

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

**MINUTES**

January 3, 2018

**I. CALL TO ORDER**

- A. The meeting was called to order at 5:52 p.m. by Commissioner Salazar.
- B. Pledge of Allegiance
- C. Roll-Call
  - 1. Commissioner Valeria Dixon, Chairperson - Absent
  - 2. Commissioner Michael Salazar, Vice Chairperson
  - 3. Commissioner George Bohn, Member

**II. APPROVAL OF AGENDA**

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

- |                                   |               |
|-----------------------------------|---------------|
| 1. Bilingual Senior Clerk         | Exam # 17-079 |
| 2. Drywall/Ceiling Grid Installer | Exam # 17-069 |
| 3. Education Assistant (SI)       | Exam # 17-092 |
| 4. Electronics Technician         | Exam # 17-074 |
| 5. Library Assistant              | Exam # 17-085 |
| 6. Power Mower Operator           | Exam # 17-068 |

Motion carried.

**B. RECRUITMENTS:**

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

- |                             |                  |                       |
|-----------------------------|------------------|-----------------------|
| 1. Budget Analyst           | Open/Promotional | 12/20/2017-01/16/2018 |
| 2. Electronics Technician   | Open/Promotional | 12/13/2017-01/09/2018 |
| 3. Maintenance Worker II    | Open/Promotional | 12/20/2017-01/16/2018 |
| 4. Public Safety Dispatcher | Open/Promotional | 12/13/2017-01/09/2018 |
| 5. Serving Kitchen Operator | Open/Promotional | 12/20/2017-01/16/2018 |

Motion carried.

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

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

- |                                 |               |
|---------------------------------|---------------|
| 1. Education Assistant III (SI) | Exam # 17-092 |
| 2. Library Assistant            | Exam # 17-085 |

Reference PC Rule: 5.23, 5.23.1, 5.23.2, 5.23.3

Motion carried.

**D. ESTABLISHMENT OF CLASSIFICATIONS:**

A motion was made by Mr. Salazar and seconded by Mr. Bohn to approve the establishment of the following classifications:

1. Data Quality Specialist - Salary Range 42
2. Payroll Specialist - Salary Range 42

Mr. Salazar indicated the job title should read Data Quality Specialist instead of Data Quality Control Specialist.

Motion carried.

**E. TITLE CHANGE AND REVISIONS OF CLASSIFICATION SPECIFICATIONS:**

A motion was made by Mr. Salazar and seconded by Mr. Bohn to approve the title change and revisions to the following classification specifications:

- |                               |                                   |
|-------------------------------|-----------------------------------|
| From:                         | To:                               |
| Building Services Director    | Maintenance & Operations Director |
| Lead School Police Dispatcher | Lead Public Safety Dispatcher     |

Ms. Byrd shared with the Commission that since Maintenance & Operations Director was approved at the previous meeting there has been other changes. Mr. Salazar asked for clarification on the changes of duties. Ms. Byrd stated that duties related to Facilities needed

to be removed as those belong to a different department.

Motion carried.

**F. REVISIONS OF CLASSIFICATION SPECIFICATIONS:**

A motion was made by Mr. Salazar and seconded by Mr. Bohn to approve the revisions to the following classification specifications:

1. Quality Control Technician
2. Workers' Compensation Technician

Motion carried.

**G. APPROVAL OF MINUTES FOR DECEMBER 13, 2017:**

A motion was made by Mr. Salazar and seconded by Mr. Bohn to approve the minutes for December 13, 2017.

Motion carried.

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

Ms. Byrd wished everyone a Happy New Year. She looks forward to using laptop computers for testing. She wished everyone a great 2018.

Mr. Bohn wished everyone a Happy New Year.

Mr. Salazar stated he is looking forward to 2018 and a great start. He commended staff for doing a marvelous job in 2017. He regrets Ms. Dixon being unable to attend the meeting; her leadership was missed.

**VI. ADJOURNMENT:**

The Commission adjourned 6:01 p.m.