

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

MINUTES

April 5, 2018

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

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. Bohn to approve the agenda.

Motion carried

III. PUBLIC COMMENTS

No public comments.

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. Assistant Nutrition Services Director | Exam # 18-011 |
| 2. Campus Security Officer I | Exam # 18-016 |
| 3. Certified Athletic Trainer | Exam # 18-021 |
| 4. Education Assistant III (SI) | Exam # 18-018 |
| 5. Education Assistant III (Spanish) | Exam # 18-009 |
| 6. Instructional Assistant (SDC) | Exam # 18-015 |
| 7. Nutrition Center Chef | Exam # 18-012 |
| 8. Quality Control Technician | Exam # 18-004 |
| 9. School Licensed Vocational Nurse | Exam # 18-020 |

Motion Carried

B. RECRUITMENT(S):

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

- | | | |
|---|------------------|-----------------------|
| 1. Accounts Payable Technician | Open/Promotional | 03/07/2018-04/03/2018 |
| 2. Administrative Assistant | Open/Promotional | 03/14/2018-04/10/2018 |
| 3. Assistant Warehouse Manager | Promotional Only | 03/21/2018-04/17/2018 |
| 4. Education Assistant III (Cambodian) | Open/Promotional | 03/21/2018-04/17/2018 |
| 5. Instructional Tutor-Deaf and Hard of Hearing (DHH) | Open/Promotional | 03/14/2018-04/10/2018 |
| 6. Nutrition Specialist | Open/Promotional | 03/07/2018-04/03/2018 |
| 7. Registered Behavior Technician | Open/Promotional | 03/28/2018-04/24/2018 |

Mr. Bohn inquired about other languages. Ms. Byrd shared with the Commission that staff received requisitions to fill vacancies for Cambodian and Arabic; vacancies for other languages rarely come in.

Motion carried

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

A motion was made by Ms. Dixon and seconded by Mr. Salazar to approve ratified eligibility lists to fill non-bilingual positions:

Bilingual Education Assistant III (SI) Exam # 18-008

Ms. Dixon asked if the job requires the use of sign language. Ms. Irma Garcia informed the Commission that positions in this class are for the severely impaired and are not required to be fluent in sign language. She also shared with the Commission that staff included the item on the agenda per the request of the Commission. She provided the Commission some information as it regards to recruitment and hard to fill jobs, this classification being one of them.

Motion carried

D. APPROVAL OF RATIFIED ELIGIBILITY LISTS TO FILL VACANCIES AS FOLLOWS:

A motion was made by Ms. Dixon and seconded by Mr. Bohn to fill vacancies as follows:

| | |
|-----------------------------|---------------------------------------|
| From: | To: |
| Clerk II | Bilingual Clerk II |
| Instructional Assistant SDC | Bilingual Instructional Assistant SDC |

Ms. Dixon asked if this item was similar to the one above. Mr. Irma Garcia informed the Commission that these recruitments would be used to fill bilingual positons as needed.

Motion carried

E. EXTENDING THE ELIGIBILITY LIST(S) FOR AN ADDITIONAL YEAR.

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

| Title | Exam # | Eligible Ranks | From: | To: |
|----------------------------------|--------|----------------|----------|----------|
| Delivery Driver Warehouse Worker | 17-005 | 20 | 04/21/18 | 04/21/19 |
| Senior Personnel Analyst | 17-003 | 5 | 05/18/18 | 05/18/19 |

Motion carried

F. APPROVAL OF NEW CLASSIFICATIONS SPECIFICATIONS:

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

- 1. Campus Security (Bicycle Maintenance) Salary Range 38

Ms. Alexis Jenks, Human Resources Officer, spoke on behalf of the District and School Police Chief. She thanked Ms. Byrd and team for the hard work put into the development of Campus Security (Bicycle Maintenance). Ms. Jenks informed the Commission the classification will have a cost savings of \$60-80 thousand annually. The salary projection would be \$50 thousand versus \$60-80 thousand annually. The District would follow merit procedures in the event the current employee retires. This will also provide opportunities for promotion.

Mr. Ronald Meier, Campus Security Officer I, spoke on Campus Security (Bicycle Maintenance) and provided the Commission information regarding his compensation for performing bicycle maintenance and what such work entails. Additionally, Mr. Meier provided the Commission with a proposal document.

Mr. Salazar asked staff if the proposal was considered in the creation of the classification specification. Ms. Byrd informed the Commission that staff had not seen the proposal and therefore the proposal was not considered. She added, classifications specifications are not tailored to a specific person.

Ms. Dixon asked if the recruitment will be flown promotional only. Ms. Byrd confirmed that the recruitment would be promotional only.

Mr. Bohn questioned the order of the essential functions for the classification. Ms. Byrd informed the Commission that the essential functions are typically written in order by importance. The Commission moved to approve the class specification with minor changes to the order in which the essential functions are listed.

Motion carried.

G. APPROVAL OF THE SECOND READING OF PERSONNEL COMMISSION RULES AND REGULATIONS, AND SETTING AN EFFECTIVE DATE:

A motion was made by Ms. Dixon and seconded by Mr. Salazar to approve the second reading of the Personnel Commission Rules and Regulations, with an effective date of 4/6/2018.

Ms. Byrd informed the Commission that staff received an email from the District that included a document commentary on the revisions to the PC Rules and Regulations. She explained the process when working on revisions to the rules. She emailed several District managers and requested input, however, not all responded. She assured the Commission that staff will sit down with District administrators to examine section by section and revise the rules as needed.

Commissioners moved to approve the Second Reading of the Personnel Commission Rules and Regulations as is and make revisions as needed.

Motion carried

H. DISCUSSION ON PERSONNEL COMMISSION PLANNING RETREAT:

A motion was made by Ms. Dixon and seconded by Mr. Bohn to discuss the Personnel Commission Planning Retreat.

Ms. Byrd informed the Commission that she is currently serving on Jury Duty until end of June. Therefore, the item will be placed back at a later meeting for further consideration.

I. APPROVAL OF PERSONNEL COMMISSIONERS AND STAFF TO ATTEND PERSONNEL COMMISSION ASSOCIATION OF SOUTHERN CALIFORNIA (PCASC) 2018 MINI CONFERENCE:

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve Personnel Commission staff and Commissioners, to attend 2018 PCASC Mini conference "Finding Value in Merit" from 8:00 a.m. to 3:30 p.m. on Friday, June 1, 2018 at Paradise Hotel, 1717 South Disneyland Dr. Anaheim. Cost for hotel and conference not to exceed \$4,000.00.

Mr. Bohn and Mr. Salazar will not be available to attend the PCASC 2018 mini conference. Ms. Dixon may be able to attend; she will confirm with staff at a later date.

Motion carried.

J. PROPOSED BUDGET 2018-2019 PRELIMINARY DRAFT - FIRST READING:

A motion was made by Ms. Dixon and seconded by Mr. Salazar to set a public hearing date for the proposed budget.

The Commission moved to set the public budget hearing for May 2, 2018 and the Personnel Commission Director be directed to ensure that all legal notices, "invitations" and other

requirements be completed to ensure that the Commission may act legally on the budget at the date, as well as providing any responses that the Commissioners may have about this draft budget proposal to Commissioners prior to that date.

Motion carried.

K. DISCUSSION ON BILINGUAL AND NON-BILINGUAL CLASSIFICATIONS:

A motion was made by Ms. Dixon and seconded by Mr. Salazar to discuss Bilingual and Non-Bilingual Classifications.

Ms. Byrd informed the Commission that there is no current update on the Bilingual and Non-Bilingual classifications.

L. APPROVAL OF MINUTES FOR MARCH 7, 2018:

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the minutes for March 7, 2018.

Motion carried.

V. COMMISSIONER'S/DIRECTOR'S COMMENTS:

Ms. Byrd informed the Commissioners she is currently serving on Jury Duty until end of June; Irma will work out of class and do an excellent job in her absence. She informed the Commission that furniture has been ordered. She added, Dr. Wiseman has graciously volunteered to assist us with purchases if needs be. Ms. Byrd provided the Commission with some information regarding the remodeling process.

Ms. Dixon inquired about temporarily relocating staff while the remodeling is taking place. Ms. Byrd will explore the options.

Mr. Salazar complemented and thanked staff for the great job putting together the Personnel Commission Rules.

Mr. Bohn also thanked staff for doing an excellent job on the Personnel Commission Rules. He also noted that there was no cost from our budget for legal assistance to review the Rules.

Ms. Dixon shared that she recently received complements on how the Personnel Commission is moving forward with recruitment and testing procedures.

VI. CLOSED SESSION:

The Commission adjourned into closed session at 6:25 p.m. The Commission reconvened into open session at 7:00 p.m. with no report out.

ADJOURNMENT:

The Commission adjourned the meeting at 7:00 p.m.