

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

**MINUTES**

April 13, 2016

**I. CALL TO ORDER**

- A. The meeting was called to order at 5:34 p.m. by Commissioner Dixon.
- B. Roll-Call
  - 1. Commissioner Valeria Dixon, Chairperson-Absent
  - 2. Commissioner Michael Salazar, Vice-Chairperson
  - 3. Commissioner George Bohn, Member
- C. Pledge of Allegiance

**II. APPROVAL OF AGENDA**

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

Motion carried.

**III. PUBLIC COMMENTS**

Ms. Rita Jackson introduced herself and is excited to be part of San Bernardino City Unified School District as Human Resources Director for Classified. She is pro Merit. Her background consists of former 10 years of Labor Representative, former Personnel Commissioner for two separate districts in the high desert. She is here to support Personnel Commission Department and staff You are welcomed to call her for any questions or concerns.

**IV. ACTION ITEMS**

**A. RATIFYING ELIGIBILITY LIST(S).**

It is moved by Mr. Salazar and seconded by Mr. Bohn to approve the following eligibility list(s).

1. Account Analyst	Exam # 16-008
2. Administrator of Operations	Exam # 16-007
3. Assistant Maintenance and Operations Director	Exam # 16-017
4. Cafeteria Worker	Exam # 16-011
5. Construction Plans Specialist	Exam # 16-016

6. Education Assistant III (SI)	Exam # 16-004
7. Food Worker Trainee	Exam # 16-009
8. HVACR Mechanic	Exam # 15-138
9. Instructional Assistant (SDC)	Exam # 16-003
10. Lead Maintenance Worker	Exam #16-018
11. Lifeguard	Exam #15-158
12. Machinist	Exam # 15-121
13. Marketing Graphic Designer	Exam #16-001
14. Nutrition Service Equipment Mechanic	Exam # 15-175
15. Plumber	Exam # 16-013
16. Power Mower Operator	Exam # 16-010
17. Public Safety Dispatcher	Exam # 16-002
18. Registered Behavior Technician	Exam # 16-005
19. Transportation Planner	Exam # 16-009
20. Transportation Scheduler	Exam # 15-177
21. Virtual Learning Instructional Assistant	Exam # 16-006

Motion carried

**B. RECRUITMENTS.**

The commission will consider approving the following recruitments:

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

1. Buyer	Open/Promotional	03/02/2016-03/29/2016
2. Cafeteria	Open/Promotional	04/27/2016-05/24/2016
3. Custodian I	Open/Promotional	04/06/2016-05/03/2016
4. Education Assistant III (SI)	Open/Promotional	04/27/2016-06/07/2016
5. Education Assistant III (Spanish)	Open/Promotional	04/27/2016-06/07/2016
6. Food Production Worker	Open/Promotional	04/27/2016-06/07/2016
7. Food Worker Trainee	Open/Promotional	03/02/2016-03/29/2016
8. Nutrition Service Equipment Mechanic	Open/Promotional	03/23/2016-04/19/2016
9. School Computer Specialist	Open/Promotional	04/13/2016-05/10/2016
10. School Police Officer	Open/Promotional	03/16/2016/05/17/2016
11. Secretary IV	Open/Promotional	03/09/2016-04/05/2016
12. Student Services Specialist II	Open/Promotional	03/09/2016-04/05/2016
13. Worker's Compensation Technician	Open/Promotional	03/09/2016-04/05/2016

Motion carried.

**C. NEW CHANGES PC CALENDAR**

It was moved by Mr. Salazar and seconded by Mr. Bohn to approve the new changes of the PC Calendar for 2016.

From:	To:
April 6, 2016	April 13, 2016
June 1, 2016	June 8, 2016
July 6, 2016	July 13, 2016
August 3, 2016	August 10, 2016
October 5, 2016	October 12, 2016

Motion carried.

**D. REVISIONS AND TITLE CHANGE:**

It was moved by Mr. Salazar and seconded by Mr. Bohn to approve the revisions and title change to the

following classification specification:

FROM: Career College Technician

TO: College and Career Readiness Technician

Mr. Bohn asked what is the reason for the title change?

Ms. Byrd responded, at one time the district had a career center and now it is college and career readings technician.

Motion carried.

**E. REVISIONS OF CLASSIFICATIONS:**

It is moved by Mr. Salazar and seconded by Mr. Bohn to approve the revisions to the classifications as submitted.

1. Appliance Repair Technician
2. Lead Maintenance Worker
3. Nutrition Services Supervisor
4. School Computer Specialist

Mr. Salazar asked if the district has any feedback on the class specification changes. Ms. Byrd mentioned that most of the changes were updating the experience, and education section. Ms. Byrd stated that when there are any changes to the class specification it goes to district and CSEA. Any changes from district have to go through the 610 process.

Motion carried.

**F. CERTIFICATION OF ELIGIBILITY LIST**

It was moved by Mr. Salazar and seconded by Mr. Bohn to approve the certification from other eligibility list(s) to fill vacancies as follows:

- |                          |                           |
|--------------------------|---------------------------|
| From:                    | To:                       |
| 1. Bilingual Clerk I     | Clerk I                   |
| 2. Computer Specialist I | Computer Specialist I MAC |

Motion carried.

**G. CONFERENCE FOR NEOGOV:**

A motion was made by Mr. Salazar and seconded by Mr. Bohn for Personnel Commission Director, Personnel Analyst, and Human Resources Specialist(s) to attend the 2016 NEOGOV Annual Training Conference on Thursday, October 13, 2016 and Friday, October 14, 2016 at Mirage, Las Vegas. The cost is \$825.00 per person. The cost for Hotel is \$1,500. Total complete cost conference and hotel is not to exceed \$5000.00.

Motion carried.

**H. CONDUCT PUBLIC HEARING DATE:**

A motion was made by Mr. Salazar and seconded by Mr. Bohn to conduct a public hearing date for the budget on May 4, 2016. The commission will decide for another date on May if needed for a public hearing for the 2016-2017 budget approval.

Motion carried.

**I. HEARING OFFICER AMMENDMENT:**

A motion was made by Mr. Salazar and seconded by Mr. Bohn to approve the amendment to increase the cost of \$3,000 for Patricia D. Barrett, Hearing Officer for District Employees Disciplinary meetings. The services will end 06/30/2016.

Motion carried.

**J. APPROVAL OF MINUTES:**

A motion was made by Mr. Salazar and seconded by Mr. Bohn to approve the minutes for March 2, 2016.

Motion passed.

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

Ms. Byrd stated: we are moving forward since our last meeting we have 12 more to fill, the district has filled 3 additional positions since that meeting. We have about 10 more to test. We have difficulty with HVACR Mechanic. We are working and brainstorming together with the district to fill the positions. The district has done an outstanding job. There are 181 vacancies.

We are going to have a job fair in collaboration with classified and certificated on April 30, 2016 at Indian Springs High School from 8:00 a.m.-1:00 p.m. There will be NCLB testing and if applicants apply for jobs there will be a record that NCLB testing was done.

Mr. Bohn – no comments.

Mr. Salazar welcomed Rita Jackson and looking forward to working with her. Additionally he thanked the staff; there is a lot on here, a lot of work to be done. Very impressed with job fair and looking forward to be there.

Ms. Byrd mentioned the Job Fair is on Facebook, marquee on the 215 freeway and Classified Human Resources staff will be joining us that day.

The commission adjourned into closed session at 6:02 p.m.

## **VI. CLOSED SESSION**

The commission adjourned into closed session at 6:02 p.m.

**The commission reconvened into open session at 6:30 p.m. and the following was taking into closed session:**

On the motion of Vice-Chairperson, Michael Salazar, and seconded by Member, George Bohn and unanimously carried the Commission reconvened into open session at 6:30 p.m. and reported that: information was received and considered and the Commissioners had concluded their deliberation process and that the Commission sustained the Hearing Officer's recommendation for employment termination.

The Commission unanimously acted to sustain the Hearing Officer's recommendation to affirm its earlier decision to uphold the termination of employee Case # 005076.00442 and directed to the Personnel Commission Administrator to send copies of the decision to the District and the Employee in accordance with Personnel Commission Rules.

Motion passed.

## **VII. ADJOURNMENT**

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