

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

**MINUTES**

October 12, 2016

**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- Present
  - 2. Commissioner Michael Salazar, Vice-Chairperson-Present
  - 3. Commissioner George Bohn, Member
- C. Pledge of Allegiance

**II. APPROVAL OF AGENDA**

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

Motion carried.

**III. PUBLIC HEARING**

No public hearing comments from the public.

**IV. PUBLIC COMMENTS**

No Public comments.

**V. ACTION ITEMS**

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

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

1.Accounts Payable Technician	Exam # 16-066
2. Clerk I	Exam # 16-072
3. Curriculum Materials Clerk	Exam # 16-061
4. Custodian III	Exam # 16-067
5. Education Assistant III (Severe Impairments)	Exam # 16-076
6. Food Worker Trainee	Exam # 16-071
7. Library Assistant	Exam # 16-065

8. Office Technician/Registrar	Exam # 16-068
9. Plumber	Exam # 16-069
10. Sprinkler System Specialist	Exam # 16-062
11. Youth Services Specialist	Exam # 16-063

Motion carried.

**B. RECRUITMENTS.**

A motion was made by Ms. Dixon, and seconded by Mr. Bohn to open the following recruitments:

1. Catering & Cafeteria Operator	Open/Promotional	09/21/2016-10/18/2016
2. Electrician	Open/Promotional	10/05/2016-11/01/2016
3. HVACR Mechanic	Open/Promotional	10/05/2016-Continuous
4. Nutrition Services Manager I	Open/Promotional	10/05/2016-11/01/2016
5. Occupational Therapist	Open/Promotional	09/14/2016-10/25/2016
6. Registered Behavior Technician	Open/Promotional	09/21/2016-Continuous
7. Reprographic Equipment Operator	Open/Promotional	09/21/2016-10/18/2016
8. Senior Claims Examiner	Open/Promotional	09/07/2016-10/04/2016
9. Senior Clerk	Open/Promotional	09/21/2016-10/18/2016
10. Training Specialist	Open/Promotional	09/14/2016-10/11/2016

Motion carried.

**C. ELIGIBILITY LIST APPROVED**

A motion was made by Ms. Dixon and seconded by Mr. Salazar to approve the certification eligibility lists:

From:	To:
1. Clerk I	Bilingual Clerk I
2. Clerk II	Bilingual Clerk II
3. Curriculum Materials Clerk	Bilingual Curriculum Materials Clerk

Motion Carried.

**D. EXTENSION FOR ELIGIBILITY LIST(S)**

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the certification for the extension of eligibility lists:

Bilingual School Outreach Worker, Exam # 15-126 Eligible Ranks from October 12, 2016 to October 12, 2017.

Motion carried.

**E. RECLASSIFICATION DATE FOR PUBLIC SAFETY COMMUNICATION SUPERVISOR**

A motion was made by Ms. Dixon and seconded by Mr. Salazar to consider the reclassification/salary adjustment recommendation for Public Safety Communication Supervisor from Management Range 12 to Management Range 16 effective 09/08/2016.

Ms. Dixon, the discussion the reclassification date is September 8, 2016.

Ms. Byrd, the action is effective date after the meeting which is September 8, 2016.

Motion carried.

**F. RECLASSIFICATION DATE FOR SCHOOL POLICE OFFICER**

A motion was made by Ms. Dixon and seconded by Mr. Salazar to consider approving reclassification salary adjustment recommendation from Range 44 to Range 46 for School Police Officer (SPO) to be effective September 8, 2016.

Ms. Dixon stated the discussion is the reclassification effective date is September 8, 2016.

Motion carried.

**G. MINUTES FOR SEPTEMBER 7, 2016**

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the minutes for September 7, 2016.

Motion carried.

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

Mr. Salazar commended the staff for great work and the progress that continues at the personnel commission office. He acknowledged and let everyone know that he was deeply saddened the loss of a long time district employee, Sylvia Ross' son who died in a tragic accident. He would like for the record to reflect that our thoughts and prayers are with Sylvia Ross and her family.

Ms. Dixon concurred with Mr. Salazar's sentiment regarding the death of Ms. Ross' son. She stated she would like to thank the staff for always taking her phone calls, especially when she receives phone calls from individuals that work for the district and for clarification of rules and processes. She emphasized that a lot of the employees that don't work in the district office sometimes don't understand on how the hiring process works, how jobs are created and process has to go through the 610 process before it even gets on Personnel Commission agenda. Ms. Dixon thanked Ms. Byrd for being patient and for emailing the staff member back to explain the process. She wished Ms. Byrd and Mr. Salazar a happy belated birthday.

Ms. Byrd stated that the 610 process and some of the classification that haven't been able to be on the agenda will be placed on the next agenda.

The meeting adjourned for closed session at 5:40 p.m.

**VII. Adjournment:** The meeting adjourned at 5:40 p.m.