

**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
June 6, 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

<i>Motion by:</i> _____	<i>Vote:</i> Judy Nieh _____
<i>Second by:</i> _____	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 Commission staff's activities during the last month.

5. **HEARINGS** - None

6. **PERSONNEL COMMISSION**

6.1 Approve the minutes of the regular meeting of May 2, 2017. (Ref. 6.1)

<i>Motion by:</i> _____	<i>Vote:</i> Judy Nieh _____
<i>Second by:</i> _____	Sharon Fernandez _____
	Sabrina Lee _____

6.2 Approve the Personnel Commission's regular meeting schedule for 2017 – 2018. (Ref. 6.2)

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 Mari Bordona, Director of Student Services, to employ Applicant ID# 27068683 in the class of Health Assistant – Bilingual (Spanish) at Step E of Range 17.5 on the Classified Salary Schedule. (Ref. 7.1a) & (Ltd. Distr.)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

7.2 Class Specifications

a. Consider approving the revised job description for the classifications of School Office Manager and School Office Manager – Bilingual (Spanish). (Ref. 7.2a)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

7.3 Reclassification

a. Consider approving the reclassification of an Office Assistant – Bilingual (Spanish) position, and the current incumbent, to an Administrative Secretary. (Ref. 7.3a)

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-16/17-50)
- b. Custodian (D-16/17-47)
- c. Food Service Assistant I (D-16/17-48)
- d. Instructional Assistant II – Bilingual / Biliterate (Korean) D-16/17-54
- e. Instructional Assistant II – Bilingual (Mandarin) (D-16/17-52)
- f. Instructional Assistant II – Bilingual / Biliterate (Mandarin) (D-16/17-53)
- g. Lead Mechanic (D-16/17-49)
- h. Personal Care Assistant (D-16/17-51)

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. Grounds Maintenance Worker (P-16/17-39)
- b. School Bus Driver (P-16/17-30)
- c. Technology Specialist II (P-16/17-38)

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 JULY 11, 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 May 2, 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 Personnel Analyst, Jessica Landin.

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

Members Absent: Judy Nieh, Chair

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

Ms. Sabrina Lee, Personnel Commissioner, motioned to remove Item 9 - Closed Session. Ms. Sharon Fernandez, Personnel Commissioner, modified her motion to remove the Closed Session.

INTRODUCTION OF GUESTS

Dennis Bixler, Assistant Superintendent - Human Resources
Mary Casian, 1st Vice President, CSEA
Dolores Guerrero, 3rd Vice President, CSEA
Crystal Vahimarae, Personnel Technician
Lucia Paredes, Office Assistant

Ms. Dolores Guerrero, 3rd Vice President, CSEA shared that several School Office Managers have a concern regarding the qualifications for the School Office Manager classification. Ms. Guerrero referenced the education requirement, "An additional year of clerical experience at a level equivalent to that of Senior Office Assistant at Rowland Unified School District may be substituted for the required college coursework." Ms. Guerrero stated that the requirement should allow the Office Assistant, Senior Office Assistant, and Secretary classifications to qualify for the one year of clerical experience used to substitute for the required college coursework. Ms. Guerrero pointed out that there are not a lot of employees in the classification of Senior Office Assistant, so it is difficult for current employees to gain this experience. Ms. Guerrero also stated that the physical requirements should change from 25 lbs. to the requirement for the Senior Office Assistant requirement which is 15 lbs.

Ms. Joan Stiegelmar, Personnel Director, pointed out that there are two ways to meet the minimum requirement for education. An applicant may meet the minimum requirement by having a high school diploma or equivalent and one year of college or a high school diploma or equivalent and a year experience in the Senior Office Assistant position. Ms. Stiegelmar stated that the minimum requirement for experience is two years of clerical experience. Ms. Stiegelmar stated that there is not a current vacancy, but will bring information back to the next Personnel Commission meeting.

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

- Custodian
- Electrician
- Food Service Assistant I

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

- Administrative Secretary – Bilingual – Written Test
- Administrative Secretary – Written Test
- Grounds Maintenance Worker – Written Test, Structured Interview
- Technology Specialist II – Technical Project, Structured Interview

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

- Campus Aide
- Career/Vocational Assistant
- Computer Lab Technician
- Health Assistant – Bilingual (Spanish)
- Instructional Assistant II – Bilingual/Biliterate (Mandarin)

New employees were processed into the following classifications:

- 1 – Instructional Assistant II
- 1 – Instructional Assistant II Bilingual (Sp)
- 1 – Library Assistant Bilingual (Sp)

Updates/Reminders:

- Mt. San Antonio College Career and Transfer Services hosted a Career Fair on Tuesday, April 25, 2017. Staff from the Personnel Commission attended and passed out recruitment bulletins and information on how to fill out interest cards.
- The Rowland Unified School District Employee of the Year celebration will be held on Thursday, May 11 at 5:30 p.m. at the Diamond Bar Center.
- The Rowland Unified Classified Employee Dinner will be held on Friday, May 12, 2017 at the Royal Vista Golf Club in Walnut beginning at 5 p.m.
- The upcoming Annual Classified Employee Day, hosted by the Personnel Commission, will be held on Wednesday, May 17, 2017 from 11:30 a.m. to 2:30 p.m. RSVP's are coming in for this event and staff is busy with planning the event.

HEARINGS

The public hearing on the proposed Personnel Commission Budget for the Fiscal Year 2017 – 2018 opened at 4:42 p.m.

Ms. Stiegelmar summarized the proposed Personnel Commission Budget for the Fiscal Year 2017 – 2018. Ms. Stiegelmar specifically stated that the proposed funding for salaries and benefits totals were increased \$7,806 from the previous 2016 – 2017 budget. The increase is due to step in column increases for existing staff. Ms. Stiegelmar also pointed out that the budget for supplies and equipment replacement, operating expenses, equipment, and contingencies increased \$2,925 for replacement of outdated computers. The proposed increase in the PC budget for fiscal year 2017 – 2018 is \$10,731, which is a 1.6% overall increase.

Ms. Guerrero asked if the Personnel Commission Budget proposal reflected the budget for the Classification and Compensation study. Ms. Stiegelmar explained that the District agreed to pay for the Classification and Compensation study, therefore the funds for the study were not included in the Personnel Commission budget.

The public hearing on the proposed Personnel Commission Budget for the Fiscal Year 2017 – 2018 closed at 4:44 p.m.

PERSONNEL COMMISSION

A. Recommendation: To adopt the Personnel Commission Budget for 2017 – 2018.

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

B. Recommendation: To approve the minutes of the regular meeting of April 11, 2017.

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

C. The Personnel Commission received the draft of the Personnel Commission's meeting schedule for 2017 – 2018.

Ms. Stiegelmar stated that in fiscal year 2017-2018, the District Board meetings will be held on Thursdays at 6:00 p.m. There will no longer be a conflict in the meeting dates with the District Board and Personnel Commission meetings unless a special meeting is called.

ITEMS FOR DISCUSSION AND/OR ACTION

A. Recommendation: To consider approving the advanced salary step placement request from Jim Burleson, Director of Transportation Services, to employ Applicant ID# 15655833 in the class of School Bus Driver at Step E of Range 19.5 on the Classified Salary Schedule.

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

B. Recommendation: To consider approving the recommended reallocation request from Maria Amorim, Autism Specialist, of a vacant Instructional Assistant II Bilingual/Biliterate (Spanish) to Instructional Assistant II Bilingual (Spanish).

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

C. Recommendation: To consider approving the recommended reallocation request from Mari Bordona, Director of Student Services, of a vacant Health Assistant to Health Assistant – Bilingual (Spanish).

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

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

- a. Electrician (D-16/17-46)
- b. Instructional Assistant II (D-16/17-42)
- c. Instructional Assistant II – Bilingual (Spanish) (D-16/17-43)
- d. Instructional Assistant II – Bilingual/Biliterate (Spanish) (D-16/17-44)
- e. Instructional Assistant II – Bilingual /Biliterate (Korean) (D-16/17-45)
- f. School Bus Driver Trainee (0-03)

Ms. Lee asked for clarification regarding the School Bus Driver Trainee position and why no salary was advertised. Ms. Jessica Landin, Personnel Analyst, explained that the School Bus Driver Trainee was not an actual classification, but is a pilot program that creates a pool of qualified substitute School Bus Drivers. Ms. Lee stated that it seemed as though the School Bus Driver Trainee applicants pay their own fees. Ms. Landin confirmed that the School Bus Driver Trainee applicants would need to pay the fees related to becoming a School Bus Driver out of pocket to the DMV, CHP, Department of Transportation, and the Department of Justice.

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

F. Recommendation: To ratify the following eligibility lists:

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

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

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

- a. Campus Aide (D-15/16-50)
 - ID# 27734324 – PC Rule 6.1.10, 6.1.10.4
- b. Food Service Assistant I (D-15/16-71)
 - ID# 18468143 – PC Rule 6.1.10, 6.1.10.4
- c. Personal Care Assistant (D-16/17-20)
 - ID# 30234413 – PC Rule 6.1.10, 6.1.10.1

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

ADJOURNMENT

To adjourn meeting at 4:50 p.m.

Motion made by:	Sabrina Lee	Vote:	Judy Nieh	Absent
Seconded by:	Sharon Fernandez		Sharon Fernandez	Yes
			Sabrina Lee	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, June 6, 2017 AT 4:30 P.M., DISTRICT OFFICE – TESTING CENTER 2.

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.