

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

**MINUTES  
February 7, 2024 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. Salazar second the motion. Motion carried.

5. Approval of Minutes

Ms. Dixon moved to approve the minutes from the January 11, 2024, Regular Personnel Commission meeting. Mr. Bohn second the motion. Motion carried.

6. Approval of Minutes

Ms. Dixon moved to approve the minutes from the January 24, 2024, Special Personnel Commission meeting. Mr. Bohn second the motion. Motion carried.

**B. PUBLIC COMMENTS:**

None

**C. CONSENT ACTION ITEMS:**

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

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*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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**D. ACTION ITEMS:**

1. Title change, revisions, and salary adjustment for the following classification specification:

From: Communications Officer  
To: Communications Manager, Management Salary Range 51

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

Ms. Irma Garcia shared a brief synopsis of staff's recommendation to approve the title change, job spec revisions, and salary adjustment. Also, shared that the Board approved the revisions, which include salary adjustment, on January 16, 2024.

Motion carried.

2. Title change, revisions, and salary adjustment for the following classification specification:

From: Environmental Compliance and Safety Officer  
To: Environmental Compliance and Safety Manager, Management Salary Range 51

Ms. Dixon moved to approve the title change, revisions, and salary adjustment for the classification. Mr. Salazar second the motion.

Ms. Irma Garcia shared a brief synopsis of staff's recommendation to approve the title change, job spec revisions, and salary adjustment. Also, shared that the Board approved the revisions, which include salary adjustment, on January 16, 2024. Mr. Bohn inquired about the 'officer' position and if it would be filled in the future. Ms. Irma Garcia mentioned that it would no longer be a classification. Ms. Irma Garcia shared that the employee will be reporting to an Assistant Superintendent or designated manager.

Motion carried.

3. Reclassification Recommendation:

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a. Payroll Technician to Payroll Specialist - 6 Incumbents

Ms. Dixon moved to approve the recommendation to reclassify Payroll Technician positions to Payroll Specialist (Salary Range 42). The recommended effective date is TBD. Mr. Salazar second the motion.

Ms. Irma Garcia shared with the Commission a synopsis of the classification study which included the background and initial classification review, job classification characteristics, and findings and recommendation. Based on new data provided, staff is recommending that the six (6) incumbents be reclassified to Payroll Specialist (Salary Range 42). In addition to, working collaboratively with Payroll and CSEA in the revision of both job specifications.

Mr. Salazar inquired about the reclassification's effective date. Ms. Irma Garcia mentioned it would be effective July 1, 2023, based on the new language in the Collective Bargaining Agreement (CBA).

Ms. Dixon inquired about the status of the Payroll Technician positions and whether they are still needed. Ms. Irma Garcia confirmed that the department will still need Payroll Technicians and that two recently vacated positions were tentatively offered resulting in a total of five positions. Efforts are underway to fill these positions promptly.

Mrs. Alexis Jenks, Human Resources Director, inquired on the payroll specialist who was recently promoted and what did that mean for their probationary status. Mrs. Jenks added that there are members who were recently promoted. Ms. Irma Garcia confirmed that the probationary period will no longer be served. Mr. Jim Cunningham asked if those that did not submit reclassification paperwork will automatically be reclassified and no probationary period served. Ms. Irma Garcia shared that current Payroll Technician position with holders will be reclassified.

Ms. Jenks asked if retroactive compensation is applicable for employees that were part of original reclassification, with the effective date of July 1, 2023. Ms. Irma Garcia confirmed that the effective date is July 1, 2023, based on the newly added language to the CBA.

Mr. Jim Cunningham inquired about the layout of the two job descriptions. Ms. Dixon mentioned that Dr. Lin can help with the process. Ms. Dixon reminded Payroll administrators to ensure that the new Payroll Technicians only perform their job duties and not Payroll Specialist duties. You can reach out to Dr. Lin.

Dr. Lin mentioned that he started drafts hopefully that will help. Ms. Irma Garcia mentioned that she will work with Dr. Funchess' office who will have to sit with CSEA to negotiate any changes.

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Jessica Hilliard, Payroll Manager, would like some guidance to ensure that there is no overlap between the duties. Ms. Dixon suggested a meeting with Ms. Irma Garcia to discuss the inquiry. Ms. Dixon mentioned that she wanted to make sure this was done correctly and thanked everyone for their patience.

Motion carried.

b. Student Assistance Group Facilitator to Student Services Specialist II - 1 Incumbent

Ms. Dixon moved to approve the recommendation to reclassify the Student Assistance Group Facilitator position to Student Services Specialist II (Salary Range 50). The recommended effective date is TBD. Mr. Salazar second the motion.

Ms. Irma Garcia shared with the Commission a synopsis of the classification study which included the background and initial classification review, job classification characteristics, and findings and recommendation. Based on data provided by the Director of Specialized Programs and the Student Assistance Group Facilitator, the position has had an accretion of duties and responsibilities. Based on the data provided, staff is recommending that the Student Assistance Group Facilitator be reclassified to Student Services Specialist II (Salary Range 50).

Motion carried.

**E. INFORMATION ITEMS AND REPORTS:**

1. NEOGOV (3-Year Term)

Ms. Irma Garcia briefly shared with Commission that staff is working with the NeoGov Renewal Team with regards to another 3-year term. More information will be provided in the coming months.

2. Classification Studies

Ms. Irma Garcia shared that Dr. Funchess is working Cabinet as to the approval of the classification studies and expenses. Due to the cost being above the \$100,000 it would more than likely require bidding. Staff will keep the Commission informed as new information becomes available

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**F. DISCUSSION:**

The next Personnel Commission meeting will be held in person on March 6, 2024, at 5:30 p.m., at 1525 W. Highland Ave., San Bernardino, CA 92411.

**G. COMMENTS FROM PERSONNEL COMMISSIONERS:**

Mr. Bohn shared that the process is working out quite well to solve problems with departments. This may also be a way to look at other classifications in other departments to solve problems that often come up, commend everybody for staying patient.

**H. CLOSED SESSION:**

None

**H. ADJOURNMENT:**

The Commission adjourned the meeting at 6:04 p.m.