

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

MINUTES

July 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. Mr. Salazar seconded.

Motion carried.

III. PUBLIC COMMENTS

Samer Alzubaidi, Director for Facilities stated that he applied for the position of Administrators of Operations on 3/3/2016; he gave his background, civil – construction engineer. His concern was that he felt the screening process was not followed correctly.

Roy Gaines, School Police Officer requested that the commission consider him for the screening process as a School Police Sergeant. He stated that he was in the process of retaining the Intermediate Certificate issued by the California Commission on Peace Officer Standards and Training. The process takes approximately three (3) month process.

IV. ACTION ITEMS

A. RATIFYING ELIGIBILITY LIST(S).

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

1. Account Clerk II	Exam # 16-050
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2. Education Assistant III (Severe Impairments)	Exam # 16-031
3. HVACR Mechanic	Exam # 16-138
4. Instructional Aide	Exam # 16-032
5. Instructional Assistant (SDC)	Exam # 16-039
6. Instructional Tutor LH-PH	Exam # 16-038
7. Microcomputer Specialist I (PC)	Exam # 16-034
8. Microcomputer Specialist II	Exam # 16-036
9. Nutrition Services Supervisor	Exam # 16-042
10. Occupational Therapist	Exam # 16-048
11. Pool Attendant	Exam # 16-045
12. Secretary	Exam # 16-033
13. Senior Food Production Worker	Exam # 16-047

Motion carried

B. RECRUITMENTS.

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

1. Curriculum Materials Clerk	Open/Promotional	07/06/2016-08/23/2016
2. Delivery Driver/Warehouse Worker	Promotional Only	06//15/2016-08/16/2016
3. Instructional Tutor AH	Open/Promotional	06/29/2016-Continuous
4. Maintenance Worker II	Open/Promotional	06/29/2016-07/26/2016
5. School Accounting Technician I-Middle School	Open/Promotional	07/06/2016-08/23/2016
6. School Police Sergeant	Open/Promotional	06/08/2016-7/26/2016
7. Sprinkler System Specialist	Open/Promotional	06/08/2016-07/26/2016
8. Youth Services Specialist	Open/Promotional	07/13/2016-08/16/2016

Motion carried.

C. CERTIFICATION NAMES FROM ELIGIBILITY LIST:

A motion was made by Ms. Dixon and seconded by Mr. Salazar to approve certification names from the eligibility lists to fill vacancies.

From:	To:
Instructional Aide	Bilingual Instructional Aide
Instructional Tutor LH/PH	Bilingual Instructional Tutor LH/PH
Secretary	Bilingual Secretary

Ms. Byrd explained that the list will be canvassed to determine who are bilingual.

Motion carried.

D. EXTENDING ELIGIBILITY LIST

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve certification to extend the following eligibility list for an additional year.

1. Attendance Assistant, Exam # 15-113, 16 Eligible Ranks
2. Secretary III, Exam # 15-062, 10 Eligible Ranks

Motion carried.

E. BILINGUAL SCHOOL POLICE OFFICER

It was moved by Ms. Dixon and seconded by Mr. Bohn to approve the revision of the classification for School Police Officer, Job Code 518, and to reclassify current employees with a permanent classification of Bilingual School Police Officer to School Police Officer, with Job Code 486 without loss of seniority effective July 14, 2016.

Ms. Byrd explained that some positions in this classification may require bilingual.

Ms. Jackson, Classified HR director, explained if the applicant utilizes a second language, they can fill out paperwork to be compensated.

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

School Police Officer

Motion carried.

F. CLASSIFICATION SPECIFICATION REVISIONS

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

Secretary IV

Motion carried.

G. CONFERENCE FOR SPCA OF NORTHERN CALIFORNIA

It is moved by Ms. Dixon and seconded by Mr. Salazar to approve for the Commissioners, Personnel Commission Director, Personnel Analyst, and Human Resources Specialist(s) (PC), Bilingual Secretary III, and Bilingual Clerk II to attend the conference for California School Personnel Commissioners Association (CSPCA) of San Francisco, Northern California on Thursday, January 26, 2017 through Sunday, January 29, 2017 at Westin St. Francis Hotel in Union Square. The cost is

not to exceed \$8,000.00, plus additional transportation cost. Mr. Salazar asked if there is enough money within our budget. Ms. Byrd confirmed the budget.
Motion carried.

H. PROVISIONAL EMPLOYEE

It is moved by Ms. Dixon and seconded by Mr. Salazar to approve provisional employee, Audrey Loera to work as provisional Personnel Analyst, salary range M40, not to exceed 90 work days during the 2016-17.

Motion carried.

I. MINUTES

A motion was made by Ms. Dixon and seconded by Mr. Salazar to approve the minutes for June 8, 2016 meeting.

Motion carried.

V. COMMISSIONER'S AND DIRECTOR'S COMMENTS:

Mr. Salazar wished Ms. Dixon Happy Birthday.

Ms. Dixon welcomed Mr. Jeffrey Haynes, Director for Workers Compensation Department.

Ms. Dixon stated that she was approached by a community member concerned that "every job that comes up is bilingual; leaving others out". They ask what can she do about it? Ms. Dixon feels there isn't a balance at the school sites.

Ms. Jackson stated that the only difference on bilingual is a bilingual employee receives a stipend. She suggested having bilingual removed from the titles and specify on class specification that bilingual may be preferred or desired.

The meeting adjourned for closed session at 6:02 p.m.

VII. CLOSED SESSION:

The commission adjourned into closed session at 6:02 p.m.

The commission reconvened into open session at 6:27 p.m. and announced the following action taken in closed session:

ID# 16-8341687 – Appeal granted.

ID# 16-18528437 – Appeal tabled.

Adjournment: The meeting adjourned at 6:28 p.m.