

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT**  
**PERSONNEL COMMISSION MEETING**  
777 North F Street, San Bernardino, CA 92410  
Personnel Commission Office – Portable B

**MINUTES**  
**November 14, 2019**

**A. PRELIMINARY FUNCTIONS:**

1. Call to Order

The regular meeting of the Personnel Commission was called to order at 5:30 p.m. in the Personnel Commission office, Portable B.

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

5. Approval of Minutes

Ms. Dixon moved to approve the minutes from the October 16, 2019 Personnel Commission meeting. Mr. Bohn second the motion. Motion carried.

**B. PUBLIC COMMENTS:**

Michael Koperski, spoke to the Commission regarding the removal from the Custodian I eligibility list. Ms. Byrd informed the Commission that the appeal request was a closed session discussion item. Ms. Dixon informed Mr. Koperski that he would receive the outcome via mail.

**C. CONSENT ACTION ITEMS:**

Ms. Dixon moved to approve all matters listed under consent action items. Mr. Bohn second the motion. Motion carried.

**D. ACTION ITEMS:**

1. The Personnel Commission will consider approving the NeoGov Candidate Text messaging feature at annual cost, not to exceed, of \$1,500.

Ms. Dixon moved to consider approving NeoGov text messaging. Mr. Salazar second the motion. Ms. Garcia shared with the Commission information about the NeoGov Text messaging software feature. The feature serves as a reminder to applicants about their scheduled testing appointments. The feature is set at a cost of \$1,000 annually. Applicants will have the option of receiving text messages for reminders or not. Mr. Bohn inquired about the ransomware and how it possibly affected the application program. Ms. Byrd and Ms. Garcia both shared that the application software program was not affected by the ransomware. Ms. Garcia indicated that text messages

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will be in addition to the normal test scheduling invitation process in hopes that it will improve attendance. Mr. Bohn asked how CSEA members would be notified? Ms. Byrd stated it would be on the district's news link. Ms. Dixon inquired about changes to the contact phone numbers. Ms. Garcia shared that applicants would still be responsible for updating contact information in their master profile.

Motion carried.

2. Revision to job classification - Purchasing Manager.

Ms. Dixon moved to approve the revisions to the classification specification for Purchasing Manager. Mr. Salazar second the motion.

Ms. Byrd brought the item back to clarify a discrepancy on the previous Personnel Commission agenda. She wanted to clarify and bring forward the correct version class spec for Purchasing Manager. Motion carried.

**E. INFORMATION ITEMS AND REPORTS:**

**Classification Compensation Study**

Ms. Byrd shared with the Commission information regarding the Classification Compensation Study. Sandra Rodriguez from Employee Relations asked Ms. Byrd to take the lead for the study. District cabinet members will discuss and decide what company to use for the Classification Compensation Study.

**F. DISCUSSION:**

The next Personnel Commission meeting will be held on December 5, 2019, at 5:30 p.m., in the Personnel Commission office, 777 North F Street, San Bernardino, CA, 92410, Portable B.

Mr. Salazar shared that he will not be available on December 5<sup>th</sup>. The Commission agreed to meet on Tuesday, December 3, 2019 at 5:30 p.m.

**G. COMMENTS FROM PERSONNEL COMMISSIONERS:**

Ms. Byrd stated that there is format changes in the job specifications. She will bring this item on the next agenda meeting.

**H. CLOSED SESSION:**

The Commission adjourned into closed session at 5:47 p.m. to discuss the following:

a. Consideration of appointment, employment, dismissal on evaluation of a(n) employee(s).

1. Applicant # 19-030

The Commission reconvened to open session at 6:08 p.m. The applicant will receive correspondence regarding the appeal.

**I. ADJOURNMENT:**

The Commission adjourned the meeting at 6:08 p.m.

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