

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

**MINUTES**

January 11, 2017

**I. CALL TO ORDER**

- A. The meeting was called to order at 5:32 p.m. by Commissioner Dixon.
- B. Pledge of Allegiance
- C. Roll-Call
  - 1. Commissioner Valeria Dixon, Chairperson
  - 2. Commissioner Michael Salazar, Vice – Chairperson
  - 3. Commissioner George Bohn, Member

**II. APPROVAL OF AGENDA**

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

Motion carried.

**III. PUBLIC COMMENTS**

None

**IV. ACTION ITEMS**

**A. Nomination for Chairperson 2017**

It was moved by Ms. Dixon and seconded by Mr. Salazar to nominate the Chairperson for 2017. Mr. Salazar and Mr. Bohn moved to nominate Ms. Valeria Dixon for Chairperson. Ms. Dixon accepted the nomination.

Motion carried.

**B. Nomination for Vice-Chairperson 2017**

It was moved by Ms. Dixon and seconded by Mr. Bohn to nominate the Chairperson for 2017. Ms. Dixon and Mr. Bohn moved to nominate Mr. Michael Salazar for Vice-Chairperson. Mr. Salazar accepted the nomination.

Motion carried.

**C. Calendar for 2017**

It was moved by Ms. Dixon and seconded by Mr. Salazar to accept Calendar 2017 meeting dates with changes. The meeting dates and locations are:

January 11, 2017, Personnel Commission Office

February 8, 2017, Personnel Commission Office

March 1, 2017, BOE Community Room  
 April 12, 2017, Personnel Commission Office  
 May 3, 2017, BOE Community Room  
 June 14, 2017, Personnel Community Room  
 July 12, 2017, Personnel Community Room  
 August 9, 2017, Personnel Community Room  
 September 6, 2017, BOE Community Room  
 October 11, 2017, Personnel Community Room  
 November 8, 2017, Personnel Community Room  
 December 13, 2017, Personnel Community Room  
 Motion carried.

**D. RATIFYING ELIGIBILITY LIST(S).**

Motion was made by Ms. Dixon and seconded by Mr. Salazar to approve the following eligibility list(s).

- |   |               |
|---|---------------|
| 1. Campus Security Officer I                    | Exam #16-077  |
| 2. Facilities Planning and Development Director | Exam # 16-098 |
| 3. Nutrition Services Business Manager          | Exam # 16-093 |
| 4. Senior Clerk                                 | Exam # 16-082 |

Motion carried.

**E. RECRUITMENTS.**

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

- |  |                  |                       |
|--|------------------|-----------------------|
| 1. Bilingual Secretary II (Spanish)      | Open/Promotional | 12/14/2016-01/17/2017 |
| 2. Cafeteria Worker                      | Open/Promotional | 12/21/2016-01/24/2017 |
| 3. Carpentry & Related Trades Supervisor | Open/Promotional | 01/11/2017-02/07/2017 |
| 4. Certified Athletic Trainer            | Open/Promotional | 12/21/2016-01/24/2017 |
| 5. Floor Covering Mechanic               | Open/Promotional | 12/21/2016-01/24/2017 |
| 6. Food Worker Trainee                   | Open/Promotional | 12/21/2016-01/24/2017 |

Ms. Dixon made a comment that she would like to make sure Bilingual Secretary II (Spanish) positions interacts with Spanish speaking parents.

Mr. Salazar requested information on Certified Athletic Trainer.

Ms. Byrd explained that she spoke to Kenny Wilson who is the Labor Representative for CSEA 183. He will take the job specification to the members to vote on the job specification for Certified Athletic Trainer approved by the membership, the job specification will be submitted to the Commission if approved.

Motion carried.

**F. Revisions to Classification**

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

Senior Personnel Analyst

Motion carried.

**G. Bilingual and Obsolete Classifications Discussion**

It was moved by Ms. Dixon and seconded by Mr. Salazar to discuss the Bilingual and Obsolete Classifications positions.

Ms. Byrd delivered an informational report to the commissioners with the number of Bilingual and obsolete classifications. She would like to bring this report to the Commission and plans to speak to the district and CSEA 183 to see if it is possible to eliminate some of the classifications. This was just an informational discussion for the Commission.

**H. MINUTES DECEMBER 14, 2016:**

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the Minutes for December 14, 2016.

Motion carried.

**V. COMMISSIONER'S AND DIRECTOR'S COMMENTS:**

Ms. Dixon wished everyone Happy New Year.

The commission adjourned into closed session at 6:12 p.m.

**VI. CLOSED SESSION**

**The commission reconvened into open session at 6:13 p.m. with no report out for closed session.**

**VII. ADJOURNMENT**

The commission adjourned the meeting at 6:13 p.m.