

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
REGULAR PERSONNEL COMMISSION MEETING
1525 W. Highland Ave.
San Bernardino, CA 92411**

**MINUTES
November 10, 2021 at 5:30 p.m.**

A. PRELIMINARY FUNCTIONS:

1. Call to Order

The regular meeting of the Personnel Commission was called to order at 5:30 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
Ms. Nersidalia Garcia, Secretary III

4. Approval of Agenda

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

5. Approval of Minutes

Ms. Dixon moved to approve the minutes from the October 7, 2021, Regular Personnel Commission meeting. Mr. Bohn second the motion. Motion carried.

B. PUBLIC COMMENTS:

None

C. CONSENT ACTION ITEMS:

Ms. Dixon moved to approve Consent Action Items. Mr. Bohn second the motion. Motion carried.

D. ACTION ITEMS:

1. New Classification Specification:

Computer Support Specialist, Salary Range 43

Ms. Dixon moved to approve the new classification specification for Computer Support Specialist, Salary Range 43. Mr. Bohn second the motion.

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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Mr. Bohn inquired about the classification and its location. Ms. Irma Garcia confirmed that the positions in this classification are designated for the Information Technology department.
Motion carried.

2. New Classification Specification:

Human Resources Specialist (Substitute Staffing), Salary Range 42

Ms. Dixon moved to approve the new classification specification for Human Resources Specialist (Substitute Staffing), Salary Range 42. Mr. Bohn second the motion.
Motion carried.

3. Revisions to the Classification Specification:

Catering and Cafeteria Operator, Salary Range 31

Ms. Dixon moved to approve the revisions to the classification specification for Catering and Cafeteria Operator, salary range 31. Mr. Bohn second the motion.

Ms. Garcia shared with the Commission that changes are necessary to the certification requirements section, to include ServSafe.
Motion carried.

4. Revisions to the Classification Specification:

Plumber, Salary Range 41A

Ms. Dixon moved to approve the revisions to the classification specification for Plumber, salary range 41A. Mr. Bohn second the motion.

Ms. Garcia shared with the Commission that revisions were made to the minimum qualifications section and that the revisions would have a positive effect on our recruitment efforts.
Motion carried.

5. Revisions to the Classification Specification:

Secretary III, Salary Range 39

Ms. Dixon moved to approve the revisions to the classification specification for Secretary III, salary range 39. Mr. Bohn second the motion.

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Ms. Garcia shared with the Commission that revisions are necessary to clarify and add to the essential functions of the description; no changes in salary.

Motion carried.

6. Revisions to the Classification Specification:

Senior Caterer, Salary Range 33A

Ms. Dixon moved to approve the revisions to the classification specification for Senior Caterer, Salary Range 33A. Mr. Bohn second the motion.

Ms. Garcia shared with the Commission that changes are necessary to the certification requirements section, to include ServSafe.

Motion carried.

7. Reclassification Studies:

a. Computer Specialist I (8 Incumbents)

Ms. Dixon moved to approve the reclassification recommendation for Computer Specialist I (8 incumbents) to be reclassified to Computer Support Specialist, salary range 43 with an effective date of December 1, 2021. Mr. Bohn second the motion.

Ms. Irma Garcia provided the Commission with a brief synopsis of the reclassification study for Computer Specialist I. Staff recommends that the eight (8) employees holding a Computer Specialist I position for two or more years be reclassified to Computer Support Specialist. Ms. Dixon inquired on the time frame for other two (2) employees to complete the two (2) years. Ms. Irma Garcia stated one of the employees will have completed two (2) years in March and the other employee in July. She also shared two (2) options to consider, (1) to open recruitment and provide opportunity to promote, or (2) consider reclassification when they have met the two (2) years. Compensation with out of class work would also be something to consider.

Mr. Karlos Ortega, Computer Specialist I at Information Technology, shared with the Commission that they have performed the job for the past five (5) years; he is requesting back pay.

Ms. Dixon made a motion to table this item and bring it back for a special meeting or the next Personnel Commission meeting and find out how to compensate every employee in their current position of Computer Specialist I.

Motion tabled.

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b. Human Resources Technician

Ms. Dixon moved to approve reclassification for Human Resources Technician to Human Resources Specialist (Substitute Staffing), Salary Range 42, the recommended effective date of December 1, 2021. Mr. Bohn second the motion.

Motion carried.

E. INFORMATION ITEMS AND REPORTS:

1. Job Fair

Ms. Irma Garcia provided the Commission with information pertaining to the Drive Thru job fair that took place on Saturday, October 30th. We had approximately 300 visitors. Our booths were being serviced by expert employees. Computer access was made available, we testing available on the spot for Cafeteria Worker, and administered bilingual certification. Staff also had a substitute interest sign-up sheet. 35 applicants applied and took the Cafeteria Worker exam. Ms. Booker confirmed that staff visited the chamber of commerce.

2. Hiring Status Updates –

Ms. Booker provided the Commission with information on the hiring status update. The numbers are constantly changing as currently there are 20 recruitments open. She provided the Commission with an example on the eighteen (18) eligibility lists approved at tonight's meeting; staff reviewed 1,778 applications (no auto filter); of those 831 met minimum qualifications and were invited to participate in exam process. Staff continuously hold interviews. Sixty-six (66) Recreation Aide substitute applications were sent to Human Resources for processing. Ms. Dixon inquired about speaking to the union to remove the high school diploma requirement from Cafeteria Worker. Ms. Irma Garcia confirmed that staff is working on it.

3. Board Updates/Requests –

Ms. Irma Garcia congratulated Mr. Salazar on the nomination and approval from the Board of Education for another term with the Commission. She also shared about the Board's requests to receive updates from Personnel Commission staff. Mr. Bohn stated to make sure presentation to be very readable.

F. DISCUSSION:

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

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G. COMMENTS FROM PERSONNEL COMMISSIONERS:

Ms. Dixon wished everyone Happy Thanksgiving.

H. CLOSED SESSION:

The Commission adjourned to closed session at 6:10 p.m. with nothing to report out.

I. ADJOURNMENT:

The Commission adjourned the meeting at 6:10 p.m.