

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
REGULAR PERSONNEL COMMISSION MEETING AGENDA
April 13, 2023 – 5:30 p.m.
1525 W. Highland Ave.
San Bernardino, CA 92411
PERSONNEL COMMISSION OFFICE – WHAA PORTABLE**

Welcome! The following information is provided to assist persons who attend the meeting of the Personnel Commission and wish to participate in the meeting.

If members of the public would like to contact the Personnel Commission about this upcoming agenda, please send an email to nersidalia.garcia@sbcusd.k12.ca.us prior to the start of the Personnel Commission meeting. These comments will be shared with the Personnel Commissioners. If you wish for your written comment to be read aloud, please indicate this specifically in your communication. Requests for written comments to be read aloud will be honored, subject to the Personnel Commission's time limits on public comments.

Assistance/Accommodations

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meetings of the Personnel Commission, please contact the Personnel Commission Office at (909) 381-1280. Notification 72 hours prior to the meeting will enable the Commission to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the Commission shall also make available this agenda and all other public records associated with this meeting in appropriate alternative formats for persons with a disability.

Addressing the Commission:

There are two ways to address the Commission during the meeting. These are, speaking to the Commission regarding an item already on the agenda, and/or speaking to the Commission about a new topic not on the agenda. Speakers will be asked to keep their comments brief, and allotted approximately 3 minutes per speaker, per topic.

Items on the Agenda:

Speakers may comment on any item on the meeting agenda in order to share information for consideration by the Commission immediately before the Commission begins deliberation on the item. A speaker slip must be completed and provided to the Director prior to the agenda item.

Items not on the Agenda:

Item B (Public Comments) provides the opportunity where individuals may address topics that are not listed on the agenda. The Brown Act restricts the Commissioners from engaging in a discussion of non-agenda items or issues raised during public comment except to acknowledge receipt of the information, refer it to staff for further study or refer the item to a future meeting. The Commission may not take any action on issues or topics presented during Public Comments.

Placing Items on a Future Agenda:

Any member of the public may request that a matter within the jurisdiction of the Commission be placed on the agenda of a regular meeting. The request must be in writing and must describe the item to be discussed with sufficient detail including the history of the issue and how it is related to the Personnel Commission. Also to be included is any information or material that the requestor wishes to be reviewed by the Commission regarding the issue. It must be submitted to the Personnel Director at least ten (10) working days before the scheduled

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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meeting date. Items submitted less than ten (10) working days before the scheduled meeting date may be postponed to a later meeting date to allow sufficient time for consideration and research of the issue.

The Commission Chair and the Director shall decide whether a request is within the subject matter jurisdiction of the Commission. Items not within the subject matter jurisdiction of the Commission may not be placed on the agenda. In addition, the Commission Chair and/or Director will determine if the item is merely a request for information or whether the issue is covered by an existing policy or administrative procedure before placing the item on the agenda.

The Commission Chair and/or Director shall decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item, information item, or under Public Comment.

Closed Session

The Personnel Commission may hold closed sessions only for purposes identified by law. The Commission may hold a closed session at any time during a regular or special meeting and during emergency meetings in accordance with law.

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A. PRELIMINARY FUNCTIONS:

1. Call to Order - Meeting called to order at _____ p.m.
2. Pledge of Allegiance
3. Roll Call:

Chairperson	Ms. Valeria Dixon	_____
Vice Chairperson	Mr. Michael Salazar	_____
Member	Mr. George Bohn	_____
Personnel Director	Ms. Irma Garcia	_____
Personnel Analyst	Mrs. Tamara Booker	_____
Secretary III	Ms. Nersidalia Garcia	_____

4. Approval of agenda, as submitted or amended:

Motion: _____ Second _____
Discussion: _____
Action: Aye: _____ Nay: _____ Abstain: _____

5. Approval of minutes from the March 9, 2023, Regular Personnel Commission meeting, as submitted or amended.

Motion: _____ Second _____
Discussion: _____
Action: Aye: _____ Nay: _____ Abstain: _____

B. PUBLIC COMMENTS:

Public Comments pertaining to non-agenda items: *Members of the public may address the Personnel Commission on items not listed on the agenda. The Brown Act restricts the Commissioners responses to non-agenda topics to: clarifying questions, brief announcements, brief report of personal related activities, or to refer the matter to staff. If members of the public would like to contact the Personnel Commission about this upcoming agenda, please send an email to nersidalia.garcia@sbcusd.k12.ca.us prior to the start of the Personnel Commission meeting. These comments will be shared with the Personnel Commissioners. If you wish for your written comment to be read aloud, please indicate this specifically in your communication. Requests for written comments to be read aloud will be honored, subject to the Personnel Commission's time limits on public comments. (Government Code sections 54954.2, 54954.3, and 54957.9)*

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C. CONSENT ACTION ITEMS:

All matters listed under Consent Action Items are to be considered for ratification and will be enacted by one motion followed by a roll call vote. There will be no separate discussion of these items unless the Commission, audience, or staff request specific items to be removed from the Consent Item for separate action.

1. Ratification of recruitment(s):

a. Cabinet Maker	Open & Promotional	03/22/2023-04/18/2023
b. Cafeteria Worker	Open & Promotional	03/22/2023-Continuous
c. Campus Security Officer I	Open & Promotional	03/22/2023-Continuous
d. Chief Communications and Community Engagement Officer	Unranked List	03/15/2023-Continuous
e. Clerk I	Open & Promotional	04/05/2023-05/02/2023
f. Electrician	Open & Promotional	03/15/2023-Continuous
g. Facilities Use Supervisor	Open & Promotional	03/15/2023-04/11/2023
h. Instructional Assistant (Special Day Class)	Open & Promotional	03/15/2023-Continuous
i. Instructional Tutor-Deaf and Hard of Hearing (DHH)	Open & Promotional	03/29/2023-Continuous
j. Lifeguard	Open & Promotional	02/01/2023-03/16/2023
k. Mobile Maintenance Team Leader	Promotional Only	03/08/2023-04/04/2023
l. Nutrition Services Equipment Mechanic	Open & Promotional	03/15/2023-Continuous
m. Nutrition Services Supervisor	Open & Promotional	03/08/2023-Continuous
n. Office Assistant I (Health Aide)	Open & Promotional	03/22/2023-04/18/2023
o. Plumber	Open & Promotional	03/22/2023-04/18/2023
p. Recreation Aide	Open	03/29/2023-Continuous
q. Roofer	Open & Promotional	03/22/2023-04/18/2023
r. School Police Officer	Open & Promotional	03/15/2023-Continuous
s. School Police Sergeant	Open & Promotional	03/29/2023-Continuous
t. Senior Caterer	Open & Promotional	03/08/2023-04/18/2023
u. Senior Clerk	Open & Promotional	03/29/2023-04/25/2023

2. Ratification of eligibility list(s):

a. Attendance Assistant	Exam #23-019
b. Cafeteria Worker	Exam #23-010
c. Campus Security Officer I	Exam #23-013
d. Community Relations Worker II (Parent Involvement)	Exam #23-042
e. Contract Analyst	Exam #23-014
f. Delivery Driver Warehouse Worker	Exam #23-018
g. HVACR Mechanic	Exam #22-137
h. Instructional Aide	Exam #23-009
i. Instructional Aide	Exam #23-030
j. Instructional Assistant (Special Day Class)	Exam #22-141
k. Instructional Assistant (Special Day Class)	Exam #23-026
l. Lead Offset Duplicating Equipment Operator	Exam #23-004

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- | | |
|----------------------------------|--------------|
| m. Microcomputer Specialist II | Exam #23-008 |
| n. Nutrition Services Manager II | Exam #23-029 |
| o. Public Safety Dispatcher | Exam #23-001 |
| p. Recreation Aide | Exam #23-022 |
| q. Secretary II | Exam #23-016 |
| r. Secretary III | Exam #23-007 |
| s. Youth Services Specialist | Exam #23-017 |

3. Certification from other eligibility list(s):

- | | |
|---|--------------|
| a. Attendance Assistant
To fill Bilingual Attendance Assistant | Exam #23-019 |
| b. Community Relations Worker II (Parent Involvement)
To fill Bilingual Community Relations Worker II (Parent Involvement) | Exam #23-042 |
| c. Instructional Aide
To fill Bilingual Instructional Aide | Exam #23-009 |
| d. Instructional Aide
To fill Bilingual Instructional Aide | Exam #23-030 |
| e. Instructional Assistant (SDC)
To fill Bilingual Instructional Assistant (SDC) | Exam #22-141 |
| f. Instructional Assistant (SDC)
To fill Bilingual Instructional Assistant (SDC) | Exam #23-026 |
| g. Secretary II
To fill Bilingual Secretary II | Exam #23-016 |
| h. Secretary III
To fill Bilingual Secretary III | Exam #23-007 |

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4. Approval of certifications as submitted:
See attached report

Approval of Consent Action Items as submitted or amended.

Motion: _____ Second _____

Discussion: _____

Action: Aye: _____ Nay: _____ Abstain: _____

D. ACTION ITEMS:

The Commission shall discuss the following recommendations. Items will be voted separately:

1. Proposed Budget for 2023-2024 – Preliminary Draft – First Reading:

The Personnel Commission will receive the Personnel Director’s recommendation to review and discuss a date to conduct the required public hearing on the budget.

Proposed motion:

It is moved that the Personnel Commission set the public hearing for the budget for 2023-2024 to be held on May __, 2023. The Personnel Director be directed to ensure that all legal notices, “invitation” and other requirements be completed to ensure that the Commission may act legally on the budget at the May __, 2023, Personnel Commission Meeting as well as providing any responses that the Commissioners may have about the draft budget proposal to Commissioners prior to that date.

Motion: _____ Second _____

Discussion: _____

Action: Aye: _____ Nay: _____ Abstain: _____

2. It is recommended that the Personnel Commission approve the new classification specification for the following:

Assistant Buyer, Salary Range 41

Motion: _____ Second: _____

Discussion: _____

Action: Aye: _____ Nay: _____ Abstain: _____

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3. It is recommended that the Personnel Commission approve the new classification specification for the following:

Network Engineer, Salary Range 55A

Motion: _____ Second: _____

Discussion: _____

Action: Aye: _____ Nay: _____ Abstain: _____

4. It is recommended that the Personnel Commission approve the title change and revisions for the following classification specification:

From: Nutrition Center Lead Delivery/Driver Warehouse Worker

To: Lead Delivery Driver/Warehouse Worker, Salary Range 40A

Motion: _____ Second: _____

Discussion: _____

Action: Aye: _____ Nay: _____ Abstain: _____

5. It is recommended that the Personnel Commission approve the revisions for the following classification specification:

Purchasing Clerk, Salary Range 36A

Motion: _____ Second: _____

Discussion: _____

Action: Aye: _____ Nay: _____ Abstain: _____

6. It is recommended that the Personnel Commission approve the revisions for the following classification specification:

Senior Budget Analyst, Salary Range 49

Motion: _____ Second: _____

Discussion: _____

Action: Aye: _____ Nay: _____ Abstain: _____

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7. Reclassification Recommendation:

- a. Purchasing Clerk (2) and Senior Purchasing Clerk (2) Incumbents

It is recommended that the incumbents in Purchasing Clerk and Senior Purchasing Clerk positions be reclassified to Assistant Buyer positions, salary range 41. The recommended effective date is May 1, 2023.

Motion: _____ Second _____

Discussion: _____

Action: Aye: _____ Nay: _____ Abstain: _____

E. INFORMATION ITEMS AND REPORTS

Reclassification Applications Update

F. DISCUSSION:

The next Personnel Commission meeting will be held in person on May 4, 2023, at 5:30 p.m., at 1525 W. Highland Ave., San Bernardino, CA 92411.

G. COMMENTS FROM PERSONNEL COMMISSIONERS:

H. CLOSED SESSION:

The Commission adjourned to closed session at _____ 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. Employee #23-0413-01
 - b. Applicant #23-0413-02
 - c. Applicant #23-0413-03
 - d. Applicant #23-0413-04

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The Commission reconvened to open session at _____ and reported on the following action(s) taken in closed session.

I. ADJOURNMENT:

The Commission adjourned the meeting at _____.