

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

**MINUTES
January 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 5:30 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

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 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. Classification Specification Revisions

- a. Ms. Dixon moved to approve the revisions for the following classification specification:

Affirmative Action Officer, Management Salary Range 64

Mr. Salazar second the motion.

Ms. Irma Garcia shared that revisions to the Affirmative Action Officer job description were made at the request of the District and as required for Federal Program Monitoring (FPM) reporting, revisions are specifically related to Title IX investigations. The Board approved the revisions during its December 16, 2025, meeting.

Motion carried.

- b. Ms. Dixon moved to approve the revisions for the following classification specification:

Assistant Affirmative Action Officer, Management Salary Range 46

Mr. Salazar second the motion.

Ms. Irma Garcia shared that revisions to the Assistant Affirmative Action Officer job description were made at the request of the District and as required for Federal Program Monitoring (FPM) reporting, revisions are specifically related to Title IX investigations. The Board approved the revisions during its December 16, 2025, meeting.

Motion carried.

- c. Ms. Dixon moved to approved the title change, revisions, and salary adjustment for the following classification specification.

From: Computer Specialist III, Salary Range 45A
To: Network Systems Technician, Salary Range 49A

Mr. Salazar second the motion.

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Ms. Irma Garcia shared that revisions to the Computer Specialist III has been a work in progress and was finally agreed upon with District and CSEA and subsequently approved by the Board on December 16, 2025. The Commission inquired about how many employees are currently holding a Computer Specialist III position. Ms. Garcia shared that there are six (6) employees.

Motion carried.

- d. Ms. Dixon moved to approve the new classification specification for the following:

Information Technology Services Control Technician, Salary Range 38

Mr. Bohn second the motion.

Ms. Irma Garcia shared that the IT Services Control Technician is a new classification that has been Board approved during the December 16, 2025, meeting. Positions in this classification will serve as the primary interface between clients and support staff in the Information Technology department. This classification involves asset management (inventory management), distribution of work, trouble shooting, and diagnosing support issues with hardware and software systems. This classification was also included in the IT-Job Descriptions MOU.

Motion carried.

E. INFORMATION ITEMS AND REPORTS:

Updates: Vacancies and Recruitments

Ms. Irma Garcia also provided updates on vacancies and recruitments at the request of the Commission. She reported that staff has actively participated in many District and other community events (July 1, 2025–December, 2025). Ms. Garcia shared that staff will be hosting a Paraprofessional Job Fair on Wednesday, February 11, 2026, from 9:00–1:00 p.m. in the Personnel Commission Office. The Commission shared that they would like to see a joint recruitment fair with HR-Certificated. Ms. Garcia informed the Commission that staff will be setting up a table for questions regarding classified job opportunities on Saturday, February 28, 2026, during the HR Certificated job fair.

Ms. Garcia shared that staff is currently monitoring 26 recruitments, 18 of them are continuous. Since July 1, 2025, staff has opened a total of 74 recruitments. As a result, approximately 9,022 applications were received.

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The Commission had a lengthy discussion around the length of time it takes to review applications, so that the Board is informed of the estimated labor hours it take to process 9,000 applications, as well as the current staffing levels within the Personnel Commission office responsible for this work. The Commission expressed interest in using this type of data to support consideration for additional positions in the Personnel Commission office.

Ms. Garcia shared that there are currently 201 vacancies across 65 classifications, with significant concentration in the following areas: recreation aides (15.4%), cafeteria worker (11.4%), instructional aides (bilingual) (14.9%), custodial (.09%), and SPED-related instructional positions (12.9%). Staff provided comparable data numbers from September 2025.

The Commission asked staff to reach out to California School for the Deaf, Inland Regional Center (IRC), and Ms. Garcia shared that staff will reach out to CSUSB's Services to Students with Disabilities (SSD) to put forth additional effort in filling hard-to-fill positions.

Ms. Garcia shared data around workday length of time for certain vacant positions. Such as 8-hour vacancies totaling to 69 (34.3%), 5-7-hour vacancies totaling to 85 (42.3%), 2-4-hour vacancies totaling to 23.4%; with the majority of the vacancies being less than 8 hours (65.7%).

The Commission had discussion around the number of vacancies with various workday lengths as compared to the total current District classified workforce.

Finally, Ms. Garcia shared additional data, including the total number of eligibility lists ratified by the Commission (46), the total number of pending tentative job offers (32), and the total number of tentative job offers extended since July 1, 2025 (535). Ms. Garcia also reported on upcoming mass interview scheduled for the month of January 2026, which includes Recreation Aide, Instructional Aide, Cafeteria Worker, and Education Assistant III (Severe Impairments). She noted that mass interviews are conducted on a monthly basis for various classifications.

The Commission expressed appreciation to staff for the updates and their continued hard work.

F. DISCUSSION:

The next Personnel Commission meeting will be held in person on February 5, 2026, at 5:30 p.m., at 1525 W. Highland Ave., San Bernardino, CA 92411.

G. COMMENTS FROM PERSONNEL COMMISSIONERS:

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Ms. Dixon wished everyone a Happy New Year and is glad that staff took time off during the winter break.

H. ADJOURNMENT:

The Commission adjourned the meeting at 6:42 p.m.