

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

MINUTES

November 9, 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. 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. Account Clerk I	Exam # 16-075
2. Cafeteria Worker	Exam # 16-070
3. Catering and Cafeteria Operator	Exam # 16-084
4. Computer Specialist I	Exam # 16-073
5. Computer Specialist III	Exam # 16-074
6. Occupational Therapist	Exam # 16-080
7. Public Safety Dispatcher	Exam # 16-064
8. Reprographic Equipment Operator	Exam # 16-085
9. School Accounting Technician I – Middle School	Exam # 16-059

10. Senior Claims Examiner	Exam # 16-079
11. Training Specialist	Exam # 16-081

Motion carried.

B. RECRUITMENTS.

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

1. Applications Analyst III	Open/Promotional	11/02/2016-11/29/2016
2. Education Assistant III (SI)	Open/Promotional	10/12/2016-11/22/2016
3. Facilities Planning and Development Director	Dual Certification	11/16/2016-12/13/2016
4. HVACR Mechanic	Open/Promotional	10/05/2016-Continuous
5. Public Safety Dispatcher	Open/Promotional	11/02/2016-12/06/2016
6. Serving Kitchen Operator	Open/Promotional	10/12/2016-11/15/2016

Motion carried.

C. ELIGIBILITY LIST APPROVED

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the certification to fill vacancies as follows:

- | | |
|---|--|
| From: | To: |
| 1. Bilingual Community Relations Worker II/Parent Involvement | Community Relations Worker II/Parent Involvement |
| 2. Education Assistant III (SI) | Bilingual Education Assistant III (SI) |

Mr. Salazar stated it looks inconsistent. Going from Bilingual Community Relations Worker II/Parent Involvement to Non-Bilingual Community Relations Worker II/Parent Involvement. It seems as if the opposite is being done.

Ms. Garcia explained the reason to approve the certification from another list.

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 to expire 6/30/2017.

Title	Exam #	Eligible Ranks	From:	To:
Attendance Verifier	15-148	34	12/15/16	6/30/17
Clerk II	15-153	16	12/15/16	6/30/17
Office Assistant I (HA)	15-154	25	12/16/16	6/30/17
Secretary II	15-145	31	12/15/16	6/30/17

Ms. Dixon amended the motion to extend the four eligibility lists from 12/15/16 and 12/16/16 to 6/30/2017.

Motion carried.

E. Revision to Classification Specification

The commission considered approving the revisions to the following classification specification:

1. Facilities Planning and Development Director

Motion carried.

F. PC RELOCATION

A motion was made by Ms. Dixon and seconded by Mr. Salazar to discuss the relocation for Personnel Commission Department.

Ms. Byrd and Ms. Garcia attended a meeting with Dr. Vollkommer for the relocation for the PC staff. Personnel Commission Staff will remain at Portable #B. A work order is in place for Maintenance and Operations to remodel the office.

G. Job Specification CSEA 610 Process

A motion was made by Ms. Dixon and seconded by Mr. Salazar to discuss the job specification CSEA 610 process.

Ms. Byrd explained the 610 process. She explained that phone calls have been coming in requesting the job classification for Certified Athletic Trainer. This position was approved in June, 2016 by the Board of Education but, the Board does not create classifications, the commission creates the classification for classified positions.

In August we received a proposed job specification for the classification. The Commission writes the job specifications. An email was sent for legal advice. It was suggested not to place the item on an agenda until duties and salaries are negotiated. .

There are about eight (8) classifications pending. Dr. Wiseman received a letter on November 4th to demand to negotiate on the reclassifications. When the specification it goes through the negotiation process, it is then sent to CSEA labor office, then to members to vote on it. When approved there may be a special meeting to process the revised classifications.

MINUTES FOR October 12, 2016

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the minutes for October 12, 2016.

Motion carried.

V. COMMISSIONER'S AND DIRECTOR'S COMMENTS:

Ms. Byrd and Ms. Garcia attended a conference for NEOGOV and School Personnel Commissioners Association at Reno.

Ms. Garcia provided details of the information from Neogov conference. There will be testing systems and applications for the upcoming new school year and changes to the online hiring center system. They introduced all products, performance evaluations, and spoke about how all programs link together full cycle to hire.

Ms. Byrd stated that Mr. Salazar also attended the conference in Reno. She indicated that governor Brown will release the budget on January 2017. Kristine Kwon spoke on the Personnel Commission being a separate entity to the school district. She mentioned that some school districts have two hatters. George Cole explained the meaning of the merit system.

Mr. Salazar stated that he will bring in some resources he picked up from the conference for the commissioners. It was a good conference. He expressed his appreciation to the staff.

The meeting adjourned for closed session at 6:07 p.m.

VI. CLOSED SESSION

The commission adjourned into closed session at 6:07 p.m.

The commission reconvened into open session at 6:30 p.m. with no report out for closed session.

VII. ADJOURNMENT

The commission adjourned the meeting at 6:30 p.m.