

PERSONNEL COMMISSION MEETING
SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION, COMMUNITY ROOM

MINUTES

November 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-Absent

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

Ms. Vera, requested that the Groundswoker test to be easier to understand, and asked if the test could be translated in Spanish. She stated it would give an opportunity for the applicants who have a language barrier to pass the test.

Corina Borsuk, district employee requested for Marketing Graphic Designer Eligibility List to be extended. She also requested for Language Translator position to be at a higher salary range than 36A. She requested for Language Translator to be paid at a range of 37A same range as Attendance Technician. She compared the salary range for Language Translator position with Attendance Technician and did not understand why an attendance technician makes more than a language translator. Ms. Dixon explained that there needs to be a job description comparison.

Ms. Byrd stated if the interview was in process for Marketing Graphic Designer then there would be no need to extend the list.

Ms. Doyel stated the interviews are scheduled two months ahead of time. It depends on the supervisor and they might want to go back for recruitment.

Ms. Byrd stated PC staff can canvas the list to see if there are eligible candidates. Mr. Salazar suggested canvassing the list and bring the item to the December 2nd PC Meeting for consideration of extension.

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. Accountant (Exam #15-136)
2. Automotive Mechanic (Exam #15-096)
3. Bilingual Community Resource Worker (Exam #15-117)
4. Bilingual School Outreach Worker (Exam #15-126)
5. Computer Specialist V (Exam #15-123)
6. Instructional Tutor LH/PH(SI) (Exam #15-130)
7. Lead Offset Duplicating Equipment Operator (Exam #15-131)
8. Lead Plumber (Exam #15-133)
9. Maintenance Crew Supervisor (Exam #15-127)
10. Nutrition Program Manager (Exam #15-132)
11. Nutrition Services Supervisor (Exam # 15-134)
12. Pool Attendant (Exam #15-091)
13. Program Clock & Fire Alarm Technician (Exam #15-094)
14. School Licensed Vocational Nurse (Exam # 15-135)
15. Sprinkler System Specialist (Exam # 15-114)

Motion carried.

B. RATIFYING ELIGIBILITY LIST

It is moved by Ms. Dixon and seconded by Mr. Salazar to approve the following eligibility list.

1. Risk Management/ Employee Benefits Director (Exam # 137)

Ms. Dixon Abstain, Mr. Salazar voted Aye

Motion carried

C. TITLE CHANGE

It is moved by Ms. Dixon and seconded by Mr. Salazar to approve the title change and revisions for the following specification(s) as submitted:

From: Publications Assistant To: Graphic Arts Assistant

Motion carried

D. NEW CLASSIFICATIONS

It is moved by Ms. Dixon and seconded by Mr. Salazar to approve the new classification specification(s) as submitted:

1. Registered Behavior Technician

2. Virtual Learning Instructional Assistant

Motion Carried.

E. RECRUITMENTS

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

1. Attendance Technician	Open/Promotional
2. Attendance Verifier	Open/Promotional
3. Bilingual Attendance Verifier	Open Promotional
4. Bilingual Attendance Technician	Open/Promotional
5. Bilingual Clerk II	Open/Promotional
6. Bilingual Office Assistant I/Health Aide	Open/Promotional
7. Contract Analyst	Open/Promotional
8. Clerk II	Open/Promotional
9. Graphic Arts Assistant	Dual Certification
10. Human Resources Specialist	Open/Promotional
11. Office Assistant I/ Health Aide	Open/Promotional
12. Program Clock and Fire Alarm Technician	Dual Certification
13. Plaster/Cement Finisher	Open/Promotional
14. Pool Attendant	Open/Promotional
15. Senior Claims Examiner	Open/Promotional
16. Special Education Assistant II (Transition)	Open/Promotional

Motion carried

F. FIRST READING

The commission will consider first reading amendments to the Personnel Commission Rules and Regulations.

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 October 7, 2015.

Motion carried.

V. COMMISSIONER'S AND DIRECTOR'S COMMENTS:

Ms. Byrd stated that the staff and she attended the Neogov Conference at Las Vegas. Neogov is changing the style, such as bold items, color items. There is a new program to do reference on applicants through Neogov. There were

individual workshops, very beneficial. Advertising has been done through the electronic marquee by the 215 freeway to give access to public to see while driving.

Mr. Salazar thanked everyone for coming and for the hard work that the district, CSEA and staff has done. There is progress this year.

Ms. Dixon would like for jobs to be advertised through Facebook, and other social media that makes it accessible to all to keep the communication going on a regular basis.

The commission moved into closed session at 6:25 p.m.

VI. CLOSED SESSION

The commission adjourned into closed session at 6:25 p.m.

The commission reconvened into open session at 7:10 p.m. with no announcements taken into closed session:

VII. ADJOURNMENT

The commission adjourned the meeting at 7:10 p.m.