

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT  
REGULAR PERSONNEL COMMISSION MEETING AGENDA  
November 10, 2021 – 5:30 p.m.  
1525 W. Highland Ave.  
San Bernardino, CA 92411  
PERSONNEL COMMISSION OFFICE – WHAA PORTABLE**

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

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.

**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.

**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

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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.

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**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. Irma Garcia	_____
Personnel Analyst	Mrs. Tamara Booker	_____
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 October 7, 2021 Regular 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 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. (Government Code sections 54954.2, 54954.3, and 54957.9)*

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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.

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**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. Administrative Assistant	Promotional Only	11/03/2021-11/30/2021
b. Attendance Verifier	Promotional Only	11/03/2021-11/30/2021
c. Automotive Mechanic	Open/Promotional	10/13/2021-11/09/2021
d. Budget Officer	Open/Promotional	10/27/2021-11/23/2021
e. Clerk II	Open/Promotional	10/13/2021-11/09/2021
f. Custodian I	Open/Promotional	10/20/2021-Continuous
g. Delivery Driver/Warehouse Worker	Open/Promotional	11/03/2021-11/30/2021
h. Education Assistant III (Cambodian)	Open/Promotional	10/13/2021-Continuous
i. Electronics Technician	Open/Promotional	10/13/2021-11/09/2021
j. Fiscal Services Director	Dual Certification	10/27/2021-11/23/2021
k. Secretary	Promotional Only	11/03/2021-11/30/2021
l. Secretary II	Promotional Only	11/03/2021-11/30/2021

2. Ratification of eligibility list(s):

a. Campus Security Officer I	Exam #21-041
b. Campus Security Officer II	Exam #21-069
c. Catering and Cafeteria Operator	Exam #21-066
d. Clerk I	Exam #21-052
e. Custodial Supervisor	Exam #21-058
f. Education Assistant III (Severe Impairments)	Exam #21-059
g. Human Resources Director - Classified	Exam #21-063
h. Information Technology Security Manager	Exam #21-008
i. Instructional Assistant (Academic Intervention)	Exam #21-055
j. Instructional Tutor - LH/PH	Exam #21-064
k. Network Specialist	Exam #21-071
l. Nutrition Services Business Manager	Exam #21-065
m. Nutrition Services Manager II	Exam #21-072
n. Nutrition Services Supervisor	Exam #21-062
o. Office Assistant I (Health Aide)	Exam #21-054
p. Public Safety Dispatcher	Exam #21-039
q. School Police Officer	Exam #21-021
r. Serving Kitchen Operator	Exam #21-060

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3. Certification from other eligibility list(s):

- a. Clerk I  
To fill Bilingual Clerk I Exam #21-052
- b. Instructional Tutor - LH/PH  
To fill Bilingual Instructional Tutor Exam #21-064
- c. Office Assistant I (Health Aide)  
To fill Bilingual Office Assistant I (Health Aide) Exam #21-054

4. Approval of certifications as submitted:  
See attached report

Approval of Consent Action Items as submitted or amended.

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

**D. ACTION ITEMS:**

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

1. It is recommended that the Personnel Commission approve the new classification specification for the following:

Computer Support Specialist, Salary Range 43

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

2. It is recommended that the Personnel Commission approve the new classification specification for the following:

Human Resources Specialist (Substitute Staffing), Salary Range 42

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

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3. It is recommended that the Personnel Commission approve the revisions to the classification specification for the following:

Catering and Cafeteria Operator, Salary Range 31

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

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

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

4. It is recommended that the Personnel Commission approve the revisions to the classification specification for the following:

Plumber, Salary Range 41A

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

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

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

5. It is recommended that the Personnel Commission approve the revisions to the classification specification for the following:

Secretary III, Salary Range 39

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

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

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

6. It is recommended that the Personnel Commission approve the revisions to the classification specification for the following:

Senior Caterer, Salary Range 33A

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

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

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

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7. Reclassification Studies:

a. Computer Specialist I (8 Incumbents)

It is recommended that the incumbents in Computer Specialist I positions be reclassified to Computer Support Specialist, salary range 43. The recommended effective date is December 1, 2021.

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

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

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

b. Human Resources Technician

It is recommended that the Human Resources Technician position, held by Shahista Kreuziger, be reclassified to Human Resources Specialist (Substitute Staffing), salary range 42. The recommended effective date is December 1, 2021.

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

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

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

**E. INFORMATION ITEMS AND REPORTS:**

1. Job Fair
2. Hiring Status Updates
3. Board Updates/Requests

**F. DISCUSSION:**

The next Personnel Commission meeting will be held in person on December 2, 2021, at 5:30 p.m., at 1525 W. Highland Ave., San Bernardino, CA 92411.

**G. COMMENTS FROM PERSONNEL COMMISSIONERS:**

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**H. CLOSED SESSION:**

The Commission adjourned to closed session at \_\_\_\_\_ to discuss:

Pursuant to California Government Code §54956.9 and §54957:

1. Consideration of legal matters coming within the purview of the attorney/client relationship.
2. Consideration of appointment, employment, dismissal, or evaluation of an employee.

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

**I. ADJOURNMENT:**

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