

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

**MINUTES**

May 13, 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 seconded by Mr. Salazar to approve the agenda.

Motion carried.

**III. PUBLIC COMMENTS**

Marie Arakaki, retired as a former Affirmative Action Director, raised concerns about the Affirmative Action Officer class specification.

No more public comments.

**IV. ACTION ITEMS**

**A. Approval for Public Hearing on Budget 2015-2016**

It is moved by Ms. Dixon and seconded by Mr. Salazar to approve the proposed budget for fiscal year 2015-2016.

Motion carried.

**B. RATIFYING ELEGIBILITY LIST(S)**

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

1. Assistant School Police (Exam #15-022)
2. Bilingual Clerk I (Exam #15-024)
3. Bilingual Library Assistant (Exam #15-023)
4. Bilingual Secretary II (Exam #15-025)
5. Bilingual Secretary III (Exam #15-26)

6. Custodian II (Exam #15-036)
7. Equipment Operator (Exam #15-008)
8. Library Assistant (Exam #15-028)
9. Machinist (Exam #14-092)
10. Painter (Exam #15-032)
11. Public Safety Dispatcher (Exam #15-014)
12. Secretary III (Exam #15-034)
13. Transportation Supervisor (Exam #15-021)
14. Tree Trimmer (Exam #14-085)

It was moved to ratify the expiration dates for the eligibility list to be 05/13/2016.

Motion carried.

**C. Extension for Eligibility List for an additional year.**

Administrative Assistant (Exam #14-028)

Motion carried.

**D. Title and Revision approval**

Assistant Director MIS to Assistant Information Technology Director

Assistant Director Building Services to Assistant Maintenance and Operations Director

Motion carried.

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

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

1. Administrative Assistant
2. Buyer
3. Clerk II / Bilingual Clerk II
4. Food Worker Trainee
5. Nutrition Services Operation Supervisor
6. School Licensed Vocational Nurse (LVN)/ Bilingual School Licensed Vocation Nurse (LVN)
7. Secretary / Bilingual Secretary
8. Secretary II / Bilingual Secretary II
9. Secretary III / Bilingual Secretary III
10. Senior Clerk / Bilingual Senior Clerk
11. Superintendent Assistant

Motion Carried.

It was moved to discuss the Affirmative Action Officer and seconded by Mr. Salazar.

Dr. Wiseman informed the commissioners that the changes for Affirmative Action officer do not have to go through CSEA or Personnel Commission.

Dr. Wiseman raised concerns regarding complaint being handled by Ed Services VS Affirmative Action mentioned on Ed Code 45109.

Dr. Wiseman's recommendation is Affirmative Action Officer as presented. There is only one change the salary on page 28 it says 70 should be 64.

Mr. Bohn moved to approve the title for Affirmative Action Officer with change on salary as submitted.

Motion carried.

**F. RATIFICATION OF RECRUITMENTS**

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

1. Computer Specialist I	Open/Promotional
2. Computer Specialist II	Open/Promotional
3. Computer Specialist III	Open/Promotional
4. Custodian I	Open/Promotional
5. Food Worker Trainee	Open/Promotional
6. Instructional Aide	Open/Promotional
7. Maintenance Worker I	Open/Promotional
8. Program Clock and Fire Alarm Technician	Open/Promotional
9. Sprinkler System Specialist	Open/Promotional

Motion carried.

**G. OPEN RECRUITMENTS**

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

1. Affirmative Action Officer	Open/Promotional
2. Assistant Information Technology Director	Open/Promotional
3. Assistant Maintenance and Operations Technology	Open/Promotional
4. Food Worker Trainee	Open

Motion Carried.

**H. Discussion on process for filling classification positions.**

Ms. Byrd explained the flow charts requested by the commission.

The commissioners were impressed on the flowchart and appreciated the work the staff has done on the flowcharts.

Mr. Bohn requested to give them time to study it and bring IT back to commission meeting for discussion.

Ms. Byrd agreed to bring it back to the commission for discussion.

Dr. Wiseman thanked Ms. Byrd and staff for putting this together. His department is also creating a flowchart for his department.

**I. First Reading for Commission Rules 3.16 and 4.11.11**

Ms. Byrd explained the process and changes to the rules of 3.16 dealing with salary range to another salary range. Ed code 45256 and 45268 is part of 3.16. Education Code 45273 is part of Rule 4.11.11 Competitor not retake examination until 90 day period passes.

**J. 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 April 1, 2015.

Motion carried.

**V. COMMISSIONER'S AND DIRECTOR'S COMMENTS:**

Ms. Byrd stated the classification for the Writ is moving forward. She gave details as to positions filled and unfilled along with number of eligibility list available.

Ms. Doyle informed the commission that the district currently has been going through bumping process. Ms. Doyle appreciates all the knowledge and support from Ms. Byrd.

Mr. Bohn thanked the staff for the excellent start on the flowchart. He is going to go home and study the process of the flowchart.

Mr. Salazar thanked everyone for accommodating his schedule last week; there was a conflict with his schedule. He also thanked staff for putting the budget and flow chart together.

Ms. Dixon informed the commission she will be doing a presentation to the Board on Tuesday, May 19<sup>th</sup> of the accomplishments that Personnel Commission has completed. Anyone is welcome to come and support her.

Meeting adjourned at 6:37 p.m.

## **VI. CLOSED SESSION**

The commission adjourned into closed session at 6:37 p.m. for:

Pursuant to Government Code Section 54957 to discuss:

### **1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Title: Personnel Commission Director  
Personnel Analyst

### **2. PERSONNEL MATTERS**

Title: Employee Appointment or Employment

The commission **reconvened** into open session at **7:50 p.m.** and announced the following:

Applicant ID # 15-1001 no further action.

Applicant ID #15-1002 the vote is Mr. Bohn abstained, Mr. Salazar-Aye.  
Ms. Dickson, Aye. Decision remains.

Applicant ID #15-1003 votes are tabled.

## **VII. ADJOURNMENT**

The commission adjourned the meeting at 7:50 p.m.