

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
REGULAR PERSONNEL COMMISSION MEETING AGENDA
May 2, 2024 – 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 five (5) 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 the issue. It must be submitted to the Personnel Director at least ten (10) working days before the scheduled

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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 April 4, 2024, Regular Personnel Commission meeting, as submitted or amended.

Motion: _____ Second: _____

Discussion: _____

Action: Aye: _____ Nay: _____ Abstain: _____

6. Approval of minutes from the April 18, 2024, Special Personnel Commission meeting, as submitted or amended.

Motion: _____ Second: _____

Discussion: _____

Action: Aye: _____ Nay: _____ Abstain: _____

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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)*

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. Carpenter | Open & Promotional | 04/03/2024-04/30/2024 |
| b. Clerk II | Open & Promotional | 04/24/2024-05/21/2024 |
| c. Food Production Worker | Open & Promotional | 04/24/2024-05/21/2024 |
| d. Nutrition Services Equipment Mechanic | Open & Promotional | 04/24/2024-Continuous |
| e. Nutrition Services Manager II | Open & Promotional | 04/24/2024-05/21/2024 |
| f. School Accounting Technician II
(High School) | Open & Promotional | 04/24/2024-05/21/2024 |
| g. School Police Officer | Open & Promotional | 04/24/2024-Continuous |

2. Ratification of eligibility list(s):

- | | |
|---|--------------|
| a. Account Clerk II | Exam #24-017 |
| b. Bilingual Attendance Assistant | Exam #24-029 |
| c. Budget Analyst | Exam #24-032 |
| d. Computer Specialist I-MAC | Exam #24-040 |
| e. Computer Support Specialist | Exam #24-055 |
| f. Curriculum Materials Clerk | Exam #24-025 |
| g. Education Assistant III (Cambodian) | Exam #23-106 |
| h. Education Assistant III (Severe Impairments) | Exam #24-026 |

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- | | |
|---|--------------|
| i. Education Assistant III (Spanish) | Exam #23-165 |
| j. Education Assistant III (Vietnamese) | Exam #21-045 |
| k. Education Assistant III (Vietnamese) | Exam #22-106 |
| l. HVACR Mechanic | Exam #23-166 |
| m. Instructional Tutor - Deaf and Hard of Hearing (DHH) | Exam #23-116 |
| n. Language Translator Interpreter (Spanish) | Exam #23-139 |
| o. Nutrition Services Manager II (CACFP)-Amended | Exam #24-020 |
| p. Registered Behavior Technician | Exam #24-028 |
| q. Reprographic Equipment Operator | Exam #24-057 |

3. Certification from other eligibility list(s):

- | | |
|---|--------------|
| a. Curriculum Materials Clerk
To fill Bilingual Curriculum Materials Clerk | Exam #24-025 |
| b. Education Assistant III (Severe Impairments)
To fill Bilingual Education Assistant III (Severe Impairments) | Exam #24-026 |

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: _____

D. ACTION ITEMS

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

1. Proposed Budget for 2024-2025 – Second Reading:

The Personnel Commission will discuss and conduct a public hearing on the proposed budget for the 2024-2025 Fiscal Year. Members of the public, representatives from the collective bargaining units, employees of the district, and members of the Governing Board may comment on this proposed budget at this time.

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It is recommended that the Commission approve the proposed budget for 2024-2025, as submitted.

Motion: _____ Second: _____
Discussion: _____
Action: Aye: _____ Nay: _____ Abstain: _____

2. It is moved that the Personnel Commission consider approving Patricia Barrett as the Hearing Officer for the 2024-2025 Fiscal Year. The recommended cost allotment of \$18,000.00.

Motion: _____ Second: _____
Discussion: _____
Action: Aye: _____ Nay: _____ Abstain: _____

3. It is moved that the Personnel Commission consider approving Personnel Commission staff's attendance to an office retreat conference on Sunday, June 23, 2024, and Monday June 24, 2024, location TBD. The hotel cost not to exceed \$3,000.00.

Motion: _____ Second: _____
Discussion: _____
Action: Aye: _____ Nay: _____ Abstain: _____

4. Classification Specification Revisions

- a. It is recommended that the Personnel Commission approve the revisions and salary adjustment for the following classification specification:

From: Preschool Recreation Aide, Salary Range 01
To: Preschool Recreation Aide, Salary Range 26A (Job Family: Recreation Aide)

Motion: _____ Second: _____
Discussion: _____
Action: Aye: _____ Nay: _____ Abstain: _____

- b. It is recommended that the Personnel Commission approve the revisions and salary adjustment for the following classification specification:

From: Recreation Aide, Salary Range 01
To: Recreation Aide, Salary 26A (Job Family: Recreation Aide)

Motion: _____ Second: _____
Discussion: _____
Action: Aye: _____ Nay: _____ Abstain: _____

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- c. It is recommended that the Personnel Commission approve the revisions and salary adjustment for the following classification specification:

From: Recreation Leader, Salary Range 02
To: Recreation Leader, Salary 27A (Job Family: Recreation Aide)

Motion: _____ Second: _____
Discussion: _____
Action: Aye: _____ Nay: _____ Abstain: _____

- d. It is recommended that the Personnel Commission approve the revisions and salary adjustment for the following classification specification:

From: Senior Recreation Leader, Salary Range 03
To: Senior Recreation Leader, Salary 28A (Job Family: Recreation Aide)

Motion: _____ Second: _____
Discussion: _____
Action: Aye: _____ Nay: _____ Abstain: _____

5. It is recommended that the Personnel Commission approve the salary range increase for the following classifications specifications:

CLASSIFICATIONS	CURRENT RANGE	NEW RANGE
Cafeteria Worker	Range 26A	Range 28A
Catering and Cafeteria Operator	Range 31	Range 33
Food Production Worker	Range 28A	Range 30A
Senior Cafeteria Worker	Range 30A	Range 32A
Senior Caterer	Range 33A	Range 35A
Senior Food Production Worker	Range 36	Range 38
Serving Kitchen Operator	Range 29	Range 31
Education Assistant III (Arabic)	Range 32	Range 34
Education Assistant III (Cambodian)	Range 32	Range 34
Education Assistant III (Samoan)	Range 32	Range 34
Education Assistant III (Spanish)	Range 32	Range 34
Education Assistant III (Vietnamese)	Range 32	Range 34
Education Assistant III/Community Day School	Range 32	Range 34
Education Assistant III/Severe Impairments-Bilingual Education Assistant III/Severe Impairments	Range 32	Range 34

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Education Assistant IV- Native American Culture	Range 35A	Range 37A
Virtual Learning Instructional Assistant	Range 32	Range 34
Instructional Assistant (CAI)/Bilingual Instructional Assistant (CAI)	Range 32	Range 34
Instructional Tutor - LH/PH-Biliterate	Range 34A	Range 36A
Instructional Assistant (Special Day Class)/ Bilingual Instructional Assistant Special Day Class	Range 32	Range 34
Instructional Assistant/ Lifeguard	Range 32	Range 34
Instructional Tutor- Deaf and Hard of Hearing (DHH)	Range 34A	Range 36A
Instructional Assistant (PE)	Range 32	Range 34
Instructional Assistant (Academic Intervention)	Range 32	Range 34
Instructional Assistant (TA)/Bilingual Instructional Assistant (TA)	Range 32	Range 34

Motion: _____ Second: _____

Discussion: _____

Action: Aye: _____ Nay: _____ Abstain: _____

E. DISCUSSION:

The next Personnel Commission meeting will be held in person on June 12, 2024, at 5:30 p.m., at 1525 W. Highland Ave., San Bernardino, CA 92411.

F. COMMENTS FROM PERSONNEL COMMISSIONERS:

G. 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.

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- a. Applicant #24-0502-01
- b. Applicant #24-0502-02
- c. Applicant #24-0502-03
- d. Applicant #24-0502-04
- e. Applicant #24-0502-05
- f. Applicant #24-0502-06
- g. Applicant #24-0502-07
- h. Applicant #24-0502-08
- i. Applicant #24-0503-09

The Commission reconvened to open session at _____ and reported on the following action(s) taken in closed session.

H. ADJOURNMENT:

The Commission adjourned the meeting at _____.