

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

MINUTES

October 7, 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

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

Discussion: Mr. Salazar requested to pull item IV. B (15).

Ms. Dixon moved to approve agenda with omission of IV. B (15).

Motion carried.

III. PUBLIC COMMENTS

Cindra Weber requested for her job title to be changed to Native American Specialist. She understands she is not certified but other specialists in the district are not certified. She is the only one that serves every school site. She performs everything that is required from her job duties. She pulls out students from the classroom and works with them to make sure they stay on task. She has been doing her job duties for the last 12 years.

Ms. Dixon asked what her job description is.

Ms. Weber explained that on the job duties it says to provide instructional assistance to students. She helps families with materials needed. She maintains records, updates Native American student list, and prepares classroom materials. She uses her own vehicle. She does classroom presentations. She works with students to help them graduate.

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 Clerk I (Exam #15-115)
2. Bilingual Community Relations Worker II/Parent Involvement (Exam #15-116)
3. Bilingual Community Resource Worker (Exam #15-117)
4. Cabinet Maker (Exam #15-098)
5. Computer Specialist IV (Exam #15-101)
6. Education Assistant III (SI) (Exam #15-124)
7. Education Assistant III (Spanish) (Exam #15-118)
8. HVACR Mechanic (Exam #15-058)
9. Library Assistant (Exam #15-120)
10. School Police Officer Trainee (Exam #15-125)
11. Senior Cafeteria Worker(Exam # 15-122)
12. Serving Kitchen Operator (Exam #15-128)
13. Sheet Metal Worker (Exam #15-112)

Motion carried.

B. RECRUITMENTS

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

1. Accountant	Open/Promotional
2. Bilingual Secretary II	Open/Promotional
3. Cafeteria Worker	Open Promotional
4. Computer Specialist V	Open/Promotional
5. Construction Plans Specialist	Open/Promotional
6. Groundswoker	Open/Promotional
7. HVACR Mechanic	Open/Promotional
8. Lead Plumber	Open/Promotional
9. Nutrition Services Supervisor	Dual Certification
10. Plasterer/Cement Finisher	Open/Promotional
11. Pool Attendant	Open/Promotional
12. Risk Management/Employee Benefits Director	Dual Certification
13. School Licensed Vocation Nurse (LVN)	Open/Promotional
14. Secretary II	Open/Promotional

Motion carried.

C. APPROVAL TO AMEND RECLASSIFICATION OF ATTENDANCE VERIFIER TO ATTENDANCE ASSISTANT/BILINGUAL ATTENDANCE ASSISTANT.

It was moved by Ms. Dixon and seconded by Mr. Bohn to approve the amendment to read reclassification of Attendance Verifier/Bilingual Attendance Verifier to read Attendance Assistant/Bilingual Attendance Assistant from 30A to Range 33, effective July 9, 2015.

Ms. Byrd thanked Ms. Doyle for bringing to her attention the classification to include Bilingual Attendance Assistant.

Motion carried.

D. APPROVAL FOR PCAC ATTENDANCE

It was moved by Ms. Dixon and seconded by Mr. Salazar to approve Gladys Byrd, Director, and Irma Garcia, Personnel Analyst, to attend PCAC presentation on How Collective Bargaining Impacts Personnel Commission and Merit System Authority on November 13, 2015. The cost is \$80.00.

Motion carried.

E. APPROVAL OF THE MINUTES

A motion was made by Ms. Dixon and seconded by Mr. Bohn to accept and approve the minutes as submitted for August 20, 2015.

Motion carried.

F. 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 September 2, 2015.

Motion carried.

G. APPROVAL OF THE MINUTES

A motion was made by Ms. Dixon and seconded by Mr. Bohn to accept and approve the minutes as submitted for September 14, 2015.

Motion carried.

V. COMMISSIONER'S AND DIRECTOR'S COMMENTS:

Ms. Byrd gave the report that Ms. Doyle requested. The report shows that approximately 12.99% of the applicants are African/American.

Ms. Dixon asked why the report was generated.

Ms. Doyle stated that this request came from the Board regarding the new ethnics

of hiring for classified and certificated and data is obtained from three years.

Ms. Dixon asked if NeoGov the only way to post jobs.

Ms. Byrd stated the postings are done through NeoGov, Edjoin, CASBO was used to advertise Risk Management Director.

Ms. Dixon mentioned that it is a good idea to also post jobs through social media such as Facebook or Instagram for advertisement.

Ms. Doyle stated that she believes employees who have Facebook will share the job postings to friends.

Ms. Dixon asked about job fairs and recruitment process.

Ms. Byrd stated she believes it's a Personnel Commission function.

Ms. Doyle stated Human Resources classified staff would be happy to help with job fairs.

Mr. Salazar thanked the staff; he definitely appreciates the cooperation and the resources to help the Personnel Commission department to perform job tasks. He also thanked HR Classified, and CSEA.

Ms. Dixon stated it was a good meeting, third year present, it was a rough start, but it has smoothed down. She would like for managers to understand the role of Personnel Commission vs Human Resources Classified Department. She stated Ms. Gladys and staff would be happy to meet with managers to review the role of the Personnel Commission.

Ms. Doyle stated that she is scheduling meetings with new administrators to meet with Ms. Byrd. She shared that Dr. Marsden recognized PC and HR staff for working together as a team.

The commission moved into closed session at 5:59 p.m.

VI. CLOSED SESSION

The commission adjourned into closed session at 5:59 p.m.

The commission reconvened into open session at 7:10 p.m. and announced the following action taken into closed session:

Item ID # 15-1010 appeal declined.

VII. ADJOURNMENT

The commission adjourned the meeting at 7:15 p.m.