

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

**MINUTES  
October 9, 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 for August 7, 2024, Regular Personnel Commission meeting. Mr. Bohn second the motion.

Aye: Valeria Dixon, George Bohn

Abstain: Michael Salazar

Motion carried.

6. Approval of Minutes

Ms. Dixon moved to approve the minutes for September 12, 2024, Regular Personnel Commission meeting. Mr. Bohn second the motion.

Aye: Michael Salazar, George Bohn

Abstain: Valeria Dixon

Motion carried.

**B. PUBLIC COMMENTS:**

None

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**C. CONSENT ACTION ITEMS:**

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

Ms. Irma Garcia requested that items (C)(2)(i), Lifeguard, and (C)(2)(k), Pool Attendant, be pulled from the list.

Ms. Dixon moved to approve consent action items as amended. Mr. Salazar second the motion.

Motion carried.

**D. ACTION ITEMS:**

1. Second Reading to the revisions of the following Personnel Commission Rule(s):

17.3.6 Confidential Employee Increment:

Amendments to increase increments from 2% to 3%.

Ms. Dixon moved to approve the Second Reading of the revisions of Personnel Commission Rule 17.3.6. Mr. Bohn second the motion.

Ms. Irma Garcia shared that the district requested the revisions to increase increments from 2% to 3%. The revisions will only apply to designated Confidential Employees.

Motion carried.

2. Ms. Dixon moved to consider discussion related to the 2024 reclassification requests for Computer Specialist III. Mr. Salazar second the motion.

Mr. Salvador Soriano, Computer Specialist III, shared a copy of his public comment with the Commission. His comment reads as follows:

*“Hello Commissioners, my name is Salvador Soriano and I am currently employed as a Computer Specialist 3 for the District's IT Department. Back in January 2023, I applied to be reclassified into the job title of Network Specialist. Upon subsequent completion of the application and interviews with members of the Personnel Commission, I was told that my reclassification would not be recommended back in June 2023. The other reason I received the denial was because it was believed that I did not have an accretion of network specialist type duties within the past 2 years.*”

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*After June 2023, I reached out to our CSEA chapter representatives and asked for guidance regarding this denial of reclassification. They advised that I should attend a regular PC open meeting (of which I attended back on October 10, 2023) and bring up my case to ask for a detailed explanation on why the reclassification was denied. After a period of waiting with no updates after the October 10th meeting, I was informed that a 3rd party consultant (Dr. Lin) would be interviewing me and some of my co-workers about our current job duties and comparing it to the job duties of a Network Specialist.*

*After Dr. Lin interviewed us and submitted his findings, I received another email from the PC on March 28, 2024. Attached to the email was a letter stating again that the reclass "is not recommended at this time" based on the application, personal interviews, consideration of internal classification relationships and department structure. In this same letter, it did state that the PC found that there has been "gradually added responsibilities to the CS3 job classification which involves providing comprehensive technical support to the District IT infrastructure" including and not limited to data networking which is an essential duty component of a Network Specialist.*

*Fast forward to September 2024, I was invited to meet with Dr. Marcus Funchess (District Assistant Superintendent, Human Resources) and members of our CSEA team to discuss my reclassification status. I explained to him my past and current job duties and I told Dr. Funchess that I believe that I should be considered for a reclassification to Network Specialist. After speaking with Dr. Funchess for a subsequent follow up meeting, he informally agreed that I should be reclassified to Network Specialist but due to legal reasons, he cannot override the decision made by the PC. He advised me to seek a closed session meeting with the PC Board of Commissioners to discuss my ongoing case. And that is why I am here today, to speak on my behalf and to individually state my case for reclassification.*

*As a CS3, I perform the same duties as my peers who hold the same job title. In addition to these duties, I have individually performed and continue to perform the following duties of a Network Specialist:*

*1. Since OCT 2019, I have been the lead IT representative for the District's School Police Department. In the past, the lead IT representatives for this department have all held the title of Network Specialist. Duties include supporting and maintaining the network infrastructure at the School Police station which involves troubleshooting network switches, maintaining network connectivity for hardware and software used by the station, and troubleshooting outages affecting networking equipment located at the School Police station. In addition to the LAN infrastructure duties, I act as systems administrator in*

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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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*regards to managing the station's RIMS (records management systems) database servers. I work with vendors that the station hires to provide software and hardware services. I have assisted the department with the purchase of new servers, built and configured the servers, and maintain the current servers. Any and all server issues are brought to my attention and it is my responsibility to work with vendors as well use my technical knowledge and expertise to make sure these servers are online and provide essential law enforcement services.*

*2. Since DEC 2019, I have supported, maintained, re-designed and have been the primary point of contact for anything related to the District's surveillance camera system. This system includes all security cameras installed at every District school and admin site. Any downtime of cameras or servers or a combination thereof severely impacts the entire District on a WAN scale. I have personally undertaken the responsibility to ensure that the surveillance camera system has been brought up to date, surveillance cameras at all District sites are all in working order and to make sure that all servers are in good standing to provide access to recorded video when needed. Duties involved with this system include having weekly meetings with the District's camera vendor to discuss open work orders, projects and status of tickets. I am also responsible for confirming any work done by the vendor before invoices can be paid by the District. I keep a running balance sheet of funds used specifically for surveillance maintenance, troubleshooting and repairs.*

*3. From JUL 2022 through NOV 2022 (5 months), I worked out of class as a Network Specialist for the IT Department. During this span, I still retained all my duties as a CS3 in addition to the duties I just described involving School Police and the District's surveillance system. In fact, during this OOC, the essential job duties which I performed and continue to perform on a daily basis did NOT change which I believe further supports my case to be reclassified as a Network Specialist.*

*The duties I just described have been gradual and are an accretion of duties since 2017, more than 2 years than the recommended reclassification requirements. Also, it was stated at the April 4th, 2024 open PC meeting that CS3's "tasks are overlapping with the essential job functions as listed on the Network Specialist..job specifications".*

*I will again reiterate that the job descriptions that I just described have been performed only by me and not by any of my CS3 peers. I strongly believe that these descriptions match 3 major job specifications of our current Network Specialists and they include:*

- 1. I have been the primary point of contact for contract services to support LAN systems and hardware connected to the District's network.*
- 2. I install, configure and troubleshoot network servers.*

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*3. I have been involved with designing a LAN or WAN system, in this case the re-design of the District wide surveillance system from a multi point failure design to a centralized system better suited for management and support.*

*I have sought advice and direction from not only our CSEA union but also from District employees within and outside the IT Department. I can state that I have received full support from CSEA, members of the School Police Department including Chief Joseph Paulino and Asst. Chief Stephen Donahue, and other supervisors within the IT Department after explaining and demonstrating my current job duties that I am performing on a daily basis. I hope to be recognized for the work I am currently performing which is above and beyond what is required from a CS3. I am asking for the PC's reconsideration of my reclassification to Network Specialist based on my individual status and not as part of the whole.*

*Thank you for your time and consideration.”*

The Commission asked follow up and clarifying questions regarding Mr. Salvador Soriano’s specific responsibilities, assigned departments/school sites, and the ticketing system.

Mr. Jon Applegate, Computer Specialist III since 2018. Mr. Applegate shared the following public comment:

*Good evening, Commissioners thank you for letting me speak today. I’m here to represent my case, I joined district CS III on January 2018. It became very clear that my role was evolving in a critical way, network related responsibilities that were not part of job descriptions or duties. Since 2019, I have presented evidence of new job duties to my immediate supervisor, my director, the assistant superintendent and now the PC. I have digitally followed the chain command and today I’m here to ask for acknowledgement for the actual work I perform. Compensation for those contributions, as a father of three I understand the importance of reliable technology during the COVID pandemic. I was one of the few to volunteer to make sure the district network was operational and physically went to work during this critical time. To keep our system running smoothly. I recognize uninterrupted technology was essential for those students and teachers navigating critical learning. Over the past five years, I have performed the Network Specialist job for example, MP systems now services over 10,0000 devices, ensuring that students and teachers have new cutting-edge technology. The key role in implementing VoIP systems and enhancing communication systems. As a third-party vendor, ensuring new cutting-edge technologies. I play the key role in implementing currently two VoIP plot systems enhancing communication in our technology systems and efficiency as a liaison to third-party*

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*networks. I presented numerous network requests. Infrastructure was met at 87 locations. Having an integral number of multiple requests for proposals are at piece various software packages contributing to district advancement that are considered at a cost of millions of dollars. [Inaudible]. Network support for 87 sites providing essential support for our teams, I offer network support for 87 locations, addressing to minimize district down time, various versions and hard work for Cisco network switches, interrupted [inaudible] and the list goes on that I physically touched and worked on. I am an integral member of the infrastructure team leading in collaborating in multiple projects. [Inaudible], that illustrate my commitment to the district, despite my ongoing effort team acknowledging my work, I remain dedicated to serving our students and working without compromise. Today, I ask you to recognize my work and contributions of my position accordingly and reclassify my work accordingly. My work has expanded far beyond the level of Computer Specialist III. I believe it's time for that role to reflect the truth. I am proud to be part of this district and remain committed to serving our community supporting our education commission. Thank you for your time and support at this time.*

The Commission asked follow up and clarifying questions regarding Mr. Jon Applegate's specific responsibilities. The Commission also inquired with Mr. Cecil Wright, Information Technology Director who was also present in the audience, about the difference between the Computer Specialist III and Network Specialist.

Ms. Irma Garcia shared a brief synopsis of the classification studies completed in February, 2024. It was also shared that CSEA and the District had a scheduled meeting on October 10, 2024, to discuss the drafted revisions to the Computer Specialist III job description. The recommended salary range increase from 45A to 49; which provides approximately a 14% increase. Ms. Dixon inquired as to how long CSEA had the information. Ms. Garcia stated it was shared with CSEA and the District in March, 2024.

Ms. Dixon asked Mr. Applegate and Mr. Soriano to hold off until the November meeting for job description updates. Ms. Dixon also explained it can be a lengthy process because of the 610 process. We can bring this item back at the November meeting.

**E. INFORMATION ITEMS AND REPORTS:**

2024 NeoGov Conference

Mrs. Booker shared briefly regarding the annual conference on upcoming platform enhancements, round tables, and discussion; there is a possible in-house training that would be more in depth and specific to our needs. It was a large conference with a good outcome.

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**F. DISCUSSION:**

The next Personnel Commission meeting will be held in person on Thursday, November 14, 2024, at 5:30 p.m., at 1525 W. Highland Ave., San Bernardino, CA 92411.

**G. COMMENTS FROM THE PERSONNEL COMMISSIONERS:**

Ms. Dixon thanked the audience for being present.

**H. CLOSED SESSION:**

The Commission adjourned to closed session at 6:24 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 #24-1009-01

The Commission reconvened to open session at 6:41 p.m. and reported on the following action(s) taken in closed session.

- a. Applicant #24-1009-01 – Denied

**H. ADJOURNMENT:**

The Commission adjourned the meeting at 6:41 p.m.