

THE MERIT SYSTEM

The Personnel Commission for the San Bernardino City Unified School District was established in 1978 to administer the Merit System for classified employees. The Merit System is a personnel system of rules and procedures, similar to civil service, which governs classified school personnel. Merit System law provides that classified employees are selected, retained and promoted on the basis of merit and fitness, exclusive of discrimination due to actual or perceived race, color, ethnicity, age, religion, political affiliation, marital status, disability, gender, sexual orientation or national origin.

The Personnel Commission of the San Bernardino City Unified School District is composed of three Commissioners, appointed for three-year staggered terms. The Commissioners are lay persons who must be known adherents the merit principle. One member is appointed by the Board of Education, another member is appointed by the classified collective bargaining employee unit, and together the two members select the third member. The Personnel Commission does not report directly to the Board or the Superintendent.

The California Education Code specifies the responsibilities of Personnel Commissions. To execute the responsibilities, the California Education Code provides that the Personnel Commission classifies positions; recommends salaries; hears appeals of disciplinary and dismissal matters; protests involving examinations selection or appointment procedures; and prescribes rules related to a variety of personnel practices. Authority for Personnel Commission functions are provided in sections 45240 through 45230 of the California Education Code.

San Bernardino City Unified School District's has about 4500 non-teaching position, of which approximately 2500 are classified support positions that include, but not limited to: education assistants, library aides, custodians, custodians, office support staff, and classified managers.

SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

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PERSONNEL COMMISSION

Valeria Dixon, Chairperson

Ms. Dixon is a Risk Management II at San Bernardino County Superintendent of Schools, JPA. She has served on the Commission since December 10, 2013. She was appointed by the State Superintendent of Public Instruction. In 2014 she was reappointed by the commissioners. Her current term expires December 2016.

Michael Salazar, Vice Chairperson

Mr. Salazar is a Vice President, Wealth Management for UBS Financial Services, Inc. He was appointed by the Board of Education. He began his term of office on December 1, 2009. This is Mr. Salazar's third appointment by the Board of Education. His current term expires December 1, 2018. Mr. Salazar also serves on the Board of Directors for the San Bernardino Symphony and St. Bernardine Medical Center.

George Bohn, Member

Mr. Bohn served as an educator from 1969 thru 2003. He retired from San Bernardino City Unified School District as principal for the Adult School. He became a board appointed member of the Personnel Commission on January 10, 2007 thru November 30, 2009. He was reappointed to the Commission by CSEA 183, the classified bargaining unit on December 1, 2014. His current term will expire on December 1, 2017.

COMMISSION STAFF

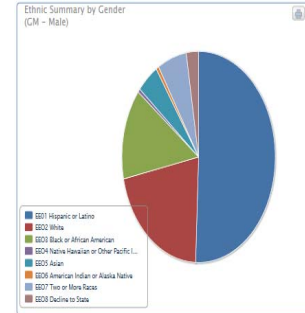
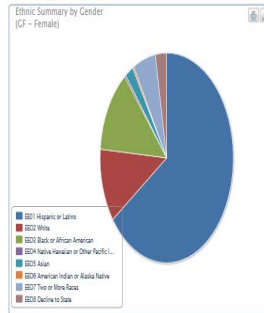
Gladys Byrd, Director of Personnel Commission
Irma Garcia, Personnel Analyst
Tamara Hamblet, HR Specialist (PC)
Esmeralda Sassaman, HR Specialist (PC)
Nersidalia Garcia, Bilingual Secretary III

RECRUITMENT SUMMARY

Recruitment Summary

	12/01/2013 11/30/2014	12/01/2014 11/30/2015
Number of applications processed	13,885	21,972
Number of Exams-Job Posting	108	180
Test Administered	283	274
Number of Eligibility Lists	136	232
Eligible List Report	125	207
Employment	223	331
Promotions	83	144
Resignations	225	183
Voluntary Demotion	3	1
Terminations-Dismissal	20	10
Retirements	42	67
Reclassified Employees	0	22
Number of Vacancies	475	207
Separation due to Death	3	3

Gender:
13421 Female
6241 Male
197 Declined to state



Ethnic	Female	Male
Hispanic	8727	3159
White	1517	1314
Black or African American	1714	867
Native Hawaiian or other Pacific Islander	47	33
Asian	265	287
American Indian or Alaska Native	46	36
Two or More Races	736	384
Decline to State	369	161
Total	13421	6241

Message from the Director

As we reflect on 2014-2015 school year and enter a new fiscal year, the Personnel Commission (PC) remains unwaveringly committed to administering an effective and efficient merit system of employment for all classified employees.

Additionally, the PC is proud to continue its development and application of innovative methods to provide students and communities with the highest quality workforce possible. A workforce that furthers the educational mission of the District, while fostering a safe, inviting environment for its students and employees.

I would like to thank all of our classified employees for the crucial role they play in our student's education. Our classified employees are a major reason our District is a success. PC is dedicated to make HOPE happen.

Highlights of the 2014-2015 Year

The Personnel Commission conducted twelve meetings during the year. Some of the year's highlights are:

- *The staff attended the Neogov annual conference at Las Vegas on October 2014.

- * Personnel Commission Department hired two (2) HR Specialist(s). Tamara Hamblet and Esmeralda Sassaman

- *CSEA Chapter 183 appointed George Bohn to the Commission on 12/1/2014. He was sworn into office at the December Personnel Commission Meeting.

P.C processed almost 22,000 applications which resulted in over 130 eligibility list.

The numbers of WRIT vacancies were reduced from 410 to 16.