

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

**MINUTES**

January 13, 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
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. Salazar.

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. Salazar to approve the following eligibility list(s).

1. Attendance Technician (Exam #15-147)
2. Bilingual Attendance Technician (Exam #15-149)
3. Bilingual Attendance Verifier (Exam #15-150)
4. Bilingual Clerk II (Exam #15-151)
5. Bilingual Office Assistant I (Health Aide) (Exam #15-152)
6. Budget Analyst (Exam #15-156)
7. Campus Security Officer I (Exam #15-157)
8. Construction Plans Specialist (Exam #15-160)
9. Human Resources Specialist (Exam #15-163)

Motion carried

**B. RECRUITMENTS.**

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

1. Computer Operator	Open/Promotional
2. Nutrition Services Supervisor	Open/Promotional
3. Plumber	Open Promotional
4. Transportation Scheduler	Open/Promotional

Motion carried.

**C. Reclassification**

It was moved by Ms. Dixon and seconded by Mr. Salazar to approve the reclassification of Instructional Assistant-Native American Culture, Range 32 to Education Assistant IV-Native American Culture, Salary Range 35A.

Ms. Byrd requested the reclassification to be effective July 8, 2015. She stated it will be up to the district whether they honor that recommendation.

Motion was to move to read: Education Assistant IV – Native American Culture, Salary Range 35A to retroactive pay effective July 8, 2015.

Motion carried.

**D. Hearing Officer**

It was moved by Ms. Dixon and seconded by Mr. Bohn to approve Hearing Officer; Patricia D. Barrett,

The motion was to move to read: \$1,500 per day (minimum of one day fee for each day of hearing and presentation of written findings of fact and recommended decision). \$250.00 an hour for miscellaneous time including hearing over six hours in single day; pre hearing in person conferences; more than 8 hours of report preparation. No charge for travel time. A \$10000 cancellation fee if hearing is canceled within 48 hours of hearing date.

Motion carried.

**E. Rules-First Reading**

It was moved by M. Dixon seconded by Mr. Salazar to consider the First Reading for changes to Personnel Commission Rules Chapter 3.11 Working Out of Classification.

Ms. Byrd explained after the second reading is approved the Personnel Commission will take over the approval of Working Out of Class.

## **F. Rules – First Reading**

It was moved by Ms. Dixon and seconded by Mr. Salazar to consider the First Reading for changes to Personnel Commission rules Chapter 3 for the following:

- 3.13 Review of Positions
- 3.14 Request for Reclassification Study
- 3.15 Effective Date of Reclassification
- 3.16 Reclassification of incumbents

Ms. Byrd explained changes have to do add additional Educational code references and reformatting, the meaning of Y- Rate was also clarified.

## **G. APPROVAL OF THE MINUTES**

A motion was made by Ms. Dixon and seconded by Mr. Bohn to accept and approve the minutes with corrections for December 14, 2015, Commissioners comments – Mr. Bohn thanked CSEA as follows: “Mr. Bohn thanked CSEA for nominating him for the first time.”

Motion carried.

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

Ms. Byrd welcomed everyone back and stated that Irma created a report on eligibility list for the district and staff to use. She further stated, out of the 410 positions that were on the Writ there are now (16) and most of those positions are the trades that are open for recruitment continuously.

Ms. Dixon requested for Ms. Byrd, Ms. Iris Guzman, Mr. Norton, and Dr. Wiseman to meet, and if needed CSEA, to come up with a resolution or agreement of what can be done to fill the trade positions that are unfillable such as the HVAC Mechanic position. Mr. Salazar volunteered to be a member of the meeting.

Mr. Salazar welcomed everyone back and looking forward of working with everyone this year. He especially welcomed Interim Human Resources Director, Iris Guzman.

Mr. Bohn asked feedback on what the commissioners are allowed to comment on.

Mr. Salazar explained this is the time where it is an open forum to say what you want.

Ms. Byrd explained the minutes are not verbatim. It can be used to bring something to the table at the next meeting.

Ms. Dixon stated that she is pleased to see the Writ of Mandate down to 16 compared to last year.

The commission adjourned into closed session at 6:18 p.m.

**VI. CLOSED SESSION**

The commission adjourned into closed session at 6:18 p.m.

**The commission reconvened into open session at 7:30 p.m. with no announcements taken into closed session:**

**VII. ADJOURNMENT**

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