

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

MINUTES

February 8, 2017

I. CALL TO ORDER

- A. The meeting was called to order at 5:30 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. RATIFYING ELIGIBILITY LIST(S).

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

- | | |
|---|---------------|
| 1. Computer Specialist I - MAC | Exam #16-095 |
| 2. Custodian I | Exam # 16-100 |
| 3. Custodian II (Promotional Only) | Exam # 16-093 |
| 4. Education Assistant III (Severe Impairments) | Exam # 16-101 |
| 5. Registered Behavior Technician | Exam # 16-083 |

Motion carried.

B. RECRUITMENTS.

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

- | | | |
|-------------------------------------|------------------|-----------------------|
| 1. Delivery Driver/Warehouse Worker | Open/Promotional | 01/25/2017-02/21/2017 |
| 2. Occupational Therapist | Open/Promotional | 01/11/2017-02/28/2017 |

- | | | |
|-----------------------------|------------------|-----------------------|
| 3. School Police Officer | Open/Promotional | 01/18/2017-02/14/2017 |
| 4. Senior Personnel Analyst | Open/Promotional | 01/18/2018-02/14/2017 |

Motion carried.

C. ELIGIBILITY LIST TO FILL VACANCIES:

It was moved by Ms. Dixon and seconded by Mr. Bohn to certify eligibility list to fill vacancies for:

From: Senior Clerk To: Bilingual Senior Clerk

Motion carried.

D. MINUTES JANUARY 11, 2017:

A motion was made by Ms. Dixon and seconded by Mr. Salazar to approve the Minutes for January 11, 2017.

Motion carried.

V. COMMISSIONER’S AND DIRECTOR’S COMMENTS:

Mr. Salazar stated that he attended the CSPCA Conference in San Francisco and found it very interesting and informative. He thanked the staff for all the work that is done.

Mr. Bohn mentioned how the conference was very organized, well detailed and informative on the new changes that are surrounding the districts. He was very happy to be part of this conference. One of the workshop left out was on evaluating the director at the same time you evaluate the district. A question he had, was regarding ascension planning, is preparing for retirements or someone leaving and ensuring qualified individuals can move up in that position. He was glad to see that the marijuana laws are in place at the work place.

Ms. Byrd concurred that the conference was very well put together and informative. She was very happy to see that two administrators from the district were able to attend, Iris Guzman, Assistant Affirmative Action Officer and Sandra Rodriguez, Employee Relations Director. Ms. Byrd introduced Dr. Marcus Funchess who is currently overseeing Human Resources Classified Department for the mean time.

Ms. Dixon stated that she was glad everyone enjoyed the conference. She received a telephone call from a concerned administrator questioning that if a group is interviewed, what is the process of choosing the candidate by order? Should it be where the administrator has his or her own interview at the school site instead of interviewing as a group? Mr. Salazar asked if there is a procedure in place. Ms. Byrd stated it comes from HR classified and Dr. Funchess will work on a plan to see what is best for the district. Ms. Garcia mentioned the process was in place a long time ago and maybe it’s time for a change. Ms. Dixon would like for Dr. Funchess and Ms. Byrd to put together a process, and she would join the meeting if needed. She would like clarification of what the procedure should be.

Ms. Dixon thanked everyone for coming. The meeting adjourned at 5:48 p.m.

VI. ADJOURNMENT

The commission adjourned the meeting at 5:48 p.m.