

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

**MINUTES
June 11, 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.

Ms. Dixon recommended amending Action Item D (2) (d) to read “effective date to be determined” rather than specifying July 1, 2025. This will allow time for both CSEA and the District to complete their approval processes. Ms. Dixon also deferred to the District once the job description has gone through the approval process.

Ms. Dixon moved to approve the agenda as amended. Mr. Bohn second the motion.

Motion carried.

5. Approval of Minutes

Ms. Dixon moved to approve the minutes from the May 1, 2025, Regular Personnel Commission meeting. Mr. Bohn second the motion. Motion carried.

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B. PUBLIC COMMENTS:

Athziry Landeros, Associate Personnel Analyst, introduced herself to the Commissioners and shared her excitement to be part of the team. She thanked the Commission for this opportunity.

C. CONSENT ACTION ITEMS:

Ms. Dixon moved to approve the Consent Action Items as submitted. Mr. Bohn second the motion.

Motion carried.

D. ACTION ITEMS:

1. Approval of title change, revisions, and salary adjustment for the following classification specification:

From: Benefits Supervisor, Management Salary Range 22

To: Benefits Manager, Management Salary Range 42

Ms. Dixon moved to approve the recommended title change, revisions, and salary adjustment for the following classification specification. Mr. Bohn second the motion.

Ms. Irma Garcia briefly shared with the Commission a summary of the significant additions to the essential job functions reflected in the revised job description and noted that the recommendations were approved by the Board on May 6, 2025.

The Commission further discussed the recommendation, District managerial job titles, and the District's organizational structure.

Motion carried.

2. Reclassification Recommendations:

- a. Senior Clerk (1 Incumbent)

Ms. Dixon moved to approve the reclassification of the Senior Clerk position (salary range 35A) in the Human Resources-Certificated department to Human Resources Technician (salary range 38A), effective July 1, 2025.

Mr. Bohn second the motion.

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Ms. Irma Garcia provided a brief synopsis of the reclassification process related to the Senior Clerk audit, including a summary of the Senior Clerk and Human Resources Technician classification characteristics, the reclassification desk audit review process, the findings, and the final recommendation.

Motion carried.

b. Clerk II (1 Incumbent)

Ms. Dixon moved to approve the reclassification of the Clerk II position (salary range 33) in the Human Resources-Certificated department to Senior Clerk (salary range 35A), effective July 1, 2025.

Mr. Bohn second the motion.

Ms. Irma Garcia provided a brief synopsis of the reclassification process related to the Clerk II audit, including a summary of the Clerk II and Senior Clerk classification characteristics, the reclassification desk audit review process, the findings, and the final recommendation.

Motion carried.

c. Bilingual Senior Clerk (1 Incumbent)

Ms. Dixon moved to approve the reclassification of the Bilingual Senior Clerk position (salary range 35A) in the Special Education department to Data Quality Specialist (salary range 42), effective July 1, 2025.

Mr. Bohn second the motion.

Ms. Irma Garcia provided a brief synopsis of the reclassification process related to the Bilingual Senior Clerk audit, including a summary of the Bilingual Senior Clerk and Data Quality Specialist classification characteristics, the reclassification desk audit review process, the findings, and the final recommendation.

Motion carried.

d. Clerk II (1 Incumbent)

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Ms. Dixon moved to approve the reclassification of the Clerk II position (salary range 33) in the Risk Management department to Risk Management Technician (salary range 38A), effective date is to be determined.

Mr. Bohn second the motion.

Ms. Irma Garcia provided a brief synopsis of the reclassification process related to the Clerk II audit, including a summary of the Clerk II and (draft) Risk Management Technician classification characteristics, the reclassification desk audit review process, the findings, and the final recommendation.

Motion carried.

3. Hearing Officer, FY 2025-2026

Ms. Dixon moved to approve the appointment of Patricia Barrett as the Hearing Officer for FY 2025–2026, with a recommended cost allotment of \$18,000.00.

Mr. Bohn second the motion.

Ms. Irma Garcia shared that one (1) discipline hearing was scheduled, while three other cases did not pursue a hearing appeal. Ms. Dixon inquired about unspent funds allocated for hearings. Ms. Irma Garcia explained that unused funds may be reallocated for other purposes.

Motion carried.

4. Lin & Associates Professional Service, FY 2025-2026

Ms. Dixon moved to approve Lin & Associates Professional Service Agreement for FY 2025–2026, with a recommended cost allotment of \$20,000.00.

Mr. Salazar second the motion.

Ms. Irma Garcia briefly noted that staff utilized Dr. Lin’s services over the past fiscal year, with total payments totaling to \$18,409.80.

The Commission had follow-up discussion regarding the cost per reclassification study, the consultant’s travel arrangements, and whether meeting are conducted in person or virtually. The Commission would be interested in obtaining information as to the cost per study.

Motion carried.

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5. Maintenance Agreement Membership for Canon Solutions America Inc., FY 2025-2026

Ms. Dixon moved to approve the Maintenance Agreement Membership for Canon Solutions America Inc. for FY 2025-2026. The cost not to exceed \$3,000.00.

Mr. Bohn second the motion.

Motion carried.

6. CODESP Annual Membership, FY 2025-2026

Ms. Dixon moved to approve CODESP Annual Membership for FY 2025-2026. The total cost is \$4,025.00.

Mr. Bohn second the motion.

Motion carried.

7. Personnel Commissions Association of Southern California (PCASC) Annual Membership, FY 2025-2026

Ms. Dixon moved to approve Personnel Commissions Association of Southern California (PCASC) Annual Membership for FY 2025-2026. The total cost is \$100.00.

Mr. Salazar second the motion.

Motion carried.

8. California School Personnel Commissioners Association (CSPCA), FY 2025-2026

Ms. Dixon moved to approve California School Personnel Commissioners Association (CSPCA) for FY 2025-2026. The total cost is \$1,200.00.

Mr. Salazar second the motion.

Motion carried.

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9. Water Service Delivery from Master Water Company, FY 2025-2026

Ms. Dixon moved to approve Water Service Delivery from Master Water Company for FY 2025-2026. The cost not to exceed \$500.00.

Mr. Bohn second the motion.

Motion carried

10. NEOGOV – FY 2025-2026

a. Biddle Software Subscription – 7/20/2025 – 7/19/2026

Ms. Dixon moved to approve Biddle Software Subscription for FY 2025-2026. The total cost is \$16,222.54.

Mr. Bohn second the motion.

Ms. Irma Garcia shared that this is one of the products that is included in the NEOGOV agreement, and this would be year #2.

Motion carried.

b. GovernmentJobs.com Subscription (GJC) – 7/1/2025 – 6/30/2026

Ms. Dixon moved to approve GovernmentJobs.com Subscription (GJC) for FY 2025-2026. The total cost is \$6,381.43.

Mr. Salazar second the motion.

Motion carried.

11. NEOGOV 2025 Conference

Ms. Dixon moved to approve staff attendance to the NEOGOV 2025 Conference on Monday, September 29, 2025, through Wednesday, October 1, 2025, Las Vegas, Nevada. The conference and hotel cost not to exceed \$8,500.00.

Mr. Salazar second the motion.

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Ms. Irma Garcia shared that five (5) staff members, including a new staff member, are interested in attending the NEOGOV 2025 Conference. The staff members include Mrs. Tamara Booker, Mrs. Leslie Holmes, Ms. Esmeralda Moreno, Ms. Athziry Landeros, and the new Personnel Specialist.

Motion carried.

E. INFORMATION ITEMS AND REPORTS:

PC Staff Retreat

Mrs. Tamara Booker shared with the Commission that staff hosted a two-day staff retreat focused on mindfulness, connection, and rejuvenation at the Bear Springs Hotel in Highland, CA. The retreat provided staff with a pause from daily operations to reflect, re-center and strengthen team relationships. The sessions included group activities covering communication, customer service, change in processes, and challenges in the workplace. Staff also discussed our upcoming Recreation Aide job fair on June 18, 2025. The staff retreat concluded with encouragement to incorporate some of the sessions into our routines to help with work/life balance.

F. DISCUSSION:

The next Personnel Commission meeting will be held in person on July 10, 2025, at 5:30 p.m., at 1525 W. Highland Ave., San Bernardino, CA 92411.

G. COMMENTS FROM PERSONNEL COMMISSIONERS:

Ms. Dixon mentioned having Dr. Lin provide training to staff on the reclassification process. Ms. Irma Garcia confirmed that related discussions have taken place and noted that further information will be forthcoming.

H. ADJOURNMENT:

The Commission adjourned the meeting at 6:23 p.m.