

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

**MINUTES
April 7, 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 - absent

Staff: 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 March 3, 2022 Regular Personnel Commission meeting. Mr. Salazar second the motion. Motion carried.

B. PUBLIC COMMENTS:

Isabel Robinson, Secretary I to Dr. Howana Lundy in the Special Education Department, spoke regarding substitute employees. She inquired about the rules and polices for these types of employees. She contacted the Human Resources Department and CSEA and has not received a response. She indicated that substitute employees were not allowed to have access to Aries, student information system, or employee's information. Ms. Dixon asked if she was referring to clerical subs. Ms. Robinson indicated that these employees were outside vendors, such as psychologists or paraprofessionals performing clerical work in the office; the duties being performed is work that belong to CSEA members. Ms. Garcia indicated that she would have to get back to Ms. Robinson regarding her concern.

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C. CONSENT ACTION ITEMS:

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

D. ACTION ITEMS:

1. Proposed Budget for 2022-2023 – Preliminary Draft – First Reading:

Proposed Motion:

Public Hearing Date for the Proposed Personnel Commission Budget 2022-2023:

Ms. Dixon moved to approve the recommended date for the Proposed Personnel Commission Budget for 2022-2023 Public Hearing on May 5, 2022 at 5:30 p.m. Mr. Salazar second the motion.

Ms. Garcia shared with the Commission that the preliminary draft continues with its savings reductions of 10% to the operating expenses. A meeting is pending with Ms. Trieste Huey, Fiscal Services Director, regarding the 10% reduction. The worksheet attached includes up to date expenses. Salaries and benefits increased by \$31,278.00 for the coming fiscal year. Ms. Garcia shared that the 10% reduction comes from the operating budget codes 4000, 5000 and 6000. Ms. Dixon asked about the hardship the 10% reduction causes. Ms. Garcia indicated that staff would not be able to attend conferences such as NeoGov and CSPCA. Ms. Garcia found the need to move funds from certain codes to cover for expenditures; Dr. Funchess has also been generous with our department. Ms. Dixon reminded the team that she had spoken to Dr. Funchess and Superintendent about marketing the school district better to increase our applicant pool. Mr. Salazar would like to see the budget back to normal. He asked Ms. Garcia to see what can be done. Ms. Garcia will be bringing additional information to the next Personnel Commission meeting.

2. Classification Specification Revision: Cafeteria Worker, Salary Range 26A

Ms. Dixon moved to approve the revisions to the Cafeteria Worker classification specification. Mr. Salazar second the motion. Motion carried.

3. Classification Specification Revision: Campus Security (Bicycle Maintenance), Salary Range 38

Ms. Dixon moved to approve the revisions to the Campus Security (Bicycle Maintenance) classification specification. Mr. Salazar second the motion. Motion carried. Mr. Salazar inquired about salary range adjustments. Ms. Garcia shared that there are no salary adjustments.

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4. Classification Specification Revision: Campus Security Officer I, Salary Range 37
Ms. Dixon moved to approve the revisions to the Campus Security Officer I classification specification. Mr. Salazar second the motion. Motion carried.
5. Classification Specification Revision: Campus Security Officer II, Salary Range 39A
Ms. Dixon moved to approve the revisions to the Campus Security Officer II classification specification. Mr. Salazar second the motion. Motion carried.
6. Classification Specification Revision: Instructional Assistant (Tutorial Assistant)/Bilingual Instructional Assistant (TA), Salary Range 32
Ms. Dixon moved to approve the revisions to the Instructional Assistant (Tutorial Assistant)/Bilingual Instructional Assistant (TA) classification specification. Mr. Salazar second the motion. Motion carried.
7. Classification Specification Revision: Nutrition Services Equipment Mechanic, Salary Range 43A
Ms. Dixon moved to approve the revisions to the Nutrition Services Equipment Mechanic classification specification. Mr. Salazar second the motion. Motion carried.
8. Classification Specification Revision: Public Safety Dispatcher, Salary Range 37
Ms. Dixon moved to approve the revisions to the Public Safety Dispatcher classification specification. Mr. Salazar second the motion. Motion carried.
9. Classification Specification Revision: Small Engines Mechanic, Salary Range 41A
Ms. Dixon moved to approve the revisions to the Small Engines Mechanic classification specification. Mr. Salazar second the motion. Motion carried.
10. Reclassification Study:

Computer Specialist I

Ms. Dixon moved to approve the reclassification recommendation for Computer Specialist I, position held by Paul Wassif, to be reclassified to Computer Support Specialist, salary range 43, effective May 1, 2022. Mr. Salazar second the motion. Motion carried.

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E. INFORMATON ITESM AND REPORTS

1. Hiring Status Updates

Ms. Booker provided the Commission with a brief breakdown of the current status regarding hiring. There are 249 on the vacancy log which equate to 61 classifications; 23 recruitments open and this number changes weekly; 100 active eligibility lists; 41 pending hires. 63% of our current vacancies have been received by our office in 2022 (37% include harder to fill positions). Cafeteria Worker and Recreation Aide positions make up 42% of our vacancies. The team has interviews scheduled this coming week to which we anticipate filling approximately 49 positions. In the previous week mass interviews took place to fill custodial positions and we were able to fill 10 positions. The team facilitates mass interviews whenever possible to expedite hiring and filling as many positions as possible. Ms. Garcia explained that interviews have been flexible because we also offer virtual interviews. Ms. Dixon stated that more people seemed to be more relaxed on virtual interviews.

2. Job Fair

Ms. Garcia provided the Commission an update on the scheduled virtual job fair that will focus mainly on our high school students. The virtual job fair is scheduled for April 14, 2022 from 5:30-7:30 p.m. We will be providing information pertaining to entry level recruitment opportunities. The team will be opening Cafeteria Worker, Recreation Aide, Campus Security Officer I; these positions do not have a lot of requirements. Also, currently open are Education Assistant III (SI) and Instructional Assistant SDC. Ms. Garcia also shared the team's experience during the last virtual job fair. Mr. Salazar inquired about the other employers. Ms. Booker shared that once the team joins the event the other employers are also listed with their booth information. Ms. Irma Garcia and Nerci Garcia will be facilitating and managing the SBCUSD Classified virtual booth.

F. DISCUSSION:

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

G. COMMENTS FROM PERSONNEL COMMISSIONERS:

No comments

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H. CLOSED SESSION:

The Commission adjourned to closed session at 6:07 p.m. to discuss:

Pursuant to California Government Code §54956.9 and §54957:

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 6:42 p.m. and reported on the following action(s) taken in closed session:

- a. Applicant #22-0407-01 - Appeal Denied
- b. Applicant #22-0407-02 - Appeal Denied
- c. Applicant #22-0407-03 - Appeal Denied

I. ADJOURNMENT:

The Commission adjourned the meeting at 6:43 p.m.