

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

MINUTES

December 13, 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
- D. Mr. Salazar administered the Oath of Office to Mr. Bohn, California School Employees Association (CSEA) Appointee, to the Commission for a three (3) year term commencing December 2, 2017 through December 2, 2020.

II. APPROVAL OF AGENDA

A motion was made by Ms. Dixon and seconded by Mr. Salazar to approve the agenda.

Motion carried.

III. PUBLIC COMMENTS

No public comments

IV. ACTION ITEMS

A. NOMINATIONS FOR CHAIRPERSON 2018:

Mr. Salazar nominated Ms. Dixon for Chairperson, Mr. Bohn concurred the nomination. Ms. Dixon accepted the nomination.

A motion was made by Mr. Salazar and seconded by Mr. Bohn to approve Ms. Dixon as Chairperson for 2018.

Motion carried.

B. NOMINATIONS FOR VICE-CHAIRPERSON 2018:

Ms. Dixon nominated Mr. Salazar for Vice-Chairperson, Mr. Bohn concurred the nomination. Mr. Salazar accepted the nomination.

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve Mr. Salazar as Vice-Chairperson for 2018.

Motion carried.

C. PERSONNEL COMMISSION CALENDAR FOR 2018:

A motion was made by Ms. Dixon and seconded by Mr. Salazar to consider approving the Personnel Commission Meeting Calendar for 2018.

Mr. Bohn shared with the Commission that he is unavailable to meet on February 7, 2018 and November 7, 2018. The Commissioners discussed and agreed in modifying the calendar to meet on February 15, 2017 and November 14, 2017.

Motion carried.

D. RATIFYING ELIGIBILITY LIST(S):

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

- | | |
|--|---------------|
| 1. Application Analyst III | Exam # 17-084 |
| 2. Buyer | Exam # 17-082 |
| 3. Cafeteria Worker | Exam # 17-078 |
| 4. Clerk II | Exam # 17-077 |
| 5. Community Relations Worker II/Parent Involvement | Exam # 17-076 |
| 6. Computer Specialist V | Exam # 17-071 |
| 7. Curriculum Materials Clerk | Exam # 17-089 |
| 8. Education Assistant III (SI) | Exam # 17-075 |
| 9. Education Assistant III (Spanish) | Exam # 17-058 |
| 10. Electrician | Exam # 17-063 |
| 11. Food Production Worker | Exam # 17-073 |
| 12. Lead School Police Dispatcher | Exam # 17-088 |
| 13. Nutrition Center Lead Delivery Driver/Warehouse Worker | Exam # 17-083 |
| 14. Nutrition Computer Analyst | Exam # 17-081 |
| 15. School Computer Specialist | Exam # 17-072 |
| 16. School Police Officer | Exam # 17-059 |
| 17. Student Services Specialist II | Exam # 17-080 |
| 18. Telecommunications Specialist | Exam # 17-087 |

Motion carried.

E. RECRUITMENTS:

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

- | | | |
|---|------------------|-----------------------|
| 1. Accounts Payable Technician | Open/Promotional | 11/08/2017-12/05/2017 |
| 2. Computer Specialist I | Open/Promotional | 11/08/2017-12/05/2017 |
| 3. Computer Specialist I-MAC | Open/Promotional | 11/22/2017-12/19/2017 |
| 4. Computer Specialist V | Open/Promotional | 11/08/2017-12/05/2017 |
| 5. Education Assistant III - SI | Open/Promotional | 11/08/2017-12/05/2017 |
| 6. Instructional Aide | Open/Promotional | 11/22/2017-12/19/2017 |
| 7. Instructional Assistant (TA) | Open/Promotional | 11/15/2017-12/12/2017 |
| 8. Maintenance Trades Helper | Open/Promotional | 11/15/2017-12/12/2017 |
| 9. School Accounting Technician I-
Middle School | Open/Promotional | 12/06/2017-01/09/2018 |
| 10. Secretary II | Open/Promotional | 11/08/2017-12/05/2017 |
| 11. Sheet Metal Worker | Open/Promotional | 11/15/2017-12/12/2017 |
| 12. Student Recovery Specialist | Open/Promotional | 11/22/2017-12/19/2017 |

Motion carried.

F. CERTIFICATION OF RATIFIED ELIGIBILITY LISTS:

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the ratified eligibility lists to fill for the following bilingual positions:

- | | |
|---------------------------------|---------------|
| 1. Curriculum Materials Clerk | Exam # 17-089 |
| 2. Education Assistant III (SI) | Exam # 17-075 |
| 3. School Police Officer | Exam # 17-059 |

Reference PC Rule: 5.23, 5.23.1, 5.23.2, 5.23.3

Ms. Dixon asked if there is a need to canvass the list. Ms. Byrd stated the list will be canvassed if there is a need for a bilingual position.

Motion carried.

G. TITLE CHANGE AND REVISIONS OF CLASSIFICATIONS:

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the title change and revisions to the following classification specification:

From:	To:
Building Services Director	Maintenance & Operations Director

Mr. Bohn inquired about the title change. Ms. Byrd indicated that the department name

changed to Maintenance and Operations Department.

Ms. Dixon inquired about recruitment for the Maintenance and Director position. Ms. Byrd indicated that a recruitment would be open on 12/20/2017.

Motion carried.

H. ESTABLISHMENT OF CLASSIFICATION:

A motion was made by Ms. Dixon and seconded by Mr. Salazar to approve the establishment of Instructional Assistant (Academic Intervention), Salary Range 32, classification.

Mr. Bohn asked if the establishment was for a new classification or a title change. Ms. Irma Garcia indicated that it is a new classification. Ms. Dixon inquired about the 610 process and asked if it was appropriate to approve it before. Ms. Irma Garcia shared with the Commission that it currently is pending the 610 process; staff placed the item on the agenda for approval so that it could have a retroactive action to December 14, 2017. Mr. Salazar asked for a copy of the current Instructional Aide class spec.

Ms. Byrd shared with the Commission that the classification would need approval before a reclassification; usually there is a classification in place when a reclassification is requested, but in this occasion there was not a classification; therefore staff had to establish a classification before considering a reclassification.

Motion carried.

I. RECLASSIFICATION REQUEST:

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the reclassification request submitted by Maria Duron and Wendy Cobern, from Instructional Aide to Instructional Assistant (Academic Intervention), effective 12/14/2017.

Ms. Irma Garcia provided the Commission with a brief synopsis of the Instructional Aide classification study and provided the Commission with a recommendation. The results of the study indicated the Ms. Duron and Ms. Cobern perform duties outside of their current instructional aide classification. Staff recommended the establishment of the new classification specification, Instructional Assistant (Academic Intervention), salary range 32, effective date of December 14, 2017.

Ms. Byrd shared with the Commission that a meeting took place with the District and CSEA where a Memorandum of Understanding (MOU) was signed by both parties agreeing with the reclassification, pending the 610 process. The reclassification will be effective December 14, 2017, if approved by the Commission.

Ms. Duron and Ms. Cobern thanked the Commission for the opportunity of the reclassification.

Motion carried.

J. FIRST READING PC RULES:

A motion was made by Ms. Dixon and seconded by Mr. Salazar to consider the First Reading to amend the Personnel Commission Rules, Chapter 1-12, as submitted.

[Dr. Marcus Funchess, Human Resources Director, provided each of the Commissioners a written letter signed by Dr. Perry Wiseman, regarding the request to provide additional time

to review the proposed changes to the PC Rules.]

Dr. Funchess commended Ms. Gladys Byrd and the team for working collaboratively and being open for suggestions. He mentioned the work in progress for transitioning duties from Classified Human Resources to the Personnel Commission. He indicated that the District is working on reviewing and analyzing the changes and requests more time to review and prepare comments; therefore suggesting to the Commission to table the First Reading item Personnel Commission Rules.

Ms. Dixon asked Ms. Byrd if CSEA had reviewed the proposed changes. Ms. Byrd indicated that the rules had been sent to CSEA. CSEA sent a request to the District to negotiate some changes. She also stated due to some of the proposed changes reference other chapters, as a result, staff placed all chapters of the Rules. Ms. Byrd recommended tabling the item for a future meeting.

Mr. Bohn asked Dr. Funchess for a timeline needed to review the proposed changes.

Dr. Funchess asked for a month at the minimum.

Mr. Salazar suggests that the First Reading be brought back at the February's PC meeting, and the second reading in March. This will provide ample time for parties to review.

Motion was tabled.

K. APPROVAL OF MINUTES FOR NOVEMBER 8, 2017:

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the minutes for November 8, 2017.

Motion carried.

V. COMMISSIONER'S/DIRECTOR'S COMMENTS:

Mr. Salazar congratulated Mr. Bohn and Ms. Dixon, appreciated the staff for the dedicated work done. He wished everyone a Merry Christmas and Happy New Year.

Mr. Bohn wished everyone safe holidays and thanks everyone for another three wonderful years.

Ms. Dixon congratulated Mr. Bohn and Mr. Salazar. She appreciates the collaboration between the District and Personnel Commission. She is thankful for the future transitioning duties back to the PC. She wishes happy holidays to all as well.

VI. CLOSED SESSION:

The Commission adjourned into closed session at 6:17 p.m. The Commission reconvened at 6:37 p.m., there was no report out.