

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

**MINUTES  
February 2, 2023, 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  
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 January 12, 2023, 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. Bohn second the motion.

Ms. Irma Garcia shared with the Commission that the eligibility list for Automotive Mechanic should indicate that it is a merged list. Ms. Dixon asked how this would affect the merged list? Ms. Garcia and Mrs. Booker explained the process of merged eligibility lists and how candidates may be affected.

Ms. Dixon moved to approve the Consent Action Items as amended. Mr. Salazar 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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**D. ACTION ITEMS:**

1. Approval of the new classification specification

Ms. Dixon moved to approve the new classification specification for Environmental Compliance and Safety Director, Management Salary Range 70. Mr. Salazar second the motion.

Ms. Irma Garcia shared with the Commission that staff is recommending the establishment of the Environmental Compliance and Safety Director as the department has evolved significantly in the prior years.

Ms. Garcia informed the Commission that the Board will consider the prescribed duties of the classification at the next Board Meeting scheduled on Tuesday, February 7, 2023. The Commission recommends opening the recruitment to internal and external applicants. Ms. Garcia stated once the Board approves the job spec, staff will open recruitment as directed by the Commission.

Motion carried.

2. Title change, revisions, and salary adjustment for the following classification specification

Ms. Dixon moved to approve the title change, revisions, and salary adjustment for Communications Officer. Mr. Salazar second the motion.

From: Communications Officer

To: Communications Manager, Management Salary Range 51

Ms. Irma Garcia shared with the Commission that staff is recommending a title change, revisions, and salary adjustment for the Communications Officer classification specification. The title change recommendation would align with other managers in the department and the district. The recommended revisions would ensure that current essential functions being performed are reflected. On July of 2015, the Communications Officer classification had a reallocation of salary range; however, there were no revisions to the job description.

The Commission inquired about the Communications Officer position and salary's effective date. Ms. Garcia shared that the Communications Manager would replace Communications Officer once it is approved by the Board and as approved by the Commission. The Board will consider the prescribed changes at the next Board Meeting scheduled on Tuesday, February 7, 2023.

Motion carried.

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3. Revisions and salary adjustment to classification specification

Ms. Dixon moved to approve the revisions and salary adjustment for the Multimedia Manager, Management Salary Range 51. Mr. Bohn second the motion.

Ms. Irma Garcia shared staff's recommendation for revisions and salary adjustment for the Multimedia Manager. The job description revisions are recommended to ensure that the currently essential functions being performed are reflected. The Multimedia Manager classification was established in October of 2014 and soon thereafter revised on November of 2014. The Board will consider the prescribed changes at the next Board Meeting scheduled on Tuesday, February 7, 2023.

Motion carried

4. 2023 CSPCA Merit Academy

Ms. Dixon moved to approve for Personnel Commission staff to attend the 2023 CSPCA Merit Academy from Saturday, April 1, 2023, through Thursday, July 20, 2023. Mr. Salazar second the motion.

Ms. Irma Garcia briefly shared that participating Personnel Commission staff members will be participating through the virtual platform. Ms. Dixon indicated interest in being registered.

Motion carried.

**E. INFORMATION ITEMS AND REPORTS**

1. CSPCA Conference

Mrs. Tamara Booker and Ms. Irma Garcia provided the Commission with information about the CSPCA Conference. The Personnel Commission staff gathered valuable information as it pertained to recruitments, testing, and filling of vacancies. The Commission shared and had discussion pertaining to important topics covered at the Conference.

Dr. Marcus Funchess attended the conference and shared brief comments to the Commission. He thanked the Commission for their leadership and he assured the Commission that our department's commitment and perseverance put us ahead of the curve with the attitude of doing what is best for our organization. He thanked the Commission for the invitation and hopes that in a year we will see positive changes in the workforce.

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**F. DISCUSSION:**

The next Personnel Commission meeting will be held in person on March 2, 2023, at 5:30 p.m., at 1525 W. Highland Ave., San Bernardino, CA 92411.

**G. COMMENTS FROM PERSONNEL COMMISSIONERS:**

Mr. Bohn appreciates the Personnel Commission staff their dedication and maintaining focused during the Conference.

**H. CLOSED SESSION:**

The Commission adjourned to closed session at 6:35 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:
  - a. Applicant #23-0202-01
  - b. Applicant #23-0202-02
  - c. Applicant #23-0202-03
  - d. Applicant #23-0202-04
  - e. Applicant #23-0202-05
  - f. Applicant #23-0202-06

The Commission reconvened to open session at 7:19 p.m. and reported on the following action(s) taken in closed session:

- a. Applicant #23-0202-01 - Appeal Denied
- b. Applicant #23-0202-02 - Appointment of a Hearing Officer
- c. Applicant #23-0202-03 - Appeal Denied
- d. Applicant #23-0202-04 - Appeal Denied
- e. Applicant #23-0202-05 - Appeal Denied
- f. Applicant #23-0202-06 - Appeal Denied

**I. ADJOURNMENT:**

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The Commission adjourned the meeting at 7:20 p.m.