

PERSONNEL COMMISSION MEETING
SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION, COMMUNITY ROOM

MINUTES

September 2, 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

Richard Duncan, applicant, requested the commissioners to reconsider him for the position of Equipment Operator. He stated that he has a very good reputation with the city and other agencies.

Mr. Bohn and Mr. Salazar thanked him for the information and the PC will get back to him.

Dodie Quayle stated that she was an applicant for Human Resources Specialist for HR Certificated. She worked in the Department of Human Resources Certificated for 12 years. She stated the class specification did not have anything to do with the duties of the department. She requested that her application to be reconsidered for review.

Jason Pederson, from Maintenance and Operation Department stated his concerns with testing procedures for the trades positions, and the questions had nothing to do with the job requirements. He requested for union members and outside agencies to have input on the test.

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 Office Technician/Registrar (Exam #15-084)
2. Cafeteria Worker (Exam #15-106)
3. Custodian I (Exam #15-107)
4. Education Assistant III (CDS) (Exam #15-071)
5. Education Assistant III (SI) (Exam #15-103)
6. Food Worker Trainee (Exam #15-109)
7. Human Resources Specialist (HR Certificated) (Exam #15-092)
8. Instructional Assistant (CAI) (Exam #15-073)
9. Instructional Assistant (PE) (Exam #15-074)
10. Instructional Assistant (TA) (Exam #15-075)
11. Instructional Tutor LH/PH (Exam # 15-086)
12. Mobile Maintenance Team Leader (Exam #15-076)
13. Nutrition Computer Analyst (Exam #15-087)
14. Nutrition Specialist (Exam #15-088)
15. Payroll Supervisor (Exam #15-104)
16. Power Mower Operator (Exam #15-089)
17. School Police Clerk (Exam # 15-095)
18. School Police Officer (Exam # 15-069)
19. Sprinkler System Specialist (Exam # 15-052)

Motion carried.

B. APPROVAL FOR REVISION TO CLASSIFICATION SPECIFICATON(S)

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

1. Groundsworker
2. Risk Management/Employee Benefits Director

Motion carried.

C. RECRUITMENTS

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

1. Bilingual Clerk I	Open/Promotional
2. Bilingual Community Relations Worker II/Parent Involvement	Open/Promotional
3. Bilingual Community Resource Worker	Open Promotional
4. Bilingual School Outreach Worker	Open/Promotional
5. Education Assistant III/Spanish	Open/Promotional
6. Education Assistant III/SI	Open/Promotional
7. Equipment Operator	Open/Promotional
8. Groundswoker	Open/Promotional
9. Instructional Tutor LH/PH	Open/Promotional
10. Lead Offset Duplicating Equipment Operator	Open/Promotional
11. Library Assistant	Open/Promotional
12. Machinist	Open/Promotional
13. Maintenance Crew Supervisor	Open/Promotional
14. Nutrition Program Manager	Open/Promotional
15. Risk Management/Employee Benefits Director	Open/Promotional
16. School Police Officer	Open/Promotional
17. School Police Officer Trainee	Open/Promotional
18. Senior Cafeteria Worker	Open/Promotional
19. Serving Kitchen Operator	Open/Promotional

Motion carried.

D. APPROVAL OF CANCELLATION OF PAYMENT FOR ARBITRATION HEARING

It was moved by Ms. Dixon and seconded by Mr. Salazar to approve the Hearing Cancellation fee for #ARB 14-0181 for the total of \$1,729.00.

Motion carried.

E. APPROVAL OF PAYMENT FOR HEARING ARBITRATION

It was moved by Ms. Dixon and seconded by Mr. Salazar to approve the Arbitration Hearing #ARB14-0182 for October 27, 2015 not to exceed \$3,000.00.

Motion carried.

F. APPROVAL OF PAYMENT FOR HEARING ARBITRATION

It was moved by Ms. Dixon and seconded by Mr. Salazar to approve the Arbitration Hearing #ARB14-0176 for November 5, 2015 not to exceed \$3,200.00

Motion carried.

G. APPROVAL OF THE MINUTES

A motion was made by Ms. Dixon and Seconded by Mr. Salazar to accept and approve the minutes as submitted for August 5, 2015.

Motion carried.

V. COMMISSIONER'S AND DIRECTOR'S COMMENTS:

Ms. Byrd stated that she did a presentation at the last management team meeting. She informed them that out of 409 positions on the Writ, thirty-four (34) positions remain unfilled.

Ms. Dixon stated that she was impressed of thirty-four (34) positions are left unfilled. She thanked Dr. Wiseman for recognizing her at the management team meeting.

The commission moved into closed session at 5:45 p.m.

VI. CLOSED SESSION

The commission adjourned into closed session at 5:45 p.m.

The commission reconvened into open session at 6:10 p.m. and announced the following action taken into closed session:

Item ID # 15-1006 the commission asked that the individual bring proof to the commission for consideration.

Item ID # 15-1007 the commission asked that the individual bring proof to the commission for consideration.

Item ID # 15-1008 the applicant to remain on the eligibility list.

Item ID # 15-1009, there is no further action taken.

Item ID # 15-1010 the individual needs to bring proof to the commission for further consideration.

VII. ADJOURNMENT

The commission adjourned the meeting at 6:15 p.m.