

CIVIL SERVICE BOARD CALENDAR

02/14/17	BOARD MEETING	9:00 AM
02/28/17	BOARD MEETING	9:00 AM
03/14/17	BOARD MEETING	9:00 AM
03/28/17	BOARD MEETING	9:00 AM
04/11/17	BOARD MEETING	9:00 AM
04/25/17	BOARD MEETING	9:00 AM

FEBRUARY							MARCH							APRIL						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4				1	2	3	4							1
5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

THE CIVIL SERVICE BOARD MEETS IN THE CONFERENCE ROOM A, 4th FLOOR, CITY HALL 2ND AND 4TH TUESDAY OF EACH MONTH Holiday Observed:

BOARD MEETING FOLLOWED BY HEARING

Hearing Dates:

NOTE: ALL MEETINGS/HEARINGS ARE IN CONFERENCE ROOM A (4th FLOOR, CITY HALL) UNLESS OTHERWISE NOTED

**CIVIL SERVICE DEPARTMENT
AGENDA
CIVIL SERVICE BOARD MEETING FOR FEBRUARY 14, 2017
9:00 A.M.
CONFERENCE ROOM A, 4th FLOOR
CITY HALL
300 NORTH "D" STREET, SAN BERNARDINO, CALIFORNIA**

The City of San Bernardino recognizes its obligation to provide equal access to public services to those individuals with disabilities. Please contact Facilities Management (384-5244) two working days prior to the meeting for any requests for reasonable accommodations, to include interpreters.

CALL TO ORDER: _____

PLEDGE

ROLL CALL

CHAIRMAN	Dennis Reichardt	_____
VICE-CHAIR	Curtis Stout	_____
COMMISSIONER	Dan Carlone	_____
COMMISSIONER	Evelyn Alexander	_____
COMMISSIONER	Jeanette Avila	_____

ABSENT EXCUSED: _____

ALSO PRESENT: _____

A-A PUBLIC COMMENTS

PUBLIC COMMENTS ON ITEMS NOT ON AGENDA: A five minute limitation shall apply to each member of the public who wishes to address the Civil Service Board on a matter not on the agenda. No member of the public shall be permitted to **"share"** his/her five minutes with any other member of the public. (Usually, any items received under this heading are referred to staff for further study, research, completion and/or future Civil Service Board Action).

A-B APPROVE AGENDA ADDITIONS: Items not listed on the regular Agenda which need immediate action, and the need for such action came to the attention

Any writings or documents provided to a majority of the Civil Service Board regarding any item on the agenda will be made available for public inspection on the City website (www.sbcity.org) and during normal business hours at the Lobby Counter outside Council Chambers at City Hall located at 300 North "D" Street, San Bernardino, CA.

of the City subsequent to the Agenda posting—requires a 2/3 vote to add such items to the Agenda.

CONSENT CALENDAR

All Consent Calendar items listed are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Board member or other interested person so requests, in which event the item will be removed from the Consent Calendar and considered in its normal sequence on the agenda. Information concerning Consent Calendar items is available for public review. Are there any Board members who wish to speak to a consent calendar item? If there are other persons present who wish to speak to a consent calendar item, please step up to the podium and identify the number of that consent calendar item.

MOTION: That Consent Calendar Items A-1 through A-4 be adopted except for the following numbered items: _____, _____.

A-1 Minutes (Attached)

That the Minutes of the Regular Meeting of January 24, 2017 be approved as submitted in typewritten form.

A-2 Police Department Certifications (Attached)

That Police Department Certifications to Class Code 40631 (Field Training Officer) be approved as submitted via memorandum on the following date, in accordance with Civil Service Rule 415:

- a) January 23, 2017
- b) February 2, 2017
- c) February 7, 2017

A-3 Probationary Release (Attached)

That the probationary release of #2017-1, Community Service Officer I, Police Department be approved in accordance with Civil Service Rule 500.2. **A written statement was not submitted to Civil Service.**

A-4 Voluntary Demotion (Attached)

That the voluntary demotion of Jonathan Tennyson from Police Dispatcher I to Community Service Officer I, Police Department be approved in accordance with Civil Service Rule 510.

Any writings or documents provided to a majority of the Civil Service Board regarding any item on the agenda will be made available for public inspection on the City website (www.sbcity.org) and during normal business hours at the Lobby Counter outside Council Chambers at City Hall located at 300 North "D" Street, San Bernardino, CA.

END OF CONSENT CALENDAR

A-5 Correspondence: This item is for any correspondence the Chief Examiner has sent or received to bring to the full Board's attention. (Attached)

None

A-6 Closed Session

MOTION: That the Civil Service Board recess to Closed Session for the following:

- a) Conference with legal counsel – existing litigation – pursuant to paragraph (1) of subdivision (d) Section 54956.9:
- b) Conference with legal counsel – anticipated litigation – Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9:
- c) Conference with legal counsel – anticipated litigation -- Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9:
- d) Personnel - pursuant to Section 54957:

Reconvene and report action taken in Closed Session.

A-7 Adjournment

MOTION: That the meeting be adjourned to the regularly scheduled meeting of February 28, 2017.

MINUTES
City of San Bernardino
Civil Service Board
January 24, 2017

The regular meeting of the Civil Service Board was called to order by Chairman Dennis Reichardt, at 9 A.M., January 24, 2017, in Conference Room A, 4th Floor, San Bernardino City Hall, 300 North 'D' Street, San Bernardino, California.

Pledge of Allegiance

Roll Call

Roll call was taken by the Civil Service Chief Examiner, Rebekah Kramer, with the following present: Chairman Dennis Reichardt, Vice-Chair Curtis Stout, Commissioner Dan Carlone, Commissioner Evelyn Alexander and Commissioner Jeanette Avila. Deputy City Attorney Steven Graham representing the Civil Service Board and a representative from the Human Resources Department were also present.

A-A Public Comments on items not on the Agenda

None

A-B Agenda Additions

None

CONSENT CALENDAR

A-1 Minutes of the Regular Meeting of January 10, 2017

Vice-Chair Curtis Stout moved to approve the minutes of the regular meeting of January 10, 2017. Commissioner Dan Carlone seconded the motion. The minutes were unanimously approved as submitted.

A-2 Minutes of the Regular Meeting of December 13, 2016

Vice-Chair Curtis Stout moved to approve the corrected minutes of the regular meeting of December 13, 2016 (Item A-4). Commissioner Dan Carlone seconded the motion. The minutes were unanimously approved as submitted.

A-2 Police Department Certifications

Vice-Chair Curtis Stout moved to approve Police Department Certifications to Class Code 40466 (Field Training Officer), as submitted via memorandum on January 9, 2017 and January 17, 2017, in accordance with Civil Service Rule 415. Commissioner Dan Carlone seconded the motion, which was unanimously approved.

END OF CONSENT CALENDAR

A-4 Request by, Director, Public Works Department – Approve Revised Testing Standards for Equipment Mechanic I and Equipment Mechanic II.

Commissioner Evelyn Alexander moved to approve the revised testing standards for Equipment Mechanic I and Equipment Mechanic II to include Civil Service Application review and Civil Service Supplemental Questionnaire Review. Vice-Chair Curtis Stout seconded the motion, which was unanimously approved.

A-5 Correspondence: This item is for any correspondence the Chief Examiner has received to bring to the full Board's attention.

None

A-6 Monthly Report from Chief Examiner

The Chief Examiner provided a brief overview of the December 2016 monthly activity report. Additionally it was announced that the City Council approved a contract with Jones & Mayer for charter implantation services. The Board was advised that a briefing regarding the impact the new charter will have on the Civil Service Board of the Commissioners and the Civil Service Rules will be provided in March following the preliminary report being presented to City Council in late February. The Board was advised that that Bernice Flores, Civil Service Department Apprentice, has been appointed to a full-time position in the Police Department. On January 25, 2017 a new part-time intern will begin working with the Civil Service Department along with existing staff.


After general discussion, Commissioner Evelyn Alexander moved to receive and file the activity report for December 2016 and the Personnel Action Summary report for January 9, 2017. Commissioner Jeanette Avila seconded the motion, which was unanimously approved.

A-7 Closed Session

None

A-8 Adjournment

Commissioner Dan Carlone moved and Commissioner Jeanette Avila seconded the motion that the Board adjourn to the next regularly scheduled meeting of February 14, 2017.



Rebekah Kramer
Chief Examiner & Secretary
Civil Service

**City of San Bernardino
San Bernardino Police Department
Interoffice Memorandum**

To: Rebekah Kramer, Civil Service
From: Eric McBride, Assistant Chief of Police *SM*
Subject: Certification to Class Code 40466
Date: January 23, 2017
Copies: Laura Yavornicky, Rina Sanchez, Finance; SBPD Payroll; 201; Files

I am requesting per Civil Service Rule 415, that the following certification to Class Code 40466 (FTO) occur as follows:

Effective 2/13/17 through 3/12/17


Officer Jesus Vega

/mp

THE SBPD IS COMMITTED TO PROVIDING:
PROGRESSIVE QUALITY POLICE SERVICE;
A SAFE ENVIRONMENT TO IMPROVE THE QUALITY OF LIFE;
A REDUCTION IN CRIME THROUGH PROBLEM RECOGNITION AND PROBLEM SOLVING

**City of San Bernardino
San Bernardino Police Department
Interoffice Memorandum**

To: Rebekah Kramer, Civil Service

From: Eric McBride, Assistant Chief of Police 

Subject: Certifications to Class Code 40466

Date: February 2, 2017

Copies: Laura Yavornicky, Rina Sanchez, Finance; SBPD Payroll; 201; Files

I am requesting per Civil Service Rule 415, that the following certifications to Class Code 40466 (FTO) occur as follows:

Effective 2/6/17 through 3/5/17

Officer Ryan Thornburg

Effective 2/6/17 through 3/19/17

Officer Nathan Barilics
Officer Jesse Joyce
Officer Martin Hysen

/mp

**City of San Bernardino
San Bernardino Police Department
Interoffice Memorandum**

To: Rebekah Kramer, Civil Service
From: Eric McBride, Assistant Chief of Police *EM*
Subject: Certifications to Class Code 40466
Date: February 7, 2017
Copies: Laura Yavornicky, Rina Sanchez, Finance; SBPD Payroll; 201; Files

I am requesting per Civil Service Rule 415, that the following certifications to Class Code 40466 (FTO) occur as follows:

Effective 2/20/17 through 3/26/17

Officer Edward Lee

Effective 2/27/17 through 4/9/17

Officer Mike Madrigal

/mp

**NOTICE OF RELEASE OR DISCIPLINARY ACTION
DURING PROBATIONARY PERIOD (RULE 500.2 AND
RULE 500.3)**

CSB DATE STAMP

EMPLOYEE NAME: [REDACTED] 2017-1 2017 JAN 23 PM 7: 14

POSITION TITLE: COMMUNITY SERVICE OFFICER I CIVIL SERVICE
CITY OF SAN BERNARDINO

DEPARTMENT: POLICE

Pursuant to Rules 500.2 and 500.3 of the San Bernardino Civil Service Rules and Regulations effective on 01/18/2017 you are hereby: (check one)
(date)

- Released from probationary employment with the City of San Bernardino
- Released from promotional appointment because of failure to meet minimum work standards, and returned to the position from which you were promoted.
- Other:

A copy of this notice was filed with the Chief Examiner of the Civil Service Board, and this action is therefore effective immediately provided that the approval of a majority of the Civil Service Board is obtained at a subsequent meeting held in the normal course of business. A probationary employee or his/her designated representative may submit in writing a statement within five working days of this notice on his/her behalf, which will be considered by the Civil Service Board prior to taking action.

I have provided this employee a true copy of this notice by:

- Personal Service
- Mail

On: 01/18/2017 [Signature] LT. ADAM AFFRUNTI
Date Signature Printed Name

I have received a true copy of this notice:

Employee Signature: [Signature] Date: 1/18/17


Department Head Signature: [Signature] Date: 1-18-17

Witnessed by Signature: [Signature] Date: 1/18/2017

Witnessed by (Please Print Name): SGT. BRIAN PELLIS

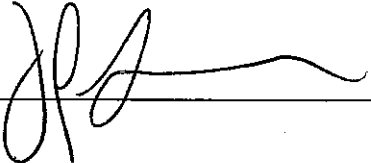
Original: Civil Service
CC: City Manager
City Attorney
Human Resources

City of San Bernardino
San Bernardino Police Department
Interoffice Memorandum

To: Jarrod Burguan, Chief of Police
From: Jonathan Tennyson, Dispatcher I Trainee
Subject: Request for Voluntary Demotion to CSO I
Date: January 20, 2017
Copies: Lt. D. Gomez, Personnel and Training


I respectfully request a demotion from Dispatcher I Trainee to a CSO I position in the Operations Division. I value my employment with the San Bernardino Police Department and I thank you for the opportunity given to me to participate in the Dispatch training program. I make this request voluntarily and believe I will be successful in the position of CSO I. Thank you.

Respectfully Submitted,



City of San Bernardino
San Bernardino Police Department
Interoffice Memorandum

To: Mark Scott, City Manager
From: Jarrod Burguan, Chief of Police
Subject: Justification for Personnel Action
Date: January 26, 2017

Copies:

Name of individual proposed for appointment

- Jonathan Tennyson

Position/Classification Title

- Community Service Officer I

Classification Number

- 30755

Step # Requested

- Step 1, \$2,782 / Mo

Funding Source

- 001-210-0078-5011

Justification/Reason for Request

Police Dispatcher I Jonathan Tennyson has requested a voluntary demotion to the position of Community Service Officer I. The Police Department currently has eight Community Service Officer I position vacancies. Mr. Tennyson was originally hired as a Police Cadet in 2015, and was successful in the required duties of that position. Mr. Tennyson's combined experience, and prior job performance will make him suitable to perform the duties of a Community Service Officer I.

kt/Jan'17