

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

MINUTES

February 3, 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

II. APPROVAL OF AGENDA

Ms. Dixon moved to approve the agenda as submitted and seconded by Mr. Bohn with the following changes:

Page 2 of 35 Action B: Administrator of Operations Recruitment Dates should read: Recruitment Open date 02/10/2016-03/08/2016.

Page 20 of 36 Job specification title change should read: Facilities Administrator strike out and add new title: Administrator of Operations.

Page 22 of 36 Qualifications should read as follows:

Four (4) years of recent (within the past five (5) years) fulltime paid managerial/administrative work experience at or above a Department/Director level in any of the following fields: facilities, maintenance and operations, and transportation, or energy management programs and services.

Motion carried with changes.

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. Bilingual Community Relations Worker II/Parent Involvement

Exam #15-161

Motion carried.

D. CLASSIFICATION

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

Lifeguard

Motion carried.

E. FILL VACANCIES FROM ELIGIBILITY LISTS:

It is moved by Ms. Dixon and seconded by Mr. Bohn to approve the certification from other eligibility lists to fill vacancies, as follows:

FROM	TO
1. Attendance Assistant	Bilingual Attendance Assistant
2. Bilingual Community Resources Worker	Community Resource Worker
3. Community Specialist II	Microcomputer Specialist II

Motion carried.

F. LATERAL TRANSFER:

It was moved by Ms. Dixon and seconded by Mr. Bohn to approve the lateral transfer for Daphne Morris, effective February 4, 2016, as follows:

From:

School Accounting Technician (MS) – Shandin Hills Middle School

To:

Attendance Technician- Chavez Middle School

Motion carried.

G. CONFERENCE CSPCA:

A motion was made by Ms. Dixon and seconded by Mr. Bohn for Personnel Commission Staff and Commissioners to attend CSPCA 2016 Conference from 02/25/2016 – 02/28/2016 at Paradise Pier Hotel, Anaheim, California.

Motion carried.

H. RULES WORKING OUT OF CLASS:

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the second reading to Chapter 3.11 Working Out of Classification.

Motion carried.

I. CHAPTER 3 REVIEW RULES:

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the second reading to Chapter 3 Review of Positions:

3.13: Review of Positions

3.14: Request for Reclassification

3.15: Effective Date of Reclassification

3.16: Reclassification of Incumbents

Motion carried.

J. ANNUAL REPORT 2014-2015:

A motion was made by Ms. Dixon and seconded by Mr. Bohn to discuss the Annual Report for 2014-2015.

Ms. Byrd explained in detail each area of the Annual Report. This should be updated on an annual basis.

K. MINUTES JANUARY 13, 2016:

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the Minutes for January 13, 2016.

Motion carried.

V. COMMISSIONER'S AND DIRECTOR'S COMMENTS:

Ms. Byrd stated the goal is to try to fill all trade positions that are still open.

Ms. Dixon stated she is impressed with the Writ positions down to 16 positions to be filled. Ms. Dixon encouraged everyone to go to museum to see the Black History month.

Mr. Bohn expressed his gratitude for the Annual Report Pamphlet, it is very nice to see from year to year of what has been going on.

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 5:59 p.m. and the following was taking into closed session:

The commission selected a Bilingual Clerk II for the department of Personnel Commission effective February 16, 2016.

Motion passed.

VII. ADJOURNMENT

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