

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

**MINUTES
November 14, 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. Bohn second the motion. Motion carried.

5. Approval of Minutes

Ms. Dixon moved to approve the minutes from the October 9, 2024, Regular Personnel Commission meeting. Mr. Salazar second the motion. Motion carried.

B. PUBLIC COMMENTS:

Ramiro Pelayo, Groundworker eligible, appealed to the Commission on the removal of his name from the eligibility list. Mr. Pelayo shared some of his work history with SBCUSD. He requested that the Commission consider his appeal to remain on the eligibility list.

C. CONSENT ACTION ITEMS:

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

D. INFORMATION ITEMS AND REPORTS:

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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1. Reclassification Recommendation:

Computer Specialist I – MAC (Information Technology Department – 3 incumbents)

Ms. Dixon moved to approve the reclassification of the three (3) Computer Specialist I – MAC positions (salary range 40A) to Computer Support Specialist (salary range 43). The recommended effective date is December 1, 2024. Mr. Salazar second the motion.

Ms. Irma Garcia shared a brief synopsis of the reclassification studies that took place with the independent consultant for the three (3) Computer Specialist I-MAC positions. Eight months have passed since the desk audit information was gathered and in a recent meeting with the Information Technology Director it was confirmed that the three (3) Computer Specialist I-MAC employees in the Information Technology (IT) department continue to perform Computer Support Specialist duties since their administrative transfer on September 12, 2022.

For that reason, staff is recommending that the three (3) Computer Specialist I-MAC positions in the IT department, currently occupied by three (3) incumbents, be reclassified to Computer Support Specialist. Another element to the recommendation is to subsequently abolish the three (3) Computer Specialist I-MAC positions upon the approval of the recommendation.

Mr. Salazar inquired about the effective date December 1st versus September? Ms. Garcia explained that December 1st is based on Personnel Commission Rules; the effective date would be the first day of the following month.

Ms. Dixon asked if the seniority date is also included. Ms. Garcia answered yes. Ms. Garcia shared that staff brought the recommendation before the Commission was because reclassification applications were already on file. The reclassification application window is still January 1st through March 1st. Staff also conducts desk audits throughout the year so that we can address concerns. Mr. Salazar inquired if we continue to contract with the independent consultant. Ms. Garcia confirmed that the consultant is contracted for the 2024/2025 Fiscal Year.

Motion carried.

2. Ms. Dixon moved to approve Personnel Commission staff attendance to the 2025 CSPCA Annual Conference on Sunday, March 16, 2025, through Tuesday, March 18, 2025, at Napa Valley Marriot Hotel, Napa, CA. The conference, hotel, airfare cost not to exceed \$12,000.00. Mr. Bohn second the motion. Motion carried.

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E. DISCUSSION:

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

F. COMMENTS FROM THE PERSONNEL COMMISSIONERS:

Ms. Dixon shared that she served on the naming committee for the new resource welcome center and believes that the information was submitted to the Superintendent for Board approval. Ms. Dixon also shared that on November 8, 2024, she participated on the Principal for a Day. It was a great learning experience as she learned about the trilingual programs in our schools. Overall it was a good experience and helped building

G. CLOSED SESSION:

The Commission adjourned to closed session at 5:57 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 #24-1114-01

The Commission reconvened to open session at 6:08 p.m. and reported on the following action(s) taken in closed session.

- a. Applicant #24-1114-01 – Appeal Granted

H. ADJOURNMENT:

The Commission adjourned the meeting at 6:08 p.m.

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