

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

MINUTES

July 8, 2015

I. CALL TO ORDER

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

B. Roll-Call

1. Commissioner Valeria Dixon, Chairperson
2. Commissioner Michael Salazar, Vice-Chairperson
3. Commissioner George Bohn, Member

C. Pledge of Allegiance

II. APPROVAL OF AGENDA

Ms. Dixon moved to approve the agenda as submitted and seconded by Mr. Salazar.

Motion carried.

III. PUBLIC COMMENTS

Dr. Perry Wiseman stated that this is a celebration. He mentioned the vacancy list had over 500 vacancies and last week the count was under 300. CSEA, School District, and PC staff works collaboratively as a team.

Dr. Wiseman commented on the flowchart that Ms. Byrd put together. The District also created a flowchart that will help to engage similar activities and practices. The District is working with American Productivity and Quality Center (APQC), a group that trains on improvement process. The PC and HR staff met and shared strategies, thoughts, and understandings.

Also, he expressed the concerns about working out of class. There are 40 employees that are working currently out of class and 18 are in non-compliance. Effective immediately anyone that would like to work out of class has to send a memo to HR classified Director. If the employee has served out of class during the fiscal year the request will be denied; otherwise, it will be approved. Dr. Wiseman met with CSEA field director and their president to overview the direction in regards to working out of class.

Denise Jensen, CSEA Field Director, stated that the Personnel Commission and the District have not been following proper process for employee discipline. Procedures for discipline are in the Personnel Commission Rules on Chapter 10. Whenever there is a hearing for employee discipline the Personnel Commission hears the case. Personnel Commission has the authority to select a hearing officer and that selection has to be done within certain number of days. Ms. Jensen stated that she understands the district selects the hearing officer for the employee; she would like to know what exactly the process is. There are

employees who have been waiting over two years for disciplinary meeting. There is a lack of progress on the delay. She stated that CSEA can come back and request for the disciplinary employees to be reinstated back into their position.

IV. ACTION ITEMS

A. RATIFYING ELEGIBILITY LIST(S)

It was moved by Ms. Dixon and seconded by Mr. Salazar to approve the following eligibility list(s).

1. Affirmative Action Officer (Exam #15-054)
2. Assistant Information Technology Director (Exam #15-055)
3. Assistant Maintenance and Operations Director (Exam #15-056)
4. Building Plans and Records Supervisor (Exam #15-027)
5. Buyer (Exam #15-059)
6. Cafeteria Worker (Exam #15-068)
7. Computer Specialist I (Exam #15-047)
8. Computer Specialist II (Exam #15-048)
9. Computer Specialist III (Exam #15-049)
10. Education Interpreter III (Exam #14-089)
11. Equipment Operator (Exam #15-039)
12. Food Worker Trainee (Exam #15-060)
13. Instructional Aide (Exam #15-050)
14. Nutrition Services Business Manager (Exam #15-030)
15. Painter (Exam #15-045)
16. School Police Officer (Exam #15-043)

Motion carried.

B. EXTENSION OF ELIGIBILITY LIST

It was moved by Ms. Dixon and seconded by Mr. Bohn to approve an extension for an additional year for the following.

1. School Computer Specialist (Exam #14-049)

Motion carried.

C. TITLE CHANGE TO CLASSIFICATION SPECIFICATON(S)

It was moved by Ms. Dixon and seconded by Mr. Salazar to approve the title change to the following classification(s).

1. NT Network Specialist to Network Specialist

Motion carried.

D. TITLE AND REVISIONS TO CLASSIFICATION SPECIFICATION(S)

It was moved by Ms. Dixon and seconded by Mr. Salazar to approve the title and

revisions to the following classification(s).

1. Mainframe Operations Scheduler to Operations Technician
2. Wide Area Network Specialist to Computer Specialist V.

Mr. Bohn suggested changing the title of Operations Technician to concur with the job description.

Ms. Byrd suggested changing the name to Computer Operations Technician.

Ms. Dixon moved to change the name from Mainframe Operations Scheduler to Computer Operations Technician.

Motion carried.

E. NEW CLASSIFICATION SPECIFICATION

It was moved by Ms. Dixon and seconded by Mr. Salazar to approve the new Classification Specification.

1. Computer Specialist IV.

Motion carried.

F. REVISIONS TO CLASSIFICATION SPECIFICATION(S)

It was moved by Ms. Dixon and seconded by Mr. Salazar to approve the following classification specification(s).

- ~~1. Accountant~~
2. Bilingual Education Assistant III (SI)
3. Education Assistant III (SI)
4. Payroll Supervisor

The Accountant classification-the District recommends four years of paid experience and 60 semester units which is 30 semester directly dealing with accounting.

Also, under essential job functions for Payroll Supervisor to read "district financial services of the county "; and under Experience and Education/Training to add Bachelor's degree as a requirement.

Mr. Cunningham stated it is necessary to require a bachelor's degree for Payroll Supervisor. Payroll supervisor is responsible for processing payroll for over 8,000 employees.

Ms. Jensen stated that CSEA should have input on the education for the accountant classification.

Ms. Byrd stated the section for education, training and experience belongs to the Personnel Commission. The job class spec was in agreement in the meeting with Ms. Doyle, Ms. Byrd, and Mr. Greenwood. She also stated that she has checked with legal counsel.

Ms. Dixon moves to bring back the Accountant classification to the next commission meeting.

Motion carried.

Ms. Dixon moves to make changes for Payroll Supervisor under essential job function on the seventh bullet, “district financial services of the County”. Also, under Experience and Education/Training add “Bachelor’s Degree”.

Motion carried.

Ms. Dixon moved to accept Bilingual Education Assistant III (SI) and Education Assistant III (SI) and Payroll Supervisor changes. Accountant was pulled.

Motion carried.

G. RECRUITMENTS

A motion was made by Ms. Dixon, and seconded by Mr. Salazar to open the Following recruitments.

1. Automotive Mechanic	Open/Promotional
2. Bilingual Educational Assistant III (SI)	Open/Promotional
3. Bilingual Instructional Assistant (TA)	Open Promotional
4. Bilingual Office Technician/Registrar	Open/Promotional
5. Cabinet Maker	Open/Promotional
6. Career Center Technician	Open/Promotional
7. Computer Operations Technician	Open/Promotional
8. Computer Specialist IV	Open/Promotional
9. Computer Specialist V	Open/Promotional
10. Educational Assistant III (SI)	Open/Promotional
11. Human Resources Specialist – HR Certificated	Open/Promotional
12. Instructional Assistant (Special Day Class)	Open/Promotional
13. Instructional Tutor LH/PH	Open/Promotional
14. Nutrition Computer Analyst	Open/Promotional
15. Nutrition Specialist	Open/Promotional
16. Payroll Supervisor	Open/Promotional
17. Payroll Technician	Open/Promotional
18. Pool Attendant	Open/Promotional
19. Power Mower Operator	Open/Promotional
20. Program Clock and Fire Alarm	Open/Promotional

Technician	
21. School Police Sergeant	Open/Promotional
22. Speech-Language Assistant	Open/Promotional

Motion carried.

H. RECLASSIFICATION

It was moved by Ms. Dixon and seconded by Mr. Salazar to approve the following reclassification:

1. Attendance Verifier, Range 30A to Attendance Assistant, Range 33.

Ms. Jensen expressed concerns about the reclassification because it was not submitted to the field office for review. It was not followed by CSEA. Also, she asked if Attendance Assistant is a current classification. Also, she asked if the Attendance Verifier will be changed to Attendance Assistance.

Ms. Gladys stated that employees holding that position for two or more years will be moved to Attendance Assistant. Also, she explained that the reclassification was approved by the president of CSEA, and Ms. Doyle it was presumed for the commission to move forward with the changes. But now it is understood to go to a higher step.

Ms. Jensen noted the CSEA was in agreement with the reclassification change.

Motion carried.

I. REALLOCATON OF SALARY RANGE

It was moved by Ms. Dixon and seconded by Mr. Salazar to approve the reallocation of salary range for the following classification:

Communication Officer Range 41 to Range 46 of the Classified Management Salary Schedule.

Maria Stephens thanked the commission and thanked Gladys Byrd for her professionalism; she looks forward working with the district in the years to come.

Mr. Salazar was pleased with the comment.

Motion carried.

J. REPORT ON RECRUITMENT AND ELIGIBILTY LIST

Ms. Byrd gave a report on recruitments, she stated that out of 409 positions on the Writ 332 were filled and 40 remained unfilled. The team has conducted 306 eligibility lists compared to what Mr. Maher or Mr. Flory did, there were about 83 eligibility lists established. She thanked Mrs. Sassaman and Ms. Hamblet, there have been 140 positions filled from the eligibility list from the Writ and stated the team has been working hard.

K. NEOGOV TRAINING CONFERENCE 2015

It was moved by Ms. Dixon and seconded by Mr. Salazar to approve the staff to attend the 2015 Neogov Training Conference at Monte Carlo Resort, Las Vegas on October 16th and October 17th. The cost is \$3504.00.

Motion carried.

L. WORKSHOP ATTENDANCE

It was moved by Ms. Dixon and seconded by Mr. Bohn to approve the Personnel Commission Bilingual Secretary III to attend the workshop for Managing Multiple Projects, Objective and Deadlines for July 17, 2015 at Ontario, CA. The cost is \$134.00.

Motion carried.

M. CODESP MEMBERSHIP

It was moved by Ms. Dixon and seconded by Mr. Salazar to approve the Membership for 2015-2016 for CODESP. The cost is \$1,850.00.

Motion carried.

N. CSPCA MEMBERSHIP

It was moved by Ms. Dixon and seconded by Mr. Bohn to approve the Membership for 2015-2016 for CSPCA. The cost is \$1,118.00.

Motion carried.

O. WRIB MEMBERSHIP

It was moved by Ms. Dixon and seconded by Mr. Salazar to approve the Membership for 2015-2016 for Western Region Item Bank (WRIB). The cost is \$1,700.00.

Motion carried.

P. MAINTENANCE AGREEMENT

It was moved by Ms. Dixon and Seconded by Mr. Salazar to approve the Maintenance Agreement for Burtronics Lanier Copy Machine MP C6502 for 2015-2016 fiscal school year. The cost is \$3,000.00.

Motion carried.

Q. NEOGOV SOFTWARE LICENSE

It was moved by Ms. Dixon and Seconded by Mr. Salazar to approve the cost for NEOGOV License Software Subscription Enterprise User License for 2015-2016 fiscal year. The cost is \$18,000.00.

Motion carried.

R. TESTING SUBSCRIPTION

It was moved by Ms. Dixon and Seconded by Mr. Salazar to approve the annual Testing subscription for NEOGOV Biddle Integrating and OPAC. The cost is \$5,940.00.

Motion carried.

S. JOB POSTING SUBSCRIPTION

It was moved by Ms. Dixon and Seconded by Mr. Salazar to approve the annual Governmentjobs.com for NEOGOV for the purpose of job posting subscription. The cost is \$4,950.00

Motion carried.

T. SPARKLETTS

It was moved by Ms. Dixon and Seconded by Mr. Salazar to approve Sparkletts Drinking Water Services for Personnel Commission for 2015-2016. The cost is \$400.00.

Motion carried.

U. VERIZON SUBSCRIPTION

It was moved by Ms. Dixon and Seconded by Mr. Salazar to approve the online Subscriptions for Verizon for iPad users for 2015-2016 fiscal years. The cost is \$900.00.

Motion carried.

V. APPROVAL OF THE MINUTES

A motion was made by Ms. Dixon and Seconded by Mr. Salazar to accept and approve meeting minutes as submitted for May 28, 2015.

Motion carried.

W. APPROVAL OF THE MINUTES

A motion was made by Ms. Dixon, and Seconded by Mr. Salazar to accept and approve meeting minutes as submitted for June 3, 2015.

Motion carried.

V. COMMISSIONER'S AND DIRECTOR'S COMMENTS:

Ms. Byrd stated that there is a better understanding working with American Productivity and Quality Center (APQC), there still maybe disagreements between PC and HR but it was a good start. She looks forward to see what steps can be done to move forward and streamline this process.

Mr. Bohn stated that he is very impressed with the commission staff and the District. In the past years it had never been like this.

Mr. Salazar is pleased with the results; the goal is for the commission to be the best commission. He thanked the staff for working very hard to fill the mission, and he has the highest amount of respect. He also thanked CSEA and District.

Ms. Dixon stated she had the opportunity to be at different meetings this past month and she appreciates the professionalism from staff members. At this time she welcomed any questions or comments from the audience.

Mr. Nikol mentioned the shortage of HVACR Mechanics. He requested for more applicants to be hired because there is a lot of work and it requires over time.

Mr. Espino asked about better pay for the trades department to have compatible wages with other districts.

Ms. Dixon stated to follow the process and speak to the Personnel Commission Director.

Meeting adjourned at 6:46 p.m.

VI. CLOSED SESSION

The commission adjourned into closed session at 6:46 p.m. for:

Pursuant to Government Code Section 54957 to discuss:

1. Consideration of appointment, employment, dismissal, or evaluation of an employee.

ID #15-1004

The commission reconvened into open session at 8:00 p.m. There was no report out.

VII. ADJOURNMENT

The commission adjourned the meeting at 8:00 p.m.