

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

MINUTES

June 3, 2015

I. CALL TO ORDER

A. The meeting was called to order at 5:35 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

Mr. Salazar requested to pull approval of revision action items IV. B (1) Mainframe Operations Scheduler to Operations Technician, and item IV. C (12) Office Technician/Registrar; and also the removal for recruitment action item IV. D (9) Operations Technician.

A motion was made by Ms. Dixon to approve agenda as amended.

Motion carried.

III. PUBLIC COMMENTS

Ms. Jensen stated that CSEA is frustrated with the lack of progress in filling bargaining unit positions. She felt that it may be political issues, lack of cooperation, best practices, or proper protocol between the PC office and the District. Ms. Jensen referred to CSEA suing the District and the Commission and at that time, they were able to mediate a settlement ordered by the Court; however the matter is still unresolved. She shared options: would be having the authority to go back to court, resolve the issues to handle work load, break down the barriers or perceive barriers between the district and the personnel commission office, for CSEA and members to remove the Merit System.

Ms. Jensen stated that she feels only one of those options would be in the best interest. However, if they have to, they would consider both of the other options, or at least one of them. She urges the Commission to work with the District. CSEA will provide all necessary resources.

Ms. Dixon asked Ms. Jensen to clarify what she meant by workload.

Ms. Jensen stated she was told that the PC office doesn't have personnel to respond as rapidly to recruit, post, and test as the district need to get things done.

Mr. Salazar asked can you tell us specifically where the information came from.

Ms. Jensen stated that Terry Doyle told her and she believes Ms. Byrd may have informed her that she did not have enough personnel.

Ms. Byrd explained that there were delays to revise the job descriptions. The delay according to Writ is to go over job specs and revise them.

Ms. Byrd stated that Cafeteria Worker job specification had to go back to the Commission for approval before the recruitment could be opened, due to the food handler card requirement, and the staff has to screen the applications. The district wanted provisional applications first before the screening and testing was conducted. Ms. Byrd produced a report for Ms. Doyle of custodians who work less than 12 months that may want to sub in the summer. First preference must be given to district employees, limited term, and then provisional.

Ms. Jensen asked, "what are the hurdles in getting positions filled or barriers? If it's not work load of PC staff then what is it?" She understood the commission could not answer due to the Brown Act.

Mr. Greenwood asked for a joint meeting between himself, Denise Jensen, Gladys Byrd, John Peukert, and Terry Doyle to speak about how to move forward with the progress on filling jobs. And there would be a discussion regarding manpower.

Ms. Dixon asked exactly what positions were being filled by Manpower. Mr. Greenwood stated there were at M&O and large number in Nutrition Services.

Corina Borsuk commented on the position Instructional Assistant Native American. She would like for Personnel Commission to consider reclassifying the position for Instructional Assistant Native American to the same range as Community Relations Worker.

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. Bilingual Instructional Aide (Exam #15-035)
2. Custodian I (Exam #15-044)
3. Environmental Compliance and Safety Officer (Exam #15-038)
4. Maintenance Manager (Exam #15-029)
5. School Accounting Technician I (Exam #15-041)

Motion carried.

B. TITLE AND REVISIONS TO CLASSIFICATION SPECIFICATION(S).

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

1. Microcomputer Specialist I-Mac to Computer Specialist I-MAC

C. REVISIONS TO CLASSIFICATION SPECIFICATION(S)

1. Education Assistant III/Community Day School
2. Help Desk Technician
3. Instructional Assistant (CAI)
4. Instructional Assistant (PE)
5. Instructional Assistant (TA)
6. Mobile Maintenance Team Leader
7. Nutrition Services Manager I
8. Nutrition Services Manager II
9. Nutrition Services Operations Supervisor
10. Nutrition Services Supervisor
11. Office Technician/Registrar
12. Plumbing Supervisor
13. Welder-Fabricator

D. RECRUITMENTS

It was moved by Ms. Dixon and seconded by Mr. Salazar to open the following recruitments.

1. Computer Specialist I - MAC	Open/Promotional
2. Education Assistant III/CDS	Open/Promotional
3. Help Desk Technician	Open/Promotional
4. Instructional Assistant (CAI)	Open/Promotional
5. Instructional Assistant (PE)	Open/Promotional
6. Instructional Assistant (TA)	Open/Promotional
7. Mobile Maintenance Team Leader	Open/Promotional
8. Nutrition Service Manager I	Open/Promotional
9. Nutrition Services Manager II	Open/Promotional
10. Nutrition Services Operations Supervisor	Dual
11. Nutrition Services Supervisor	Dual
12. Office Technician/Registrar	Open/Promotional
13. Plumbing Supervisor	Dual
14. Welding Fabricator	Open/Promotional

E. APPROVAL ON REVISIONS FOR PERSONNEL COMMISSION RULES 3.16

It is moved by Ms. Dixon and seconded by Mr. Salazar to approve the revisions for personnel commission rules.

3.16 Reallocation of Classifications:

A reallocation of a classification is a change from one salary range to another salary range and includes all positions allocated to the class at the time of the change.

3.16.1 Reallocation is based on (1) findings that compensation for a and/or (2) maintenance of the organization's internal relationships with other classifications within and among job families of the classification plan.

3.16.2 The Personnel Commission Director shall determine and direct the methodology for reallocation studies and make recommendations to the Personnel Commission.
Reference Education Code sections 5256 and 24268.

F. Approval on revisions for Personnel Commission Rules 4.11.11

The commission will consider approving the Second Reading to the proposed reformatting and revisions of the Personnel Commission Rules.

4.11.11 Examination Procedures

Competitors shall not be permitted to retake a single part of examination or any part of a multiple part examination until a ninety (90) day period has elapsed.

Reference Education Code Sections 45273

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 May 13, 2015.

V. COMMISSIONER'S AND DIRECTOR'S COMMENTS:

Ms. Byrd stated that she appreciates her staff; they work hard and are moving forward to recruit and establish eligibility lists.

Mr. Salazar commended his staff for all the hard work. He stated that the goal is to be the best personnel commission.

Mr. Bohn thanked the public for their comments. He asked if they can write their concerns beforehand so they can come back to make sure they are hearing exactly what is requested from them.

Ms. Dixon stated that the PC is moving forward, not going backwards. She is concerned about employees who are working out of class, that has to stop and the union need to be concerned in that aspect. She does not appreciate how rumors are going around that PC is the problem for hiring because it is not true. She stated the object is to move forward.

Meeting adjourned at 6:16 p.m.

VI. CLOSED SESSION

The commission adjourned into closed session at 6:16 p.m. for:

Pursuant to Government Code Section 54957 to discuss:

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Personnel Commission Director
Personnel Analyst

The commission reconvened into open session at 7:30 p.m. There was no report out.

VII. ADJOURNMENT

The commission adjourned the meeting at 7:30 p.m.