

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

MINUTES

September 6, 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

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

Motion carried.

III. PUBLIC COMMENTS

None

IV. ACTION ITEMS

A. CLASSIFIED EMPLOYEE PERSONNEL COMMISSION APPOINTEE

A motion was made by Ms. Dixon and seconded by Mr. Salazar to discuss the Classified Employee Personnel Commission Appointee.

Ms. Byrd shared with the Commission that CSEA, Chapter 183, has been very pleased with Mr. Bohn and indicated that they intend to re-nominate him for another term. CSEA will put the nomination through the process and submit the recommendation to the Board by November.

B. RATIFYING ELIGIBILITY LIST(S):

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

- | | |
|------------------------------------|---------------|
| 1. Attendance Verifier | Exam # 17-048 |
| 2. Cafeteria Worker | Exam # 17-050 |
| 3. Education Assistant III/SI | Exam # 17-049 |
| 4. Electrician | Exam # 17-035 |
| 5. Microcomputer Specialist I - PC | Exam # 17-047 |

Motion carried.

C. RECRUITMENTS:

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

- | | | |
|--|------------------|-----------------------|
| 1. Education Assistant III (Spanish | Open/Promotional | 08/23/2017-09/05/2017 |
| 2. Groundswoker | Open/Promotional | 09/06/2017-10/03/2017 |
| 3. HVACR Mechanic | Open/Promotional | 09/06/2017-Continuous |
| 4. Language Translator Interpreter (Spanish) | Open/Promotional | 09/06/2017-10/03/2017 |
| 5. Lead Sheet Metal Worker | Open/Promotional | 08/16/2017-09/12/2017 |
| 6. Maintenance Trades Helper | Open/Promotional | 09/06/2017-10/03/2017 |
| 7. Microcomputer Specialist II | Open/Promotional | 08/30/2017-09/26/2017 |
| 8. Nutrition Computer Analyst | Open/Promotional | 08/30/2017-09/26/2017 |
| 9. School Accounting Technician II- HS | Open/Promotional | 08/09/2017-09/05/2017 |
| 10. School Police Officer | Open/Promotional | 08/30/2017-09/26/2017 |
| 11. Speech Language Pathology Assistant (SLPA) | Open/Promotional | 09/06/2017-Continuous |

Ms. Byrd requested the removal of item IV(C)(6), Maintenance Trades Helper, to make minor revisions to the classification specification. Ms. Dixon asked staff if the removal would affect applicants. Ms. Irma Garcia informed the Commission that the recruitment had not open, therefore not affecting applicants.

Mr. Salazar expressed concerns regarding recruitment dates. Ms. Byrd explained that some recruitments may open prior to Commission approval and if the Commission did not ratify the recruitment, applicants would be informed.

A motion was made by Ms. Dixon and seconded by Mr. Bohn, to remove item IV(C)(6), Maintenance Trades Helper, and approve the remaining recruitments.

Motion carried.

D. EXTENSION OF ELIGIBILITY LIST:

A motion was made by Ms. Dixon and seconded by Mr. Bohn to extend the following eligibility list for an additional year:

Title	Exam #	Eligible Ranks	From:	To:
Clerk I	16-072	32	10/13/2017	10/13/2018

Ms. Dixon asked if staff canvassed the list. Ms. Byrd confirmed.

Motion carried.

E. 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 Verifier	Bilingual Attendance Verifier
Education Assistant III/SI	Bilingual Education Assistant III/SI

The Commissioners asked about the process and the current status of converting bilingual classifications into non-bilingual classifications. Ms. Dixon expressed the need to be more efficient in the process. Mr. Salazar asked about new vacancies that require a bilingual candidate, he wanted to know at what point staff identify those that are bilingual to ensure they are certified before presenting it to the Commission.

Ms. Byrd explained to the Commission that consolidating both classification would require collaboration between CSEA and the district. She also explained the process prior to her appointment as PC Director, when recruitment flyers were included in the PC agendas as back-up material.

Ms. Irma Garcia informed the Commission that recruitments for Attendance Verifier and Education Assistant III/SI were flown with the additional component to bilingual certify candidates who possessed the skill.

The Commission asked Ms. Byrd to arrange a special Personnel Commission meeting to discuss bilingual classification and extend an invitation to Dr. Wiseman and Dr. Funchess.

Motion carried.

F. MINUTES FOR AUGUST 9, 2017:

A motion was made by Ms. Dixon and seconded by Mr. Salazar to approve the minutes for August 9, 2017.

Motion carried.

V. COMMISSIONER'S/DIRECTOR'S COMMENTS:

None.

VI. CLOSED SESSION:

The Commission adjourned into closed session at 5:58 p.m. and reconvened into open session at 6:00 p.m.; there was no report out. The Commission adjourned the meeting at 6:02 p.m.