

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

MINUTES

March 1, 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. Bilingual Clerk II (Spanish Only) | Exam # 16-097 |
| 2. Carpentry and Related Trades Supervisor | Exam # 17-001 |
| 3. Electrician | Exam # 16-102 |
| 4. Food Worker Trainee | Exam # 16-104 |
| 5. Public Safety Dispatcher | Exam # 16-092 |
| 6. School Police Clerk | Exam # 16-096 |
| 7. Secretary III | Exam # 16-098 |

Motion carried.

Motion was made by Ms. Dixon, and seconded by Mr. Bohn to remove Eligibility List Certified Athletic Trainer until CSEA membership approves the job description.

Motion carried.

B. RECRUITMENTS.

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

- | | | |
|---|------------------|-----------------------|
| 1. Bilingual Community Relations II/PI | Open/Promotional | 02/22/2017-03/21/2017 |
| 2. Community Resource Worker | Open/Promotional | 02/15/2017-03/14/2017 |
| 3. Education Assistant III-Severe Impairments | Open/Promotional | 02/15/2017-03/14/2017 |
| 4. HVACR Mechanic | Open/Promotional | 02/08/2017-Continuous |
| 5. Lead School Police Dispatcher | Open/Promotional | 02/22/2017-03/21/2017 |
| 6. Occupational Therapist | Open/Promotional | 01/11/2017/02/28/2017 |
| 7. Senior Cafeteria Worker | Open/Promotional | 02/15/2017-03/14/2017 |
| 8. Senior Personnel Analyst | Open/Promotional | 01/18/2017-02/28/2017 |
| 9. Water Cooling/Heating Specialist | Open/Promotional | 03/01/2017-Continuous |

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: Office Assistant I/Health Aide To: Bilingual Office Assistant I/Health Aide)

Motion carried.

D. CLASSIFICATION REVISIONS:

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

1. Accountant
2. Cafeteria Worker

Motion carried

D. MINUTES JANUARY 11, 2017:

A motion was made by Ms. Dixon and seconded by Mr. Salazar to pull the minutes for February 8, 2017.

Motion carried.

V. COMMISSIONER'S AND DIRECTOR'S COMMENTS:

Ms. Dixon thanked everyone for coming. Meeting adjourned at 5:40 p.m.

VI. ADJOURNMENT

The commission adjourned the meeting at 5:40 p.m.