

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT  
SPECIAL PERSONNEL COMMISSION MEETING  
July 27, 2021 – 4:30 p.m.  
1525 W. Highland Ave.  
San Bernardino, CA 92411**

**MINUTES**

**A. PRELIMINARY FUNCTIONS:**

1. Call to Order:

The special meeting of the Personnel Commission was called to order at 4:30 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. Irma Garcia, Personnel Director  
Mrs. Tamara Booker, Personnel Analyst

4. Approval of Agenda:

Ms. Dixon moved to approve the agenda. Mr. Bohn second the motion. Motion carried.

**B. PUBLIC COMMENTS:**

None

**C. ACTION ITEMS:**

Approval of the new classification specification.

Ms. Dixon moved to approve the new classification specification for Executive Assistant. Mr. Bohn second the motion.

Ms. Irma Garcia briefly shared with the Commission that the Executive Assistant classification specification is designated to serve both, the Superintendent and the Deputy Superintendent's office. Management salary range 54. Ms. Dixon inquired about receiving input from management. Ms. Garcia stated that Superintendent Ervin and Dr. Monarrez gave their input on the duties. She also informed the Commission that the job will be posted soon. Motion carried.

**D. DISCUSSION:**

The next Regular Personnel Commission Meeting will be held on Thursday, August 5, 2021 at 5:30 p.m. in person at 1525 W. Highland, Ave., San Bernardino, CA 92411.

**E. ADJOURNMENT:**

The Commission adjourned the meeting at 4:34 p.m.