

**PERSONNEL COMMISSION MEETING**  
SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT  
PERSONELL COMMISSION OFFICE, PORTABLE #B

**MINUTES**

December 14, 2015

**I. CALL TO ORDER**

- A. The meeting was called to order at 3:00 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
- D. Administration of Oath to Mr. Michael Salazar to re-appointment for Personnel Commission Board from 12/02/2015 through 12/02/2018.

**II. APPROVAL OF AGENDA**

Ms. Dixon moved to approve the agenda as submitted and seconded by Mr. Salazar.

Motion carried.

**III. PUBLIC COMMENTS**

No public comments.

**IV. ACTION ITEMS**

**A. Nomination for Chairperson for 2016.**

It is moved by Mr. Salazar to nominate Valeria Dixon for Chairperson for 2016.

Motion carried.

**B. Nomination for Vice-Chairperson for 2016.**

It is moved by Ms. Valeria Dixon and Mr. George Bohn to nominate Michael Salazar for Vice-Chairperson for 2016.

Motion carried.

**C. Calendar 2016**

It is moved by Ms. Dixon and seconded by Mr. Bohn to approve the new 2016 calendar dates for the Personnel Commission meetings. The following dates were approved:

January 13, 2016

February 3, 2016

March 2, 2016  
April 13, 2016  
May 4, 2016  
June 1, 2016  
July 6, 2016  
August 3, 2016  
September 7, 2016  
October 5, 2016  
November 9, 2016  
December 14, 2016.

Motion carried.

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

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

1. Attendance Verifier (Exam #15-148)
2. Bilingual Secretary II (Exam #15-144)
3. Cafeteria Worker (Exam #15-143)
4. Clerk II (Exam #15-153)
5. Construction Plans Specialist (Exam #15-139)
6. Equipment Operator (Exam #15-119)
7. Groundswoker (Exam #15-140)
8. Office Assistant I (Exam #15-154)
9. School Police Officer (Exam #15-129)
10. Secretary II (Exam #15-145)
11. Special Education Assistant II (Transition) (Exam # 15-146)

Motion carried.

**E. NEW CLASSIFICATION**

It is moved by Ms. Dixon and seconded by Mr. Salazar to approve the Senior Management Classification:

1. Executive Director, Community Engagement

Motion carried

**F. REVISIONS ON CLASSIFICATIONS**

It is moved by Ms. Dixon and seconded by Mr. Bohn to approve the new

classification specification(s) as submitted:

1. Mobile Maintenance Teams Supervisor
2. Nutrition Services Equipment Mechanic
3. Speech-Language Pathology Assistant (SLPA)

Motion Carried.

### **G. RECRUITMENTS**

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

1. Bilingual Community Relations Worker II/Parent Involvement	Open/Promotional
2. Bilingual Community Resource Worker	Open/Promotional
3. Budget Analyst	Open Promotional
4. Campus Security Officer I	Open/Promotional
5. Campus Security Officer II	Open/Promotional
6. Carpenter	Open/Promotional
7. Construction Plans Specialist	Open/Promotional
8. Contract Analyst	Open/Promotional
9. Education Assistant III (SI)	Dual Certification
10. Executive Director, Community Engagement	Dual Certification
11. Graphic Arts Assistant	Open/Promotional
12. Human Resources Director – Classified	Dual Certification
13. Lifeguard	Open/Promotional
14. Microcomputer Specialist I (PC)	Open/Promotional
15. Reprographic Equipment Operator	Open/Promotional
16. School Police Officer	Open/Promotional

Motion carried

### **H. SECOND READING**

The commission will consider approving the second to the proposed revisions for Personnel Commission Rules and Regulations.

Motion carried.

### **I. CERTIFICATION FOR ELIGIBILITY LIST**

The commission will consider approving certification for Education Assistant III/Severe Impairment from the following eligibility list.

Motion carried.

**J. 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 November 4, 2015.

Motion carried.

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

Ms. Byrd stated that the staff is working hard to process recruitments, and moving forward in creating eligibility list so that Human Resources Classified can schedule interviews. There are 31 vacancies for Education Assistant III-Severe Impairments so hopefully most of them can be filled.

Mr. Bohn wished everyone a Merry Christmas. He is happy to announce this is the 40<sup>th</sup> year serving the school district and pleased to serve community. He thanked CSEA for nominating him for the first time, and pleased to serve as a commissioner.

Mr. Salazar thanked the Board of Education for nominating him for the third time as a commissioner. He thanked and recognized the School District Police force for doing an outstanding job during the incident on December 2, 2015. He wished everyone happy holidays.

Ms. Dixon introduced and welcomed aboard Iris Guzman as the Interim Human Resources Director for Classified. She wished everyone Merry Christmas and thanked everyone for coming to the meeting.

The commission adjourned into closed session at 3:25 p.m.

**VI. CLOSED SESSION**

The commission adjourned into closed session at 3:25 p.m.

**The commission reconvened into open session at 4:30 p.m. with no announcements taken into closed session:**

**VII. ADJOURNMENT**

The commission adjourned the meeting at 4:30 p.m.