

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION MEETING**

777 N F Street  
Personnel Commission Office – Portable B

**MINUTES  
January 14, 2020**

**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 December 3, 2019 Personnel Commission meeting. Mr. Bohn second the motion. Motion carried.

**B. PUBLIC COMMENTS:**

None

**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 the termination of the Recreational Aide eligibility list to the January agenda based on the following PC Rule 6.1.8.2:

Ms. Dixon moved to approve the termination of the Recreational Aide eligibility list. Mr. Salazar second the motion.

Ms. Garcia shared with the Commission reason for the need to end the eligibility list for Recreational Aide. The eligibility list has been exhausted; candidates on the list are not responding to interview invitations, while others are no longer interested. Ms. Dixon inquired about new Recreation Aide recruitment. Ms. Garcia indicated that the recruitment is currently open.

Motion carried.

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2. New job classification – Human Resources Staffing Assistant  
Ms. Dixon moved to approve the new job classification specification for Human Resources Staffing Assistant. Mr. Bohn second the motion. Motion carried.
3. New job classification – Security Specialist II  
Ms. Dixon moved to approve the new job classification specification for Security Specialist II. Mr. Salazar second the motion. Motion carried.
4. New job classification – Senior Language Translator Interpreter  
Ms. Dixon moved to approve the new job classification specification for Senior Language Translator Interpreter. Mr. Salazar second the motion. Motion carried.
5. Revision of job classification – Community Relations Worker II/Parent Involvement  
Ms. Dixon moved to approve the revisions to the job classification specification for Community Relations Worker II/Parent Involvement. Mr. Bohn second the motion. Motion carried.
6. Revision of job classification – Custodian I  
Ms. Dixon moved to approve the revisions to the job classification specification for Custodian I. Mr. Bohn second the motion. Motion carried.
7. Revision of job classification – Facilities Analyst  
Ms. Dixon moved to approve the revisions to the job classification specification for Facilities Analyst. Mr. Salazar second the motion. Motion carried.
8. Revision of job classification – Instructional Assistant (Special Day Class)/Bilingual Instructional Assistant (Special Day Class)  
Ms. Dixon moved to approve the revisions to the job classification specification for Instructional Assistant (Special Day Class)/Bilingual Instructional Assistant (Special Day Class). Mr. Salazar second the motion. Motion carried.
9. Revision of job classification – Maintenance Trades Helper  
Ms. Dixon moved to approve the revisions to the job classification specification for Maintenance Trades Helper. Mr. Bohn second the motion. Motion carried.
10. Revision of job classification – Mobile Maintenance Trades Worker  
Ms. Dixon moved to approve the revisions to the job classification specification for Mobile Maintenance Trades Worker. Mr. Bohn second the motion. Motion carried.
11. Revision of job classification – Nutrition Center Lead Delivery Driver/Warehouse Worker  
Ms. Dixon moved to approve the revisions to the job classification specification for Nutrition Center Lead Delivery Driver/Warehouse Worker. Mr. Salazar second the motion. Motion carried.

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12. Revision of job classification – Personnel Commission Director

Ms. Dixon moved to approve the revisions to the job classification specification for Personnel Commission Director. Mr. Salazar second the motion. Motion carried.

13. Revision of job classification – Quality Control Technician

Ms. Dixon moved to approve the revisions to the job classification specification for Quality Control Technician. Mr. Bohn second the motion. Motion carried.

14. Abolishment of job classification – SAP/ABAP Program Analyst classification

Ms. Dixon moved to approve the abolishment of the job classification specification for SAP/ABAP Program Analyst. Mr. Bohn second the motion.

Mr. Salazar inquired about incumbents in such position. Mr. Mike Tu, Information Technology Director, shared with the Commission that there is no need in his department for a position in this classification. It is an old position; it does not affect anyone in the department.  
Motion carried.

15. Proposed Reclassification of Positions:

a. Ms. Dixon moved to approve the reclassification recommendation of the Enrollment Center Technician to the newly established classification specification of Human Resources Staffing Assistant for Ms. Delia Franco, effective January 15, 2020. Mr. Salazar second the motion.

Mr. Bohn and Mr. Salazar inquired about the salary range difference. Ms. Byrd shared with the Commission that the salary will increase from salary range 38A to 41. Ms. Dixon inquired about the title change. Ms. Byrd informed the Commission that the employee will have a title change. Ms. Delia Franco, Enrollment Center Technician, thanked staff for the support and the work done on this matter.  
Motion carried.

b. Ms. Dixon moved to approve the reclassification recommendation of the Security Specialist to the newly established classification specification of Security Specialist II for Mr. Paolo Ortiz, effective January 15, 2020. Mr. Salazar second the motion.

Mr. Bohn inquired more information on the reclassification recommendation. Ms. Byrd explained that currently Mr. Ortiz is Security Specialist and the recommendation is to reclassify the position to Security Specialist II; increasing his salary range from 44 to 46A. Mr. Mike Tu, Information Technology Director, also shared with the Commission that the reason for this reclassification recommendation is as a result of an increase in duties.  
Motion carried.

**E. INFORMATION ITEMS AND REPORTS:**

1. Annual Report:

Ms. Irma Garcia shared with the Commission the annual report. The report will be in pamphlet format; it will contain information pertaining to the Merit System and will contain data such as the number of applications received, EEO reports, and ethnic summary by gender. Ms. Byrd

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invited a Commissioner to share with the Board. Ms. Dixon volunteered to present the information to the Board. She also requested that staff look into recruitment with other agencies. Ms. Garcia informed the Commission that recruitments are posted on Edjoin, governmentjobs.com, and that bulletins are distributed to various agencies, including unemployment offices and other community centers in our area and nearby cities. She also shared that NeoGov has enhanced the recruitment tracking system; this enhancement allows staff to track progress for each recruitment. Ms. Dixon asked to look at other avenues of recruitment. Mr. Salazar requested to pull the numbers from the Aries system to help us reach the community. Ms. Dixon requested staff to inquire with Communications on pamphlet options.

2. Mission/Vision Statement:

Ms. Irma Garcia shared with the Commission the mission and vision statement that staff worked on. Ms. Byrd asked the Commission for input on the statement. The Commission agreed to the following:

*Mission Statement*

*The San Bernardino City Unified School District Personnel Commission is committed to establish fair and equitable employment practices through the Merit System, in the effort to hire the most qualified classified support staff assisting in the education of District scholars from cradle to career.*

*Vision Statement:*

*The vision of the Personnel Commission is to provide professional, timely, efficient, and exceptional service to attract and retain the best-qualified employees.*

3. Continuous Recruitment:

Ms. Irma Garcia shared with the Commission about continuous recruitments for hard to fill positions, such as Educational Interpreter III. Substitute recruitments have been open for Cafeteria Worker and Custodian to help with sub coverage for absences at the school sites. Ms. Byrd shared that the Personnel Commission is committed to open recruitments to fill regular positions.

4. Presentation of Demonstration of the application process

Ms. Irma Garcia demonstrated to the Commission the San Bernardino City Unified School District online application process from the applicant's perspective. Ms. Dixon inquired about the required proof of education and having to submit for every application. Ms. Garcia explained that once the applicant submits the education in the form of uploaded copies of their diploma and/or transcripts it is accessible and viewable to the applicant via their master profile account. The document is also viewable to PC staff during the screening process. There is no need to submit proof of education for each application.

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**F. DISCUSSION:**

The next Personnel Commission meeting will be held on February 13, at 5:30 p.m., in the Personnel Commission office, 777 North F Street, San Bernardino, CA, 92410, Portable B.

**G. COMMENTS FROM PERSONNEL COMMISSIONERS:**

Ms. Byrd briefed the Commission about the meeting she had with Dr. Vollkommer. He was pleased with the progress staff has made with regards to filling positions; the vacancy log hit a new low falling under 100 vacancies.

**H. CLOSED SESSION:**

The Commission adjourned to closed session at 6:43 p.m. to discuss the following:

- a. Consideration of appointment, employment, dismissal on evaluation of a (n) employee(s).
  1. Applicant # 20-2001 - Denied
  2. Applicant # 20-2002 - Denied
  3. Applicant # 20-2003 - Denied
  4. Applicant # 20-2004 - Denied
  5. Applicant # 20-2005 - Tabled

The Commission reconvened to open session at 7:00 p.m. and reported on the following action(s) taken in closed session.

**I. ADJOURNMENT:**

The Commission adjourned the meeting at 7:01 p.m.