

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

MINUTES

August 9, 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. Salazar, to approve the agenda.

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. Applications Architect PC | Exam # 17-043 |
| 2. Cafeteria Worker | Exam # 17-038 |
| 3. Certified Athletic Trainer | Exam # 17-040 |
| 4. Custodian I | Exam # 17-039 |
| 5. Human Resources Officer | Exam # 17-041 |
| 6. HVACR Mechanic | Exam # 17-006 |
| 7. Lifeguard | Exam # 17-042 |
| 8. Maintenance Worker I | Exam # 17-036 |

Motion carried.

B. RECRUITMENTS:

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

- | | | |
|------------------------------------|------------------|-----------------------|
| 1. Account Clerk II | Open/Promotional | 07/25/2017-08/15/2017 |
| 2. Cafeteria Worker | Open/Promotional | 07/12/2017-08/15/2017 |
| 3. Education Assistant III (SI) | Open/Promotional | 07/05/2017-08/01/2017 |
| 4. Instructional Assistant (CAI) | Open/Promotional | 07/19/2017-08/15/2017 |
| 5. Microcomputer Specialist I (PC) | Open/Promotional | 07/05/2017-08/01/2017 |
| 6. Nutrition Computer Analyst | Open/Promotional | 07/12/2017-08/08/2017 |
| 7. Occupational Therapist | Open/Promotional | 06/07/2017-Continuous |

Motion carried.

C. EXTENSION OF ELIGIBILITY LIST:

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

Title	Exam #	Eligible Ranks	From:	To:
Purchasing Clerk	16-051	14	08/11/2017	08/11/2018

The Commission discussed the extension of the eligibility list. Ms. Dixon asked if staff canvassed the list. Ms. Irma Garcia informed the Commission that out of 181 eligible candidates 106 communicated continued interest in remaining on the eligibility list. Mr. Salazar expressed concern for new applicants who may miss out on the opportunity should the list be extended. Mr. Bohn inquired about ranking and interview process for promotional candidates. Ms. Irma Garcia informed the Commission about the recruitment process for a position such as Purchasing Clerk; she added, that canvassing the list ensures that the eligibility list is healthy enough to fill vacancies.

Motion carried.

D. CERTIFICATION FROM OTHER ELIGIBILITY LISTS:

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

From:	To:
Bilingual Secretary II	Secretary II

Motion carried.

E. REVISIONS TO CLASSIFICATIONS SPECIFICATIONS:

A motion was made by Ms. Dixon and seconded by Mr. Salazar, to approve revisions to the following classifications as submitted:

1. Lead Sheet Metal Worker
2. Reprographics Supervisor

The Commission had discussion on the revisions to the classifications specifications. Mr. Salazar inquired about the involvement of all parties in the classification specification revision process, specifically the ‘physical level’ section. Ms. Dixon also inquired about the physical level requirements. Mr. Bohn inquired about the ‘knowledge and abilities’ as being standard on all job descriptions. Ms. Irma Garcia informed the Commission that changes to the classification specifications were minor; changes included reformatting which include adding physical demands that may be required on the job, and other minor revisions and additions. She also informed the Commission that no changes were done to the essential functions.

Motion carried.

F. MINUTES FOR JULY 12, 2017:

A motion was made by Ms. Dixon and seconded by Mr. Bohn, to approve the minutes for July 12, 2017.

Motion carried.

V. COMMISSIONER’S/DIRECTOR’S COMMENTS:

Ms. Irma Garcia commented on Ms. Gladys Byrd’s absence. She shared with the Commission that Personnel Commission staff was invited to the District English Learner Advisory Committee (DELAC) meeting to speak to parents about employment opportunities offered in the district. She also shared that she had a meeting recently with the Family Engagement Director regarding other possible recruitment strategies.

Mr. Bohn shared that he received an offer to be Interim Principal at Inland Career Education Center; however, he decided to remain with the Commission and decline the offer.

Mr. Salazar thanked Mr. Bohn for staying with the Commission. He also thanked staff for the hard work being done in the department.

Ms. Dixon shared about her recent meeting with the Risk Management/Employee Benefits Director and a discussion regarding revisions to a classification specification. She asked about the job specification revision process, specifically the CSEA’s 610 process, and if there is anything the Personnel Commission can do to expedite the process. She directed Ms. Irma Garcia to speak with Ms. Gladys Byrd regarding the matter. Ms. Dixon also asked about the vacancy log and asked staff to email her a copy.

VI. CLOSED SESSION:

The Commission adjourned into closed session at 5:55 p.m.

The Commission reconvened into open session at 6:26 p.m. and announced the following action taken in closed session:

ID#17-1004 request denied.

The Commission adjourned the meeting at 6:27 p.m.