the vote.

**D. RECRUITMENTS**

It was moved by Vice-Chair Ms. Dixon and seconded by Commissioner Mr. Salazar to open the following recruitment list with the exception of removing item number (D4) Human Resources Director-Classified.

1. Digital Content Producer
2. Educational Assistant III (SI) Bilingual Education Assistant III (SI)

3. Education Assistant III (Spanish)
4. Human Resources Director – Classified
5. Marketing Graphic Designer
6. Multimedia Manager
7. Nutrition Services Business Manager
8. Nutrition Services Supervisor

The motion carried. The vote was unanimous with all members present participating in the vote.

#### **E. APPROVAL OF THE MINUTES**

A motion was made by Ms. Dixon, and seconded by Mr. Salazar to accept and approve the meeting minutes as submitted for September 17, 2014.

The motion unanimously carried. The vote was unanimous with all members present participating in the vote.

#### **V. COMMISSIONER'S AND DIRECTOR'S COMMENTS:**

Ms. Byrd complemented Irma on doing a great job by herself. The next regular meeting there should be six more jobs to open. Ms. Byrd informed the commissioners that Irma and herself will be visiting Long Beach USD, Personnel Commission department, and will bring back information and hopefully implementing some ideas.

Mr. Salazar asked to schedule a special meeting to bring back the HR Director job specification. Mr. Salazar thanked the staff for doing a great job.

Mr. Salazar and Ms. Dixon agreed to have the special meeting on October 9, 2014 at 5:30 p.m.

Ms. Dixon adjourned at 6:15 p.m.

#### **VI. CLOSED SESSION**

The commission adjourned into closed session at 6:15p.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 6:15 p.m. and announced the following action taken in closed session.

Ms. Dixon            There was no action taken on closed session.

#### **VII. ADJOURNMENT**

The commission adjourned the meeting at 6:41 p.m.