

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

**MINUTES  
June 3, 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. Salazar second the motion. Motion carried.

5. Approval of Minutes

Ms. Dixon moved to approve the minutes from the May 6, 2021 Regular Personnel Commission meeting. Mr. Salazar second the motion. Motion carried.

6. Approval of Minutes

Ms. Dixon moved to approve the minutes from the May 26, 2021 Special Personnel Commission meeting. Mr. Salazar 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.

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**D. ACTION ITEMS:**

1. Reclassification Studies:

a. Office Assistant I (SAP), Maintenance & Operations

Ms. Dixon moved to approve the proposed reclassification recommendation for the Office Assistant I/SAP position at Maintenance and Operations as submitted. Mr. Bohn second the motion.

Ms. Irma Garcia shared with the Commission a brief summary of the desk audit performed on Ms. Maria De La Cruz's Office Assistant I/SAP position at the Maintenance and Operations department. Staff is recommending that the position be reclassified to Senior Clerk, salary range 35A, \$20.05 - \$24.40 per hour, with a recommended start date of July 1, 2021.

Motion carried.

b. Office Assistant (SAP), Warehouse Department

Ms. Dixon moved to approve the proposed reclassification recommendation for the Office Assistant I/SAP position at the Warehouse department as submitted. Mr. Bohn second the motion.

Mrs. Booker shared with the Commission a brief summary of the desk audit performed on Ms. Maria Salas' Office Assistant I/SAP position at the Warehouse department. Staff is recommending that the position be reclassified to Mail Clerk, salary range 33A, \$18.53 - \$22.56 per hour, with a recommended start date of July 1, 2021.

Motion carried.

2. NEOGOV 3-Year Term – 3% Annual Increase

a. NEOGOV Insight Enterprise Software Subscription, initial term: 11/16/2021-11/15/2024

Ms. Dixon moved to approve the NEOGOV Insight Enterprise Software Subscription. The cost is \$23,855.92 for fiscal year 2021-2022. Mr. Salazar second the motion.

Ms. Irma Garcia shared with the commission that staff was able to negotiate a contract with NEOGOV for a three year term with a 3% annual increase as opposed to a 10% annual increase if done on a year to year basis. Mr. Salazar asked about the pricing increase on the

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other products related to NEOGOV. Ms. Garcia indicated that the 3% annual increase applied to other NEOGOV products.

Motion carried.

- b. Biddle Online Software License Subscription (TestGenius), initial term: 7/20/2021-07/19/2024.

Ms. Dixon moved to approve the Biddle Online Software License Subscription (TestGenius) annual subscription. The cost is \$14,871.14 for fiscal year 2021-2022. Mr. Salazar second the motion.

Motion carried.

- c. GovernmentJobs.com Subscription, initial term: 07/01/2021-06/30/2024

Ms. Dixon moved to approve GovernmentJobs.com Subscription (Advertising). The cost is \$5,353.43 for fiscal year 2021-2022. Mr. Bohn second the motion.

Motion carried.

- d. Candidate Text Messaging, initial term: 12/11/2021 – 12/10/2024

Ms. Dixon moved to approve Candidate Text Messaging. The cost is \$1,102.10 for fiscal year 2021-2022. Mr. Bohn second the motion.

Mr. Salazar asked regarding this feature. Ms. Garcia shared with the Commission that staff uses the feature to remind applicants about testing and interviews. Applicants opt to sign up for text notifications at the time of application.

Motion carried.

3. Ms. Dixon moved to approve the Maintenance Agreement Membership for Canon Solutions America Inc. The cost is \$1,000.00 for fiscal year 2021-2022. Mr. Bohn second the motion.

Motion carried.

4. Ms. Dixon moved to approve the CODESP Membership Service Agreement. The cost is \$3,000.00 for fiscal year 2021-2022. Mr. Salazar second the motion.

Motion carried.

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5. Ms. Dixon moved to approve the Personnel Commission Association of Southern California (PCASC) Annual Membership Service Agreement. The cost is \$100.00 for fiscal year 2021-2022. Mr. Salazar second the motion.

Motion carried.

6. Ms. Dixon moved to approve the California School Personnel Commissioners Association (CSPCA) Annual Membership Agreement. The cost is \$1,200.00 for fiscal year 2021-2022. Mr. Bohn second the motion.

Motion carried.

**E. INFORMATION ITEMS AND REPORTS:**

Essential Positions – Ms. Irma Garcia informed the Commission that staff is moving forward with filling all positions. Our team has worked very hard to move forward on scheduling single and mass interviews virtually and some in person. Staff also has also accommodated candidates with computer access as needed. Staff follows all safety protocols when accommodation are done.

**F. DISCUSSION:**

The next Personnel Commission meeting will be held on July 1, 2021, at 5:30 p.m., via Teleconference or in person at 1525 W. Highland Ave., San Bernardino, CA 92411.

**G. COMMENTS FROM PERSONNEL COMMISSIONERS:**

Ms. Dixon thanked staff for the reclassification work update. She requested for staff to conduct a zoom training with employees letting them know how the reclassification process works. There may be employees that have had an accretion of duties. Invitation should go out to regular employees and supervisors. Ms. Dixon also stated that it is important for people to understand the process and be able to ask questions. Ms. Garcia stated that the staff will brainstorm and work on the request.

**H. CLOSED SESSION:**

The Commission adjourned to closed session at 6:08 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.
  - a. Employee #21-0603

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The Commission reconvened to open session at 6:47 p.m. and reported on the following action(s) taken in closed session.

Employee #21-0603 tabled pending additional information. Will bring it back to a future Personnel Commission meeting.

**I. ADJOURNMENT:**

The Commission adjourned the meeting at 6:48 p.m.