

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

**MINUTES  
October 8, 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 5:31 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, Senior 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 September 4, 2025, 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.

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**D. ACTION ITEMS:**

1. Mr. Salazar moved to appoint their announced Joint Appointee, Valeria Dixon, to the Personnel Commission for a three (3) year term commencing December 1, 2025.

Mr. Bohn second the motion.

Motion carried.

2. Reclassification Recommendations:

- a. Bilingual Senior Clerk (1 Incumbent)

Ms. Dixon moved to approve the reclassification of the Bilingual Senior Clerk position (salary range 35A) in the Transportation Department to Bilingual Transportation Scheduler (salary range 43A), effective November 1, 2025.

Mr. Salazar second the motion.

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

Mr. Salazar requested that the job description be updated for Bilingual Transportation Scheduler before approving the reclassification recommendation. Mr. Bohn did not support Mr. Salazar's request as the request was to approve the reclassification recommendation and moving forward work on updating the job description for Bilingual Transportation Scheduler.

Ms. Dixon stated that the job description approval path takes a while because it requires negotiations and 610 processing.

Aye: Valeria Dixon, George Bohn

Nay: Michael Salazar

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b. Bilingual Clerk II (2 Incumbents)

Ms. Dixon moved to approve the reclassification of two (2) Bilingual Clerk II positions (salary range 33) in the Transportation Department to Account Analyst (salary range 41), effective November 1, 2025.

Mr. Bohn second the motion.

Ms. Irma Garcia provided a brief synopsis of the reclassification process related to the Bilingual Clerk II desk audits, including a summary of the Bilingual Clerk II and Account Analyst classification characteristics, the reclassification desk audit review process, the findings, and the final recommendation. Mr. Salazar asked for the record that the current job descriptions be updated.

Motion carried.

3. NEOGOV

a. Insight Enterprise Subscription (IN) – 11/16/2025 - 11/15/2026

Ms. Dixon moved to approve NEOGOV Insight Enterprise Subscription (IN). The cost is \$28,436.91.

Mr. Salazar second the motion.

Mr. Salazar inquired about the 3-year agreement and if this would be year 3 of the agreement. Ms. Irma Garcia shared that this would be year 2 of the agreement.

Motion carried.

b. Candidate Text Messaging (CTM) – 12/11/2025 – 12/10/2026

Ms. Dixon moved to approve the NEOGOV Candidate Text Messaging (CTM). The cost is \$1,313.72.

Mr. Bohn second the motion.

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Mr. Salazar inquired about how this feature is working out. Ms. Irma Garcia shared that staff is reconsidering this product and looking at other options.

Ms. Dixon asked about the terms and conditions with the agreement. Ms. Irma Garcia mentioned this is part of the three (3) year agreement and that products can be cancelled at any time without penalty.

Motion carried.

**E. INFORMATION ITEMS AND REPORTS:**

2025 NEOGOV Conference Updates

Mrs. Booker briefly shared information regarding the multi-day conference. Staff participated in sessions covering upcoming system enhancements, training both new and experienced users, analytics and reporting, and demonstrations of new modules designed to improve recruitment processes. The team also engaged in one-on-one consulting sessions focused on our specific analytics needs, as well as “speed-consulting” opportunities.

**F. DISCUSSION:**

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

**G. COMMENTS FROM PERSONNEL COMMISSIONERS:**

Ms. Dixon asked staff to take an opportunity to discuss with Dr. Doizan, Assistant Superintendent of HR, job description revisions as many are 10 to 20 years old. Ms. Dixon requested that staff bring this item back.

**H. CLOSED SESSION**

The Commission adjourned to closed session at 6:19 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.

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2. Consideration of appointment, employment, dismissal, or evaluation of an employee.

- a. Applicant #25-1008-01
- b. Applicant #25-1008-02
- c. Applicant #25-1008-03
- d. Applicant #25-1008-04
- e. Applicant #25-1008-05

The Commission reconvened to open session at 7:00 p.m. and reported on the following action(s) taken in closed session.

- a. Applicant #25-1008-01-Denied
- b. Applicant #25-1008-02-Tabled
- c. Applicant #25-1008-03-Tabled
- d. Applicant #25-1008-04-Denied
- e. Applicant #25-1008-05-Denied

**I. ADJOURNMENT:**

The Commission adjourned the meeting at 7:01 p.m.