

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
SPECIAL PERSONNEL COMMISSION MEETING
TELECONFERENCE
MINUTES
November 18, 2021 at 5:00 p.m.**

A. PRELIMINARY FUNCTIONS:

1. Call to Order:

The special meeting of the Personnel Commission was called to order at 5:00 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.

B. PUBLIC COMMENTS:

Latoya Smith, CSEA Chief Stewart, asked the Commission to possibly make changes to the Personnel Commission Rules as they pertain to reclassification. In the future it would benefit CSEA members to establish some type of retroactive pay to compensate those employees working over two years. She thanked the Commission for allowing her to speak during public comments.

Margie Espinoza, CSEA Labor Relations Representative, introduced herself to the Personnel Commission.

C. ACTION ITEMS:

Reclassification Studies:

Ms. Dixon moved to approve the reclassification recommendation for Computer Specialist I (8 Incumbents) to Computer Support Specialist, salary range 43, effective December 1, 2021. Mr. Salazar second the motion.

Ms. Garcia provided a summary on the reclassification recommendation and provided follow up information on the previously tabled item. Staff may consider out of class pay for not more than the 120-day limit while we open recruitment for Computer Support Specialist and afford these employees opportunity to apply. If out of class pay is the option, reclassification will not be considered. She shared with the Commission a conversation with Mr. Mike Tu, Information Technology Director, in which staff was informed that there are three (3) vacant Computer Specialist I positions and that it would increase the likelihood of promotion for these employees.

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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Staff is not recommending retroactive pay. Mr. Karlos Ortega inquired at the last Personnel Commission meeting and to answer his inquiry, retroactive pay is not something taken into consideration during the reclassification study process. The length of time for reclassification process varies on case by case, and in this specific instance there wasn't another classification to reclassify into.

Latoya Smith, CSEA Chief Stewart, stated that she understands what Ms. Garcia explained, but it does not have to be that way; other Personnel Commission districts include retro, as it can happen here.

Mr. Bohn suggested to come up with a solution or recommendation to benefit the two individuals not currently being compensated. Mr. Salazar concurred.

Ms. Dixon asked if the two (2) years is an Education Code or Personnel Commission Rules. Ms. Irma Garcia shared that staff is bound by Education Code. Ms. Garcia assured the Commission that a recruitment can begin right away and provide opportunity to the two individuals.

Latoya Smith suggested for those employees who complete the two (2) to be reclassified in March and the other employee to be reclassified in July. The recommendation would be fair, the Education Code does not say it cannot be done. Ms. Garcia stated the best option is to allow the employees to apply for the promotional opportunity.

Margie Espinoza, CSEA Labor Relations Representative, stated that according to Education Code, we can do better. These employees should be compensated for the work they have been doing. Our goal is to negotiate language bargaining agreement to benefit the members. As the collective bargaining agreement improves so does the Personnel Commission Rules. She thanked Ms. Dixon for the opportunity to speak.

Ms. Irma Garcia recommended for the two individuals to consider working out of class and apply for the recruitment. Mr. Bohn mentioned to have it in writing for the two individuals to be compensated for the work done.

Margie Espinoza, CSEA Labor Relations Representative, mentioned that these two employees should be compensated for the work done. This type of item will be discussed at the negotiations table that will affect the Personnel Commission Rules.

Ms. Dixon read the recommendation and called for the vote. Motion carried.

D. DISCUSSION:

The next Regular 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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E. ADJOURNMENT:

The Commission adjourned the meeting at 5:50 p.m.