

**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
March 7, 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 audience members

3.6 Questions or input from Administration or District Management

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 February 7, 2017. (Ref. 6.1)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

7. ITEMS FOR DISCUSSION AND/OR ACTION - None

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. Career Vocational Assistant (D-16/17-36)
- b. Computer Lab Technician (D-16/17-33)
- c. Computer Lab Technician – Bilingual (Spanish) (D-16/17-34)
- d. Electrician (D-16/17-35)
- e. Food Service Assistant III (D-16/17-37)

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. Nutrition Service Operations Manager (D-16/17-29)
- b. School Bus Driver (D-16/17-30)
- c. Translator – Bilingual (Spanish) (D-16/17-27)
- d. Warehouse Supervisor (D-16/17-28)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

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

- a. Food Service Assistant III (D-16/17-26)
 - ID# 23669917 - PC Rule 6.1.10, 6.1.10.3
- b. Instructional Assistant II (D-15/16-65)
 - ID# 27559143 - PC Rule 6.1.10, 6.1.10.4
- c. Personal Care Assistant (D-16/17-20)
 - ID# 30455748– PC Rule 6.1.10, 6.1.10.4

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

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: _____

9. **THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED ON APRIL 11, 2017 AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.**

10. 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 FEBRUARY 7, 2017**

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 the Personnel Director, Joan Stiegelmar.

Members Present: Judy Nieh, Chair
Sharon Fernandez, Vice-Chair

Members Absent: Sabrina Lee, Member

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

APPROVAL OF THE AGENDA

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

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

Ms. Judy Nieh, Personnel Commissioner, motioned to remove item 8.4, Closed Session.

INTRODUCTION OF GUESTS

Belinda Anaya, Secretary, CSEA
Zepure Hacopian, Human Resources Director
Petra Briones, Special Education Teacher-RSP
Maria Barrios, District Receptionist – Bilingual (Spanish)
Mateo Buenaluz, Electronic Repair Technician
Rigo Jacobo, Stock Delivery Worker
Daniel Meneses, Stock Delivery Worker
Lucia Paredes, Office Assistant
Sarah Paredes, Senior Office Assistant - Bilingual / Biliterate (Spanish)
Leticia Scanlan, Building Services Assistant
Sandra Willing, Personnel Technician

Ms. Belinda Anaya, Secretary, CSEA, expressed that CSEA was disappointed with how high the pass point was set for the Warehouse Supervisor written exam. Ms. Anaya shared how unfortunate it is that current employees will not be able to promote due to not scoring high enough on the exam.

Mr. Rigo Jacobo, Stock Delivery Worker, expressed concern and discontentment with the results of the Warehouse Supervisor exam. Mr. Jacobo stated that current employees should have been given a promotional opportunity before opening the recruitment to the public. Mr. Jacobo stated that by opening the recruitment to the public, it decreased the chances for current employees to promote from within due to the large applicant pool. Mr. Jacobo thanked Ms. Stiegelmar and Ms. Landin for meeting with him in response to a letter of appeal that was submitted to the Personnel Commission.

Mr. Daniel Meneses, Stock Delivery Worker, shared that the current employees who took the Warehouse Supervisor exam are the best candidates due to knowing the position, achieving passing scores on the exam, and taking advantage of professional growth opportunities. Mr. Meneses shared that although they did not meet the pass point, they still achieved passing scores and feel that the opportunity to promote has been taken from them.

Mr. Jacobo shared that there should not be a time limit on recruiting for the position of Warehouse Supervisor. Mr. Jacobo stated that getting the right person in the right place is a priority.

Mr. Meneses stated that there was more competition for current employees due to the applications not being screened before inviting applicants to the exam. Mr. Meneses stated that if the applications were initially screened, competition could have been eliminated.

Ms. Sharon Fernandez, Personnel Commissioner, asked how many in-house applicants there were. Ms. Joan Stiegelmar, Personnel Director, stated that there are seven Stock Delivery Workers within the district. Ms. Nieh, stated that due to the item not being on the agenda, it would be more appropriate to discuss the matter when there is more information available or when the matter is properly placed on the agenda.

Ms. Leticia Scanlan, Building Services Assistant, expressed concerns regarding disciplinary actions that have been brought up against her by two different supervisors. Ms. Nieh asked for a copy of Ms. Scanlan's statements for the record and stated that Ms. Scanlan's concerns will be directed to the appropriate staff and department.

Ms. Sandra Willing, Personnel Technician, asked if the normal process for advertising a vacancy included updating the job description. Ms. Willing asked if the position of District Receptionist – Bilingual (Spanish) would be advertised due to her previously holding permanent status in the position. Ms. Willing also stated that her name is on the current transfer list for District Receptionist – Bilingual (Spanish). Ms. Stiegelmar stated that due to the item not being on the agenda, she would be happy to meet with Ms. Willing after the meeting to go over her questions. Ms. Nieh stated that due to not having information regarding this item she cannot speak to it, but can assure that the proper procedures would be followed to recruit for this position.

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

- Dispatcher/Scheduler
- Computer Lab Technician & Computer Lab Technician – Bilingual (Spanish)

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

- Cook – Technical Project / Structured Interview
- Executive Director of Facilities, Maintenance, Operations, and Construction – Training and Experience Evaluation
- Food Service Assistant III – Technical Project / Structured Interview
- Translator (Spanish) – Written Test / Technical Project / Structured Interview
- Warehouse Supervisor – Written Test

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

- Administrative Secretary
- Cook (2)
- Executive Director of Facilities, Maintenance, Operations, and Construction
- Food Service Assistant III (2)
- Instructional Assistant II
- Instructional Assistant II – Bilingual (Mandarin)

New employees were processed into the following classifications:

- 2 – Health Assistant (Substitute)
- 2 – Instructional Assistant I
- 2 – Library Assistant
- 1 – Office Assistant
- 7 – Office Assistant (Substitute)
- 1 – School Bus Driver
- 2 – Technology Specialist I

Updates/Reminders:

- Personnel Commission staff conducted a training for “Climbing the Career Ladder at RUSD” on Tuesday, January 24 from 4 p.m. to 6 p.m. This training was attended by 28 employees. Attendees learned how to prepare for an interview and were given valuable insight into the screening of applications, and the testing and interview process.
- The RUSD Showcase was held on Saturday, February 4 from 10 a.m. to 1 p.m. at the Rowland Heights Community Center. The Personnel Commission and Human Resources hosted a booth to advertise job vacancies and several attendees filled out interest cards for future vacancies at the event.
- On Friday, February 10, I will be attending an Employer Panel Work Preparedness Conference for Mt. Sac students. There will be six employers total and the employers will be asked questions about resumes, interviews, and what it is like to work in our industry, and the types of positions we have.
- The upcoming Annual Classified Employees Day, hosted by the Personnel Commission, will be held on Wednesday, May 17, 2017 from 11:30 to 2:30 p.m. and a BBQ lunch will be served.

PERSONNEL COMMISSION

A. Recommendation: To approve the minutes of the regular meeting of January 10, 2017.

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

ITEMS FOR DISCUSSION AND/OR ACTION

A. Recommendation: To consider approving the advanced salary step placement request from Maria Davila, Director of Nutrition Services, to employ Applicant ID# 11975325 in the class of Technology Specialist I at Step B of Range 26.5 on the Classified Salary Schedule.

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

B. Recommendation: To consider approving the advanced salary step placement request from Jim Burleson, Director of Transportation Services, to employ Applicant ID# 30486744 in the class of School Bus Driver at Step C of Range 19.5 on the Classified Salary Schedule.

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

C. Recommendation: To consider approving the advanced salary step placement request from Miriam Kim, Director of Education Services – Elementary, to employ Applicant ID# 21589999 in the class of Instructional Assistant I at Step C of Range 15 on the Classified Salary Schedule.

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

D. Recommendation: To consider approving the advanced salary step placement request from Karen Magana, Principal of Killian Elementary, to employ Applicant ID# 8821166 in the class of Library Assistant at Step C of Range 17 on the Classified Salary Schedule.

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

E. Recommendation: To consider approving the revised job description for the classification of Career Vocational Assistant.

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

F. Recommendation: To consider approving the revised job description for the classification of Electrician.

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

Mr. Mateo Bualuz, Electronic Repair Technician, asked if the class description for each job classification that works under the Mechanical Systems Supervisor will specify that they work under the direction of the Mechanical Systems Supervisor. Ms. Stiegelmar stated that when class descriptions are updated, they are made clearer by stating who the classification reports to.

Mr. Bualuz pointed out that under the "Examples of Duties" in the Electrician job description, there was a misspelled word. The word "swtiches" should be corrected to "switches". Mr. Bualuz brought up his concern regarding the use of a specific brand name in the "Skill In" section of the job description. Mr. Bualuz suggested that the brand name "Greenlee" be removed and replaced with "wire/cable puller". Ms. Jessica Landin, Personnel Analyst, shared that she had the same concern and discussed it with the Subject Matter Expert (SME), who felt it was important to leave the manufacturer name in the job description. Mr. Bualuz felt that by designating a manufacturer's name in the job description, it would limit the applicant pool for the position. Ms. Stiegelmar stated that the Personnel Commission generally tries to keep job descriptions broad and would be able to update the job description by eliminating the word "Greenlee" to read "...drills, saws, wire/cable pullers...". Ms. Judy Nieh, Personnel Commissioner, asked if Greenlee wire pullers required any special skills or training. Mr. Bualuz responded by stating that Greenlee does not give certifications to use their tools. Mr. Bualuz pointed out that Greenlee is a manufacturer that has been around for a long time, but there are other manufacturers that have wire/cable pullers that perform the same function. Ms. Landin stated that the wording in question in the proposed job description would not restrict a person from applying. Ms. Nieh asked Ms. Landin to review the suggestions in order to modify and broaden the job description. Ms. Landin stated that she will confer with the SME about the proposed changes and make sure the modifications are appropriate. Ms. Stiegelmar asked if the Commission would consider approving the class description with the current changes in order to open the Electrician position on Friday, February 10, 2017 due to the District's need for an Electrician. Ms. Stiegelmar stated that if the SME does not agree with the changes, the recommendation to revise the Electrician job classification will be brought back at the regular Personnel Commission meeting on March 7, 2017.

Ms. Nieh was concerned with the word "existing" contained in the job description under "Examples of Duties", stating that it could possibly confuse employees into thinking they would not have to work on buildings or with equipment that did not exist when they first started working. Ms. Nieh suggested that the word "existing" be removed from the job description to eliminate confusion.

The motion was modified to approve the class description with the proposed changes as long as Commission staff conferred with the Subject Matter Expert on the changes that were made.

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

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

a. Dispatcher/Scheduler (D-16/17-32)

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

I. Recommendation: To ratify the following eligibility lists:

- a. Cook (D-16/17-25)
- b. Executive Director of Facilities, Maintenance, Operations, and Construction (D-16/17-04)
- c. Food Service Assistant III (D16/17-26)
- d. Instructional Assistant II (D-16/17-21)
- e. Instructional Assistant II – Bilingual (Spanish) (D-16/17-22)
- f. Instructional Assistant II – Bilingual (Mandarin) (D-16/17-24)
- g. Instructional Assistant II – Bilingual / Biliterate (Spanish) (D-16/17-23)
- h. Personal Care Assistant (D-16/17-20)

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

Ms. Fernandez questioned the low number of active eligible applicants on the Instructional Assistant II – Bilingual/Biliterate (Spanish) eligibility list. Ms. Stiegelmar explained that the Instructional Assistant II – Bilingual /Biliterate (Spanish) position requires an additional competency of writing in Spanish. Ms. Stiegelmar explained that the recruitment for Instructional Assistant II – Bilingual / Biliterate (Spanish) was opened when the Instructional Assistant II and Instructional Assistant II – Bilingual (Spanish) recruitments were opened to create a list to fill future vacancies since the other two recruitments were being conducted.

ADJOURNMENT

To adjourn meeting at 5:16 p.m.

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

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, MARCH 7, 2017 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.