

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

**MINUTES  
November 10, 2022, 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: Ms. Valeria Dixon, Chairperson  
Mr. Michael Salazar, Vice Chairperson  
Mr. George Bohn, Member

Staff: Ms. Irma Garcia, Personnel Director - Absent  
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 October 13, 2022, Regular Personnel Commission meeting. Mr. Bohn second the motion. Motion carried.

**B. PUBLIC COMMENTS:**

None

**C. CONSENT ACTION ITEMS:**

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

**D. ACTION ITEMS:**

1. Approval of appointment of Joint Appointee

Ms. Dixon moved to approve the appointment of Valeria Dixon as the Joint Appointee for a three (3) year term commencing December 1, 2022. Mr. Bohn second the motion. Motion carried.

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*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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2. Reclassification Recommendation:

Food Worker Trainee (2 Incumbents)

Ms. Dixon moved to approve the reclassification recommendation for the two (2) Food Worker Trainee positions to be reclassified to Cafeteria Worker positions, salary range 26A. The recommended effective date is December 1, 2022. Mr. Salazar second the motion.

Mrs. Booker shared a brief synopsis of the reclassification study and the recommendation for the two (2) Food Worker Trainee positions. Staff initiated the review of the positions to evaluate the relationship with Cafeteria Worker. The two (2) incumbents are the last two incumbents for food worker trainee. Their jobs are lined up with Cafeteria Worker; therefore, they will receive a 12% increase and a half hour extra. The position for Food Worker Trainee will be eliminated by attrition.

Motion carried.

**E. INFORMATION ITEMS AND REPORTS**

1. Hiring Status Update

Mrs. Booker provided the Commission with a brief synopsis of the Hiring Status Update. Staff maintained at least 20 active recruitments weekly. There are 27 pending hires and waiting to be processed by Human Resources. There are 300 vacancies on the log. Staff continues to work hard with recruitment, testing, and scheduling of interviews for site and department vacancies. Staff has reached out to Maintenance & Operations leaders to assist in delivering flyers to vendors hoping to bring in candidates for HVACR Mechanic. Mrs. Booker shared that HVACR Mechanic positions have been competitive with the private sector. She also explained that the district is working to eliminate contractors, therefore an additional seven (7) positions for HVACR Mechanic were added.

Mrs. Booker informed the Commission that postcards are currently being distributed to each home in San Bernardino City. Banners are also being worked on to place at each of our district high school fields. Mrs. Booker shared that staff has participated in parent advisory committees and college and career fairs at our high schools.

The Commission suggested setting up a table at the 66ers events to provide hiring information. Another suggestion is to participate at college and career days for surrounding colleges. Mr. Bohn suggests to have a brochure that highlights the excellent benefits the district offers for employees. He also mentioned to have a designated group that does nothing but recruitment at different sites.

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Mr. Bohn requested to place on the next agenda conference update questions such as recruitment strategies for hard to fill positions.

**F. DISCUSSION:**

The next Personnel Commission meeting will be held in person on December 1, 2022, 5:30 p.m., at 1525 W. Highland Ave., San Bernardino, CA 92411.

**G. COMMENTS FROM PERSONNEL COMMISSIONERS:**

Mr. Salazar wished staff a Happy Thanksgiving celebration.

**H. CLOSED SESSION:**

None

**I. ADJOURNMENT:**

The Commission adjourned the meeting at 6:02 p.m.