

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

**MINUTES
September 2, 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 August 5, 2021, Regular Personnel Commission meeting. Mr. Salazar second the motion. Motion carried.

B. PUBLIC COMMENTS:

Juanita Upshaw, CSEA Chapter 183 Treasurer, thanked the Commission for all of the work done to fill vacant positions. CSEA and its 1,900 members are truly grateful for the efforts that are being put forth to fill the vacancies. She hopes to see all vacant positions filled to alleviate the workload and pressures that our current members, especially at the school sites, are experiencing. In doing so, we can be more effective employees and provide the best customer service that we possibly can.

C. CONSENT ACTION ITEMS:

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

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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D. ACTION ITEMS:

1. New Classification Specification:

Community Engagement Manager, Management Salary Range 45

Ms. Dixon moved to approve the new classification specification for Community Engagement Manager, Management Salary Range 45. Mr. Bohn second the motion.

Ms. Irma Garcia shared with the Commission that positions in this classification will be in the Community Engagement Office that is led by Ms. Ginger Ontiveros.

Motion carried.

2. Title Change and Revisions to the Classification Specification:

From: Executive Director, Community Engagement

To: Chief Communications and Community Engagement Officer, Management Salary Range 99

Ms. Dixon moved to approve the title change and revisions to the classification specification as indicated. Mr. Bohn second the motion.

Ms. Irma Garcia shared that this is a position held by Ms. Ginger Ontiveros. This position provides oversight over Communications, Community Engagement, and the Printing Services departments. It is a position designated as senior management by the Board on November 2, 2015. Ms. Dixon and Mr. Bohn inquired about title change and additional duties. Ms. Garcia shared that the salary range is set at 99 in which the board determines the salary. The Community Engagement Manager classification specification is set at a lower management level. Mr. Salazar inquired about additional openings for this classification. Ms. Garcia shared that there may be a need for a new manager in the Community Engagement Office. Ms. Dixon commented that Ms. Ontiveros took over the responsibilities for Linda Bardere.

Motion carried.

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3. Revisions to the Classification Specification:

Human Resources Director – Classified, Management Salary Range 70

Ms. Dixon moved to approve the revisions to the classification specification for Human Resources Director – Classified. Mr. Salazar second the motion.

Ms. Irma Garcia explained that this position will provide technical classified personnel support to District departments and will provide highly complex staff assistance. Dr. Funchess explained that when he was director he was managing both departments classified and certificated. It is a big task for just one manager and wants to be sure that there are two managers providing that support.

Motion carried.

E. INFORMATION ITEMS AND REPORTS:

1. Reclassification Studies

Ms. Irma Garcia provided the Commission with a brief status on the pending reclassifications and are a continued work in progress. Staff drafted a Computer Specialist I job classification for reclassification requests received by our IT Computer Specialists. Staff also drafted an HR Specialist (Substitute Staffing) job classification for the reclassification request received by an HR Technician. Both job descriptions are in the 610 process. Personnel Commission staff is ready to make recommendations once the 610 is complete. For the reclassifications indicated, staff considered accretion of duties over a period of two (2) or more years of regular service that shall be interpreted to mean assignment for at least 2 complete years within the assignment. Once recommendations are presented to the Commission the effective start date will be the first of the following month, as stated in the PC rules. Ms. Dixon inquired about the length of time for 610 process. Ms. Juanita Upshaw stated that generally it is 15 working days followed by general information and voting. Ms. Dixon mentioned that she does not want employees to think that the PC is holding up the process and that there are steps being followed.

Ms. Garcia also shared that along those lines, staff is currently working on desk audits. A desk audit request form is made available on the website; it has been shared with the CSEA leadership as well. This form is available all year long, however it is not replacing reclassification form (long form).

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2. Hiring Status

Mrs. Booker provided the Commission with an update on the hiring status. Staff is balancing recruitment, testing, and interviews. Some recruitments require multiple levels of testing. She shared that we have 20 recruitments currently open. Staff is also conducting mass interviews to expedite the hiring process. Most interviews are done virtually. We are canvassing applications for substitutes to help cover when employees are off or sick. Job flyers were provided to our Samoan families during Operation Student Recovery in hopes of reach potential applicants. Mrs. Booker also shared that there are approximately 30 pending hires; the number fluctuates daily.

F. DISCUSSION:

The next Personnel Commission meeting will be held on October 7, 2021, at 5:30 p.m., in person at 1525 W. Highland Ave., San Bernardino, CA 92411.

G. COMMENTS FROM PERSONNEL COMMISSIONERS:

Mr. Salazar stated that it is nice to be back in person. He thanked the public for being present. Ms. Dixon stated that there are lots of recruitments to fill, and the staff is working diligently to fill positions. Employers are having staffing problems; some people are having anxiety of going back to work. She commended staff for working hard on the recruitments, scheduling interviews, meeting with supervisors.

H. CLOSED SESSION:

The Commission adjourned to closed session at 5:58 p.m. to discuss:

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 6:49 p.m. and reported on the following action(s) taken in closed session:

- a. #21-0902-01 – Granted
- b. #21-0909-02 – Denied
- c. #21-0902-03 – Granted

I. ADJOURNMENT:

The Commission adjourned the meeting at 6:50 p.m.