

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

MINUTES

November 5, 2014

I. CALL TO ORDER

A. The meeting was called to order at 5:33 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

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

Adam Sinner, district employee requested to the commissioners to consider his application for Mobile Maintenance Teams Supervisor which was rejected and allow him the opportunity to take the examination.

Ms. Dixon replied by saying the commission will take his request into consideration.

IV. ACTION ITEMS

A. Approval of Salary Adjustments for the following list:

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

1. Workers' Compensation Clerk from 38A to 36A
2. Workers' Compensation Technician from 36A to 38A

Ms. Hoch mentioned that there is no one holding the position for Workers' Compensation Clerk but there is one person holding the Workers' Compensation Technician position.

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

B. 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. Locksmith (Exam #14-057)
2. Maintenance Trades Helper (Exam #14-071)
3. Electrical and Electronics Supervisor (Exam #14-054)
4. Mobile Maintenance Teams Supervisor (Exam 14-076)
5. Roofer (Exam #14-059)

It was moved by Mr. Salazar and seconded by Ms. Dixon to remove the item four (4) Mobile Maintenance Teams Supervisor, to be considered for a special meeting. The vote was unanimous with all members present participating in the vote.

The motion carried to approve eligibility list(s) number 1, 2, 3, and 5. The vote was unanimous with all members present in the vote.

C. EXTENSION OF ELIGIBILITY LIST(S)

It was moved by Vice-Chair Ms. Dixon and seconded by Commissioner Mr. Salazar to approve the extension of following eligibility list(s) for an additional year as submitted.

- A. Attendance Technician/Bilingual Attendance Technician
(Exam #14-015)
- B. Groundswoker (Exam#13-028)
- C. Lead Electrician (Exam #13-006)

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

D. 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.

- A. Human Resources Specialist (PC)
- B. Multimedia Manager
- C. Nutrition Services Manager I
- D. Nutrition Services Manager II

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

E. RECRUITMENTS

It was moved by Vice-Chair Ms. Dixon and seconded by Commissioner Mr. Salazar to open the following recruitment list(s).

- A. Campus Security Officer I
- B. Education Interpreter III
- C. Human Resources Specialist (PC)
- D. Instructional Tutor (LH/PH/Bilingual Instructional Tutor (LH/PH)
- E. Machinist
- F. Multimedia Manager
- G. Nutrition Services Manager I
- H. Nutrition Services Manager II
- I. Bilingual Secretary II
- J. Secretary III/Bilingual Secretary III

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

- F. The commission received the first reading for classified Personnel Commission Rules for all chapter(s). Ms. Byrd mentioned that she will be meeting with Carl Greenwood, CSEA president and Karen Hoch, HR Interim Director to review and make changes. Updates will be submitted for commission to approve at the next meeting.

G. 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 October 1, 2014.

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

H. APPROVAL OF THE MINUTES

The motion was made by Ms. Dixon, and seconded by Mr. Salazar to accept and approve the meeting minutes as submitted for October 9, 2014.

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

V. COMMISSIONER'S AND DIRECTOR'S COMMENTS:

Ms. Byrd shared with the commissioner's that herself and Irma visited Long Beach Personnel Commission Department on October 16, 2014. Unfortunately they missed the meeting; they arrived at 8:30 a.m. They met with commission and staff; there was a lot of inside of how the commission runs. The Commissioners are appointed by the State Superintendent. Commission does everything that pertains to classified, except discipline or grievance. It was a very interesting meeting.

Ms. Dixon congratulated Irma Garcia on her new promotion as Personnel Analyst and adjourned the meeting at 5:52 p.m.

VI. CLOSED SESSION

The commission adjourned into closed session at 5:52 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 7:30 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 7:30 p.m.