

**PERSONNEL COMMISSION MEETING**  
SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT  
Personnel Commission Office  
777 North F Street, Portable #B San Bernardino, CA 92411

**MINUTES**

July 12, 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**

Erick Square, applicant for Campus Security Officer I (CSO I), addressed the Commission regarding his removal from the CSO I eligibility list. He requested that the Commission consider his appeal to remain on the list. Ms. Dixon informed Mr. Square that staff will look into the matter.

Monica Vargas, District substitute, addressed the Commission regarding her sub classifications. She requested to be placed in classifications she was previously allowed to sub in. Ms. Dixon informed her that PC Rules need to be adhered to and that staff would follow up with her.

John Simpson, CSEA President, requested that Commission meetings be regularly scheduled on Thursdays.

**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. Instructional Tutor LH/PH Exam # 18-038
- 2. Program Clock and Fire Alarm Technician Exam # 18-040

Motion Carried

**B. RECRUITMENT(S):**

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

1. Computer Specialist III Open/Promotional 07/05/2018-07/31/2018
2. Custodian II Promotional Only 07/05/2018-07/31/2018
3. Data Quality Specialist Open/Promotional 07/05/2018-07/31/2018
4. Help Desk Technician Open/Promotional 07/05/2018-07/31/2018
5. Instructional Tutor Deaf and Hard of Hearing (DHH) Open/Promotional 07/11/2018-08/07/2018

Motion carried

**C. APPROVAL OF SECOND READING TO AMEND PERSONNEL COMMISSION RULES, AS SUBMITTED:**

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

Joshua Fleming, CSEA Labor Representative, addressed the Commission with some concerns on Rules 4.1.3; and 5.2.12.5. Mr. Fleming asked about rationale for the changes.

Ms. Dixon moved to table Rules 4.1.3, 5.2.12.5, and 6.1.6.2 and revisit at the next Personnel Commission meeting, Mr. Salazar seconded.

Motion tabled.

Ms. Dixon moved to approve the remainder of the Rules as submitted, Mr. Salazar seconded.

Motion carried.

**D. APPROVAL OF NEW CLASSIFICATION SPECIFICATION AS SUBMITTED:**

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve new classification specification, as submitted:

1. Benefits Supervisor Salary Range M16

Ms. Irma Garcia informed the Commission that the salary range required amendment to reflect management salary range 22. Ms. Byrd informed the Commission that the incumbent would receive approximately five (5) percent more than what she is currently earning.

Ms. Dixon moved to amend the motion from salary range M16 to M22, Mr. Bohn seconded.

Motion carried.

**E. APPROVAL OF RECLASSIFICATION RECOMMENDATION FOR BENEFITS REPRESENTATIVE EFFECTIVE DATE\_\_\_\_\_.**

A motion was made by Ms. Dixon and seconded by Mr. Salazar to approve the reclassification recommendation for Benefits Representative, effective July 16, 2018.

Ms. Irma Garcia provided the Commission with a brief summary of the classification study performed. Personnel Commission staff recommends the reclassification of the position from Benefits Representative (classified confidential) to Benefits Supervisor (classified management).

Motion carried.

**F. APPROVAL OF PC STAFF TO ATTEND 2018 NEOGOV ANNUAL TRAINING CONFERENCE:**

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the PC staff to attend the 2018 NEOGOV Annual Training Conference on Thursday, October 11, 2018 and Friday, October 12, 2018 at The Mirage Hotel, Las Vegas. The conference and hotel cost not to exceed \$7,000.00.

Motion carried.

**G. APPROVAL OF MINUTES FOR JUNE 20, 2018:**

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the minutes for June 20, 2018.

Motion carried.

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

Ms. Byrd provided the Commission with a brief overview of new legislation pertaining to recreational aides and noon duty aides becoming part of the classified service. She also briefly mentioned the U.S. Supreme Court ruling, Janus v. AFSCME; public employees cannot be required as a condition of employment to pay agency service fees. Mr. Joshua Fleming also provided some background on the Janus' decision.

Mr. Salazar and Mr. Bohn did not have any comments.

Ms. Dixon shared that she is very pleased with the modernization of the PC office.

The Commission adjourned into closed session at 6:10 p.m.

**VI. CLOSED SESSION:**

The Commission reconvened into open session at 6:37 p.m. and announced the following actions:

Employee #18-1003 – Tabled

Employee #18-1004 – No report out

Employee #18-1005 – Appeal denied

**ADJOURNEMNT:**

The Commission adjourned the meeting at 6:37 p.m.