

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT  
REGULAR PERSONNEL COMMISSION MEETING AGENDA  
May 7, 2020 – 5:30 p.m.  
TELECONFERENCE MEETING**

**TELECONFERENCE:** <https://www.youtube.com/SanBdoCitySchools>

PLEASE NOTE: On March 17, 2020, Governor Newsom issued Executive Order N-29-20, which among other things, specifically eliminates the requirement to make a physical location available for the public for meetings under the Brown Act. The Personnel Commission can comply with public attendance and comment requirements holding a meeting via "teleconferencing" and allowing members of the public to observe and comment either telephonically, or otherwise electronically. The Commission is doing its part to help in the efforts to reduce the spread of COVID-19 by encouraging members of the public to watch/listen to the Personnel Commission meetings live online.

If members of the public would like to contact the Personnel Commission about this upcoming agenda, please send an email to [nersidalia.garcia@sbcusd.k12.ca.us](mailto:nersidalia.garcia@sbcusd.k12.ca.us) prior to the start of the Personnel Commission meeting. These comments will be shared with the Personnel Commissioners. If you wish for your written comment to be read aloud, please indicate this specifically in your communication. Requests for written comments to be read aloud will be honored, subject to the Personnel Commission's time limits on public comments.

The Commission is temporarily suspending public access to the Personnel Commission office until further notice.

**The following information is provided to assist persons who attend the meeting of the Personnel Commission and wish to participate in the meeting.**

**Assistance/Accommodations**

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meetings of the Personnel Commission, please contact the Personnel Commission Office at (909) 381-1280. Notification 72 hours prior to the meeting will enable the Commission to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the Commission shall also make available this agenda and all other public records associated with this meeting in appropriate alternative formats for persons with a disability.

**Addressing the Commission:**

There are two ways to address the Commission during the meeting. These are, speaking to the Commission regarding an item already on the agenda, and/or speaking to the Commission about a new topic not on the agenda. Speakers will be asked to keep their comments brief, and allotted approximately 3 minutes per speaker, per topic.

**Items on the Agenda:**

Speakers may comment on any item on the meeting agenda in order to share information for consideration by the Commission immediately before the Commission begins deliberation on the item. A speaker slip must be completed and provided to the Director prior to the agenda item.

---

*In compliance with Government Code §54957.5, any public records, which can be disclosed, related to an open session item on the agenda that have been submitted to the Commission are available for public inspection in the Personnel Commission office during normal business hours, no sooner than 72 hours prior to the meeting. A copy of a previous month's agenda and attachments may be requested by email communication to the Director at any time.*

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT  
REGULAR PERSONNEL COMMISSION MEETING AGENDA  
May 7, 2020 – 5:30 p.m.  
TELECONFERENCE MEETING**

**Items not on the Agenda:**

Item B (Public Comments) provides the opportunity where individuals may address topics that are not listed on the agenda. The Brown Act restricts the Commissioners from engaging in a discussion of non-agenda items or issues raised during public comment except to acknowledge receipt of the information, refer it to staff for further study or refer the item to a future meeting. The Commission may not take any action on issues or topics presented during Public Comments.

**Placing Items on a Future Agenda:**

Any member of the public may request that a matter within the jurisdiction of the Commission be placed on the agenda of a regular meeting. The request must be in writing and must describe the item to be discussed with sufficient detail including the history of the issue and how it is related to the Personnel Commission. Also to be included is any information or material that the requestor wishes to be reviewed by the Commission regarding the issue. It must be submitted to the Personnel Director at least ten (10) working days before the scheduled meeting date. Items submitted less than ten (10) working days before the scheduled meeting date may be postponed to a later meeting date to allow sufficient time for consideration and research of the issue.

The Commission Chair and the Director shall decide whether a request is within the subject matter jurisdiction of the Commission. Items not within the subject matter jurisdiction of the Commission may not be placed on the agenda. In addition, the Commission Chair and/or Director will determine if the item is merely a request for information or whether the issue is covered by an existing policy or administrative procedure before placing the item on the agenda.

The Commission Chair and/or Director shall decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item, information item, or under Public Comment.

**Closed Session**

The Personnel Commission may hold closed sessions only for purposes identified by law. The Commission may hold a closed session at any time during a regular or special meeting and during emergency meetings in accordance with law.

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT  
REGULAR PERSONNEL COMMISSION MEETING AGENDA  
May 7, 2020 – 5:30 p.m.  
TELECONFERENCE MEETING**

**A. PRELIMINARY FUNCTIONS:**

1. Call to Order - Meeting called to order at \_\_\_\_\_ p.m.
2. Pledge of Allegiance
3. Roll Call:

Chairperson	Ms. Valeria Dixon	_____
Vice Chairperson	Mr. Michael Salazar	_____
Member	Mr. George Bohn	_____
Personnel Director	Ms. Gladys Byrd	_____
Senior Personnel Analyst	Ms. Irma Garcia	_____
Secretary III	Ms. Nersidalia Garcia	_____

4. Approval of agenda, as submitted or amended:

Motion: \_\_\_\_\_ Second: \_\_\_\_\_  
 Discussion: \_\_\_\_\_  
 Action: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

5. Approval of minutes from the April 16, 2020 Personnel Commission meeting, as submitted or amended.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_  
 Discussion: \_\_\_\_\_  
 Action: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

6. Approval of minutes from the April 17, 2020 Special Personnel Commission meeting, as submitted or amended.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_  
 Discussion: \_\_\_\_\_  
 Action: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

**B. PUBLIC COMMENTS:**

**Public Comments pertaining to non-agenda items:** *Members of the public may address the Personnel Commission on items not listed on the agenda. The Brown Act restricts the Commissioners responses to non-agenda topics to: clarifying questions, brief announcements, brief report of personal related activities, or to refer the matter to staff. If you wish to speak during Public Comment, please submit a speaker slip to staff ahead of the meeting. We ask that those who address the Commission limit their remarks to three minutes, as established by the Commission Chairperson. This may be extended up to five minutes by consensus of the Commission. Any person may address the Commission concerning any*

---

In compliance with Government Code §54957.5, any public records, which can be disclosed, related to an open session item on the agenda that have been submitted to the Commission are available for public inspection in the Personnel Commission office during normal business hours, no sooner than 72 hours prior to the meeting. A copy of a previous month's agenda and attachments may be requested by email communication to the Director at any time.

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT  
REGULAR PERSONNEL COMMISSION MEETING AGENDA  
May 7, 2020 – 5:30 p.m.  
TELECONFERENCE MEETING**

*item on the agenda and may be granted three minutes to make a presentation to the Commission at the time a specific item is under discussion, or, in the case of a closed session item, prior to the Commission. No action may be taken on items of business not appearing on the agenda. (Government Code sections 54954.2, 54954.3, and 54957.9)*

**C. CONSENT ACTION ITEMS:**

*All matters listed under Consent Action Items are to be considered for ratification and will be enacted by one motion followed by a roll call vote. There will be no separate discussion of these items unless the Commission, audience, or staff request specific items to be removed from the Consent Item for separate action.*

1. Ratification of recruitment(s):

- |  |  |
|--|--|
| a. Administrator of Operations           | Dual Certification 04/08/2020-05/05/2020 |
| b. Cafeteria Worker                      | Open/Promotional 03/25/2020-05/26/2020   |
| c. Glazier                               | Open/Promotional 02/26/2020-Continuous   |
| d. Locksmith                             | Open/Promotional 02/26/2020-Continuous   |
| e. Nutrition Services Equipment Mechanic | Open/Promotional 04/01/2020-05/26/2020   |
| f. Plumber                               | Open/Promotional 04/22/2020-05/19/2020   |
| g. Public Safety Dispatcher              | Open/Promotional 03/25/2020-05/26/2020   |
| h. School Police Officer                 | Open/Promotional 02/12/2020-Continuous   |

2. Ratification of eligibility list(s):

- |                              |               |
|------------------------------|---------------|
| a. Applications Analyst III  | Exam # 20-021 |
| b. HVACR/Plumbing Supervisor | Exam # 20-026 |

3. Approval of Eligibility List Extension:

- |                           |              |                       |
|---------------------------|--------------|-----------------------|
| a. Food Production Worker | Exam #19-028 | 06/07/2020-06/07/2021 |
| b. School Outreach Worker | Exam #19-023 | 06/07/2020-06/07/2021 |
| c. Secretary III          | Exam #19-034 | 07/12/2020-07/12/2021 |

Approval of Consent Action Items as submitted or amended.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

Discussion: \_\_\_\_\_

Action: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

---

*In compliance with Government Code §54957.5, any public records, which can be disclosed, related to an open session item on the agenda that have been submitted to the Commission are available for public inspection in the Personnel Commission office during normal business hours, no sooner than 72 hours prior to the meeting. A copy of a previous month's agenda and attachments may be requested by email communication to the Director at any time.*

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT  
REGULAR PERSONNEL COMMISSION MEETING AGENDA  
May 7, 2020 – 5:30 p.m.  
TELECONFERENCE MEETING**

**D. ACTION ITEMS:**

*The Commission shall discuss the following recommendations. Items will be voted separately:*

1. Proposed Budget for 2020-2021 – Second Reading:

The Personnel Commission will discuss and conduct a public hearing on the proposed budget for the fiscal year 2020-2021. Members of the public, representatives from the collective bargaining units, employees of the district, and members of the Governing Board may comment on this proposed budget at this time.

It is recommended that the Personnel Commission approve the proposed budget for 2020-2021 as submitted.

Motion: \_\_\_\_\_ Second\_\_\_\_\_

Discussion: \_\_\_\_\_

Action: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

2. It is recommended that the Personnel Commission consider approving the Second Reading to the revised Personnel Commission Rule 3.7.5 Effects of Reclassification on Incumbent

Motion: \_\_\_\_\_ Second\_\_\_\_\_

Discussion: \_\_\_\_\_

Action: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

3. It is recommended that the Personnel Commission consider approving the Second Reading to the revised Personnel Commission Rule 17.2.7 Promotional Salary Rate

Motion: \_\_\_\_\_ Second\_\_\_\_\_

Discussion: \_\_\_\_\_

Action: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

4. It is recommended that the Personnel Commission consider the First Reading to the following revised Personnel Commission Rules:

- a. 3.7.8 Seniority on Upward Reclassification
- b. 3.7.9 Seniority on Downward Reclassification
- c. 3.7.10 Effect of Classification Changes
- d. 3.7.11 Effect on Reemployment and Eligibility Lists
- e. 9.4.3 Subsequent Probation for Permanent Employees

Motion: \_\_\_\_\_ Second\_\_\_\_\_

Discussion: \_\_\_\_\_

---

*In compliance with Government Code §54957.5, any public records, which can be disclosed, related to an open session item on the agenda that have been submitted to the Commission are available for public inspection in the Personnel Commission office during normal business hours, no sooner than 72 hours prior to the meeting. A copy of a previous month's agenda and attachments may be requested by email communication to the Director at any time.*

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT  
REGULAR PERSONNEL COMMISSION MEETING AGENDA  
May 7, 2020 – 5:30 p.m.  
TELECONFERENCE MEETING**

5. It is recommended that the Personnel Commission approve the job classification specification for Nutrition Services Financial Supervisor, management salary range 45.

Motion: \_\_\_\_ Second \_\_\_\_

Discussion: \_\_\_\_\_

Action: Aye: \_\_\_\_ Nay: \_\_\_\_ Abstain: \_\_\_\_

6. It is recommended that the Commission approve, probationary management employee, Sam Precie, Maintenance and Operations Director, to work out of class in the vacant Administrator of Operations position, effective May 16, 2020 until filled. Out of class assignment may not exceed 120 days in a fiscal year. The District requests that the Commission approve a one time exception to Personnel Commission Rule 3.2.8.11, probationary employees may not work out of class, due to the California state of emergency.

Motion: \_\_\_\_ Second \_\_\_\_

Discussion: \_\_\_\_\_

Action: Aye: \_\_\_\_ Nay: \_\_\_\_ Abstain: \_\_\_\_

**E. INFORMATION ITEMS AND REPORTS:**

None

**F. DISCUSSION:**

The next Personnel Commission meeting will be held on June 4, 2020, at 5:30 p.m., via Teleconference.

**G. COMMENTS FROM PERSONNEL COMMISSIONERS:**

**H. CLOSED SESSION:**

The Commission adjourned to closed session at \_\_\_\_ to discuss consideration of appointment, employment, dismissal, or evaluation of an employee.

The Commission reconvened in open session at \_\_\_\_\_ and reported on the following action(s) taken in closed session:

**I. ADJOURNMENT:**

The Commission adjourned the meeting at \_\_\_\_\_.

---

*In compliance with Government Code §54957.5, any public records, which can be disclosed, related to an open session item on the agenda that have been submitted to the Commission are available for public inspection in the Personnel Commission office during normal business hours, no sooner than 72 hours prior to the meeting. A copy of a previous month's agenda and attachments may be requested by email communication to the Director at any time.*

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT  
REGULAR PERSONNEL COMMISSION MEETING  
TELECONFERENCE MEETING  
MINUTES**

**April 16, 2020 – 5:30 p.m.**

**A. PRELIMINARY FUNCTIONS:**

1. Call to Order

The regular meeting of the Personnel Commission was called to order at 5:31 p.m.

2. Pledge of Allegiance

3. Roll Call

Members Present: Ms. Valeria Dixon, Chairperson  
Mr. Michael Salazar, Vice Chairperson  
Mr. George Bohn, Member

Staff Present: Ms. Gladys Byrd, Personnel Director  
Ms. Irma Garcia, Senior Personnel Analyst  
Ms. Nersidalia Garcia, Secretary III

4. Approval of Agenda

Ms. Dixon moved to approve the agenda, as submitted or amended. Mr. Salazar second the motion. Motion carried.

5. Approval of Minutes

Ms. Dixon moved to approve the minutes from the March 5, 2020 Special Personnel Commission meeting, as submitted or amended. Mr. Salazar second the motion. Motion carried.

6. Ms. Dixon moved to approve the minutes from the March 5, 2020 Regular Personnel Commission Meeting. Mr. Bohn second the motion. Motion carried.

**B. PUBLIC COMMENTS:**

Catherine DeBrule, Account Analyst applicant, appealed to the Commission the disqualification of her application. She briefly shared her work experience in the school district and hopes the Commission considers her appeal.

Nersidalia Garcia read to Commission a written statement submitted by Sean MacDowell, Facilities Analyst eligible. In this statement he is appealing to the Commission the removal of his name from the eligibility list. He asks the Commission to consider his request to remain on the Facilities Analyst eligibility list.

**C. CONSENT ACTION ITEMS:**

Ms. Dixon moved to approve all matters listed under Consent Action Items. Mr. Bohn second the motion. Ms. Byrd asked the Commission to approve each item separately due to the need to discuss one of the consent items.

---

*In compliance with Government Code §54957.5, any public records, which can be disclosed, related to an open session item on the agenda that have been submitted to the Commission are available for public inspection in the Personnel Commission office during normal business hours, no sooner than 72 hours prior to the meeting. A copy of a previous month's agenda and attachments may be requested by email communication to the Director at any time.*

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT  
REGULAR PERSONNEL COMMISSION MEETING  
TELECONFERENCE MEETING  
MINUTES  
April 16, 2020 – 5:30 p.m.**

1. Ms. Dixon moved to approve the Ratification of recruitment(s). Mr. Bohn second the motion. Motion carried.
2. Ms. Dixon moved to approve the ratification of Cafeteria Worker (Exam #20-011). Mr. Bohn second the motion. Motion carried.
3. Ms. Dixon moved to approve the Eligibility List Extension. Mr. Salazar second the motion. Ms. Byrd informed the Commission that the Information Technology Director requested the Computer Specialist I eligibility list not be extended. Ms. Byrd informed the Commission that there are approximately 7 promotional candidates and 20 external candidates. Mr. Salazar moved to extend all items listed. Ms. Dixon second the motion. Motion carried.
4. Ms. Dixon moves to approve Certifications of Hire as submitted. Mr. Bohn second the motion. Motion carried.

**D. ACTION ITEMS:**

1. Proposed Budget for 2020-2021 – Preliminary Draft – First Reading  
Ms. Dixon moved to approve to set the public hearing for the budget for 2020-2021 to be held on May 7, 2020. Mr. Bohn second the motion. Ms. Byrd updated the Commission of a few changes to the budget and pending the approval of the Commission the proposed budget will be sent to fiscal department. Motion carried.
2. First Reading to the Revisions of the Personnel Commission Rule 3.7.5 – Reclassification
  - a. Ms. Dixon moved to discuss the revisions to Personnel Commission Rule 3.7.5, Reclassification. Mr. Bohn second the motion. Ms. Byrd shared with the Commission the suggested revisions are based on information received from the district. The suggested revisions were shared with CSEA and the District and received no negative feedback. Staff will place item on next month's agenda for the second reading.
  - b. Ms. Dixon moved to discuss the revisions to Personnel Commission Rule 17.2.7, Promotional Salary Rate. Mr. Bohn second the motion. Ms. Byrd shared with the Commission the suggested revisions are based on a recent promotion from a classified non-management to a management position. This suggested rule revision considers the promotional salary rate from a regular classified position to a management classified position, which provides at least a 5% increase. The suggested revisions were shared with CSEA and the District and received no negative feedback. Staff will place item on next month's agenda for the second reading. Motion carried.
3. HVACR/Plumbing Supervisor classification specification management salary range 48.  
Ms. Dixon moved to approve the job classification specification, set at management salary range 48. Mr. Bohn second the motion. Motion carried.

---

*In compliance with Government Code §54957.5, any public records, which can be disclosed, related to an open session item on the agenda that have been submitted to the Commission are available for public inspection in the Personnel Commission office during normal business hours, no sooner than 72 hours prior to the meeting. A copy of a previous month's agenda and attachments may be requested by email communication to the Director at any time.*



**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT  
REGULAR PERSONNEL COMMISSION MEETING  
TELECONFERENCE MEETING  
MINUTES  
April 16, 2020 – 5:30 p.m.**

4. Revisions to the job classification specification for Administrator of Operations.  
Ms. Dixon moved to approve the revisions to the job classification. Mr. Bohn second the motion.  
Motion carried.
  
5. Revisions to the job classification specification for Warehouse Manager.  
Ms. Dixon moved to approve the revisions to the job classification. Mr. Bohn second the motion.  
Motion carried.

**E. INFORMATION ITEMS AND REPORTS:**

CSPCA 2020 Annual Conference - Mr. Bohn moved to table until further notice.

**F. DISCUSSION:**

The next Personnel Commission meeting will be held on May 7, 2020, at 5:30 p.m.

**G. COMMENTS FROM PERSONNEL COMMISSIONERS:**

Mr. Salazar thanked staff for putting this meeting together teleconference style. He appreciates the hard work from the staff.

**H. CLOSED SESSION:**

The Commission adjourned to closed session at 6:03 p.m. to discuss the following:

- a. Pursuant to Government Code 54954.5 (e) and 54957: Public Employee Discipline/Dismissal/Release/Appeals.
  1. Applicant #20-2015 - Denied
  2. Applicant #20-2016 - Approved
  3. Applicant #20-2017 - Approved

The Commission reconvened into open session at 6:44 p.m. and reported on the action(s) taken in closed session.

**I. ADJOURNMENT:**

The Commission adjourned the meeting at 6:44 p.m.

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT  
SPECIAL PERSONNEL COMMISSION MEETING AGENDA  
April 17, 2020 – 5:00 p.m.  
TELECONFERENCE MEETING**

**A. PRELIMINARY FUNCTIONS**

1. Call to Order - Meeting called to order at 5:00p.m.

2. Pledge of Allegiance

3. Roll Call:

Members Present:	Chairperson,	Ms. Valeria Dixon
	Vice Chairperson	Mr. Michael Salazar
	Member	Mr. George Bohn
Staff Present:	Personnel Director	Ms. Gladys Byrd
	Senior Personnel Analyst	Ms. Irma Garcia
	Secretary III	Ms. Nersidalia Garcia

4. Approval of agenda

Ms. Dixon moved to approve the agenda as submitted or amended. Mr. Bohn second the motion. Motion carried.

**B. PUBLIC COMMENTS**

No public comments.

**C. ACTION ITEMS:**

1. Approval of Memorandum of Understanding between the San Bernardino City Unified School District and the California School Employees Association (CSEA) and its Chapter 183.

Ms. Dixon moved to approve the Memorandum of Understanding. Mr. Salazar second the motion. Mr. Bohn inquired about the item being pulled from the Board agenda at its last meeting. Ms. Dixon stated that the Commission needs to approve it first. Ms. Irma Garcia informed to the Commission that the MOU is pending approval by the Board and it is being presented to the Commission for approval prior to Board approval. This item is also still pending approval through the 610 process. Motion carried.

**D. COMMENTS FROM PERSONNEL COMMISSIONERS:**

No comments

**E. ADJOURNMENT:**

The Commission adjourned the meeting at 5:06 p.m.

<b>Exam #</b>	<b>20-021</b>	<b>Exam Title</b>		<b>APPLICATIONS ANALYST III</b>		
<b>Posting Dates</b>		<b>Date Terminated</b>	<b># Eligible</b>	<b># Ranks</b>	<b># Applied</b>	<b># Meeting MQ's</b>
<b>Opened</b>	<b>Closed</b>					
2/26/2020	3/24/2020	5/8/2021	4	3	32	7

I certify that these eligibility lists are based upon examination requirements completed and complied in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.

Gladys Byrd  
 Personnel Director

4/27/2020  
 Date

Exam #	20-026	Exam Title	HVACR/Plumbing Supervisor			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
3/11/2020	4/7/2020	5/8/2021	3	3	5	3

I certify that these eligibility lists are based upon examination requirements completed and complied in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.

Gladys Byrd  
 Personnel Director

4/27/2020  
 Date

April 27, 2020

Bulletin No. 20-043

TO: Personnel Commission Chairperson and Chief Business Official  
**Barstow Unified School District**  
**San Bernardino City Unified School District**  
**Victor Valley Union High School District**

SUBJECT: **2020-21 PERSONNEL COMMISSION BUDGET**

The procedure for adopting the annual budget of the Personnel Commission in a merit system district is outlined below in conformance with Education Code 45253.

1. The Commission shall prepare an annual budget for its own office which, upon the approval of the County Superintendent of Schools, shall be included by the governing board in the regular budget of the school district.
2. The budget shall be prepared for a public hearing by the Commission to be held not later than May 30 of each year, or a date agreed upon between the Governing Board and the Personnel Commission to coincide with the process of adoption of the school district budget.
3. The Commission shall forward a copy of its proposed budget to the governing board indicating the time, date, and place for the public hearing of the budget, and shall invite board and district administration representatives to attend and present their views. The Commission shall fully consider the views of the governing board prior to adoption of its proposed budget.
4. The Commission shall then forward its proposed budget to the County Superintendent of Schools for action.

Attached is the “2020-21 Personnel Commission Budget” form to complete your 2020-21 budget. Please return two copies to Linda Cowell of this office no later than May 29, 2020.

**If your hearing is in conjunction with the district’s Adopted Budget Public Hearing, and it is agreed upon by the Governing Board and the Personnel Commission, please advise us of that date as soon as possible. After approval, one signed copy will be returned to you.**

Sincerely,

Ted Alejandre  
County Superintendent of Schools  
*Thomas G. Cassida, Jr.*  
Director  
Business Advisory Services

TGC:lc

Attachments: “2020-21 Personnel Commission Budget” Form; Education Code sections 45240-45320

**2020-21 PERSONNEL COMMISSION BUDGET**

**DISTRICT San Bernardino City Unified School District**

---

*Please complete the following Account Code Information:*

FUND	RESOURCE	PROGRAM	FUNCTION	OBJECT	SCHOOL	MANAGEMENT
01	0000	0000	7490		842	071

*Please submit the completed budget on or before May 31, 2020 to SBCSS- Business Advisory Services, 760 E. Brier Dr., San Bernardino, CA 92408, Attention: Linda Cowell..*

	COLUMN 1 2019-20 ADOPTED BUDGET	COLUMN 2 2019-20 ACTUAL OR ESTIMATED	COLUMN 3 2020-21 BUDGET
<b>2000 CLASSIFIED SALARIES:</b>			
District Administrative Personnel			
2350 Commission Members	3,600.00	0	3,600.00
2312 Director	151,186.00	116,234.00	154,985.00
2314 Personnel Analyst/Senior Analyst	95,924.00	73,749.00	105,318.00
2340 Management Sub	10,000.00	9,597.00	15,000.00
Secretaries/Clerks			
2410 Clerk II	48,884.00	37,566.00	51,033.00
2413 Secretary III	58,698.00	45,110.00	59,922.00
2414 Associate Personnel Analyst	199,306.00	160,581.00	217,278.00
2411 Specialist/Assoc. Analyst		152.00	
Clerical and Sub Other			
2420 Clerical OT	10,000.00	3,809.00	10,000.00
2440 Clerical Sub	20,000.00	11,833.00	20,000.00
Other:			
<b>SUBTOTAL (2000):</b>	\$597,598.00	\$458,631.00	\$637,136.00
<b>3000 EMPLOYEE BENEFITS:</b>			
3100 STRS			
3202 PERS	120,888.00	85,469.00	145,973.00
3312 Social Security Classified	36,983.00	25,909.00	39,694.00

3332 Medicare	8,684.00	6,691.00	9,283.00
3352 PARS	12.00	88.00	
3412 Health and Welfare	107,704.00	72,836.00	95,062.00
3502 Unemployment Insurance	298.00	229.00	320.00
3600 Workers' Compensation Insurance			
3602 Workers' Compensation – Classified	11,906.00	9,169.00	13,189.00
3702 Retiree Benefit – Classified	5,784.00	4,525.00	6,110.00
3752 other Post Employee Benefit	7,185.00	5,403.00	7,727.00
3900 Other Benefits			
<b>SUBTOTAL (3000):</b>	<b>\$299,444.00</b>	<b>\$210,319.00</b>	<b>\$317,358.00</b>

	COLUMN 1 2019-20 ADOPTED BUDGET	COLUMN 2 2019-20 ACTUAL OR ESTIMATED	COLUMN 3 2020-21 BUDGET
<b>4000 BOOKS AND SUPPLIES:</b>			
4200 Other Books			
4210 Other Books (Not Text)	500.00	0	
4300 Other Supplies			
4330 Meeting Refreshments		316.00	
4340 Computer Software	500.00	616.00	700.00
4350 Office Supplies	12,692.00	4,190.00	10,000.00
4390 Other Material	500.00	0	0
4440 Comp Non-DPRC Equip.	2,500.00	751.00	3,500.00
4450 Office Non-DPRC Equip.	3,000.00	0	1,000.00
<b>SUBTOTAL (4000):</b>	<b>\$19,692.00</b>	<b>\$5,873.00</b>	<b>\$15,200.00</b>
<b>5000 SERVICES, OTHER OPERATING EXPENSES</b>			
5210 Car Allowance	768.00	576.00	768.00
5211 Cell Phone	540.00	405.00	540.00
Travel, Conference & Other Reimbursement			
5220 Inservice & Business Expense	20,000.00	22,614.00	23,077.00

5229 Variable Mileage	3,000.00	0	2,000.00
5300 Dues and Memberships	4,000.00	3,500.00	4,000.00
5538 Bottle Water	300.00	197.00	300.00
5633 Machine Maintenance Contracts	7,000.00	469.00	2,000.00
5713 Interprogram: Printing & Dupl.	15,000.00	492.00	300.00
5714 Interprogram: Work Order	400.00	0	1,500.00
5717 Interprogram: Postage	400.00	462.00	600.00
5718 Interprogram Computer Repair		100.00	
5752 Interfund: Catering	1,500.00	1,293.00	2,500.00
5823 Legal Fees	5,000.00	0	15,000.00
5830 Advertisement	5,000.00	0	2,000.00
5840 Computer/Tech Fee (Training/Svc)	60,000.00	42,381.00	16,835.00
5841 District Warranty/License	400.00	0	600.00
5850 Independent Contract/Consultant	10,000.00	0	10,000.00
5880 Other Services			
5940 Internet Provider Service		1,612.00	4,000.00
5952 Fed Ex/UPS/Other			

<b>SUBTOTAL (5000):</b>	\$133,308.00	\$74,101.00	\$86,020.00
<b>6000 CAPITAL OUTLAY</b>			
6410 Furniture & Equipment	7,715.00	0	5,000.00
6450 Computer & Other Computer Hardware	5,000.00	538.00	2,500.00
<b>SUBTOTAL (6000):</b>	12,715.00	538.00	\$7,500.00
<b>TOTAL EXPENDITURES</b>	\$1,062,757.00	\$749,462.00	\$1,063,214.00



## Certification

I, Personnel Commission Chairman, hereby certifies that in accordance with Education Code section 45253, a public hearing was held on **May 7, 2020**, following which this budget was adopted by the Personnel Commission of the **San Bernardino School District**. I further certify that the Personnel Commission has discharged all of its responsibilities in accordance with Education Code Section 45253.

The District's Chief Business Official certifies to above budget being completely and accurately reflected in District's Adopted Budget.

\_\_\_\_\_  
**PERSONNEL COMMISSION CHAIRMAN**  
*(Signature)*

\_\_\_\_\_  
**APPROVED BY:** *(Signature)*  
**SAN BERNARDINO COUNTY**  
**SUPERINTENDENT OF SCHOOLS**

**Date :** \_\_\_\_\_

**Date :** \_\_\_\_\_

\_\_\_\_\_  
**DISTRICT CHIEF BUSINESS OFFICIAL** *(Signature)*

**Date:** \_\_\_\_\_

### 3.7.5 Effects of Reclassification on Incumbent(s):

3.7.5.5 An employee who has been reclassified shall not serve a subsequent probationary period.

### 3.7.8 Seniority on Upward Reclassification:

3.7.8.1 When a position is reclassified to a class with a higher salary range, incumbents reclassified with their positions shall have their seniority begin with the effective date of the reclassification.

3.7.8.2 When a position is reclassified to a class with a higher salary range, incumbents reclassified with their positions, shall be credited with all hours in paid service from their prior class, providing the prior class is concurrently abolished.

3.7.8.3 When a position is reclassified to a class with a higher salary range, incumbents who must pass a promotional examination, shall be reclassified effective the day after passing the examination and their seniority shall begin on that date.

### 3.7.9 Seniority on Downward Reclassification

When a position is reclassified to a class with a lower salary range, incumbents accepting demotion shall have their hours in paid service credited to the lower class.

### 3.7.10 Effect of Classification Changes

If a position is reclassified or has its title changed as a result of a reorganization, and no change in compensation occurs as a result, incumbents affected shall be credited with all hours in paid service in the previous classification.

### 3.7.811 Effect on Reemployment and Eligibility Lists:

#### 9.4.3 Subsequent Probation for Permanent Employees:

A permanent classified employee who has been promoted, ~~reclassified to a higher class~~, laterally transferred to a related class, assigned to a lower unrelated class, or reorganization under these Rules shall serve a new probationary period in that class before attaining permanency in the class.

### 7.2.7 Promotional Salary Rate:

A promotion shall result in an employee advancing to that step on the salary range for the class which provides at least a four percent (4%) increase in pay above the rate the employee is receiving in the regular (promotional or permanent) class from which promoted, but not more than the maximum of the new class to which promoted.

17.2.7.1 In determining the salary placement for a regular classified or confidential employee who is promoting to higher level regular classified position, salary placement shall be at the first step on the higher range which provides a minimum of at least a 4% increased over that employee's base salary prior to promotion. Any additional longevity and/or other stipend increments shall then be added, if applicable.

17.2.7.2 In determining the salary placement for a classified or confidential employee who is promoted from a regular classified position to a management classified position, salary placement shall be at the first step on the higher range which provides a minimum of at least a 5% increase over the employee's annual salary, prior to promotion. Any additional longevity and/or other stipend increments shall then be added, if applicable.

17.2.7.3 In determining the salary for a management classified employee who is promoted to a higher level management position, salary placement shall be at the first step on the higher range which provides a minimum of at least a 5% increase over the employee's annual salary, prior to promotion. Any additional longevity and/or other stipend increments shall then be added, if applicable.

17.2.7.4. If no such steps exists, salary placement shall be at the last step on the higher range prior to the addition of longevity and/or other stipend increments, if applicable



# Nutrition Services Financial Supervisor

Class Code:  
Salary Range: **M45**

SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION  
Established date:

Bargaining Unit: Unrepresented

---

## **JOB SUMMARY:**

Manages the financial support functions of the Nutrition Services department in areas which include, but are not limited to financial planning, reporting and record keeping; budget development and administration; procurement planning and control; personnel management and record keeping; and contract administration.

Develops procedures for obtaining cost and operations data from cafeteria, production kitchens and other Food Services Division locations. Analyzes financial data related to food and other program costs for budget, cash flow analysis, projections of financial status, subsidy claims and related systems design.

## **SUPERVISION:**

Receives administrative direction from the Nutrition Services Director or Assistant Nutrition Services Director.

Exercises supervision over assigned support staff.

## **ESSENTIAL JOB FUNCTIONS:**

Duties may include, but are not limited to, the following:

- Manages costs and expenditure data for budget preparation and budget control.
- Prepares estimates and cost projections.
- Assists in annual budget preparation and budget revisions.
- Implements and manage food costing procedures.
- Plans, organizes and supervises the work of assigned support staff.
- Reviews and ensures meal claims are submitted accurately and on time.
- Reviews financial reports and documentation prepared by subordinate personnel for accuracy and conformance to departmental standards.
- Analyzes District accounting records and reports, utilizes data in the preparation of special reports, recommends modification to accounting procedures, and arranges for the correction of discrepancies.
- Reviews departmental purchasing requests for compliance with requirements and appropriate documentation.
- Monitors and confers with District purchasing services to ensure timely purchases and competitive pricing.
- Coordinates, plans, and implements all aspects of the District's participation in the Community Eligibility Provision (CEP) to ensure State and Federal compliance.
- Approves documentation for payment of invoices.
- Reviews and approves personnel forms related to the requisitioning of personnel.
- Administers the student free and reduced application process, ensuring timely processing of applications, proper documentation of qualifications, appropriate review.
- Performs job related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:**

- Knowledge of applicable federal, state and local laws, regulations and procedures as it relates to the financial aspects of the department.
- Knowledge of cafeteria systems and food service programs.
- Knowledge of principles and methods of business administration and financial management.
- Knowledge of principles and practices of governmental and cost accounting, auditing and financial analysis and reporting.
- Knowledge of principles and practices of budget development and administration.
- Knowledge of principles and practices of governmental purchasing.
- Knowledge of principles, practices, and techniques of personnel management and supervision.
- Knowledge of advanced data processing methods and business-related software programs.
- Knowledge of advanced business mathematics and statistics.
- Knowledge of clerical, fiscal, and budgetary practices and techniques.
- Knowledge of the processing and disbursement of checks.
- Knowledge of electronic data processing systems and procedures.
- Ability to coordinate, plan, and implement all aspects of the District participation in the Community Eligibility Provision (CEP) to ensure State and Federal Compliance.
- Ability to learn and apply District policies, regulations and methods.
- Ability to ensure existing resources are used efficiently as well as identify resources needed and prioritize expenses.
- Ability to operate computers and software.
- Ability to provide oral and written directives.
- Ability to work collaboratively with managers to provide financial guidance to support continued daily operations.
- Ability to present and interpret financial documents; which includes profit and losses statements along with multi-year projections.
- Ability to analyze the financial impact of proposed and operating programs, meal pricing, purchases and staffing formulas.
- Ability to analyze, interpret and apply complex and technical operations and procedures, legal mandates, rules and regulations and data applicable to the assigned areas of responsibility.
- Ability to conduct thorough audits and investigations.
- Ability to devise and operate effective internal control procedures.
- Ability to prepare, review and approve comprehensive financial analyses and reports.
- Ability to analyze situations carefully and adopt effective courses of action.
- Ability to communicate effectively, both orally and in writing.
- Ability to understand and carry out oral and written directions.
- Ability to develop and administer departmental budget.
- Ability to establish and maintain professional working relationships.
- Ability to formulate and revise operating procedures.
- Ability to solve operations and related problems.
- Ability to supervise, train and evaluate assigned staff.

**EXPERIENCE AND EDUCATION/TRAINING:** (These are the minimum experience and education/training standards which will be used to admit or reject applicants for examination.)

Five (5) years of recent full-time paid experience in accounting (within the last seven (7) years), in business support functions with an emphasis in finance, accounting, or administrative analysis. AND Three (3) years of lead or supervisory experience.

Experience in a public agency or commercial/institutional food industry with at least a \$10 million overall budget, preferred.

-AND-

An Associate's degree in business administration, accounting or a related field.

**LICENSES/CERTIFICATES/REGISTRATIONS\* (At time of appointment and during employment)**

A valid California driver license and auto liability insurance.\*\*

**SPECIAL REQUIREMENT:**

Personal transportation for incidental job-related travel.

\*Employees in this classification are responsible for renewing the documents listed to ensure their validity throughout employment in this classification.

\*\*Submitted upon offer of employment.

**WORKING ENVIRONMENT:**

Indoor environment; may be subjected to extreme hot or cold temperatures for a short period of time; subject to regular exposure to food substances and cleaning products.

**PHYSICAL LEVEL 1: MINIMAL:**

*Positions in this physical level may require the following physical demands:*

Stand and walk for extended periods of time, sit at a desk or computer terminal for extended periods of time; use a mouse and keyboard for extended periods of time, if at a computer terminal; lift, carry, move, transfer, and position objects weighing up to 35 pounds; manipulate hands and fingers to operate office equipment; reach overhead, above the shoulders, and horizontally; bend at the waist, kneel, stoop, and crouch; see to monitor work environment and accomplish assigned tasks; hear and speak clearly for information exchange. Persons with certain disabilities may be capable of performing the duties of the class. Such determination must be made on an individual basis by the District's medical examiner taking into consideration the nature of the disability, prosthetic aid, available accommodations and the duties of the position.

**AMERICANS WITH DISABILITIES ACT:**

Persons with certain disabilities may be capable of performing the duties of the class. Such determination must be made on an individual basis by the District's medical examiner taking into consideration the nature of the disability, prosthetic aid, available accommodations and the duties of the position.

**APPOINTMENT:**

Persons appointed to this position are subject to a probationary period of one (1) year, in accordance with Education Code 45301.