

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

**MINUTES
August 3, 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 5:31 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. Salazar second the motion. Motion carried.

5. Approval of Minutes

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

B. PUBLIC COMMENTS:

Latoya Smith, Chief Union Steward for CSEA: Expressed number of concerns that have been raised on retroactive pay. She understands the Personnel Commission in our district does not retro, but she found a school district that does, Barstow school district. She also noticed on the website there is a position called Language Assistant to which she shared some concerns. Another concern related to reclassifications is when employees make such request should be compensated when assigned for reclassification. Latoya requested that if someone is denied a reclassification to provide the reason for denial. Another concern is that there are old positions not been updated on the website. Ms. Smith mentioned that updates on job descriptions should be updated periodically, but they're not. If someone complains to CSEA on job description not reflecting current job duties, then it becomes a problem. We need to be proactive; that job descriptions are updated on a consistent basis. Last request is job families which have never been changed. She also asked PC if that can be looked at. She thanked the PC for their time.

Ms. Dixon mentioned that she was not clear on the retro pay that could be part of our district. She requested for staff to check with Barstow about the reclassification process.

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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Mr. Salazar asked Latoya for her title. Latoya said that her title for the school district is Buyer and Chief Union Steward for CSEA.

C. CONSENT ACTION ITEMS:

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

D. INFORMATION ITEMS AND REPORTS

1. Classification Study

Ms. Dixon shared her learned knowledge of classification studies. She shared that a revised job description does not guarantee a change in pay. Volume of work differs from accretion of duties over a period of time and is not a justification for reclassification. Ms. Dixon provided some examples of how jobs evolve over time. She requested for staff to look at the last time job descriptions were considered for revisions; our district is huge compared to neighboring districts. We may need to take it in phases. She also shared that the Ed Code must be adhered to. The board prescribes the duties of classified positions and the qualifications requirements for the position class is a PC function. Direction has been assigned to staff to do research, please be patient.

Mr. Salazar agreed with the request from CSEA. Asked that requestors be patient with us and appreciated Payroll staff's presence.

Mr. Bohn mentioned that people come before the Commission and express their interest in reclassification but very seldom come with tangible information. Mr. Bohn suggested to hire a consultant to work job classifications; even if we did 10% per year. A new leader changes the way things are done. This does not necessarily mean you have to be reclassified.

Ms. Latoya Smith commented the consensus is to make sure you review the positions; it's been a while since payroll has been updated.

Ms. Dixon shared that district administrators need to ensure employees are performing job duties within their classification. The Personnel Commission are not the bad guys; there is limited number of staff members in the office. They are working on it. She is aware that staff doesn't move as fast as others would like and is the reason why it was placed on the agenda.

2. Paraprofessional Recruitment Fair

Tamara Booker shared with the Commission an update on the Paraprofessional Recruitment Fair. The focus was instructional recruitments (teacher assistants). Mrs. Booker shared that 315 people pre-registered; only 132 signed in and received information; 81 applicants were fingerprinted the

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same day. Staff was very pleased with the results. Mrs. Booker received inquiries from Colton Joint USD acknowledging that Personnel Commission staff did a great job.

Ms. Irma Garcia thanked Tamara Booker for doing all the footwork and setting up the logistics. The team pulled it together and did a great job. She also acknowledged the volunteers from Human Resources-Classified and Special Education were all awesome. We had a successful turnout.

Ms. Dixon shared that she stopped by during the event and sent thank-you cards to all the volunteers from the department on behalf of the Commission. They are all greatly appreciated. She was impressed with the outcome and asked staff of future events.

Ms. Irma Garcia shared that the staff is planning another event with specific focus to classification or department, such as Maintenance and Operations. Ms. Dixon inquired on advertisements for the event. Mrs. Booker shared that many indicated receiving postcard in the mail. Staff is grateful to the Print Shop for the mass mailouts.

E. DISCUSSION:

The next Personnel Commission meeting will be held in person on September 14, 2023, at 5:30 p.m., at 1525 W. Highland Ave., San Bernardino, CA 92411.

F. COMMENTS FROM PERSONNEL COMMISSIONERS:

Mr. Salazar thanked staff for a job well done. Great job innovating and seeing other departments within the district willing to collaborate.

Ms. Dixon thanked the staff from the Payroll department for attending the meeting. Asked for patience during the process as PC staff has to work with the district; it is a collaboration process. The PC has come a long way in building relationships. She shared that she got appointed to the Commission and her interest was getting people jobs. Commends staff for trying to fill vacancies.

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G. CLOSED SESSION:

The Commission adjourned to closed session at 6:15 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 #23-0803-01
 - b. Applicant #23-0803-02

The Commission reconvened to open session at 7:17p.m. and reported on the following action(s) taken in closed session:

- a. Applicant #23-0803-01 - appeal denied
- b. Applicant #23-0803-02 - appeal granted

H. ADJOURNMENT:

The Commission adjourned the meeting at 7:18 p.m.