

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

**MINUTES
April 4, 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 5:31 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 - Virtual
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 March 6, 2024, Regular Personnel Commission meeting. Mr. Salazar second the motion. Motion carried.

B. PUBLIC COMMENTS:

Lilian Morales, Associate Personnel Analyst, introduced herself to the Commission and shared that she is very happy to have joined the Personnel Commission team. Ms. Morales looks forward to the future.

Jeannette Martinez-Castaneda, District Employee, is seeking clarification on the payroll reclassification process. The minutes of February 7, 2024, Payroll Technician to Payroll Specialist six (6) incumbents and her position was one of them. When she inquired was told that her name was not submitted for reclassification. On January 9, 2024, Ms. Irma Garcia sent me an email to inform me, that according to Dr. Lin, Jacquene and I were part of the reclassification process. After motion carried six (6) of them were being reclassified how can

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.

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

**MINUTES
April 4, 2024 at 5:30 p.m.**

a motion be changed after it passed? I recently got promoted to Buyer, is that the reason why I didn't get approved? Only five (5) were reclassified and I don't understand why I was excluded. Yesterday, Ms. Irma Garcia called me that I didn't have the two years of experience, I thought I was only here to support my coworkers I assumed I was included, Jacquene didn't apply for reclassification either, now I've been told that I didn't get reclassified. Ms. Martinez-Castaneda would like clarification as to the reason not qualified for reclassification. Ms. Dixon mentioned that the staff will be replying back to her question.

Latoya Smith, Chief Steward for CSEA, Good afternoon, I am here to speak on transfers for bilingual and non-bilingual, we have contractual language and PC language. Contractual language supersedes PC language. What is happening if I'm bilingual clerk and transfer to regular clerk based on our language there should not be any kind of probation. Right now, what is happening which was not happening in the past that if I'm a bilingual clerk and then I transfer to regular clerk based on our language it looks like it should go straight across and there should not be any kind of probation because they already held that position. When it comes to transfers you can only transfer if you are in a permanent position and transfer from site to site. In this case we have been notified that this has not been the case, that they are on probation again and it's a huge concern because that is not our understanding. Ms. Smith gave examples. Currently the PC job descriptions for bilingual and non-bilingual is on the same job description and we know that people can get stipend for bilingual for any position that is actually part of the contract as well. So, we are having concerns for people that have been working for the district for several years and they are going bilingual to non and now they are being penalized and put on probation for it. Ms. Smith requested for the updated list updated on 2018 related to bilingual classifications. So, we are asking for to look into this because it doesn't make sense, and we have members trying to do transfers and find out when signing paperwork, they are now on probation. And now they are going backwards instead of going proactive. I'm looking at specifically bilingual to non-bilingual for exact same position. Ms. Dixon stated that we have to look into it this, this is the first time she heard of this. Ms. Smith asked if we can get some feedback on that as well receive the list of the comparable transfers I appreciate that as well. Reclassification, Ms. Smith inquired on reclassification and mentioned that members were told not to fill another reclassification application this year that was already done last year. We just wanted to see if language can be added on PC language on that. Something that is written in stone, hopefully in the future there is are issues.

C. CONSENT ACTION ITEMS:

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

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.

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

**MINUTES
April 4, 2024 at 5:30 p.m.**

Ms. Irma Garcia shared for the record that the Cafeteria Worker eligibility list (agenda backup certification record) had a revision and that copies have been made available for public access. The revision doesn't change the consent action item on the agenda.

D. ACTION ITEMS:

1. Proposed Budget for 2024-2025 – Preliminary Draft – First Reading:

The Personnel Commission will receive the Personnel Director's recommendation to review and discuss a date to conduct the required public hearing on the budget.

Ms. Dixon moved to set a public hearing for the budget for 2024-2025 to be held on May 2, 2024. The Personnel Director be directed to ensure that all legal notices, "invitation" and other requirements be completed to ensure that the Commission may act legally on the budget at the May 2, 2024, Personnel Commission Meeting, as well as providing any responses that the Commissioners may have about the draft budget proposal to Commissioners prior to that date. Mr. Salazar second the motion.

Ms. Irma Garcia provided the Commission with a review of the budget proposal for the 2024-2025 fiscal year. Mr. Salazar inquired on the dollar figures for recruitment and advertisement that were utilized this school year. Ms. Irma Garcia shared that the Personnel Commission was provided with additional funding from LCAP funds. Mr. Bohn inquired about the increase of salaries. Ms. Irma Garcia shared that increases to the salaries and benefits sections were due to the wage increase that was effective this current school year.

Motion carried.

2. NEOGOV MULTI-YEAR / YEAR-YEAR TERM:

a. NEOGOV Insight Enterprise Subscription (IN)

Ms. Dixon motioned that the Personnel Commission consider approving the NEOGOV Insight Enterprise Subscription (IN). At the annual increase rate of ____%. Mr. Salazar second the motion.

Ms. Irma Garcia shared that, as requested by the Commission, staff was able to obtain quotes for the software products the team utilizes with NEOGOV. Staff provided a breakdown that includes a single-year contract at 7% increase, a 3-year contract at 6% increase, and a 5-year contract at 5% increase. Ms. Dixon inquired about how this

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.

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

**MINUTES
April 4, 2024 at 5:30 p.m.**

would affect the budget. Ms. Irma Garcia mentioned that if the Commission approves a multi-year contract agreement it would require Board approval and the yearly would be paid at the rate approved by the Commission. Mr. Salazar inquired about other competitors. Ms. Irma Garcia stated that NEOGOV has worked well for staff and as well for Merit System processes. Mr. Bohn asked how long has the program been in place in our school district. Ms. Irma Garcia indicated that it has been in place since 2011. Mr. Salazar thanked staff for the worksheet provided and inquired about the budget code that would cover this expense. Ms. Irma Garcia mentioned that budget code 5800 would be used; the first payment would be due on July 1, 2024. Ms. Dixon asked about a clause that would be used should we decide to cancel mid-year. Ms. Irma Garcia mentioned that our understanding is that we can cancel products at any time, but staff will verify for clarification.

Mr. Salazar moved to consider approving the NEOGOV Insight Enterprise Subscription (IN). At the annual increase rate of 6% (3-year contract). The reason for the motion is cost savings and it does not lock us into potential competitive disadvantage longer than three (3) years, would like to adopt products that give cost savings and flexibility. Mr. Bohn second the motion. Motion carried.

b. Biddle Software Subscription (Test Genius)

Ms. Dixon moved that the Personnel Commission consider approving the Biddle Software Subscription (Test Genius). At the annual increase rate of 6% (3-year contract). Mr. Salazar second the motion. Motion carried.

c. GovernmentJobs.com Subscription (GJC)

Ms. Dixon moved that the Personnel Commission approve GovernmentJobs.com Subscription (GJC). At the annual increase rate of 6% (3-year contract). Mr. Salazar second the motion. Motion Carried.

d. Candidate Text Messaging (CTM)

Ms. Dixon moved that the Personnel Commission approve Candidate Text Messaging (CTM). At the annual increase rate of 6% (3-year contract). Mr. Bohn second the motion. Motion carried.

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

**MINUTES
April 4, 2024 at 5:30 p.m.**

3. Revisions for the following classification specification:

Ms. Dixon moved to approve the revisions for Energy and Sustainability Manager, Salary Range 54. Mr. Salazar second the motion.

Ms. Irma Garcia shared that staff recommends revisions to the Energy and Sustainability Manager classification specification as they pertain to the supervision section only. The district is planning on establishing one position. Staff opened recruitment last week. Any employee hired in this position would report to the Facilities Planning and Development Director.

Motion carried.

4. Reclassification Recommendation:

Office Assistant I/SAP – 1 Incumbent

Ms. Dixon moved to approve the recommendation for the reclassification from Office Assistant I/SAP (salary range 30A) to Clerk I (salary range 30A). The recommended effective date is May 1, 2024. Mr. Bohn second the motion.

Ms. Irma Garcia shared with the Commission a report of the analysis of the classification study for Office Assistant I/SAP in the Maintenance & Operations Department. Based on the data, staff is recommending the reclassification from Office Assistant I/SAP to Clerk I, effective May 1, 2024.

Motion carried.

E. INFORMATION ITEMS AND REPORTS:

Reclassification Update (Information Technology)

Public Comment: Latoya Smith, Chief Steward for CSEA, spoke regarding reclassification, we know we have members who requested reclassification. The denial said you have gradual duties but they received denial on the reclassification. The denial admitted to gradual work and accretion of duties that they had. The fact that they have been denied of reclassification but within the classification the denial letter simply said you have gradual duties we are going to look at changing the positions by changing job duties. So, we are confused as to the reason.

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.

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

**MINUTES
April 4, 2024 at 5:30 p.m.**

Can we find out for our members the reason behind it. We want to make sure they are taken care of.

Ms. Irma Garcia shared updates with the Commission on the (6) reclassification applications received from several Information Technology department employees. Dr. Lin, consultant, was present virtually.

Ms. Irma Garcia provided the Commission with an analysis report of the studies conducted for Computer Specialist III. Incumbents Jon Applegate and Salvador Soriano submitted reclassification requests because they believe that they have been performing the duties of Network Specialist. Based on the information gathered by the independent consultant, staff is recommending the following:

1. Denial of the reclassification requests submitted by Jon Applegate and Salvador Soriano, Computer Specialist IIIs (salary range 45A).
2. The desk audit reveals that the Computer Specialist IIIs are performing some job functions beyond their current job specification and these tasks are overlapping with the essential job functions as listed on Network Specialist and/or Telecommunication Specialist job specifications. Staff recommends that the Information Technology department consider the revision of current Computer Specialist III job specification by considering the realignment of the job title, adding the gradually enhanced responsibilities (or delete/reassign some of them if appropriate), reviewing and updating the employment requirements in the area of the KSAs, education and experience, and evaluating the appropriateness of a new salary range.
3. Staff to work with the consultant, new management in the Information Technology Department, site administrators, and CSEA in the review and revision of job specifications of Computer Specialist III, Network Specialist, and/or Telecommunication Specialist, as may be needed.
4. Following the substantial follow-up job analysis interviews and discussions with the IT management team, staff will be proposing an update of the current Computer Specialist III job specification to include the following:
 - a. propose job title to be called Network Systems Technician,
 - b. add and edit job summary,
 - c. add distinguished characteristics,
 - d. add and edited essential job functions,
 - e. add and edited knowledge, skills, and abilities,
 - f. revise minimal experience and education requirements, and
 - g. propose appropriate internal salary alignment within the IT subfamily.

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.

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

**MINUTES
April 4, 2024 at 5:30 p.m.**

That draft job description has been sent to District and CSEA for consideration. Ms. Dixon recommended to look at all these classified jobs, they need to be updated. They applied last year and this year we did our due diligence to make sure neutral party takes a look at this. They were all interviewed if something changed from last year and this year they had opportunity to let Dr. Lin know.

Ms. Irma Garcia provided the Commission with an analysis report of the studies conducted for the Microcomputer Specialist II in the Information Technology department. Incumbents Ronald Quesada submitted a reclassification request because he believes he has been performing the duties of Computer Support Specialist since being administratively transferred from the school site level to the Information Technology department. Mr. Quesada acknowledged that both classifications are at the same salary range. Based on the information gathered by the independent consultant, staff is recommending the following:

1. Denial of the reclassification requests submitted by Ronald Quesada, Microcomputer Specialist II (salary range 43). The incumbents have not met the two-year time criteria for automatic reclassification and will need to participate in a qualifying examination as required by the Education Code and Merit System Rules and Regulations, or otherwise be reassigned.
2. Staff to work with the consultant, new management in the Information Technology Department, site administrators, and CSEA in the review and revision of both job specifications of Computer Support Specialist and Microcomputer Specialist II (for all other school-based positions).

Ms. Irma Garcia provided the Commission with an analysis report of the studies conducted for the Computer Specialist I-MAC in the Information Technology department. Incumbents Neesha Rodriguez and Leonel Beiza submitted reclassification requests because they believe they have been performing the duties of Computer Support Specialist since being administratively transferred from the school site level to the Information Technology department. Based on the information gathered by the independent consultant, staff is recommending the following:

1. Denial of the reclassification requests submitted by the two (2) Computer Specialist I-MAC incumbents. The incumbents have not met the two-year time criteria for automatic reclassification and will need to participate in a qualifying examination as required by the Education Code and Merit System Rules and Regulations, or otherwise be reassigned.
2. Staff to work with the consultant, new management in the Information Technology Department, site administrators, and CSEA in the review and revision of both job

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

**MINUTES
April 4, 2024 at 5:30 p.m.**

specifications of Computer Support Specialist and Computer Specialist I-MAC (for all other school-based positions).

Ms. Dixon asked Mr. Salazar and Mr. Bohn if they agree on allowing Mr. Jon Applegate provide his public comment at this time?

Public Comment: Jon Applegate, District Employee, stated that he appreciates the work that Irma Garcia has done and specified that he has been working for the district for the past 16 years and performing Network Specialist duties for the past five (5) years. Requesting for the Commission to consider his reclassification request. Thank you.

Ms. Irma Garcia provided the Commission with an analysis report of the studies conducted for the Network Specialist in the Information Technology department. Incumbents Elliot Gotfredson submitted a reclassification request because he believes he has been performing the duties of Network Engineer over the years. Based on the information gathered by the independent consultant, staff is recommending the following:

1. Denial of the reclassification requests submitted by Elliott Gotfredson, Network Specialist (salary range 52A) to be reclassified to Network Engineer (range 55A) at this moment in time.
2. Systematically review the minimal qualifications of all related Information Technology job descriptions to make sure there is a consistent logic and philosophy in setting the requirement hierarchy on education, training as well as experience needed to perform the duties of various job classifications.
3. Encourage and support Elliott Gotfredson to continue pursuit the completion of his bachelor's degree.

Dr. Lin stated that it was not easy for him as some of the job descriptions are outdated and need to be reviewed. This can minimize the problem. The management might have taken this for granted. I think systematically reviewing job descriptions might decrease the problem. Some classified members are taken advantage of through the years. If they don't meet two years then their reclassification request is denied. Dr. Lin recommended to find systematic way to update the job descriptions. I see Ms. Irma Garcia working with managers finding ways to resolve issues. I hope that makes sense to you.

Mr. Salazar inquired the reason on the Computer Specialist III proposing title change to Network System Technician. Dr. Lin stated that he did not propose that job title and that the request came from Information Technology management. The management proposed essential functions. Dr. Lin stated that he is happy to see staff and district working together. Ms. Irma

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.

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

**MINUTES
April 4, 2024 at 5:30 p.m.**

Garcia thanked Dr. Lin for being present and asked Commission for any further questions and or comments. Ms. Dixon thanked Dr. Lin for his input.

F. DISCUSSION:

The next Personnel Commission meeting will be held in person on May 2, 2024, at 5:30 p.m., at 1525 W. Highland Ave., San Bernardino, CA 92411.

G. COMMENTS FROM PERSONNEL COMMISSIONERS:

Mr. Salazar thanked the public for being present. He is pleased with the direction the Commission is going with reclassifications. It is important to review them on a steady pace. He assured that these alignments will be processed accordingly and asked for patience, when it is handed to a third party it takes time. I certainly would encourage everyone to hang in there and keep coming back to the meetings.

Ms. Dixon stated that she does not agree with employees being taken advantage by managers. Hopefully we can look at these recommendations and do something. Ms. Dixon was sad to share the sad news that Mike Gallo, former Board Member, had passed away.

H. CLOSED SESSION:

The Commission adjourned to closed session at 7:08 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 #24-0404-01
 - b. Applicant #24-0404-02
 - c. Applicant #24-0404-03
 - d. Applicant #24-0404-04
 - e. Employee #23-0202-02
 - f. Employee #23-1109-04

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.

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

**MINUTES
April 4, 2024 at 5:30 p.m.**

The Commission reconvened to open session at 8:32 p.m. and reported on the following action(s) taken in closed session.

- a. Applicant #24-0404-01 - Appeal Granted
- b. Applicant #24-0404-02 - Appeal Denied
- c. Applicant #24-0404-03 - Appeal Denied
- d. Applicant #24-0404-04 - Appeal Denied
- e. Employee #23-0202-02 - No action taken
- f. Employee #23-1109-04 - No action taken

H. ADJOURNMENT:

The Commission adjourned the meeting at 8:33 p.m.