

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

**MINUTES**

January 14, 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**

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

The motion unanimously carried.

**III. PUBLIC COMMENTS**

No public comments were made.

**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. Campus Security Officer (Exam #14-088)
2. Lifeguard (Exam #14-046)
3. Multimedia Manager (Exam #14-093)

The motion carried to approve the eligibility list(s). The vote was unanimous.

B. **REVISIONS TO CLASSIFICATION SPECIFICATION(S)**

It was moved by Ms. Dixon and seconded by Mr. Salazar to approve the revisions to classification Specification(s) as submitted.

1. Application Analyst II

2. Assistant Affirmative Action Officer
3. Assistant Warehouse Manager
4. Budget Officer
5. Custodian II
6. Environmental Compliance and Safety Officer
7. Equipment Operator
8. Facilities Administrator
9. Pool Attendant
10. Risk Management/Employee Benefits Director
11. Senior Budget Analyst
12. Senior Food Production Worker
13. Youth Services Specialist

Ms. Karen Hoch, acting classified HR director, asked, on behalf of the district to pull the revised job specifications and recruitments on the agenda as follows: Assistant Affirmative Action Officer, Custodian II, Equipment Operator, Pool Attendant, and Risk Management/Employee Benefits Director due to the District did not review the job specification before they were placed on the agenda. Ms. Byrd, PC Director, stated that she asked the District and the Union in October and November schedule a meeting to review the job specifications. The meetings were not scheduled.

Mr. Salazar recommended the following revised classifications be pulled: Assistant Affirmative Action Officer, Environmental Compliance and Safety Officer, and Risk Management/Employee Benefits Director.

The motion carried. The vote was unanimous.

C. **RECRUITMENTS**

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

1. Application Analyst
2. Assistant Warehouse Manager
3. Budget Officer
4. Custodian II
5. Education Assistant III (SI)/Bilingual Education Assistant III(SI)
6. Education Assistant III (Spanish)
7. Equipment Operator
8. Facilities Administrator
9. Instructional Assistant (SDC)/Bilingual Instructional Assistant SDC
10. Nutrition Services Manager I

11. Nutrition Services Manager II
12. Pool Attendant
13. Public Safety Dispatcher
14. Senior Budget Analyst
15. Senior Food Production Worker
16. Youth Services Specialist

The request to open recruitment for Assistant Affirmative Action Officer, Environmental Compliance and Safety Officer, and Risk Management/Employee Benefits Director were pulled based on the recommendation of Mr. Salazar to pull the revised job specification.

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

- D. The commission discussed and approved the salary adjustment for the position of Employee Relations Director from Salary range 75 to Salary range 70 to align with other directors.

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

- E. The commission discussed the remainder of classified positions that require eligibility list as mandated by the Writ.
- F. The commission approved for Personnel Commission Director and Personnel Analyst to attend the conference hosted by the California School Personnel Association (CSPCA) from January 22-25, 2015 in San Diego for a total of \$600.00.

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

- G. The commission approved for the office staff and the commissioners to attend the 2015 Merit System Training Academy taking place at Huntington Beach Union School District. The sessions are scheduled as follows: February 21, 2015, March 21, 2015, April 18, 2015, May 30, 2015 and June 20, 2015. The cost per person is \$500.00 each.

The office staff is approved to attend the merit academy. There was discussion that Ms. Dixon needed to attend two missed sessions. Mr. Bohn and Mr. Salazar declined to attend the training academy because they had completed the academy previously.

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

#### H. **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 December 3, 2014.

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

I. **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 December 16, 2015.

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 thanked Karen Hoch for teaching her the job and for being there for her. She has been a great mentor throughout the years.

Mr. Bohn said how impressed he is on all the great work the commission has done.

Ms. Dixon said Happy New Year everybody. She would be happy to do a presentation report to the Board on the positions filled.

Mr. Salazar said Happy New Year, and thanked Ms. Byrd on the classification report put together, the numbers look outstanding.

Meeting adjourned at 6:06 p.m.

VI. **CLOSED SESSION**

The commission adjourned into closed session at 6:06 p.m. for:

Pursuant to Government Code Section 54957 to discuss:

PUBLIC EMPLOYEE APPOINTMENT

1. PUBLIC EMPLOYEE APPOINTMENT  
Title: Human Resources Specialist (PC)
2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Title: Personnel Commission Director  
Personnel Analyst
3. PUBLIC EMPLOYMENT HEARING STATE MEDIATION AND CONCILIATION  
SERVICE CASE APPEAL  
Case Number ARB 14-0181.  
Appointment of hearing officer Mark Keppler for case ARB 14-0181.

**The commission reconvened into open session at 7:52 p.m. and announced the following:**

1. The commission chose two candidates for Human Resources Specialist (PC) pending job offer and acceptance.

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

2. Public Employment Hearing State Mediation and conciliation service case appeal case number ARB 14-0181 to appoint of Hearing Officer Mark Keppler for case ARB 14-0181 is approved by commissioners

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

## **VII. ADJOURNMENT**

The commission adjourned the meeting at 7:54 p.m.