

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

MINUTES

December 14, 2016

I. CALL TO ORDER

- A. The meeting was called to order at 5:31 p.m. by Commissioner Dixon.
- B. Roll-Call
 - 1. Commissioner Valeria Dixon, Chairperson
 - 2. Commissioner Michael Salazar, Vice-Chairperson - Absent
 - 3. Commissioner George Bohn, Member
- C. Pledge of Allegiance
- D. The Administration of Oath to Valeria Dixon, Joint Appointee to the Commission for a three (3) year term commencing December 1, 2016 was given by her daughter Christine Johnson.

II. APPROVAL OF AGENDA

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

Motion carried.

III. PUBLIC COMMENTS

Dr. Marsden thanked Ms. Dixon and the Commission for their participation and leadership. He remembered when the Personnel Commission was not functioning. He stated that jobs desperately needed to be filled. With the present Commissioner leadership, that dial has been moved. He expressed that the work the Commission is doing is causing our city to rise. He expressed regret Michael Salazar was not present to hear his comments but thanked Ms. Dixon and Mr. Bohn for their behind the scenes involvement. It means a lot to him and it means a lot a number of people in this community. He also thanked the commission staff for their work.

Ms. Dixon thanked everyone present for their support. She stated that three years ago when Dr. Marsden called her and he said, "We need you; we need you to get things moving." She expressed that she is not a politician; but always wanted to do something for the community. She feels being a Commissioner is doing her part. She emphasized that she really enjoys being a commissioner, especially during the past two years. She would have not retaken the oath if she did not want to continue. She wants to make sure the Commission is doing what they need to do. Ms. Dixon stated that there are a lot of people in the community that need jobs.

IV. ACTION ITEMS

A. Nomination for Chairperson 2017

It was moved by Ms. Dixon and seconded by Mr. Bohn to table the action until the next Personnel Commission meeting when all commissioners are present.

B. Nomination for Vice-Chairperson 2017

It was moved by Ms. Dixon and seconded by Mr. Bohn to the action until the next Personnel Commission Meeting when all commissioners are present.

C. Calendar for 2017

It was moved by Ms. Dixon and seconded by Mr. Bohn to table the action until the next Personnel Commission Meeting when all commissioners are present.

D. RATIFYING ELIGIBILITY LIST(S).

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

- | | |
|---|---------------|
| 1. Account Analyst III | Exam # 16-091 |
| 2. Computer Specialist I – Mac | Exam # 16-078 |
| 3. Education Assistant III – (Severe Impairments) | Exam # 16-089 |
| 4. Nutrition Services Manager I | Exam # 16-088 |
| 5. Serving Kitchen Operator | Exam # 16-090 |

Motion carried.

E. 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. Bilingual Clerk II (Spanish only) | Open/Promotional | 11/30/2016-12/27/2016 |
| 2. Computer Specialist I – Mac | Open/Promotional | 11/16/2016-12/13/2016 |
| 3. Custodian I | Open/Promotional | 12/07/2016-01/10/2016 |
| 4. Custodian II | Promotional Only | 12/07/2016-01/10/2017 |
| 5. Education Assistant III (SI) | Open/Promotional | 12/07/2016-01/10/2017 |
| 6. Electrician | Open/Promotional | 12/14/2016-01/17/2017 |
| 7. Nutrition Services Business
Manager | Open/Promotional | 11/09/2016-12/13/2016 |
| 8. School Police Clerk | Open/Promotional | 11/23/2016-12/20/2016 |
| 9. Secretary III | Open/Promotional | 11/30/2016-12/27/2016 |

Motion carried.

F. REVISIONS TO CLASSIFICATION

It was moved by Ms. Dixon and seconded by Mr. Bohn to approve the revisions to the classification specification for Floor Covering Mechanic.

Motion carried.

G. NEW CLASSIFICATION SPECIFICATION

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the new classification specification as submitted for Certified Athletic Trainer.

Zack Norton commended Personnel Commission for placing the item on the agenda. He was excited when it opens up and is looking forward to applying and working with the district in the years to come. He is pleased with the job specification that is written and he is proud of setting precedence for the rest of the inland empire.

Ms. Dixon asked what is ATC stood for?

Zack Norton stated the definition stands for certified athletic trainer. He further explained that in California ATC has to pass a board exam.

Motion carried.

F. WRIT POSITIONS:

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

Ms. Byrd stated there are 3 positions remaining unfilled out of the 410 positions; HVACR Mechanic, Educational Interpreter III, and Water Cooling Heating Specialist. 20 applicants have recently applied for HVACR Mechanic, it is her hope that they will be able to fill the position. The Water Cooling Heating Specialist may also be able to be filled by an HVACR Mechanic applicant, if there are no qualified applicants from the Water Cooling Heating Specialist recruitment.

G. MINUTES NOVEMBER 9, 2016:

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the Minutes for November 9, 2016.

Motion carried.

V. COMMISSIONER'S AND DIRECTOR'S COMMENTS:

Mr. Bohn wished everyone happy holidays and is very impressed with the progress on the WRIT positions. He requested for the progress to be informed to the public either by newspaper or the annual report.

Ms. Dixon wished everyone happy holidays. She thanked everyone for their support for another three years.

The commission adjourned into closed session at 5:52 p.m.

VI. CLOSED SESSION

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

The commission reconvened into open session at 6:15 p.m. with no report out for the closed session.

VII. ADJOURNMENT

The commission adjourned the meeting at 6:15 p.m.