

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

MINUTES

March 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
3. Commissioner George Bohn, Member

C. Pledge of Allegiance

II. APPROVAL OF AGENDA

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

Motion carried.

III. PUBLIC COMMENTS

Dr. Wiseman stated that the Superintendent, Dr. Marsden, requested a meeting of celebrations, they weren't in the position they are in today; the collaboration between the District, CSEA, and PC working together to fit the needs of SBCUSD. Dr. Wiseman shared an out of class report. He spoke regarding the recruitment of the Environmental Safety Officer and providing the 90 day plan. He stated the WRIT doesn't have jurisdiction over management. He acknowledges that the rules have to be followed and wants to comply. He emphasized, as an example, the out of class for Payroll supervisor has been working for 2230 days; and if she were pulled out of the position, it would affect employees being paid. The District wants to fill the positions, with the most qualified, whether the person working out of class gets the job or not. The District has three priorities:

1. Makes sure following stipulated judgment.
2. District made commitment with CSEA as of July 1, no longer employees from Manpower. He mentioned vacancies, especially Food Worker Trainees and the Cafeteria Worker; if don't feed kids to get ADA. Want classified force to be in schools serving students with the food.
3. Out of class is a concern to the District. The plan is to open recruitment for positions, whether management or non-management.
 - a. Make sure to open all recruitments, not just Environmental Safety. Dr. Wiseman stated that he didn't know if the Environmental Safety would go under Risk Management, Human Resources, School Police, Business Services, or linked with Worker's Comp., or if it's going to be a Police Officer.
 - b. Want to make sure it's systematic.
 - c. The PC Director is to communicate the opening of the recruitment and give the District 1-2 months to look at the job description.

Ms. Dixon commented on HR conducting group interviews. She mentioned administrators not coming to interviews because they didn't want to fill the position in order to keep the person. They promised the person they would keep the person. Making promises and making back-door deals.

Dr. Wiseman stated the message delivered to his staff is to schedule the interviews, let the administrator know this is the time and date and if you are not here, we will select for you.

Ms. Dixon also stated that Dr. Wiseman did not answer the question regarding Environmental Safety Officer.

Dr. Wiseman apologizes for not being clear. He stated whether it is the Environment Safety position, payroll supervisor or, nutrition services manager; they are ready to move as long as the Commission gives them one month. He stated, "How about two months from now... will have the job description and be ready to move forward."

Mr. Salazar is concerned about the culture within a work place. If someone that has been working in the position for a certain amount of time and not being the most qualified, that is a concern.

Dr. Wiseman stated they want to follow the rules.

Mr. Bohn commented on the out of class report. Need to look at what to move forward first, second. Work on 10 positions a month. Get the little positions done and out of the way. He hopes within the next five month to six months.

Dr. Wiseman stated by June 30th manpower is done.

Ms. Dixon stated that what she hears Dr. Wiseman saying is that HR and PC needs to work together. HR needs to identify all the positions that manpower filled and see if there are eligibility list(s). The positions should all be filled by August.

Dr. Wiseman concurred.

Terry Lowry stated that she has the data of all the positions that are filled by manpower. The majority of the positions are in nutrition services which are cafeteria workers; which are harder to fill because of the hours. She believes the Director should open Cafeteria Worker and Food Worker Trainee as continuous.

Ms. Dixon asked what is being done to advertise for the position, besides Ed. Join and the District website.

Ms. Byrd stated there may be positions to advertise in the paper. She also stated for Cafeteria Worker and Food Worker Trainee, 500 or more applicants could apply. She stated that most of the classifications in the out of class report had eligibility list. All the classified positions are reviewed with CSEA, District and Personnel Commission. She commented on the Payroll Supervisor position that there was not a fill vacancy form on file for the position.

Ms. Dixon commented that everyone is guilty in this process and they need to get it together because people are watching. The Superintendent speaks about Speed of Trust and Transparency, but she doesn't trust and she doesn't see transparency. If going to talk the talk, have to walk the walk, everybody.

Mr. Carl Greenwood stated they filed a lawsuit against the district, because of what was going and things are still out of compliance. He just wants positions to be filled as best needs fit.

Ms. Dixon stated that Gladys and Terry need to work together to see what eligibility lists are current.

Mr. Bohn stated that he would like the commission to focus on filling 10 positions a month of the out of class report that Dr. Wiseman provided.

Ms. Dixon wanted to talk about the management positions.

Dr. Wiseman stated that the Writ does not cover management.

Gladys stated of the Writ positions there were approximately 114 left. She stated there are some positions, such as IT positions that are antiquated. She stated she is not focusing on the Environmental position. There were only about 7 others that need recruitments opened. If the job specs were already reviewed and approved, when they come through, and there's no list, recruitment needs to be opened.

Mr. Salazar stated that some of the action items in "A" will address some of the positions on the out of class report provided to the commission. Some of the positions have list(s) that have been ratified.

Dr. Wiseman stated that the district did some things that they should not do in regards not having the vacancy. They are trying to coordinate massive interviews. His commitment is that staff will meet with CSEA and PC and prioritize and start opening recruitments on the list.

Ms. Dixon asked if Dr. Wiseman wanted to speak about the Facilities Administrator. He stated that at this point of time there is no one working in that position and they are looking to abolish the position. It was requested not to move forward on that recruitment.

Ally Garcia stated that she was a Secretary I, currently working out of class as a Secretary III. She commented on taking the OPAC performance examination for Secretary III. She would have received results that she did not pass. She believes the computer was not working properly and that she had a problem inserting a picture. She requested that the Personnel Commission respectfully allow her to retake the OPAC examination for the Secretary III test.

The Personnel Analyst explained the set-up for the version of the examination.

Mr. Bohn asked how many other people took the test, and if anyone else had computer problems. Ms. Irma Garcia said no one else stated any problems. Ms. Dixon informed Ms. Garcia that someone in the office would be getting back to her.

There were no other public comments.

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. Application Analyst II (Exam #15-002)
2. Budget Officer (Exam #15-004)
3. Education Assistant III Spanish (Exam #15-007)
4. Electrician (Exam #14-099)
5. Roofer (Exam #14-103)
6. Youth Services Specialist (Exam #15-017)

Ms. Dixon commented that some of the recruitments cover the out of class list(s).

Motion carried.

B. APPROVING TITLE CHANGE

It was moved by Ms. Dixon and seconded by Mr. Salazar to approve the title change to the classification as submitted for:

From: Assistant Director School Police and Safety

To: Assistant School Police Chief

Motion carried.

C. REVISIONS TO CLASSIFICATION SPECIFICATION(S).

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

1. Assistant School Police Chief
2. Building Plans and Records Supervisor
3. Maintenance Manager
4. Painter

Motion carried.

D. RECRUITMENTS

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

1. Assistant School Police Chief	Dual
2. Bilingual Library Assistant	Open/Promotional

3. Bilingual Clerk I	Open/Promotional
4. Bilingual Secretary II	Open/Promotional
5. Bilingual Secretary III	Open/Promotional
6. Building Plans and Records Supervisor	Dual
7. Library Assistant	Open/Promotional
8. Maintenance Manager	Dual
9. Nutrition Services Business Manager	Open/Promotional
10. Nutrition Services Supervisor	Open/Promotional
11. Painter	Open/Promotional
12. Pool Attendant	Open/Promotional-Continuous
13. Secretary III	Open/Promotional

Mr. Bohn had a question regarding Maintenance Manager. He had a concern about the education and training, that it was a wordy paragraph. Several alternatives were discussed. Irma Garcia and Terry Lowry commented on the requirement. Mr. Salazar's recommendation was to leave as is. Minor change from "and" to "or".

Motion carried.

E. EXTENTION OF ELIGIBILITY LIST(S) FOR AN ADDITIONAL YEAR.

It was moved by Ms. Dixon and seconded by Mr. Bohn to approve the extension of the following list for an additional year:

Classification	Active Candidates
Clerk II (Exam #14-020) Bilingual Clerk II (Exam #14-020)	96
Catering and Cafeteria Operator (Exam #14-019)	27
Curriculum Material Clerk (Exam #14-022) Bilingual Curriculum Material Clerk (Exam #14-022)	42
Delivery Driver Warehouse Worker (Exam #14-023)	103
School Accounting Technician I-Middle School (Exam #14-010)	9
School Accounting Technician II – High School (Exam #14-011)	24
Secretary (Exam #14-012) Bilingual Secretary (Exam #14-012)	96

The Motion carried.

F. Personnel Commission Rules

A motion was made by Ms. Dixon and Seconded by Mr. Salazar for the commission to have the first reading to proposed amendment to the classified Personnel Commission Rules for the following chapter(s) as submitted.

4.8 – Holding of Examinations

5.1.1-Establishing of Eligibility List

5.12 – Removal of Names from Eligibility List: Reemployment, Reinstatement, Promotional and Open

5.18 – Procedure for Certification of Appointment

6.5.- Transfer

Ms. Byrd explained the change of the rules for 4.8 regarding knowledge, skills and abilities do not need to be on a recruitment bulletin or flyer.

5.1.1 Establish eligibility list, it had to be renumbered.

5.1.1.3.1 Eligibility lists are confidential documents, under the sole jurisdiction of the Personnel Commission. The previous rule, revised in May 2014 stated only the name and rank would be released to the District. It restricts the Commission from submitting the application to the District.

5.1.1.4 Is changed to subsection 5.1.1.3.1 and releasing applications to the district.

5.1.1.5 revised to read 5.1.1.4. The changes if this rule removes the need to state the list will be in alphabetical order of the unranked names being placed according to the cut of score. In an unranked list, there is no cut score.

5.12 removals of names of eligibility list it was to clarify 5.12.1.4. and 5.12.1.5, there is a record of two refusals it should be three to be consistent with the rules. The change of this rule allows for the applicant to refuse an interview two times.

Mr. Salazar asked to have this reflected on the minutes to make proper changes on the rules.

Ms. Byrd stated rule 5.18 within the Ed Code the appointment refers the top three eligibles to the district. If the appointing authority chooses not to select from those three ranks, they don't get to select someone out of class or from the subs.

Ms. Dixon asked if a choice had to be made from the ranks. Ms. Byrd stated "correct".

Recommended changes for 6.5, Rule 6.5.2. The change is made to align with the classified bargain agreement. If there are three transfers the District must choose. The appointing authority will be given the option to utilize an eligibility list to make a selection based on the rule of three. If two (2) transfers, then you pick one rank from eligibility list.

Terry Lowry commented on changes on roles actually 5.18.1, and 5.18.1.1 and 5.18.1.2 that the appointing authority is the District and the District wants to go on record on saying that they are the actual appointing authority and not the site administrator.

G. Discussion for Environmental Compliance and Safety Officer

It is moved by Ms. Dixon and seconded by Mr. Salazar to discuss the recruitment of Environmental Compliance and Safety Officer.

Ms. Dixon stated that more time will be allowed to gather and meet to review the job description for the Environmental Compliance and Safety Officer and to figure out what department the position will be under.

Terry Lowry said the district is ready to move forward. The District will look at it and make recommendations.

Ms. Byrd stated if there are no changes on job specifications, there is no reason to wait 30 days.

Ms. Lowry stated there will be changes on the job specifications.

Mr. Bohn stated the district has a plan to move forward, that will solve the problem.

H. Discussion for Facilities Administrator

It is moved by the commission and seconded by Mr. Salazar to discuss the recruitment of Facilities Administrator.

Ms. Dixon stated the position will be abolished and asked Terry Lowry to send an email to Ms. Byrd stating the position will be abolished.

Motion carried.

I. 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 February 4, 2015.

Motion carried.

V. COMMISSIONER'S AND DIRECTOR'S COMMENTS:

Ms. Byrd stated there was a meeting with CSEA, and the District to talk about issues and they are still working it out. The commission staff will be visiting Pasadena USD's Personnel Commission. Pasadena has a HR and PC department. She also invited the District and the Commissioners to attend the meeting on Wednesday, March 11th. Ms. Dixon asked how the Merit Academy was going. Ms. Byrd stated that it is going very well, informative.

Mr. Bohn asked for Ms. Byrd to share the highlights of the visit to Pasadena at the next meeting. He also stated that it is nice to see things moving along. The process is moving forward.

Mr. Salazar welcomed the new staff members and thanked them in advance for the work they are doing.

Ms. Dixon commented on being able to attend the last two sessions for the merit

academy. She asked Mr. Greenwood about going to court, if they were considering suing the District and the PC. Mr. Greenwood stated that he wasn't sure, they would be discussing. Ms. Dixon stated the PC was doing their part. She wanted clarification.

Meeting adjourned at 7:00 p.m.

VI. CLOSED SESSION

The commission adjourned into closed session at 7:00 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 7:30 p.m. There was no report out.

VII. ADJOURNMENT

The commission adjourned the meeting at 7:30 p.m.