

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

MINUTES

April 1, 2015

I. CALL TO ORDER

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

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the agenda.

Motion carried.

III. PUBLIC COMMENTS

Maria Garcia commented that she feels that many of the management positions are at a higher range management level than the position she currently holds as a Communication Officer. She stated the management scale schedule lacks equality. She would like for the Commission to consider bringing the position of Communications Officer up to a higher paying range.

No more public comments.

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. Assistant Affirmative Action Officer (Exam #15-018)
2. Assistant Warehouse Manager (Exam #15-003)
3. Bilingual Education Assistant III (SI) (Exam #15-010-2)
4. Bilingual Instructional Assistant SDC (Exam #15-010-2)
5. Custodian II (Exam #15-005)
6. Education Assistant III (SI) (Exam #15-006-1)

7. Human Resources Technician (Exam #15-019)
8. Instructional Assistant (SDC) (Exam #15-010-1)
9. Instructional Tutor LH/PH – Bilingual (Exam #14-101)
10. Lead Electronics Technician (Exam #15-020)
11. Nutrition Services Manager I (Exam #15-011)
12. Nutrition Services Manager II (Exam #15-012)
13. Senior Budget Analyst (Exam #15-015)
14. Senior Food Production Worker (Exam #15-016)

Motion carried.

B. REVISIONS TO CLASSIFICATION SPECIFICATION(S)

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

1. The Environment Safety Compliance and Safety Officer

Discussion: Ms. Byrd stated the Environment Safety and Compliance Officer that it is a difficult classification to determine whether it needs a degree or not. In 1998 the position required a bachelor's degree. In 2012 the position was approved only with a high school diploma. Commissioner Bohn asked which one was the first job description approved for environmental compliance safety officer.

Ms. Byrd directed him to the list job spec, which was on page 18 of the agenda packet. Ms. Byrd explained that if the commission approved this one, the High School Requirement will need to be added, or if the commission decided to add higher level than high school, then it would need to be added.

Mr. Norton stated that Maintenance and Operation department management positions do not require a degree. He stated the Environmental Safety and Compliance officer is a difficult position.

Ms. Dixon: Call for the vote.

Mr. Bohn: Aye.

Ms. Dixon: Abstain

Mr. Salazar: Abstain.

Motion Carried.

C. Discussion on Report from Director regarding Writ vacancies, recruitments, and Personnel Commission staff duties.

Ms. Byrd reported on a visit to Pasadena USD. She stated Pasadena USD Personnel Commission is responsible for everything that pertains to classified recruitment, classified hire, and vacancies. The Personnel Commission determines when recruitment is needed to be open. Human Resources does the employee's background checks. All transfer cards go to Human Resources; they check their files to see if they have satisfactory evaluations.

Irma Garcia expressed the same similarities as Ms. Gladys. She was glad to see how the process ran, as it is smoother.

Mr. Bohn requested a flowchart of the steps that take place and the different categories. Ms. Byrd will have the report of the flowchart for the next meeting agenda.

Ms. Byrd gave an update on the status of the Writ report. She stated that the commission is in compliance.

D. RECRUITMENTS

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

1. Bilingual Instructional Aide	Open/Promotional
2. Custodian II	Open/Promotional
3. Bilingual School Licensed Vocational Nurse (LVN)	Open/Promotional
4. Environmental Compliance and Safety Officer	Dual
5. Equipment Operator	Open/Promotional
6. HVACR Mechanic	Open/Promotional
7. School Accounting Technician I (MS)	Open/Promotional
8. School Licensed Vocational Nurse (LVN)	Open/Promotional
9. Nutrition Services Business Manager	Open/Promotional
10. School Police Officer	Open/Promotional

Motion carried.

E. APPROVAL ON REVISIONS FOR PERSONNEL COMMISSION RULES

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

- 4.8 Holding of Examinations
- 5.1.1 Establishment of Eligibility List
- 5.12 Removal of Names from Eligibility List: reemployment, Reinstatement, Promotional and Open
- 6.5 Transfer

Motion carried.

F. Discussion on public hearing for Budget 2015-2016.

It was moved by Ms. Dixon and seconded by Mr. Bohn to approve a hearing date for the draft budget 2015-2016:

The public hearing for the budget will be May 6, 2015.

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 March 4, 2015.

Motion carried.

H. APPROVAL OF THE MINUTES

A motion was made by Ms. Dixon, and seconded by Mr. Bohn to accept and approve the meeting minutes as submitted for March 16, 2015.

Motion carried.

V. COMMISSIONER’S AND DIRECTOR’S COMMENTS:

Mr. Bohn requested a flow chart of the district and the commission to have a clear understanding of how things flow in Personnel Commission and Human Resources by creating job hiring, a person hiring, a person filling in the vacancy.

Mr. Salazar thanked the staff for the work, stating we have been working for a long time to be in compliance with the Writ. He also expressed the desire to have a flowchart. And thanked the District and CSEA for doing a great job.

Ms. Dixon stated that she will speak to the Board in public comments on the progress of the commission. She would like to thank Dr. Marsden and Dr. Wiseman for the meeting held on March 16th.

Meeting adjourned at 6:19 p.m.

VI. CLOSED SESSION

The commission adjourned into closed session at 6:19 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.