

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

MINUTES

August 5, 2015

I. CALL TO ORDER

A. The meeting was called to order at 5:00 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

Carl Greenwood, CSEA chapter president thanked the board for all the hard work the teams are doing. He commended the PC staff for the job well done.

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 Secretary III (Exam #15-063)
2. Bilingual Senior Clerk (Exam #15-065)
3. Computer Specialist I MAC(Exam #15-070)
4. Help Desk Technician (Exam #15-072)
5. Maintenance Worker I (Exam #15-053)
6. Nutrition Services Manager I (Exam #15-077)
7. Nutrition Services Manager II (Exam #15-078)
8. Nutrition Services Operations Supervisor (Exam #15-079)
9. Nutrition Services Supervisor (Exam #15-080)

- 10. Office Technician Registrar (Exam #15-081)
- 11. Plumbing Supervisor (Exam #15-082)
- 12. School Licensed Vocational Nurse (LVN) (Exam #15-061)
- 13. School Police Sergeant (Exam #15-083)
- 14. Secretary III (Exam #15-062)
- 15. Senior Clerk (Exam #15-064)

Motion carried.

B. APPROVAL FOR REVISION FOR CLASSIFICATION SPECIFICATION

It was moved by Ms. Dixon and seconded by Mr. Bohn to approve the salary range and revised classification for the following:

- 1. Computer Specialist IV and salary Range 52A

Motion carried.

C. REVISION TO CLASSIFICATION SPECIFICATION(S)

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

- 1. Computer Specialist V

Motion carried.

D. RECRUITMENTS

A motion was made by Ms. Dixon, and seconded by Mr. Salazar to open the following recruitments.

1. Attendance Assistant	Open/Promotional
2. Cafeteria Worker	Open/Promotional
3. Computer Specialist IV	Open Promotional
4. Computer Specialist V	Open/Promotional
5. Custodian I	Open/Promotional
6. Educational Interpreter III	Open/Promotional
7. Food Worker Trainee	Open/Promotional
8. Nutrition Services Business Manager	Open/Promotional
9. Nutrition Specialist	Open/Promotional
10. Sheet Metal Worker	Open/Promotional
11. Sprinkler System Specialist	Open/Promotional

Motion carried.

E. NEOGOV TRAINING CONFERENCE 2015 AMENDED

It was moved by Ms. Dixon and seconded by Mr. Salazar to approve the Amended cost for the staff to attend the 2015 Neogov Training Conference at Monte Carlo Resort, Las Vegas on October 15th and October 16th from \$77.00 to \$114.24 per person. The total hotel cost for two days is \$913.92.

Motion carried.

F. DISCUSSION FUTURE SALARY STUDY

It was moved by Ms. Dixon and seconded by Mr. Salazar to discuss the future salary study for classified positions.

Ms. Byrd stated several people put in classification studies, for two of the classification studies; there is no classification for them to go into. They should have higher compensation. It also affects the bench marks for that series. Dr. Marsden, at The Gathering for Excellence, mentioned comparable salaries for the district. She spoke with Dr. Wiseman earlier and he would like to get together. There are 188 different classified positions and 44 management classified positions. Dr. Wiseman would like to bring the Union, District, and PC together to define competitive and comparable. We are looking for an agency to do the work; this would be paid from the district funds. She stated they would like to work together as a team to see how we can make that happen.

Mr. Salazar asked if the commissioners would have to be involved in this process.

Ms. Byrd stated “no” they would be kept informed.

Andy Evano, CSEA Labor Relations Representative mentioned that CSEA headquarters has done these types of studies and they will be happy to assist.

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 July 8, 2015.

Motion carried.

V. COMMISSIONER’S AND DIRECTOR’S COMMENTS:

Ms. Byrd stated that we are working together to fill the vacancies, it’s a revolving door.

Mr. Bohn stated that he is thankful for the good meeting and thanked the staff for the hard work.

Mr. Salazar stated that he is pleased with the email from Dr. Wiseman thanking the staff for the excellent job.

Ms. Dixon stated she also saw the email from Dr. Wiseman and is pleased with it. She thanked everyone for attending the meeting. Meeting adjourned at 5:20 p.m.

VI. CLOSED SESSION

The commission adjourned into closed session at 5:25 p.m. for:

Pursuant to Government Code Section 54957 to discuss:

1. Consideration of appointment, employment, dismissal, or evaluation of an employee.
ID #15-1004

The commission reconvened into open session at 5:50 p.m. There was no report out.

VII. ADJOURNMENT

The commission adjourned the meeting at 5:50 p.m.