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.