

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

**MINUTES**

March 2, 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
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. Bohn

Motion carried.

**III. PUBLIC COMMENTS**

No public comments.

**IV. ACTION ITEMS**

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

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

1. Computer Operator	Exam #15-178
2. Plaster Cement Finisher	Exam # 15-141
3. Plumber	Exam # 15-176
4. Program Clock Fire Alarm Technician	Exam # 15-155
5. School Police Officer	Exam # 15-166

Motion carried

**B. RECRUITMENTS.**

The commission will consider approving the following recruitments:

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

1. Account Analyst	Open/Promotional
2. Assistant Maintenance & Operations Director	Dual Certification
3. Cafeteria Worker	Open/Promotional
4. Construction Plans Specialist	Open/Promotional
5. Lead Maintenance Worker	Open/Promotional
6. Nutrition Services Maintenance Mechanic	Open/Promotional
7. Painter	Open/Promotional
8. Plumber	Open/Promotional
9. Power Mower Operator	Open/Promotional
10. Student Recovery Specialist	Open/Promotional
11. Transportation Planner	Open/Promotional

Motion carried.

**C. NEW CLASSIFICATION**

It was moved by Ms. Dixon and seconded by Mr. Salazar to approve the new classification specification: Secretary IV

Discussion: Ms. Byrd stated that the position is a higher level secretarial position in the Superintendent's office. It is a confidential position.

Mr. Bohn asked if this position will replace the person beforehand.

Ms. Byrd stated that Secretary IV will replace the current vacancy of Secretary III in the superintendent's office.

Mr. Bohn asked if prior superintendents have had Secretary III positions.

Ms. Byrd stated the new Secretary IV is going to have more administrative complex responsibilities and duties, then secretary III.

Motion carried.

**D. REVISIONS AND TITLE CHANGE:**

It was moved by Ms. Dixon and seconded by Mr. Bohn to approve the revisions and title change to the following classification specification:

FROM: Student Services Specialist

TO: Student Services Specialist II

Ms. Byrd explained the meaning and difference between Student Services

Specialist and Student Services Specialist II.

Motion carried.

**E. REVISIONS TO CLASSIFICATION:**

It is moved by Ms. Dixon and seconded by Mr. Bohn to approve the revisions to the classification for:

Workers' Compensation Technician

Ms. Byrd explained that any changes on education, training and experience can be brought to the commission for approval. Changes in duties have to go through the 610 process.

Motion carried.

**F. DISCUSSION ON WRIT POSITIONS:**

It was moved by Ms. Dixon and seconded by Mr. Bohn to discuss the WRIT positions:

Ms. Gladys explained the status of WRIT positions as of February 24, 2016. At that time there were 16 WRIT positions that still need to be filled. Since February 24, 2016, Nutrition Services Supervisor has been filled and one position is being abolished so that brings down the list to 14 positions to be filled.

Mr. Bohn asked what the time frame from the court is. What number did we start with?

Ms. Byrd stated these positions should have been filled several years ago. We started with 410 positions.

Ms. Iris Guzman stated she will follow up on the status of current list WRIT positions and keep the commissioners informed on the updated status.

Ms. Dixon stated it would be nice to remove the dark clouds over our head. She was not blaming anyone.

Ms. Byrd explained it's difficult to fill severely impaired positions.

Ms. Dixon stated if the district has considered incentive pay or stipend for severely impaired positions or special training.

Ms. Byrd stated that would be up to the site.

**G. MINUTES FEBRUARY 2, 2016:**

A motion was made by Ms. Dixon and seconded by Mr. Salazar to approve the Minutes for February 2, 2016.

Motion carried.

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

Ms. Byrd informed the commission about the CSPCA conference that staff attended. Lots of information. At the end everyone does the same thing but in a different way.

Ms. Dixon concurred with what Ms. Byrd reported regarding CSPCA Conference, it is important to have staff have opportunity for professional development training.

The commission adjourned into closed session at 5:56 p.m.

**VI. CLOSED SESSION**

The commission adjourned into closed session at 5:56 p.m.

**The commission reconvened into open session at 6:00 p.m. with no report out for closed session.**

**VII. ADJOURNMENT**

The commission adjourned the meeting at 6:00 p.m.