

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

**MINUTES
January 9, 2025 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 December 5, 2024, Regular Personnel Commission meeting. Mr. Salazar second the motion. Motion carried.

B. PUBLIC COMMENTS:

None

C. CONSENT ACTION ITEMS:

Ms. Dixon moved to approve the Consent Action Items. Mr. Bohn 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.

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D. ACTION ITEMS:

Ms. Dixon moved to consider approving the establishment of Senior Personnel Analyst for the Personnel Commission office, the effective date to be determined. Mr. Salazar second the motion.

Ms. Irma Garcia shared with the Commission that staff is proposing the establishment of a Senior Personnel Analyst position that would assist in the more difficult and complex assignments in an autonomous fashion. The position would have special focus on the development of complex examination material, such as supplemental questions, structured oral examinations and other types of examination procedures; processing the hiring of higher-level executive positions, which also includes strategizing for the hard-to-fill positions; conducting classification studies and other personnel functions; analyzing data and composing reports; support in the investigation of appeals (examinations disqualifications, and other selection actions, etc.); amongst other complex duties.

The Commission had follow-up questions and or suggestions as it relates to the Senior Personnel Analyst job description, recruitment and current established positions in the Personnel Commission department.

Motion carried.

E. INFORMATION ITEMS AND REPORTS:

Paraprofessional Job Fair

Mrs. Booker briefly shared information regarding the paraprofessional job fair scheduled for March 1, 2025 from 9:00 a.m. to 1:00 p.m. at the BOE, Community Room.

F. DISCUSSION:

The next Personnel Commission meeting will be held in person on February 6, 2025, at 5:30 p.m., at 1525 W. Highland Ave., San Bernardino, CA 92411.

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G. COMMENTS FROM PERSONNEL COMMISSIONERS:

Mr. Bohn inquired about the status of filling vacant positions in the Personnel Commission office. Ms. Irma Garcia shared that filling positions is a work in progress.

Ms. Dixon congratulated and welcomed Adriana Dearing, Human Resources Officer, and thanked everyone for coming.

H. ADJOURNMENT:

The Commission adjourned the meeting at 5:55 p.m.