

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

**MINUTES
November 9, 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 - not present
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 October 10, 2023, Regular Personnel Commission meeting. Mr. Bohn second the motion. Motion carried.

B. PUBLIC COMMENTS:

Nersidalia Garcia, Secretary for CSEA, publicly endorsed Mr. George Bohn on behalf of CSEA Chapter 183 for another three (3) year term as Commissioner. Nersidalia Garcia thanked the Commission for the opportunity to speak and looks forward to a greater working relationship between CSEA and the Personnel Commission.

Latoya Smith, Chief Union Steward for CSEA, inquired on the consultant for reclassification when he will begin the contract and communicate with those requesting reclassification. Ms. Dixon informed Ms. Smith that as soon as the information is available it will be shared.

C. CONSENT ACTION ITEMS:

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

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D. INFORMATION ITEMS AND REPORTS

1. Campus Security Officer's Probationary Period (PC Rule 9.4.1)

Latoya Smith, Chief Union Steward for CSEA, stated that CSEA is requesting for probationary period to be changed from 180 days to 130 days for Campus Security Officer I, Campus Security Officer II, and School Security Officer. She explained it doesn't have to be 180 days; in PC rules dispatchers and police officers are probationary for a one year. Also, because their salary is lower compared to School Police Officers and it's a longer step increase.

Robbyn Rucker, Campus Security Officer II, explained that since she has been employed with the district for 16 years and questioned why the probationary period is 180 days and not 130 days like every other classified employee. CSOs are not School Police Officers; it's unnecessary to have an extended probationary period. Ms. Dixon inquired if anyone had lost their job during the one-year probationary period. Ms. Rucker stated to her knowledge no one has lost their job. She shared the first six weeks includes a lot of training, policies, and procedures, and lots of testing to be successful as a CSO.

Ms. Irma Garcia shared that staff will be sending notification of the amendment to Personnel Commission Rule 9.4.1 to the District and CSEA for review and comment. The amendment will include the removal of CSO classes from the 180-day probationary period. The First Reading of the revisions will be placed on December's Regular Personnel Commission Meeting Agenda and the Second, and final, reading is expected to be in January.

2. Reclassification Process

Latoya Smith, Chief Union Steward for CSEA, asked about the procedure for notifying members when reclassification is denied. She asked if this language can be added to the Rules: 3.7.3, if a reclassification request is denied, the Personnel Director shall meet with the employee to discuss the denial and thereafter shall provide a detailed written notification with the reasoning as to why the reclassification was denied. Requesting for the PC director or designee to meet with the employee and explain the reason for the denial and provide a detailed written explanation as to the reason the reclassification was denied.

Ms. Irma Garcia shared that as PC rules states the Reclassification window period request is from January-March, and any time of the year as necessary. The basis for reclassification is the gradual and substantial accretion of duties over a period of two (2) or more years. Ms. Garcia explained that an analysis of data is taken into consideration – that includes information on the part of the employee(s) and supervisor(s). More recently, reclassification requests have been more prevalent as compared to prior to the pandemic. Staff will be reviewing established internal procedures to

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ensure that studies are conducted in a timely manner and official notices are provided to employees. Staff will be working with the consultant to clarify and create an internal process for current and future reclassifications.

3. Job Descriptions / Job Families / Obsolete Job Classifications

Latoya Smith, Chief Union Steward for CSEA, requested job descriptions and job families be reviewed on a consistent periodic basis where the duties and responsibilities of job descriptions meet the actual timeline every four (4) years. This is to ensure that there are no outdated job descriptions on the website that are obsolete. Hopefully it will help with reclassification issues if the jobs are updated on a consistent basis. Because right now periodically some have not been touched since 1998, and there were several of those. Ms. Smith also requested the following language to be added to the Rules 3.6.1 PC Reviewing/Recommending Removal of Obsolete Classifications. The Personnel Director, or staff, shall review job classifications on a yearly basis and assess if there are any positions that the district is no longer hiring for, nor is there anyone employed in those classifications, and which can be considered obsolete. If the Personnel Director finds that a classification should be considered obsolete and removed, the Personnel Director shall advise the District of the findings. If the District verifies that the position should be considered obsolete, the Personnel Director shall report the findings and recommendations to the Personnel Commission. This way CSEA's contract and PC job classifications are aligned with each other accordingly.

Ms. Irma Garcia shared with the Commission that there is a total of 247 classified job descriptions, and 108 classified management job descriptions: that is a total of 355 job descriptions. Based on the PC rules the Personnel Director should review duties and responsibilities of positions as necessary to determine proper classification. She explained that this would be a large and very time-consuming task in addition to not having adequate staff to complete it. Staff recently had very preliminary conversations with the District regarding this major but very necessary project. For this to take place, the district would need to support it financially as the PC budget could not fund at this time.

Mr. Bohn inquired about the time frame for reviewing, for example, one (1) job description. Ms. Irma Garcia shared that it depends on the process with CSEA, District and PC; it can range from a couple of months to a year. Ms. Irma Garcia mentioned that meetings are required with district administrators and subject matter experts. Mr. Bohn mentioned from 400 job descriptions that would mean 100 job descriptions have to be done each year and multiply a month, so we are talking about a 100 a month time frame; as mentioned, it is an impossible step for PC to take.

Ms. Irma Garcia shared that this could take up to 2 to 3 years for an external agency to take on this project.

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Ms. Dixon briefly stated this cannot be done every four years because this is such a big school district. We do not have the staff or funding, it would have to be a cooperative project, it would help with reclassifications, and the topics covered today. Ms. Dixon asked for patience; staff has been directed to do what is asked of them.

Ms. Latoya Smith elaborated on the obsolete part when it comes to classifications. Currently, the seniority list that is available shows the seniority for all the positions, and the positions that are on CSEA contract and what is from PC at least over 70 or more jobs have not been touched or no one has heard of.

Ms. Irma Garcia shared that job families that in place at this time are arranged into occupational hierarchies (job families). Typically, a job classification is arranged in appropriate occupational groups; and unless there are drastic changes to a job description the occupational group does not change.

Ms. Irma Garcia informed the Commission that a list of obsolete job classifications was shared with the District and CSEA for consideration of abolishment. There is a total of 132 obsolete job classifications. CSEA requested additional information as to when positions were vacated; information will be forthcoming as the information I was able to gather only went back 20 years.

4. Recruitment Events

Mrs. Tamara Booker updated the Commission on some recent job recruitment events that staff participated in, such as Parent Council Meetings, school site College and Career events, School Site Festivals, San Bernardino Valley College, and the Veterans Event. The Assistant Superintendent of Human Resources expressed his gratitude for all of the hard work that PC staff put into the Paraprofessional Recruitment Event and also shares the success of these events with other community groups and looks forward to another recruitment event in the near future.

E. DISCUSSION:

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

F. COMMENTS FROM PERSONNEL COMMISSIONERS:

Mr. Bohn shared that if people have questions or discussions, it's much better for me to have something given to me in writing when they come and make a presentation.

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Ms. Dixon bid farewell to Ms. Berenice Flores, Associate Personnel Analyst, and shared that she will be leaving the department and will be dearly missed as she did a fantastic job. Ms. Dixon shared that she has been appointed as Commissioner for over 10 years and she wants to continue to make sure people get hired fairly, it's not always easy. The Commission makes collective decisions. We are here to get things done the best way we can. She reassured everyone that they are heard and that staff is working on it. She thanked everyone for being present and all for your hard work and providing service for the students and the community.

G. CLOSED SESSION:

The Commission adjourned to closed session at 6:14 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 #23-1109-01
 - b. Applicant #23-1109-02
 - c. Applicant #23-1109-03
 - d. Employee #23-1109-04

The Commission reconvened to open session at 6:43 p.m. and reported on the following action(s) taken in closed session:

- a. Applicant #23-1109-01 – Denied
- b. Applicant #23-1109-02 – Denied
- c. Applicant #23-1109-03 – Denied
- d. Employee #23-1109-04 – Unanimously voted to appoint a Hearing Officer.

H. ADJOURNMENT:

The Commission adjourned the meeting at 6:43 p.m.