

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

**MINUTES**

March 7, 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. Salazar to approve the agenda.

Motion carried

**III. PUBLIC COMMENTS**

Mr. Travon Martin, district employee and applicant, addressed the commission with concerns regarding testing procedures. He requested that the Commission include provisions within the Rules that allow eligible applicants to reschedule examinations in the case of emergencies. He shared with the Commission his personal experience.

**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. Bilingual Education Assistant III - SI         | Exam # 18-008 |
| 2. Budget Analyst                                 | Exam # 17-106 |
| 3. Cafeteria Worker                               | Exam # 18-001 |
| 4. Electronics Technician                         | Exam # 17-102 |
| 5. Lifeguard                                      | Exam # 18-002 |
| 6. Maintenance and Operations Director            | Exam # 18-003 |
| 7. Public Safety Dispatcher                       | Exam # 17-103 |
| 8. School Accounting Technician I – Middle School | Exam # 17-101 |
| 9. School Police Officer                          | Exam # 18-007 |

Motion Carried

**B. RECRUITMENT(S):**

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

- |                                   |                  |                       |
|-----------------------------------|------------------|-----------------------|
| 1. Certified Athletic Trainer     | Open/Promotional | 02/27/2018-03/27/2018 |
| 2. Registered Behavior Technician | Open/Promotional | 02/27/2018-03/27/2018 |
| 3. Secretary III                  | Open/Promotional | 02/27/2018-03/27/2018 |

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
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Mr. Salazar inquired about the status of consolidating bilingual and non-bilingual classifications. Ms. Dixon expressed concerns with hiring from bilingual eligibility lists; she also expressed concerns with having equal employment opportunity. Ms. Irma Garcia shared with the Commission that Education Assistant III (SI) positions are hard to fill and therefore staff added the item to get Commission approval to utilize the bilingual list. Ms. Dixon would like to see the item placed back on the next agenda.

Mr. Bohn moved to table this item for next month’s meeting, Ms. Dixon seconded the motion.

Item tabled

**D. 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  |
| 2. Community Relations Worker III (Parent Involvement) | Salary Range 35A |
| 3. Environment Compliance and Safety Technician        | Salary Range 37  |

Mr. Travon Martin, Community Relations Worker II, addressed the Commission regarding the Community Relations Worker III (Parent Involvement) classification. He indicated concerns with the duties listed and mentioned that the job duties do not capture the work he performs on a daily basis. He currently works at the department of Equity &

Targeted Student Achievement; he is required to serve as a mentor to high school students who are performing low academically. The duties listed on the new classification specification do not reflect equity and targeted student achievement. He stated every person who has had this classification has resigned because of the work demand. He thanked Personnel Commission staff for taking the time to update him.

Mr. Bohn asked Mr. Martin if he had written and shared his concerns with staff so they could evaluate the problem. Mr. Martin indicated that he reviewed the classification specification the day of the Personnel Commission meeting and informed the Commission that he will put his concerns in writing for Ms. Byrd to review. Ms. Byrd offered to place it back on the agenda for review and consideration.

Ms. Dixon asked staff for clarification on the classification specification review process. Ms. Byrd stated that the job description was created and approved by Charles Brown, Director of Equity and Targeted Student Achievement, and Aldo Ramirez, Family Engagement Director. The two (2) directors agreed with the new classification specification that will fit both departments; several meetings took place to finalize it. Once the classification specification is approved, a requisition for an establishment will be required to open recruitment. Ms. Dixon inquired about CSEA's involvement in the process. Ms. Byrd indicated that CSEA was in agreement with the new classification.

Ms. Dixon asked Mr. Martin if he had expressed concerns with his director. Mr. Martin indicated that he had spoken to his director but there was not much to do. Ms. Byrd mentioned that worked performed outside of his regular work hours needs to be compensated accordingly.

Ms. Dixon informed Mr. Martin that district administrators write job duties and not the Personnel Commission, therefore the Commission has no control over it.

Mr. Bohn questioned the job description for Campus Security (Bicycle Maintenance) and the need for 'bicycle maintenance'. Mr. Bohn motioned to pull item for further information, Mr. Salazar seconded the motion. Motion carried.

A motion was made by Ms. Dixon and seconded by Mr. Salazar to approve the remainder of the classification specifications: Community Relation Worker III (Parent Involvement) and Environment Compliance and Safety Technician. Motion carried.

**E. APPROVAL OF REVISIONS TO CLASSIFICATION SPECIFICATION(S):**

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve revisions to the following classification specification(s):

Electronics Technician

Motion carried

**F. FIRST READING OF PERSONNEL COMMISISON RULES:**

A motion was made by Ms. Dixon and seconded by Mr. Salazar to consider the Amendment to First Reading of Personnel Commission Rules and Regulations and set a date and time for Second Reading for Personnel Commission Action on the proposal.

Ms. Byrd informed the Commission that a meeting date needs to be set for the approval of Second Reading of Personnel Commission Rules and Regulations. She shared with the Commission that most revisions were minor; the major revisions to the First Reading relate to new legislation for working out of classification.

Ms. Dixon included in the motion to set the date of April 4, 2018, for Second Reading.

Motion carried.

**G. APPROVAL OF STAFF TO ATTEND PLANNING RETREAT:**

A motion was made by Ms. Dixon and seconded by Mr. Salazar to approve the Personnel Commission staff and Commissioners to attend a planning retreat to Agua Caliente Hotel at Rancho Mirage for one (1) night, including a meeting conference room, expenses not to exceed \$3,500. Proposed dates of May 10<sup>th</sup> and May 11<sup>th</sup>.

Ms. Byrd informed the Commission that staff planning retreat relates to the reorganization of office duties. Many of the processes depend on the approval of Personnel Commission Rules for the Second Reading. Mr. Bohn suggested to have the retreat in August or September to include additional staff. Ms. Byrd plans to have a retreat before the transition and a retreat after the transition. Ms. Dixon made a motion to set the retreat dates of May 10<sup>th</sup> and 11<sup>th</sup>. Commissioners are available for the retreat on the set date.

Motion carried.

**H. APPROVAL OF MINUTES FOR JANUARY 3, 2018:**

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the minutes for January 3, 2018.

Mr. Bohn and Mr. Salazar voted on the item. Ms. Dixon abstained from voting as she was not present for the January 3, 2018 meeting.

Motion carried.

**I. APPROVAL OF MINUTES FOR FEBRUARY 15, 2018:**

A motion was made by Mr. Salazar and seconded by Ms. Dixon to approve the minutes for February 15, 2018.

Mr. Bohn and Ms. Dixon voted on the item. Mr. Salazar abstained from voting as he was not present for the February 15, 2018 meeting.

Motion carried.

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

Ms. Byrd informed the Commissioners she will be working on updating the agenda format and clarifying the voting procedure.

Ms. Dixon provided her closing comments indicating that special accommodations cannot be done for testing, unfortunately. If testing accommodations is done for one, it has to be done for all. She appreciates the information regarding the class specification revisions/establishment process.

**VI. CLOSED SESSION:**

The Commission adjourned into closed session at 6:20 p.m. The Commission reconvened into open session at 6:54 p.m. The Commission granted the appeal for Employee #18-1001.

**ADJOURNMENT:**

The Commission adjourned the meeting at 6:56p.m.