

**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 11, 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 March 7, 2017. (Ref. 6.1)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

7. ITEMS FOR DISCUSSION AND/OR ACTION

7.1 Receive for information the proposed Personnel Commission budget for the 2017 – 2018 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 2, 2017.

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

7.3 Advanced Salary Step Placement

a. Consider approving the advanced salary step placement request from Aubrey Craig, Director of Fiscal Services, to employ Applicant ID# 6051154 in the class of Senior Account Clerk at Step B of Range 20.5 on the Classified Salary Schedule. (Ref. 7.3a) & (Ltd. Distr.)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

b. Consider approving the advanced salary step placement request from Silvia Rivas, Director of Special Projects, to employ Applicant ID# 16118356 in the class of Translator (Spanish) at Step C of Range 18.5 on the Classified Salary Schedule. (Ref. 7.3b) & (Ltd. Distr.)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

c. Consider approving the advanced salary step placement request from Scott Jensen, Director of Special Education, to employ Applicant ID# 21777287 in the class of Instructional Assistant II – Bilingual (Spanish) at Step B of Range 16.5 on the Classified Salary Schedule. (Ref. 7.3c) & (Ltd. Distr.)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

d. Consider approving the advanced salary step placement request from Mitch Brunyer, Principal of Rowland High School, to employ Applicant ID# 1124794 in the class of Office Assistant at Step E of Range 17 on the Classified Salary Schedule. (Ref. 7.3d) & (Ltd. Distr.)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

e. Consider approving the advanced salary step placement request from Scott Jensen, Director of Special Education, to employ Applicant ID# 30268837 in the class of Instructional Assistant II at Step E of Range 16 on the Classified Salary Schedule. (Ref. 7.3e) & (Ltd. Distr.)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

7.4 Classification Study and Review - Receive input from District administration and CSEA regarding the classification study for the following classifications: (Ref. 7.4a)

- a. Lead Mechanic
 - i. Establish the new classification of Lead Mechanic.
 - ii. Allocate 1 new position in the classification of Lead Mechanic.
 - iii. Place the new classification of Lead Mechanic in the Mechanical Repair Series. (Ref. 7.4 a)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

7.5 Class Specifications

- a. Adopt the proposed job description for the new classification of Lead Mechanic. (Ref. 7.5a)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

- b. Consider approving the revised job description for the classification of Electrician. (Ref. 7.5b)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

- c. Consider approving the revised job description for the classification of Cafeteria Lead Worker I. (Ref. 7.5c)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

- d. Consider approving the revised job description for the classification of Cafeteria Lead Worker II. (Ref. 7.5d)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

7.6 Salary Recommendations

- a. Consider approving the salary recommendation for the classification of Lead Mechanic, at Range 28 on the Classified Salary Schedule. (Ref. 7.6a)

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. Administrative Secretary (D-16/17-40)
- b. Administrative Secretary – Bilingual (Spanish) (D-16/17-41)

- c. Grounds Maintenance Worker (D-16/17-39)
- d. Technology Specialist II (D-16/17-38)

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. Dispatcher/Scheduler (D-16/17-32)
- b. Executive Director of Facilities, Maintenance, Operations and Construction (D-16/17-04)
- c. Reprographics Technician (D-16/17-31)
- d. School Bus Driver (D-16/17-30)

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 I (D-15/16-71)
 - ID# 28674157 – PC Rule 6.1.10, 6.1.10.4
- b. Food Service Assistant I (D-15/16-71)
 - ID#28877201 – PC Rule 6.1.10, 6.1.10.3
- c. Library Assistant – Bilingual (Spanish) (D-16/17-14)
 - ID# 29709712 – PC Rule 6.1.10, 6.1.10.4
- d. Senior Account Clerk (D-15/16-70)
 - ID# 8032884 – PC Rule 6.1.10, 6.1.10.3

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 MAY 2, 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 MARCH 7, 2017**

The meeting of the Personnel Commission of the Rowland Unified School District was called to order at 4:33 p.m., with the Pledge of Allegiance led by Personnel Commissioner, Sharon Fernandez.

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

Members Absent:

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:	Sabrina Lee		Sharon Fernandez	Yes
			Sabrina Lee	Yes

Ms. Judy Nieh, Personnel Commissioner, motioned to remove the 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

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

- Career Vocational Assistant
- Computer Lab Technician
- Computer Lab Technician – Bilingual (Spanish)
- Electrician
- Food Service Assistant III
- Technology Specialist II

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

- Dispatcher / Scheduler – Technical Project / Structured Interview
- Nutrition Service Operations Manager - Technical Project / Structured Interview
- Reprographics Technician – Technical Project / Structured Interview
- School Bus Driver – Performance Test
- Warehouse Supervisor – Technical Project / Structured Interview

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

- Campus Aide
- Dispatcher/Scheduler
- Food Service Assistant I (2)
- Grounds Construction Worker (Substitute)
- Health Assistant – Bilingual (Spanish) (2)
- Instructional Assistant II

- Instructional Assistant II – Bilingual (Spanish)
- Instructional Assistant II – Bilingual/Biliterate (Spanish)
- Library Assistant – Bilingual (Spanish)
- Nutrition Service Operations Manager
- Office Assistant
- Personal Care Assistant
- Reprographics Technician
- School Bus Driver (Substitute)
- Senior Account Clerk
- Translator
- Warehouse Supervisor

New employees were processed into the following classifications:

- 1 – Cook (Substitute)
- 1 – Executive Secretary
- 2 – Food Service Assistant III
- 1 – Instructional Assistant II
- 2 – Office Assistant (Substitute)
- 1 – Office Assistant – Bilingual (Spanish)
- 1 – Senior Account Clerk
- 1 – Translator (Substitute)

Updates/Reminders:

- On Wednesday, March 15, I will be attending the Annual Career Services Advisory meeting at Mount San Antonio College. This meeting will include Mt. SAC staff, faculty, students, and employer partners in a discussion about how to enhance career services for their students.
- **SAVE THE DATE!** The Rowland Unified School District Employee of the Year celebration will be held in Diamond Bar on Thursday, May 11. Detailed information will be coming soon.
- The Rowland Unified Classified Employee Dinner is going to be held on Friday, May 12, 2017 at the Royal Vista Golf Club in Walnut beginning at 5 p.m. Tickets are \$35.00 per person and RSVPs are due on April 14, 2017.
- 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. and a “Howdy Partner” themed BBQ lunch will be served.

Ms. Joan Stiegelmar, Personnel Director, shared that one of the new Personal Care Assistants was recruited as a result of the Personnel Commission staff participating in the Mount San Antonio College job fair in October, 2016.

PERSONNEL COMMISSION

A. Recommendation: To approve the minutes of the regular meeting of February 7, 2017.

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

ITEMS FOR DISCUSSION AND/OR ACTION - None

A. The Personnel Commission received 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)

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

C. Recommendation: To ratify the following eligibility lists:

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

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

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

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

ADJOURNMENT

To adjourn meeting at 4:43 p.m.

Motion made by:	Sharon Fernandez	Vote:	Judy Nieh	Yes
Seconded by:	Sabrina Lee		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, APRIL 11, 2017 AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.

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