

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

**MINUTES
April 13, 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 March 9, 2023, Regular Personnel Commission meeting. Mr. Salazar 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.

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D. ACTION ITEMS:

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

Ms. Dixon moved to set a Public Hearing date for the Proposed Personnel Commission Budget for 2023-2024 on May 4, 2023. Mr. Salazar second the motion.

Ms. Garcia shared with the Commission that the Preliminary Draft includes a 10% reduced operating budget for Fiscal Year 2023-2024. Staff met with the Interim Associate Superintendent Business, Facilities, and Operations, Mr. Mohammad Islam to review the Personnel Commission’s budget and the concerns with the reduced budget; Mr. Islam requested that a formal letter be addressed to him to fully restore the 10%. Mr. Islam will address the issue with cabinet in hopes of restoring the budget. Mr. Bohn inquired about the salaries for staff. Ms. Garcia stated the salaries will not be affected. Ms. Dixon suggested using the funds towards recruiting, marketing, and professional development. Mr. Bohn suggested adding another position. Ms. Garcia will present additional budget information at the next Personnel Commission meeting.

Motion carried.

2. Approval of the new Assistant Buyer classification specification:

Ms. Dixon moved to approve the new classification specification for Assistant Buyer, Salary Range 41. Mr. Bohn second the motion.

Ms. Garcia shared with the Commission that staff is recommending the establishment for Assistant Buyer, salary range 41, as a result of reclassification studies. The new classification has been approved through the CSEA 610 process.

Motion carried

3. Approval of the new Network Engineer classification specification

Ms. Dixon moved to approve the new classification specification for Network Engineer, Salary Range 55A. Mr. Bohn second the motion.

Ms. Garcia shared with the Commission that the new job description was written to accurately reflect the title and job function of an employee who would be performing duties at the Computer Specialist V level. Essentially, the Network Engineer would be replacing the Computer Specialist

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V classification. Mr. Mike Tu, Director of Information Technology, was present during the meeting to answer any questions or concerns by the Commission. Ms. Dixon asked Mr. Tu if this classification would help fulfill the responsibilities of the Information Technology Department. Mr. Tu indicated that the classification as it is written will help with recruitment in order to attract qualified applicants. Ms. Garcia informed the Commission that the new classification has been approved through the CSEA 610 process. Ms. Dixon stated it is important for Commissioners to support the functions of the Information Technology department.

Motion carried.

4. Approval of the title change and revisions of the following classification specification:

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

Ms. Dixon moved to approve the title change and revisions for Nutrition Center Lead Delivery /Driver Warehouse Worker, Salary range 40A. Mr. Salazar second the motion.

Ms. Garcia shared with the Commission that the job description specifies positions belonging to the Nutrition Services Department and there is a need in the Warehouse Department for this type of position. The Warehouse is looking to establish a lead position. Ms. Garcia informed the Commission that the new classification has been approved through the CSEA 610 process.

Motion carried.

5. Approval of revisions to the Purchasing Clerk, Salary Range36A, classification specification:

Ms. Dixon moved to approve the revisions to the Purchasing Clerk, Salary Range36A, classification specification. Mr. Bohn second the motion.

Ms. Garcia shared with the Commission that the revisions to the job description are written to accurately distinguish it from higher level classifications in the Purchasing Services Department. The Purchasing Clerk classification is designated as the entry level position to the Purchasing Services Department. Mr. Bohn inquired about the difference between Clerk I and Purchasing Clerk. Ms. Garcia explained that the duties for Purchasing Clerk belong to the Purchasing Department; the Purchasing Clerk salary range is set at 36A and Clerk II is set at 33.

Motion carried.

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6. Approval of revisions to the Senior Budget Analyst, Salary Range 49, classification specification:

Ms. Dixon moved to approve the revisions to the Senior Budget Analyst, Salary Range 49, classification specification. Mr. Bohn second the motion.

Ms. Garcia shared with the Commission that the revisions included the substitution to the qualifications to provide candidates who may have additional years of experience to substitute for the required college coursework units. Positions in this classification belong to the Fiscal Services Department and if approved staff will open recruitment next week.

Motion carried.

7. Approval of the Reclassification Recommendation:

Purchasing Clerk (2) and Senior Purchasing Clerk (2) Incumbents

Ms. Dixon moved to approve the reclassification recommendation that 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. Mr. Salazar second the motion.

Ms. Garcia provided the Commission with a brief synopsis of the reclassification studies that took place for (2) Purchasing Clerks and (2) Senior Purchasing Clerks assigned to the Purchasing Department. Based on the information gathered, staff is recommending that employees be reclassified to Assistant Buyer, salary range 41, effective May 1, 2023. The Commission inquired about the fifth incumbent not included in the reclassification. Ms. Garcia shared that the duties must have had an accretion over a period of two years or more; The fifth incumbent has less than two years.

Ms. Dixon: Abstain

Mr. Salazar: Aye

Mr. Bohn: Aye

Motion carried (unanimously)

E. INFORMATION ITEMS AND REPORTS

Reclassification Applications Update –

Ms. Garcia briefly shared with the Commission that the team is receipt of thirteen (13) reclassification requests for a variety of classifications. Some clerical, some from the Information Technology Department, and some from the Payroll Department. Staff has placed meetings with those employees

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on the calendar, however, reviewing one of the positions may trigger follow ups or may require desk audits with other employees. The team is working very hard to get these reviews done in a timely manner. Ms. Garcia shared that if reclassifications are warranted and a current classification is already in existence then those would be done expeditiously. If a classification has to be developed, the process may be longer as CSEA and the District will need to be involved in the process. The Commission inquired about the timeline for completing the reclassification process. Ms. Garcia briefly shared about the process with the Commission, including CSEA's 610 process. Ms. Dixon suggested that staff communicate regularly with those that submitted paperwork to keep them in the loop of things. Ms. Garcia stated she will review the timelines with the team.

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:

Mr. Bohn is pleased with the discussion during today's meeting. Mr. Salazar agreed with Mr. Bohn, he thanked the staff for an excellent job. Ms. Dixon stated she will be speaking to Phillip Gordillo, CSPCA Executive Director, regarding the Personnel Commission Department in SBCUSD.

H. CLOSED SESSION:

The Commission adjourned to closed session at 7:18 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. Employee #23-0413-01
 - b. Applicant #23-0413-02
 - c. Applicant #23-0413-03
 - d. Applicant #23-0413-04

The Commission reconvened to open session at 7:47 p.m. and reported on the following action(s) taken in closed session:

- a. Employee #23-0413-01 - Hearing Officer to be appointed; unanimous vote

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- b. Applicant #23-0413-02 – Appeal Denied; unanimous vote
- c. Applicant #23-0413-03 - Appeal Denied; unanimous vote
- d. Applicant #23-0413-04 - Appeal Denied; unanimous vote

I. ADJOURNMENT:

The Commission adjourned the meeting at 7:48 p.m.