

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
REGULAR PERSONNEL COMMISSION MEETING AGENDA
June 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

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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the issue. It must be submitted to the Personnel Director at least ten (10) working days before the scheduled 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 May 4, 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. Assistant Buyer	Promotional Only	05/03/2023-05/30/2023
b. Attendance Assistant	Open & Promotional	05/10/2023-06/06/2023
c. Buyer	Open & Promotional	05/17/2023-06/13/2023
d. Cabinet Maker	Open & Promotional	04/19/2023-05/18/2023
e. Cafeteria Worker	Open & Promotional	04/26/2023-05/18/2023
f. Campus Security Officer I	Open & Promotional	05/17/2023-06/13/2023
g. Carpenter	Open & Promotional	05/03/2023-05/30/2023
h. Certified Athletic Trainer	Open & Promotional	05/23/2023-Continuous
i. Communications and Community Relations Director	Dual Certification	05/10/2023-06/06/2023
j. Community Resource Worker	Open & Promotional	05/03/2023-05/30/2023
k. Education Assistant III (Spanish)	Open & Promotional	05/17/2023-Continuous
l. Groundswoker	Open & Promotional	05/17/2023-06/13/2023
m. HVACR Mechanic	Open & Promotional	05/17/2023-Continuous
n. Instructional Aide	Open & Promotional	02/22/2023-05/11/2023
o. Instructional Assistant (Special Day Class)	Open & Promotional	05/17/2023-Continuous
p. Instructional Tutor-Deaf and Hard of Hearing (DHH)	Open & Promotional	05/03/2023-Continuous
q. Instructional Tutor (Learning Handicapped/ Physically Handicapped)	Open & Promotional	05/10/2023-Continuous
r. Lead Carpenter	Open & Promotional	05/31/2023-06/27/2023
s. Lead Delivery Driver/Warehouse Worker	Promotional Only	05/03/2023-05/30/2023
t. Maintenance Worker II	Promotional Only	05/17/2023-06/13/2023
u. Network Engineer	Open & Promotional	04/26/2023-06/13/2023
v. Nutrition Services Manager I	Open & Promotional	05/03/2023-06/27/2023
w. Pool Attendant	Open & Promotional	05/24/2023-Continuous
x. Recreation Aide	Open	03/29/2023-06/08/2023
y. Reprographic Equipment Operator	Open & Promotional	05/31/2023-06/27/2023
z. School Police Sergeant	Open & Promotional	03/29/2023-06/01/2023
aa. Serving Kitchen Operator	Open & Promotional	05/17/2023-06/13/2023
bb. Sheet Metal Worker	Open & Promotional	05/17/2023-06/08/2023
cc. Sprinkler System Specialist	Open & Promotional	02/22/2023-05/18/2023
dd. Substitute Cafeteria Worker	Open	05/17/2023-Continuous
ee. Substitute Parent Volunteer Worker	Open	05/03/2023-05/30/2023
ff. Substitute Recreation Aide	Open	06/07/2023-Continuous

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2. Ratification of eligibility list(s):

- | | |
|--|--------------|
| a. Associate Superintendent Business, Facilities,
And Operations | Exam #23-011 |
| b. Cabinet Maker | Exam #23-057 |
| c. Campus Security Officer I | Exam #23-054 |
| d. Certified Athletic Trainer | Exam #23-003 |
| e. Clerk I | Exam #23-062 |
| f. Clerk II | Exam #23-028 |
| g. Community Relations Worker III (Parent Involvement) | Exam #23-039 |
| h. Education Assistant III (Spanish) | Exam #23-032 |
| i. Facilities Use Supervisor | Exam #23-047 |
| j. HVACR Mechanic | Exam #23-033 |
| k. Instructional Aide | Exam #23-034 |
| l. Instructional Assistant (Special Day Class) | Exam #23-085 |
| m. Instructional Tutor - Deaf and Hard of Hearing
(DHH) | Exam #23-061 |
| n. Instructional Tutor - Learning Handicapped
/Physically Handicapped | Exam #23-027 |
| o. Nutrition Services Supervisor | Exam #23-044 |
| p. Plumber | Exam #23-055 |
| q. Pool Attendant | Exam #23-038 |
| r. School License Vocational Nurse (LVN) | Exam #23-015 |
| s. School Outreach Worker | Exam #23-021 |
| t. School Police Officer | Exam #22-128 |
| u. School Police Sergeant | Exam #23-060 |
| v. Senior Budget Analyst | Exam #23-063 |
| w. Senior Clerk | Exam #23-059 |
| x. Sheet Metal Worker | Exam #23-040 |
| y. Sprinkler System Specialist | Exam #23-037 |

3. Certification from other eligibility list(s):

- | | |
|---|--------------|
| a. Clerk I
To fill Bilingual Clerk I | Exam #23-062 |
| b. Clerk II
To fill Bilingual Clerk II | Exam #23-028 |
| c. Community Relations Worker III (Parent Involvement)
To fill Bilingual Community Relations Worker III (Parent Involvement) | Exam #23-039 |

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- d. Instructional Aide Exam #23-034
To fill Bilingual Instructional Aide

- e. Instructional Assistant (Special Day Class) Exam #23-026
To fill Bilingual Instructional Assistant (Special Day Class)

- f. Instructional Tutor (Learning Handicapped/Physically Handicapped) Exam #23-027
To fill Bilingual Instructional Tutor (Learning Handicapped/Physically Handicapped)

- g. School Outreach Worker Exam #23-021
To fill Bilingual School Outreach Worker

- h. School Licensed Vocational Nurse (LVN) Exam #23-015
To fill Bilingual School Licensed Vocational Nurse (LVN)

- i. Senior Clerk Exam #23-059
To fill Bilingual Senior Clerk

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: _____

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D. ACTION ITEMS:

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

1. NEOGOV – Fiscal Year 2023-2024

a. Biddle Software Subscription (TestGenius) - 07/20/2023 - 07/19/2024

It is moved that the Personnel Commission consider approving the Biddle Software Subscription (TestGenius). The cost is \$14,438.00 for fiscal year 2023-2024.

Motion: _____ Second: _____

Discussion: _____

Action: Aye: _____ Nay: _____ Abstain: _____

b. GovernmentJobs.com Subscription (GJC) - 07/01/2023 - 06/30/2024

It is moved that the Personnel Commission approve GovernmentJobs.com Subscription (GJC). The cost is \$5,679.45 for fiscal year 2023-2024.

Motion: _____ Second: _____

Discussion: _____

Action: Aye: _____ Nay: _____ Abstain: _____

2. It is moved that the Personnel Commission consider approving the Maintenance Agreement Membership for Canon Solutions America Inc. The cost is \$1,200.00 for fiscal year 2023-2024.

Motion: _____ Second: _____

Discussion: _____

Action: Aye: _____ Nay: _____ Abstain: _____

3. It is moved that the Personnel Commission consider approving the CODESP Annual Membership. The cost is \$3,250.00 for fiscal year 2023-2024.

Motion: _____ Second: _____

Discussion: _____

Action: Aye: _____ Nay: _____ Abstain: _____

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4. It is moved that the Personnel Commission consider approving the Personnel Commissions Association of Southern California (PCASC) Annual Membership. The cost is \$100.00 for fiscal year 2023-2024.

Motion: _____ Second: _____

Discussion: _____

Action: Aye: _____ Nay: _____ Abstain: _____

5. It is moved that the Personnel Commission consider approving the California School Personnel Commissioners Association (CSPCA) Annual Membership. The cost is \$1,200.00 for fiscal year 2023-2024.

Motion: _____ Second: _____

Discussion: _____

Action: Aye: _____ Nay: _____ Abstain: _____

6. It is moved that the Personnel Commission consider approving Water Service Delivery from Master Water Company. The cost not to exceed \$300.00 for fiscal year 2023-2024.

Motion: _____ Second: _____

Discussion: _____

Action: Aye: _____ Nay: _____ Abstain: _____

7. It is moved that the Personnel Commission consider approving Personnel Commission Staff attendance to the 2023 NEOGOV Annual Conference on Tuesday, October 17, 2023, through Thursday, October 19, 2023, at MGM Grand, Las Vegas, NV. The conference and hotel cost not to exceed \$12,000.00.

Motion: _____ Second: _____

Discussion: _____

Action: Aye: _____ Nay: _____ Abstain: _____

E. INFORMATION ITEMS AND REPORTS:

1. Reclassification Updates
2. Recruitment Fair

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F. DISCUSSION:

The next Personnel Commission meeting will be held in person on July 13, 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. Applicant #23-0613-01
 - b. Applicant #23-0613-02
 - c. Applicant #23-0613-03

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 _____.