

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

**MINUTES**

June 14, 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. Salazar seconded.

Motion carried.

**III. PUBLIC COMMENTS**

None

**IV. ACTION ITEMS**

**A. RATIFYING ELIGIBILITY LIST(S):**

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the following eligibility list(s).

- |                                       |               |
|---------------------------------------|---------------|
| 1. Account Analyst                    | Exam # 17-027 |
| 2. Attendance Technician              | Exam # 17-014 |
| 3. Bilingual Transportation Scheduler | Exam # 17-022 |
| 4. Carpenter                          | Exam # 17-021 |
| 5. Energy and Sustainability Manager  | Exam # 17-030 |
| 6. Grant Manager                      | Exam # 17-029 |
| 7. Help Desk Technician               | Exam # 17-020 |
| 8. Lead School Police Dispatcher      | Exam # 17-024 |
| 9. Public Safety Dispatcher           | Exam # 17-018 |

Motion carried.

**B. RECRUITMENTS:**

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

1. Cafeteria Worker	Open/Promotional	06/07/2017-07/11/2017
2. Electrician	Open/Promotional	05/31/2017-06/27/2017
3. Custodian I	Open/Promotional	06/14/2017-07/11/2017
4. Maintenance Worker I	Open/Promotional	06/07/2017-07/11/2017
5. Occupational Therapist	Open/Promotional	06/07/2017-Continuous
6. Office Assistant I/HA	Open/Promotional	05/17/2017-06/13/2017
7. Payroll Technician	Open/Promotional	05/11/2017-06/06/2017
8. Sheet Metal Worker	Open/Promotional	05/31/2017-06/27/2017

Motion carried.

**C. EXTENSION OF ELIGIBILITY LISTS:**

A motion was made by Ms. Dixon, and seconded by Mr. Salazar to approve the extension of eligibility list for an additional year.

Title	Exam #	Eligible Ranks	From:	To:
Instructional Aide	16-032	14	7/14/2017	7/14/2018
Secretary	16-033	22	7/14/2017	7/14/2018

Ms. Byrd informed the commission that for Instructional Aide out of 119 eligibles on the list 50 have communicated continued interest; for the position of Secretary out of 81 on the list 53 communicated continued interest.

Motion carried.

**D. CERTIFICATION FROM OTHER ELIGIBILITY LISTS:**

A motion was made by Ms. Dixon, and seconded by Mr. Salazar to approve the certification from other eligibility lists to fill vacancies as follows:

From:	To:
Attendance Technician	Bilingual Attendance Technician
Community Resource Worker	Bilingual Community Resource Worker
Instructional Assistant (SDC)	Bilingual Instructional Assistant (SDC)
Library Assistant	Bilingual Library Assistant

Mr. Bohn asked about the removal of 'bilingual' from the classifications.

Ms. Byrd stated that she has informed the district about it; the consolidation of bilingual and non-bilingual classifications is something that will need to be negotiated with CSEA, which has not happened yet.

Motion carried.

**E. REVISIONS FOR CLASSIFICATION SPECIFICATIONS:**

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the revisions to the classification specifications as submitted:

1. Certified Athletic Trainer
2. Human Resources Officer

Ms. Dixon asked about the revisions to the Certified Athletic Trainer classification specification. She also asked about the recruitment plan in time for the first day of school.

Ms. Byrd informed the commission that revisions were done to the minimum qualifications and therefore those revisions do not require the 610 process with CSEA. Ms. Byrd confirmed recruitment before the first day of school.

Mr. Bohn asked about the removal of [Human Resources Officer] 'II' and [Human Resources Officer] 'I'.

Ms. Byrd informed the commission that there will only be one position filled for Human Resources Officer.

Motion carried.

**F. RECLASSIFICATION RECOMMENDATION:**

A motion was made by Ms. Dixon and seconded by Mr. Salazar to consider the reclassification recommendation for Senior Registrar.

Ms. Irma Garcia provided the commission with a brief synopsis about the Senior Registrar classification study and provided the commission with a recommendation. The results of the study indicated that the additional duties performed by the position are correctly assigned to the current classification and do not warrant reclassifying the position upward. Ms. Garcia recommended that the Senior Registrar classification remain as is.

Ms. Traci Butts, Senior Registrar, provided the commission with a history regarding her employment in the position of Senior Registrar and explained to the commission why she feels her position should be reclassified to Training Specialist.

Mr. Bohn asked several questions regarding her responsibilities as a Senior Registrar. He also asked about supporting data; data in terms of the number of visits to the sites as opposed to phone calls. Mr. Bohn requested that the item be continued for further study.

Ms. Traci Butts indicated the need to tally enrollment training provided to school sites' staff and providing the commission with data.

Ms. Dixon asked about the plans of reopening the Enrollment Center and would like to table the item until more information is provided by the district.

Ms. Dixon moved to table this item until more information is provided. The motion was seconded by Mr. Bohn. Motion carried.

**G. NEOGOV ANNUAL TRAINING CONFERENCE:**

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve Director, Personnel Analyst and Human Resources Specialist(s) PC to attend the 2017 NEOGOV Annual Training Conference on Thursday, October 26th and Friday, 27<sup>th</sup> at the MGM Grand Hotel, Las Vegas, at a cost not to exceed \$5,000.

Motion carried.

**H. PROVISIONAL EMPLOYEE:**

A motion was made 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 2017-18 fiscal year.

Mr. Bohn asked Ms. Byrd to explain the need for a provisional employee.

Ms. Byrd informed the commission that the plan is to have Ms. Loera work on sensitive recruitments.

Motion carried.

**I. MINUTES FOR MAY 17, 2017:**

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the minutes for May 17, 2017.

Motion carried.

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

Ms. Nersi Garcia presented Mr. Bohn with his picture frame for receiving his 40 year award and thanks him for his service in the district.

Mr. Salazar complimented staff for the good work being done. He expressed appreciation for the team's collaboration and hard work.

Mr. Bohn thanked staff for the picture frame and also appreciates the commission's progress.

Ms. Dixon also commended staff for the job well done. She shared that several people have come up to her to thank her for the work being done at the commission. She is glad to hear compliments from others outside of the school district events.

**VI. CLOSED SESSION:**

The commission adjourned into closed session at 6:14 p.m. with nothing to report out.