

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT
AGENDA**

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Personnel Commission Office, 1830 Nogales Street, Rowland Heights, CA 91748.

Persons requiring accommodation in order to view the agenda or participate in the meeting, may make the request for accommodation to the Personnel Director at (626) 854-8380 at least 24 hours in advance of the meeting. [Government Code 54954.2 (a) (1)]

BOARD ROOM
1830 NOGALES STREET
ROWLAND HEIGHTS, CA 91748
4:30 P.M.

PLEASE CIRCULATE

April 5, 2016

1. Meeting called to order by the Presiding Chair _____ at ____ p.m.

| | | |
|--------------------------------------|---------|--------|
| 2. Roll Call: | Present | Absent |
| Sabrina Lee, Chair | _____ | _____ |
| Sharon Fernandez, Vice Chair | _____ | _____ |
| Judy Nieh, Member | _____ | _____ |
| Joan Stiegelmar, Personnel Director | _____ | _____ |
| Jessica Landin, Personnel Analyst | _____ | _____ |
| Andrea Low, Sr. Personnel Technician | _____ | _____ |

3. **PRELIMINARY**

3.1 Pledge of Allegiance to the Flag

3.2 Approve the Agenda as Submitted

Motion by _____
Second by: _____

Vote: Sabrina Lee _____
Sharon Fernandez _____
Judy Nieh _____

3.3 Introduction of Guests

3.4 Questions from the floor not on the agenda

3.5 Questions from the floor on items that are on the agenda will be entertained at the time the item is under consideration

3.6 Questions or input from District Employees

3.7 Questions or input from District Management

3.8 Questions or input from CSEA

4. **REPORT FROM THE PERSONNEL DIRECTOR**

Receive an update on Commission staff's activities during the last month.

5. **HEARINGS** - None

6. **PERSONNEL COMMISSION**

6.1 Approve the minutes of the regular meeting of March 1, 2016. (Ref. 6.1)

Motion by _____
Second by: _____

Vote: Sabrina Lee _____
Sharon Fernandez _____
Judy Nieh _____

7. ITEMS FOR DISCUSSION AND/OR ACTION

7.1 Receive for information and discussion the proposed Personnel Commission budget for the 2016 – 2017 fiscal year. (Ref. 7.1) (Ltd. Distr.)

7.2 Authorize the transmittal of the proposed budget to the Board of Education and CSEA for input; schedule a hearing on the budget for May 9, 2016.

Motion by _____
Second by: _____

Vote: Sabrina Lee _____
Sharon Fernandez _____
Judy Nieh _____

7.3 Reallocation

a. Consider approving the recommended reallocation of a vacant School Office Manager position to School Office Manager – Bilingual (Spanish). (Ref. 7.3a)

Motion by _____
Second by: _____

Vote: Sabrina Lee _____
Sharon Fernandez _____
Judy Nieh _____

b. Consider approving the recommended reallocation of a vacant Secretary position to Secretary Bilingual – (Spanish). (Ref. 7.3b)

Motion by _____
Second by: _____

Vote: Sabrina Lee _____
Sharon Fernandez _____
Judy Nieh _____

8. EXAMINATIONS/ELIGIBILITY LISTS

8.1 Exam Review and Recruitment Bulletins (Ref. 8.1)

Receive for information a summary of the following examinations and recruitment bulletins:

- a. Campus Aide (D-15/16-50)
- b. Custodian (D-15/16-55)
- c. Health Assistant (D-15/16-52)
- d. Health Assistant – Bilingual (Spanish) (D-15/16-53)
- e. High School Cafeteria Supervisor (D-15/16-51)
- f. Senior Custodian (D-15/16-56)
- g. Stock Delivery Worker (D-15/16-54)

8.2 Employee Selection Results – Receive the results of examinations held. (Ref. 8.2 Ltd. Distr.)

8.3 Ratification of Eligibility Lists – Ratify the following eligibility list(s): (Ref. 8.3 Ltd. Distr.)

- a. Administrative Secretary (D-15/16-42)
- b. Administrative Secretary – Bilingual (Spanish) (D-15/16-43)
- c. Assistant Director of Nutrition Services (D-15/16-33)
- d. Grounds Maintenance Worker (D-15/16-44)
- e. Irrigation System Technician (D-15/16-10)
- f. Nutrition Services Supervisor (D-15/16-34)
- g. Office Assistant (D-15/16-40)
- h. Office Assistant – Bilingual / Biliterate (Mandarin) (D-15/16-41)
- i. Personal Care Assistant (D-15/16-38)
- j. School Bus Driver (D-15/16-32)
- k. Technology Specialist I (D-15/16-30)

8.4 Removal of Names from the Eligibility List - Ratify the removal of names from the following eligibility list(s): (Ref. 8.4)

- a. Custodian (D-14/15-36)
 - ID# 23656103 PC Rule 6.1.10, 6.1.10.1
- b. School Police Officer (D-15/16-11)
 - ID# 24959504 PC Rule 6.1.10, 6.1.10.2, 4.4.11, 4.4.12

Motion by _____
Second by: _____

Vote: Sabrina Lee _____
Sharon Fernandez _____
Judy Nieh _____

9. CLOSED SESSION

Recess to closed session to discuss: Employee Performance Evaluation – Personnel Director
Government Code 54954.5 (e)

Time Recessed _____ Time Reconvened to Open Session _____

10. **THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED ON MONDAY, May 9, 2016, AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.**

11. ADJOURNMENT

Time _____

Motion by _____
Second by: _____

Vote: Sabrina Lee _____
Sharon Fernandez _____
Judy Nieh _____

Consistent with merit system principles, the mission of the Rowland Unified School District Personnel Commission is to provide the District with the best qualified candidates, reflective of the cultural diversity of the community, to serve the present and future needs of the District and its educational program.

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF MARCH 1, 2016**

The meeting of the Personnel Commission of the Rowland Unified School District was called to order at 4:31 p.m., with the Pledge of Allegiance led by Commissioner Sabrina Lee.

Members Present: Sabrina Lee, Chair
 Sharon Fernandez, Vice-Chair
 Judy Nieh, Member

Members Absent: None

Staff Members Present: Joan Stiegelmar, Personnel Director
 Jessica Landin, Personnel Analyst
 Andrea Low, Sr. Personnel Technician

APPROVAL OF THE AGENDA

Ms. Stiegelmar announced the removal of agenda Item 9 – Closed Session.

The Personnel Commission took action to approve the agenda submitted as amended.

| | | | | |
|-----------------|------------------|-------|------------------|-----|
| Motion made by: | Judy Nieh | Vote: | Sharon Fernandez | Yes |
| Seconded by: | Sharon Fernandez | | Sabrina Lee | Yes |
| | | | Judy Nieh | Yes |

INTRODUCTION OF GUESTS

Belinda Anaya, 1st Vice President, CSEA
Zepure Hacopian, Director of Human Resources

Ms. Hacopian introduced herself and shared her more than 16 years of teaching experience at Glendale Unified School District as well as her nine years of administrative experience with Azusa Unified School District.

REPORT FROM THE PERSONNEL DIRECTOR

A. An update on Commission staff's activities since the last meeting was presented by Joan Stiegelmar.

Recruitments opened since the last Commission meeting includes the following classifications:

Open/Promotional Recruitments

- Community Liaison – Bilingual (Spanish) (D-15/16-48)
- Library Technician (D-15/16-49)

Since the last Commission meeting, examinations were conducted for the following classifications:

- Administrative Secretary / Administrative Secretary – Bilingual (Spanish) – Written Test
- Grounds Maintenance Worker – Written Test
- Irrigation System Technician – Performance Test / Structured Interview
- Nutrition Services Supervisor – Training and Experience Evaluation
- Office Assistant / Office Assistant – Bilingual/Biliterate (Mandarin) – Written Test
- Technology Specialist I – Written Test

Referral Lists were issued for the following classifications since the last Commission meeting:

- Food Service Assistant I
- Instructional Assistant I
- Office Assistant – Bilingual (Spanish)
- Personnel Technician
- School Office Manager
- Senior Personnel Technician

New employees were processed into the following classifications:

- 1 – Office Assistant
- 1 – Painter
- 1 – Senior Office Assistant – Substitute

Updates/Reminders:

- The Red Carpet for Rowland Unified Classified employees is being held on Thursday, April 28, 2016 at the Los Coyotes Country Club, 8888 Los Coyotes Drive, Buena Park, CA 90621. Cost is \$30.00.
- The upcoming Annual Classified Employees Day hosted by the Personnel Commission, will be held on Wednesday, May 18, 2016. The theme will be “Baseball – Swing on By”. We are busy preparing the Save the Date flyers, getting sponsors, and coordinating the event.
- I am pleased to announce that the 8 hour Personnel Technician vacancy will be filled by Gina Cisneros who has worked in the 3.5 hour Personnel Technician position since May, 2013.

PERSONNEL COMMISSION

- A. The Personnel Commission received for information, the unofficial minutes of the special meeting of January 26, 2016.
- B. Recommendation: To approve the minutes of the regular meeting of February 16, 2016.

| | | | | |
|-----------------|------------------|-------|------------------|-----|
| Motion made by: | Judy Nieh | Vote: | Sabrina Lee | Yes |
| Seconded by: | Sharon Fernandez | | Sharon Fernandez | Yes |
| | | | Judy Nieh | Yes |

ITEMS FOR DISCUSSION AND/OR ACTION

- A. Recommendation: To consider approving the advanced salary step placement request from Susanna Halliday, Interim Principal, to employ Applicant ID #25626597 in the class of Office Assistant at Step D of Range 17 on the Classified Salary Schedule.

| | | | | |
|-----------------|------------------|-------|------------------|-----|
| Motion made by: | Sharon Fernandez | Vote: | Sabrina Lee | Yes |
| Seconded by: | Judy Nieh | | Sharon Fernandez | Yes |
| | | | Judy Nieh | Yes |

- B. Recommendation: To consider approving the advanced salary step placement request from Stuart Moe, Director of Facilities, to employ Applicant ID #24728065 in the class of Painter at Step E of Range 26 on the Classified Salary Schedule.

| | | | | |
|-----------------|------------------|-------|------------------|-----|
| Motion made by: | Judy Nieh | Vote: | Sabrina Lee | Yes |
| Seconded by: | Sharon Fernandez | | Sharon Fernandez | Yes |
| | | | Judy Nieh | Yes |

- C. The Personnel Commission received for information, a summary of the following examinations and recruitment bulletins:

- a. Community Liaison – Bilingual (Spanish) (D-15/16-48)
- b. Library Technician (D-15/16-49)

- D. Recommendation: To ratify the removal of names from the following eligibility lists:

- a. Cafeteria Lead Worker I (D-15/16-09)
 - ID# 25913988 PC Rule 6.1.10, 6.1.10.1
- b. Custodian (D-14/15-36)
 - ID# 2492938 PC Rule 6.1.10, 6.1.10.3
 - ID# 23685826 PC Rule 6.1.10, 6.1.10.7
- c. Food Services Assistant I (D-14/15-49)
 - ID# 18780121 PC Rule 6.1.10, 6.1.10.1
 - ID# 24804554 PC Rule 6.1.10, 6.1.10.1
 - ID# 24917790 PC Rule 6.1.10, 6.1.10.1

Motion made by: Sharon Fernandez
Seconded by: Judy Nieh

Vote: Sabrina Lee Yes
Sharon Fernandez Yes
Judy Nieh Yes

OTHER ITEMS - None

ADJOURNMENT - To adjourn the meeting at 4:46 p.m.

Motion made by: Sharon Fernandez
Seconded by: Judy Nieh

Vote: Sabrina Lee Yes
Sharon Fernandez Yes
Judy Nieh Yes

Ms. Nieh requested to have the regular Personnel Commission meeting scheduled for Tuesday, May 3, 2016 rescheduled. The Personnel Commission agreed to reschedule the meeting to Monday, May 9, 2016.

Approved by: _____
Sabrina Lee
Chair
Personnel Commission

Submitted by: _____
Joan Stiegelmar
Personnel Director
Personnel Commission

THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED FOR TUESDAY, APRIL 5, 2016 AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.

Consistent with merit system principles, the mission of the Rowland Unified School District Personnel Commission is to provide the District with the best qualified candidates, reflective of the cultural diversity of the community, to serve the present and future needs of the District and its educational programs.