

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

**MINUTES  
July 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-Absent  
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. Salazar second the motion. Motion carried.

5. Approval of Minutes

Ms. Dixon moved to approve the minutes from the June 13, 2023, Regular Personnel Commission meeting. Mr. Bohn second the motion. Motion carried.

**B. PUBLIC COMMENTS:**

Jon Applegate, Computer Specialist III, shared with the Commission his background experience as an employee for the past 15 years. He received a reclassification rejection letter for the reclassification request to Network Specialist. He gave Irma Garcia and Tamara Booker all the performance back-up documents. The denial letter dated June 15, 2023, simply stated not recommended for reclassification at this time. He asked for the Commission to consider the matter. He explained that the job description for Computer Specialist III has not changed in 13 years. The letter he submitted contained detailed analysis and explanation of events related to data network services. Jon hopes to receive something in return for this response to that effect. He also added, the vacancy log for Information Technology is not accurate. The position for Network Specialist has been vacant for over a year. My Director in Information Technology has refused to report vacancies. I mentioned it to Personnel Commission staff; the PC rules states that vacancies must be reported.

Salvador Soriano, Computer Specialist III, shared with the Commission that he also applied for reclassification to Network Specialist. He is requesting a letter explaining a detailed analysis the reason it was denied. He spent hours on the application to receive a cookie cutter letter, we deserve more explanation.

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Ingrid Bolthausen, Payroll Technician, received a reclassification rejection letter and asked for more details on why she was denied for each individual requesting reclassification. I would like to point out that job duties for Payroll Technician and Payroll Specialist demands have changed. She requested additional information on the rejection letter instead of a generic letter.

Jeannette Martinez, Payroll Technician, has formally requested a meeting with Irma Garcia and CSEA. She would like to discuss that during the last Personnel Commission meeting it was stated that the job duties were going to be revised and increase of duties will be added.

Sonia Martinez, Payroll Technician, received a generic rejection reclassification letter, requested more information why the reclassification was denied. She is requesting a meeting with CSEA and PC. I work very hard on my application it took me at least a month to fit everything in.

**C. CONSENT ACTION ITEMS:**

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

**D. ACTION ITEMS:**

1. New Classification

Student Services Specialist (Native American Culture), Salary Range 42

Ms. Dixon moved to approve the new Student Services Specialist (Native American Culture), Salary Range 42. Mr. Bohn second the motion. Motion carried.

Irma Garcia – staff is bringing job descriptions as a result of desk audit and a reclassification study that took place. The position falls under secondary education. Liaison capacity, job description was approved from CSEA, if approved tonight it would be recommended for reclassification. The district is looking at establishing 1 position at 8hrs 12 months.

2. Revisions to Existing Job Classification:

From: Payroll Supervisor, Management Salary Range 45

To: Payroll Manager, Management Salary Range 51

Ms. Dixon moved to approve the title change, revisions, and salary adjustment for Payroll Supervisor. Mr. Bohn second the motion.

Ms. Irma Garcia shared with the Commission that staff is bringing revisions to the job description which falls under the Accounting Services Department. The position is recently vacated and the

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District wanted to ensure that the job description encompassed all essential functions. The salary for this position is in alignment with the Business Manager at the Nutrition Services department. The Board approved the job description with revisions and salary recommendation on July 11, 2023. Motion carried.

3. NEOGOV – Fiscal Year 2023-2024

a. Insight Enterprise Subscription (IN) – 11/16/2023 - 11/15/2024

Ms. Dixon moved to approve the Insight Enterprise Subscription (IN) - 11/16/2023-11/15/2024. The cost is \$25,308.75 for fiscal year 2023-2024. Mr. Salazar second the motion.

Ms. Irma Garcia shared that this is our last contract year for NEOGOV that provides us with 3% increase. Ms. Dixon stated that next year we will have to re-negotiate the new contract if we chose to stay with NEOGOV. Motion carried.

b. Candidate Text Messaging (CTM) – 12/11/2023-12/10/2024

Ms. Dixon moved to approve the Candidate Text Messaging (CTM). The cost is \$1,169.22 for fiscal year 2023-2024. Mr. Bohn second the motion.

Ms. Irma Garcia shared with the Commission that this product also increased 3%, as per contract. Ms. Dixon asked about the effectiveness of this product. Ms. Irma Garcia explained that it helps with reminders for scheduled exams and it is more advantageous to keep Candidate Text Messaging. Motion carried.

4. Reclassification Recommendation:

a. Clerk I at Special Education – 1 Incumbent

Ms. Dixon moved to approve the reclassification recommendation for the Clerk I (Salary Range 30A) position to be reclassified to Clerk II (Salary Range 33) at Special Education. The recommended effective date is August 1, 2023. Mr. Bohn second the motion.

Mrs. Booker shared with the Commission that staff received a reclassification request from Olivia Neely, Clerk I, who believes her current duties are not consistent with job classification. It was found that her duties are aligned with Clerk II. If the reclassification recommendation is approved it will provide a 10.3% increase in salary.

Motion carried.

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b. Bilingual Senior Clerk at Enrollment and Placement Services – 1 Incumbent

Ms. Dixon moved to approve the reclassification recommendation for the Bilingual Senior Clerk (Salary Range 35A) position to be reclassified to Enrollment Center Technician-Bilingual (Salary Range 38A) at Enrollment and Placement Services. The recommended effective date is August 1, 2023. Mr. Bohn second the motion.

Mrs. Booker shared with the Commission that staff received a reclassification request from Nancy Castaneda with Enrollment Placement Services. She is performing advance duties equal to the Enrollment Center Technician classification. If the reclassification recommendation is approved it will provide a 12.5% increase in salary.

Motion carried.

c. Education Assistant IV (Native American Culture) at Secondary Education – 1 Incumbent

Ms. Dixon moved to approve the reclassification recommendation for the Education Assistant IV (Native American Culture) (Salary Range 35A) position to be reclassified to Student Services Specialist (Native American Culture) (Salary Range 42) at Secondary Education. The recommended effective date is August 1, 2023. Mr. Salazar second the motion.

Ms. Irma Garcia shared with the Commission that Personnel Commission received a desk audit request from Ms. Anna Applegate, Assistant Superintendent, Educational Services, for Cindra Weber. The job description for the Education Assistant IV (Native American Culture) (Salary range 35A) was established on 2003 and revised in January 2016, which included a title change and salary adjustment. The original job description for Education Assistant IV (Native American Culture) was heavily geared to provide instructional assistance. Based on information provided by supervisors, the Education Assistant IV (Native American Culture) classification has had an accretion of duties and responsibilities. The current essential functions performed are best aligned with the newly approved classification specification of Student Services Specialist (Native American Culture), salary range 42.

Motion carried.

5. 2024 CSPCA Annual Conference

Ms. Dixon moved to approve the Personnel Commission Staff attendance to the 2024 CSPCA Annual Conference on Sunday, March 3, 2024, through Tuesday, March 5, 2023, at Monterey Marriot Hotel, Monterey, CA. The conference and hotel cost not to exceed \$20,000.00.

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Mr. Bohn second the motion. Motion carried.

**E. INFORMATION ITEMS AND REPORTS**

1. Paraprofessional Recruitment Fair

Ms. Irma Garcia shared some updates regarding the Paraprofessional Recruitment Fair set for Saturday, July 22, 2023. Staff shared the flyer utilized to promote the event. The flyer was sent to all San Bernardino residents. It was also placed on District website and social media. Staff was able to work with Human Resources to allow for same day background processing. We have confirmed volunteers from HR and Special Education. The event is scheduled to take place at the Board of Education with most activity taking place in the Community Room. Computers will be available for those interested in Instructional positions – since this will be the focus of the event. We will also have a general information booth, which will be set up to provide information for all available job opportunities. Staff invited the Commissioners to stop by anytime on Saturday.

2. Hiring Updates

Ms. Irma Garcia shared with the Commission the highlights of the hard work of the staff. Since the school year ended, June 1, 2023, the team has worked very hard to prepare for the ensuing school year. We're currently showing just above 300 vacancies. Due to new district programs, there has been an increased number of newly established positions. The District also plans to have an attendance position at each school site. Instructional positions have also increased in numbers, which also includes an increased number of hours. Our health aide staff have also encumbered at each school site, such positions were all increased to full-time, 8-hours. Since M&O have taken on the district's custodial staff, there have been an increase in newly established positions.

We have 80 pending hires with Human Resources that are currently being processed. Ms. Dixon inquired on the cafeteria workers. Mrs. Booker shared that mass interviews have been scheduled for the end of July and beginning of August. Ms. Irma Garcia also mentioned that a lot of Cafeteria Worker positions have increased from two hours to five hours. We are working hard to get those positions filled.

**F. DISCUSSION:**

The next Personnel Commission meeting will be held in person on August 3, 2023, at 5:30 p.m., at 1525 W. Highland Ave., San Bernardino, CA 92411.

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**G. COMMENTS FROM PERSONNEL COMMISSIONERS:**

Mr. Bohn mentioned that he is amazed with the number of staff that can manage to hire and test hundreds of individuals that come through, phenomenal job done.

Mr. Salazar commended staff for the excellent work done, including the work that entails the reclassification requests. Keep up the excellent work, thanks for all you do.

Ms. Dixon addressed the audience. Stated that the Commission cares about what you have to say; we are bound by Brown Act and cannot respond to public comments, comments have been duly noted. The Commission heard you and don't think you wasted your time. I really mean that. I'm about people getting jobs I just wanted you to know I heard you; I can't make any promises. Thank you for coming.

**H. CLOSED SESSION:**

The Commission adjourned to closed session at 6:18 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. Applicant #23-0713-01
  - b. Applicant #23-0713-02
  - c. Applicant #23-0713-03
  - d. Applicant #23-0713-04
  - e. Applicant #23-0713-05
  - f. Applicant #23-0713-06

The Commission reconvened to open session at 7:48 p.m. and reported on the following action(s) taken in closed session:

- a. Applicant #23-0713-01- denied
- b. Applicant #23-0713-02- denied
- c. Applicant #23-0713-03- denied
- d. Applicant #23-0713-04- denied
- e. Applicant #23-0713-05- denied
- f. Applicant #23-0713-06- denied

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**I. ADJOURNMENT:**

The Commission adjourned the meeting at 7:49 p.m.