

**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)]

TESTING CENTER 2
1830 NOGALES STREET
ROWLAND HEIGHTS, CA 91748
4:30 P.M.

PLEASE CIRCULATE

January 10, 2017

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

2. Roll Call:	Present	Absent
Judy Nieh, Chair	_____	_____
Sharon Fernandez, Vice Chair	_____	_____
Sabrina Lee, 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 Consider approving or amending the agenda as submitted.

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

3.3 Introduction of Guests

3.4 Questions or input from CSEA

3.5 Questions or input from Administration or District management.

3.6 Questions or input from audience members

4. **REPORT FROM THE PERSONNEL DIRECTOR**

Receive an update on Personnel Commission activities during the last month.

5. **HEARINGS** - none

6. **PERSONNEL COMMISSION**

6.1 Approve the minutes of the regular meeting of December 6, 2016. (Ref. 6.1)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

7. ITEMS FOR DISCUSSION AND/OR ACTION

7.1 Advanced Salary Step Placement

- a. Consider approving the advanced salary step placement request from Dr. Julie Mitchell, Superintendent, to employ Applicant ID# 30093581 in the class of Administrative Assistant to the Superintendent at Step C of Range 28 on the Confidential / Supervisory Salary Schedule. (Ref. 7.1a) & (Ltd. Distr.)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

- b. Consider approving the advanced salary step placement request from Phil George, Director of Technology Services, to employ Applicant ID# 26392835 in the class of Technology Specialist I at Step B of Range 26.5 on the Classified Salary Schedule. (Ref. 7.1b) & (Ltd. Distr.)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

7.2 Reallocation

- a. Consider approving the recommended reallocation request from John Staumont, Principal of Jellick Elementary, of a vacant Instructional Assistant II – Bilingual (Spanish) to Instructional Assistant II. (Ref. 7.2a)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

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. Nutrition Service Operations Manager (D-16/17-29)
- b. Reprographics Technician (D-16/17-31)
- c. School Bus Driver (D-16/17-30)

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. Executive Director of Facilities, Maintenance, Operations, and Construction (D-16/17-04)
- b. Executive Secretary (D-16/17-17)
- c. Nutrition Service Operations Manager (D-16/17-16)
- d. School Bus Driver (D-16/17-01)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

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 February 7, 2017, AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.**

11. ADJOURNMENT

Time _____

Motion by: _____

Second by: _____

Vote: Judy Nieh _____

Sharon Fernandez _____

Sabrina Lee _____

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 DECEMBER 6, 2016**

The meeting of the Personnel Commission of the Rowland Unified School District was called to order at 4:30 p.m., with the Pledge of Allegiance led by Personnel Analyst, Jessica Landin.

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. Lee announced the removal of agenda Item 10 – Closed Session.

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

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

INTRODUCTION OF GUESTS

Dennis Bixler, Assistant Superintendent – Human Resources
Sharon Carrillo, President, CSEA
Belinda Anaya, 1st Vice President, CSEA
Mary Casian, Secretary, CSEA
Reginald Robertson, Chapter Public Relations Officer, CSEA
Lucia Paredes, Office Assistant
Astrid Campos, Labor Relations Representative, CSEA

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 included the following classifications:

Open/Promotional Recruitments

- Cook
- Food Service Assistant III
- Translator (Spanish)
- Warehouse Supervisor

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

- Administrative Assistant to the Superintendent – Computer Performance Test, Technical Project, Structured Interview
- Bus Driver Instructor – Structured Interview
- Executive Secretary – Computer Performance Test, Structured Interview
- Health Assistant, Health Assistant – Bilingual (Spanish) – Structured Interview
- Instructional Assistant I – Structured Interview
- Library Assistant, Library Assistant – Bilingual (Spanish) – Structured Interview
- Office Assistant, Office Assistant – Bilingual (Spanish), Office Assistant – Bilingual/Biliterate (Spanish) – Computer Performance Test and Structured Interview

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

- Administrative Assistant to Superintendent
- Bus Driver Instructor
- Custodian
- Health Assistant
- Health Assistant – Bilingual (Spanish) (2)
- Instructional Assistant I (2)
- Library Assistant
- Office Assistant – Bilingual (Spanish)
- Technology Specialist I (2)

New employees were processed into the following classifications:

- 2 – Cafeteria Lead Worker I
- 2 – Custodian
- 1 – Director of Fiscal Services
- 1 – Director of Transportation Services
- 1 – Food Service Assistant I
- 4 – Food Service Assistant I Substitute
- 3 – Instructional Assistant II
- 1 – Instructional Assistant II - Bilingual (Mandarin)
- 1 – Instructional Assistant II Substitute
- 1 – Personal Care Assistant
- 1 – Primary Intervention Assistant

Updates/Reminders:

- The District Office will be closed from Friday, December 23 to Monday, January 2, 2017 in observance of the winter holidays.
- The District is offering all classified employees paid Professional Development trainings during Winter Break on Thursday, January 5 and Friday, January 6, 2017. All classified staff are encouraged to attend.
- Personnel Commission staff attended the Mt. San Antonio College (SAC) Career Fair in October. All exhibitors were asked to fill out an evaluation form about the fair and regarding future interest in attending events at Mt. SAC. I have been invited to attend a Work Preparedness Conference for Mt. SAC students on Friday, February 10, ²⁰¹⁷ and look forward to representing Rowland USD at this event.
- The Annual Rowland Unified School District Holiday Boutique is being held on Thursday, December 8, 2016.

Ms. Joan Stiegelmar, Personnel Director, announced that Jim Burleson, Director of Transportation, started working on December 1, 2016, and Aubrey Craig, Director of Fiscal Services, started working on November 28, 2016.

PERSONNEL COMMISSION

A. Take action to appoint Ms. Sharon Fernandez to the Personnel Commission as the CSEA Appointee for a three year term from December 1, 2016 to December 1, 2019.

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

B. Oath of Office presented by Sabrina Lee to Sharon Fernandez, CSEA Appointee.

C. Take action to nominate and elect a Chairperson for the term from December 1, 2016 to December 1, 2017.

The Personnel Commission elected Judy Nieh as Chairperson for a one year term.

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

- D. Take action to nominate and elect a Vice-Chairperson for a one year term, from December 1, 2016 to December 1, 2017.

The Personnel Commission elected Sharon Fernandez as Vice-Chairperson for a one year term.

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

- E. Recommendation: To approve the minutes of the regular meeting of November 1, 2016.

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

ITEMS FOR DISCUSSION AND/OR ACTION

- A. Recommendation: To consider approving the advanced salary step placement request from Alex Flores, Assistant Superintendent – Administrative Services, to employ Applicant ID# 29497321 in the class of Director of Transportation Services at Step C of Range 93 on the District Leadership Team Schedule.

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

- B. Recommendation: To consider approving the advanced salary step placement request from Alex Flores, Assistant Superintendent – Administrative Services, to employ Applicant ID# 6705553 in the class of Director of Fiscal Services at Step E of Range 99 on the District Leadership Team Salary Schedule.

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

- C. Recommendation: To consider approving the revised job description for the classification of Security Officer.

Ms. Sabrina Lee, Personnel Commissioner, motioned to discuss the item. Ms. Fernandez seconded Ms. Lee's motion to discuss the item.

Ms. Lee stated that the job description does not detail the reporting structure within the job family for Security Officer. Ms. Stiegelmar stated that the position is in the School Police Officer job family, which also consists of Campus Aides and School Police Officers. Ms. Stiegelmar asked if Mr. Dennis Bixler, Assistant Superintendent – Human Resources, would like to address Ms. Lee's question. Mr. Bixler worked with Commission staff to revise the Security Officer class description. Ms. Sharon Carrillo, President-CSEA, requested to pull this item due to the need for further information.

Ms. Lee modified her motion to table the item for a future Personnel Commission meeting.

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

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

- a. Cook (D-16/17-25)
- b. Food Service Assistant III (D-16/17-26)
- c. Translator (Spanish) (D-16/17-27)
- d. Warehouse Supervisor (D-16/17-28)

Ms. Judy Nieh, Personnel Commissioner, noticed that the job bulletin for Cook and the exam review contained conflicting information regarding the working months. Ms. Nieh stated that the job bulletin indicated that the Cook position was 9.5 months, whereas the exam review specified that the position was 12 months.

Ms. Stiegelmar thanked Ms. Nieh for pointing out the discrepancy. Ms. Stiegelmar noted that the job bulletin went out with the correct information and that the exam review was for internal reference only and would be corrected in the minutes to reflect that the Cook position is a 9.5 month position.

E. The Personnel Commission received the results of the examinations held.

F. Recommendation: To ratify the following eligibility lists:

- a. Administrative Assistant to the Superintendent (D-16/17-19)
- b. Bus Driver Instructor (D-16/17-18)
- c. Health Assistant (D-16/17-11)
- d. Health Assistant – Bilingual (Spanish) (D-16/17-12)
- e. Instructional Assistant I (D-16/17-15)
- f. Library Assistant (D-16/17-13)
- g. Library Assistant – Bilingual (Spanish) (D-16/17-14)
- h. Office Assistant (D-16/17-08)
- i. Office Assistant – Bilingual (Spanish) (D-16/17-09)
- j. Office Assistant – Bilingual / Biliterate (Spanish) (D-16/17-10)

Ms. Sharon Fernandez, Personnel Commissioner, asked if the Bus Driver Instructor position would be flown again in the near future due to the fact that there were less than 3 names on the list. Ms. Jessica Landin, Personnel Analyst, stated that the Bus Driver Instructor is a single classification and that there was only one vacancy. Ms. Stiegelmar stated that the position is difficult to recruit for due to the amount of training and experience that is required. Ms. Stiegelmar stated that the recruitment was extended resulting in two qualified candidates with one of the candidates withdrawing from the interview. Ms. Landin shared that the vacancy was advertised in transportation specific organizations, such as the California Association of School Transportation Officials (CASTO). Ms. Stiegelmar stated that the hiring authority decided to move forward with interviews with one applicant on the list. Ms. Stiegelmar shared that the department was conducting their interviews today and could request the position to be flown again if the interviews were not successful.

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

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

- a. Custodian (D-15/16-55)
 - ID# 26224035 - PC Rule 6.1.10, 6.1.10.3
- b. Office Assistant (D-15/16-40)
 - ID# 24097871, ID# 4773621, ID# 26192519, ID# 25921188 - PC Rule 6.1.10, 6.1.10.1
- c. Risk Manager (D-15/16-62)
 - ID# 6777858 - PC Rule 6.1.10, 6.1.10.3

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

OTHER ITEMS

Ms. Nieh announced that the joint dinner meeting with CSEA, hosted by the Personnel Commission, would be held immediately after the regular meeting of December 6, 2016 at Macaroni Grill, Puente Hills East.

ADJOURNMENT

To adjourn meeting at 4:53 p.m.

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

Approved by: _____

Judy Nieh
Chair
Personnel Commission

Submitted by: _____

Joan Stiegelmar
Personnel Director
Personnel Commission

**THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED FOR TUESDAY,
JANUARY 10, 2017 AT 4:30 P.M., DISTRICT OFFICE – TESTING CENTER.**

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.