

**PERSONNEL COMMISSION MEETING**  
SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT  
WHAA-Portable 1525 West Highland, San Bernardino, CA 92411

**MINUTES**

June 20, 2018

**I. CALL TO ORDER**

- A. The meeting was called to order at 12:01 p.m. by Commissioner Dixon.
- B. Pledge of Allegiance
- C. Roll-Call

Commissioner Valeria Dixon, Chairperson  
Commissioner Michael Salazar, Vice Chairperson  
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**

Ms. Gladys Byrd introduced Joshua Fleming, CSEA Labor Representative. Mr. Fleming thanked Ms. Byrd and stated that he looks forward to work with this district.

Ms. Desiree Bernal, applicant for Campus Security Officer I (CSO I), addressed the Commission regarding her removal from the CSO I eligibility list. She shared with the Commission that she was in the background process when she encountered conflict at work during her substitute assignment as a Cafeteria Worker which, she believes, caused her to be removed from the eligibility list. She requested that the Commission consider her appeal to remain on the list.

Ms. Dixon informed Ms. Bernal that staff will look into the matter.

**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. Accounts Payable Technician                    | Exam # 18-023 |
| 2. Administrative Assistant                       | Exam # 18-026 |
| 3. Assistant Warehouse Manager                    | Exam # 18-039 |
| 4. Assistant Warehouse Manager (Promotional Only) | Exam # 18-028 |
| 5. Cafeteria Worker                               | Exam # 18-031 |
| 6. Education Assistant III (Arabic)               | Exam # 18-013 |
| 7. Education Assistant III (Cambodian)            | Exam # 18-014 |
| 8. Education Assistant III (Vietnamese)           | Exam # 18-037 |

- |   |               |
|---|---------------|
| 9. Environmental Compliance and Safety Technician | Exam # 18-042 |
| 10. Grounds Supervisor                            | Exam # 18-035 |
| 11. Occupational Therapist                        | Exam # 17-037 |
| 12. Public Safety Dispatcher                      | Exam # 18-019 |
| 13. Public Safety Dispatcher                      | Exam # 18-033 |
| 14. Registered Behavior Technician                | Exam # 18-030 |
| 15. Reprographics Supervisor                      | Exam # 18-036 |
| 16. School Police Officer                         | Exam # 18-032 |
| 17. Senior Food Production Worker                 | Exam # 18-034 |

Motion Carried

**B. RECRUITMENT(S):**

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

- |   |                    |                       |
|---|--------------------|-----------------------|
| 1. Assistant Information Technology Director      | Dual Certification | 05/30/2018-06/26/2018 |
| 2. Attendance Technician                          | Promotional Only   | 06/13/2018-07/10/2018 |
| 3. Cafeteria Worker                               | Open/Promotional   | 06/06/2018-07/03/2018 |
| 4. Education Assistant III (Arabic)               | Open/Promotional   | 06/13/2018-07/10/2018 |
| 5. Education Assistant III (Cambodian)            | Open/Promotional   | 06/13/2018-07/10/2018 |
| 6. Education Assistant III – Severe Impairments   | Open/Promotional   | 06/13/2018-Continuous |
| 7. Environmental Compliance and Safety Technician | Open/Promotional   | 05/09/2018-06/05/2018 |
| 8. HVACR Mechanic                                 | Open/Promotional   | 06/13/2018-Continuous |
| 9. Nutrition Specialist                           | Open/Promotional   | 06/06/2018-07/03/2018 |
| 10. Painter                                       | Open/Promotional   | 05/09/2108-06/05/2018 |
| 11. Welder Fabricator                             | Open/Promotional   | 05/30/2018-06/26/2018 |
| 12. Youth Services Specialist                     | Open/Promotional   | 05/30/2018-06/26/2018 |

Motion carried

**C. APPROVAL OF RATIFIED ELIGIBILITY LISTS TO FILL BILINGUAL POSITIONS:**

A motion was made by Ms. Dixon and seconded by Mr. Salazar to approve ratified eligibility list(s) to fill bilingual positions:

- |                              |              |
|------------------------------|--------------|
| Instructional Assistant (TA) | Exam #17-097 |
|------------------------------|--------------|

Motion carried

**D. EXTENDING ELIGIBILITY LIST(S) FOR AN ADDITIONAL YEAR:**

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

Title	Exam #	Eligible Ranks	From:	To:
Payroll Technician	17-033	11	07/13/2018	07/13/2019

Mr. Bohn inquired about the extension for Payroll Technician. Ms. Irma Garcia informed the Commission of the current vacancy. Ms. Dixon asked if we had a viable eligibility list. Ms. Irma Garcia confirmed.

Motion carried.

**E. APPROVAL OF REVISIONS TO THE FOLLOWING CLASSIFICATION SPECIFICATION:**

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the revisions to the classifications specifications, and title change, for the Personnel Commission Director.

Ms. Byrd informed the Commission that the proposed title change is to comply with the Education Code. Mr. Bohn inquired about any conflicting issues with other district departments. Ms. Byrd indicated that she informed the District of the recommended changes and no issues were raised. Mr. Salazar verified with the Education Code, section 45264.

Ms. Dixon moved to amend the item to read “From: Personnel Commission Director; To: Personnel Director”, the motion was seconded by Mr. Salazar.

Motion carried.

**F. APPROVAL OF THE FIRST READING TO AMEND PERSONNEL COMMISSION RULES, AS SUBMITTED:**

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the first reading to amend Personnel Commission Rules, as submitted.

Ms. Byrd informed the Commission that amendment to the Rules are due to the commentary matrix provided to staff by the District’s counsel. We also shared suggested changes with CSEA, with no oppositions.

Motion carried.

**G. APPROVAL OF RECLASSIFICATION RECOMMENDATION FOR BENEFITS REPRESENTATIVE (CONFIDENTIAL):**

A motion was made by Ms. Dixon and seconded by Mr. Salazar to approve the reclassification recommendation for Benefits Representative.

Ms. Byrd briefly explained to Commission about the changes that have occurred within the department that warranted a classification study for the Benefits Representative. Ms. Byrd suggested tabling the item until the following month to include a recommended new classification specification. Ms. Dixon moved to table this item for next month's meeting, the motion was seconded by Mr. Salazar.

Motion tabled.

**H. APPROVAL FOR THE RECLASSIFICATION RECOMMENDATION FOR BILINGUAL ATTENDANCE VERIFIER. The reclassification will be effective 6/21/2018.**

A motion was made by Ms. Dixon and seconded by Mr. Salazar to approve the reclassification recommendations for Bilingual Attendance Verifier.

Ms. Garcia provided a brief summary of the classification study performed on the position held by Ms. Nancy Cuellar. Personnel Commission staff recommended a reclassification of the incumbent's position, of Bilingual Attendance Verifier, to Bilingual Attendance Assistant effective June 21, 2018. Ms. Byrd indicated that the effective date of the reclassification, if approved, is determined by the Commission.

Motion carried.

**I. APPROVAL FOR THE RECLASSIFICATION RECOMMENDATION FOR BILINGUAL ENROLLMENT CENTER TECHNICIAN:**

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the recommendations for Bilingual Enrollment Center Technician.

Ms. Byrd provided the Commission with a brief history of how and why the position of Bilingual Enrollment Center Technician was moved to the HR Certificated department. Personnel Commission staff does not recommend a reclassification at this time. Ms. Byrd proposed to look at this position in the future to determine if a reclassification is necessary.

Ms. Delia Franco, Bilingual Enrollment Center Technician, provided the Commission with a brief description of her current duties, which include capping. Mr. Salazar asked about the time spent on capping duties. Ms. Franco indicated that about 20% to 40% are spent throughout the fiscal year.

Ms. Dixon indicated that Ms. Franco's position should be appropriately allocated. She also asks that Dr. Wiseman and Dr. Funchess ensure that her position is placed in its appropriate department.

Mr. Bohn requested to bring this reclassification back in six months. Ms. Dixon made a motion to bring this item back in six months; and for Mr. Joshua Fleming, CSEA Labor Representative, to work with the District on this matter, the motion was seconded by Mr. Salazar.

Motion tabled.

**J. APPROVAL FOR THE RECLASSIFICATION RECOMMENDATION FOR BILINGUAL SECRETARY.**

A motion was made by Ms. Dixon and seconded by Mr. Salazar to approve the reclassification recommendation for Bilingual Secretary.

Ms. Irma Garcia provided the Commission a brief summary of the classification study performed on the position held by Ms. Marisa Ruiz. She shared with the Commission the current structure within the District in terms of allocating secretarial positions. Personnel Commission staff's recommendations is for the position held by Ms. Ruiz to remain as is. The recommendation to the District is that a Secretary III position be established.

Motion carried.

**K. APPROVAL FOR THE RECLASSIFICATION RECOMMENDATION FOR BUILDING PLANS AND RECORDS SUPERVISOR:**

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the reclassification recommendations for Building Plans and Records Supervisor.

Ms. Byrd provided the Commission with a brief summary of the classification salary study performed on the position held by Mr. Adam Sinner, Building Plans and Records Supervisor. Personnel Commission staff recommends that the salary remain as is.

Ms. Dixon moved to approve staff's recommendation, the motion was seconded by Mr. Salazar.

Motion carried.

**L. APPROVAL FOR NEOGOV SOFTWARE LICENSE FOR FISCAL YEAR 2018-2019:**

A motion was made by Ms. Dixon and seconded by Mr. Salazar to approve the NEOGOV Insight Enterprise Software License. The cost is \$20,042.48 for Fiscal Year 2018-2019.

Motion carried.

**M. APPROVAL FOR BIDDLE ONLINE TESTGENIUS ANNUAL SUBSCRIPTION FOR FISCAL YEAR 2018-2019:**

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the Biddle Online TestGenius Annual Subscription. The cost is \$14,438.00 for Fiscal Year 2018-2019.

Motion carried.

**N. APPROVAL OF ADVERTISING SUBSCRIPTION FOR NEOGOV FOR GOVERNMENTJOBS.COM FOR FISCAL YEAR 2018-2019:**

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the Advertising Subscription for NEOGOV for governmentjobs.com. The cost is \$4,950.00 for Fiscal Year 2018-2019.

Motion carried.

**O. APPROVAL FOR MAINTENANCE AGREEMENT MEMBERSHIP FOR CANON SOLUTIONS AMERICA INC. FOR FISCAL YEAR 2018-2019:**

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve Maintenance Agreement Membership for Canon Solutions America Inc. The cost is \$1,500.00 for Fiscal Year 2018-2019.

Motion carried.

**P. APPROVAL FOR LIMITED TERM HR SPECIALIST (PC):**

A motion was made by Ms. Dixon and seconded by Mr. Salazar to approve the Mary Pulchalski to work as a limited term Human Resources Specialist (PC), classified salary range 42, not to exceed 960 hours or 120 days, whichever is greater, for the 2018-2019 fiscal year.

Ms. Byrd explained the process for Mary Pulchalski as a retired HR Specialist substitute. This limited term employee will be assisting with the new transition of duties and any job that conflicts with staff.

Motion carried.

**Q. APPROVAL FOR PROVISIONAL PERSONNEL ANALYST:**

A motion was made by Ms. Dixon and seconded by Mr. Salazar to approve Audrey Loera, to work as a provisional Personnel Analyst, salary range 40, not to exceed 720 hours or 90 days, whichever is greater, for the 2018-2019 fiscal year.

Ms. Byrd shared with the Commission that this provisional employee has assist with salary clusters.

Motion carried.

**R. DISCUSSION PC SUMMER HOURS AND RELOCATION:**

A motion was made by Ms. Dixon and seconded by Mr. Salazar to discuss the PC summer hours and relocation of department.

Ms. Nersi Garcia explained the PC summer hours and the approximate date that staff will be moving back to the portable located at the Board of Education.

**S. APPROVAL OF MINUTES FOR MAY 2, 2018:**

A motion was made by Ms. Dixon and seconded by Mr. Salazar to approve the minutes for May 2, 2018.

Motion carried.

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

Ms. Byrd introduced Mary Puchalski to the Commission.

Mr. Bohn complemented the work of staff and the paperwork completed for the reclassification applications; they are well detailed and very well presented.

Mr. Salazar thanked staff for the hard work. He welcomed Mrs. Pulchalski, and Mr. Fleming, and he looks forwards to working them.

Ms. Dixon shared with those present the reasons why she decided to run for Commissioner. One of the main reasons is fairness in the process. She also shared that she began in our school district as a classified employee and does not like to see employees being taken advantage of.

Ms. Dixon congratulated and acknowledged Irma Garcia for receiving her master's degree.

Nerci Garcia acknowledge Ms. Dixon for her birthday.

**VI. CLOSED SESSION:**

The Commission adjourned into closed session at 1:05 p.m.

No report out.

**ADJOURNEMNT:**

The Commission adjourned the meeting at 1:05 p.m.