

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

MINUTES

February 4, 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-Absent-illness
3. Commissioner George Bohn, Member

C. Pledge of Allegiance

II. APPROVAL OF AGENDA

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

Motion carried.

III. PUBLIC COMMENTS

Dr. Wiseman welcomed George Bohn to the commission. He commended the work of the PC staff for the commission and he looks forward to continue working with collaboration. Dr. Wiseman requested that the commission pull Action Item B (2) Environmental Compliance and Safety Officer and Action Item B (5) Risk Management Director. He stated that according to the status of the Writ there is no need to open management positions at this time, it is only asking for classified positions to be filled. He will communicate to the personnel commission office when the management positions should be open because he is working on reorganization for the departments. Dr. Wiseman also introduced Terry Lowry as the new HR Classified Director.

Ms. Byrd explained the PC has to abide by the rules and regulations, if the positions are not open for recruitment a person cannot be working out of class for those positions.

Ms. Dixon asked Alex Raya to speak on behalf of the Out of Class.

Alex Raya, POA President stated that POA feels the position should not be under school police. He also stated how it has been difficult for the school police department to be short staff because the person is working out of class for the last five years and it causes the staff to work over time.

There were no other public comments.

IV. ACTION ITEMS

A. RATIFYING ELEGIBILITY LIST(S)

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

1. Account Analyst (Exam #14-098)
2. Bilingual Secretary II (Exam #14-096)
3. Bilingual Secretary III (Exam #14-097)
4. Chief Business Officer (Exam #15-001)
5. Food Production Worker (Exam #14-100)
6. Secretary III (Exam # 14-097)

Motion carried.

B. REVISIONS TO CLASSIFICATION SPECIFICATION(S).

Ms. Dixon explained that it does not make sense for Environmental Compliance Safety Officer to be out of class for the last five years. She will vote for a timeline of 30 to 60 days for the district to demonstrate a plan about the job specification. Ms. Dixon requested for the District to come back next month with concrete plan on what they were going to do about the Environmental Compliance and Safety Officer position.

Mr. Bohn also requested that the district come back next month with a time frame of the plan not to exceed 60 days. He stated he would not have the out of class continue for another year.

Ms. Dixon made a motion to pull the revised classifications for: Environmental Compliance and Safety Officer, and Risk Management/Employee Benefits Director with the condition that Dr. Wiseman to provide a report with an update of the positions at the next Commission meeting.

Ms. Dixon recommended the following revisions classifications: Assistant Affirmative Action Officer, Human Resources Technician, Lead Electronics Technician and Transportation Supervisor.

1. Assistant Affirmative Action Officer
2. ~~Environmental Compliance and Safety Officer~~ pulled
3. Human Resources Technician
4. Lead Electronics Technician
5. ~~Risk Management/Employee Benefits Director~~ pulled
6. Transportation Supervisor

Motion carried.

C. RECRUITMENTS

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

1. Assistant Affirmative Action Officer-Dual
- ~~2. Environmental Compliance and Safety Officer pulled~~
3. Human Resources Technician-Open/Promotional
4. Lead Electronics Technician-Open/Promotional
- ~~5. Risk Management/Employee Benefits Director pulled~~
6. Transportation Supervisor-Dual

It was moved by Ms. Dixon and seconded by Mr. Bohn.

Motion carried.

D. The commission discussed the recruitments for Employee Relations Director, and Facilities Administrator.

Ms. Byrd informed the commissioners that the district requested not to open Employee Relations Director position that it will be a certificated management position. She also stated that the district has a non-district employee working out of class in the position of Facilities Administrator. She further explained if someone is working out of class, it should be a district employee. She also stated that for a while there was a district employee working out of class but that person was pulled from that position.

Ms. Byrd stated that the district requested not to recruit for the position. However, she reiterated that there is a non-district employee in that position working out of class.

Ms. Dixon requested for more information for the District to furnish at the next meeting.

Mr. Bohn requested from Dr. Wiseman to have a full report within 30 days for the next meeting of who is working out of class in the position.

Dr. Wiseman said he will find out what the circumstance is and will bring back the information to the commission.

E. EXTENTION OF ELIGIBILITY LIST(S) for an additional year.

The commission approved the extension of the following list for an additional year:

Classification	Active Candidates
Bilingual Clerk I (Exam #14-002)	140
Clerk I (Exam #14-002)	
Bilingual Instructional Aide (Exam # 14-004)	86
Instructional Aide (Exam #14-004)	

Bilingual Instructional Assistant (SDC) (Exam #14-016) Instructional Assistant (SDC) (Exam #14-016)	37
Bilingual Library Assistant (Exam #14-005) Library Assistant (Exam #14-005)	37
Bilingual Office Assistant I (HA) (Exam #14-008) Office Assistant I (HA) (Exam #14-008)	131
Bilingual Secretary II (Exam #14-013) Secretary II (Exam #14-013)	22
Maintenance Worker II (Exam #14-006)	8

The Motion carried.

- F. The commission approved the Human Resources Specialist (PC) to attend the 2015 Merit System Training Academy taking place at Huntington Beach Union School District.

Motion carried.

- G. **Revision:** The commission approved the revised total cost for CSPCA conference registration for a total of \$700.00 and the hotel cost is \$655.88 for the Personnel Commission Director and Personnel Analyst.

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 January 14, 2014.

Motion carried.

V. COMMISSIONER'S AND DIRECTOR'S COMMENTS:

Mr. Bohn welcomed the new staff members Tamara and Esmeralda. He is pleased to see the professionalism in a merit system for the Commission. He is looking forward to working with them. He stated it is nice to see a good working flow in the Personnel Commission Office.

Ms. Dixon welcomed the new staff members. Ms. Dixon stated that Dr. Marsden talks about Speed of Trust and transparency, stating "talk the talk and walk the walk." Ms. Dixon would like the District, CSEA, and the Personnel Commission to make an effort to have a meeting at least once a month. She wants the District, CSEA, and the Personnel Commission to work together as a team, to be transparent and honest. She indicated that she is willing to sit in the meeting as a facilitator, or mediator

Ms. Byrd welcomed the new staff members as well. She gave a brief CSPCA

conference update stating it was very helpful and informative. The conference demonstrated forms of adding supplemental questions to the applications, merit system 101 and networking.

Irma Garcia, Personnel Analyst, mentions how she is happy to have new employees who will be working together for testing and recruitment. She also spoke about the CSPCA conference stating it was very interesting to hear other districts and their process with HR and Personnel Commission.

Tamara and Esmeralda, staff members thanked the commissioners for choosing them and they will make sure to meet the guidelines and eager and are excited to be part of the team.

Meeting adjourned at 6:26 p.m.

VI. CLOSED SESSION

The commission adjourned into closed session at 6:26 p.m. for:

Pursuant to Government Code Section 54957 to discuss:

PUBLIC EMPLOYEE APPOINTMENT

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Personnel Commission Director
Personnel Analyst

The commission reconvened into open session at 6:45 p.m. with nothing to report out.

VII. ADJOURNMENT

The commission adjourned the meeting at 6:45 p.m.