

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

PLEASE CIRCULATE
July 12, 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 June 7, 2016. (Ref. 6.1)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Sharon Fernandez _____
Judy Nieh _____

7. ITEMS FOR DISCUSSION AND/OR ACTION

7.1 Advanced Salary Step Placement

- a. Consider approving the advanced salary step placement request from Silvia Rivas, Director of Special Projects, to employ Applicant ID# 27231167 in the class of Instructional Assistant II – Bilingual/Biliterate (Mandarin) at Step E of Range 17 on the Classified Salary Schedule. (Ref. 7.1a) & (Ltd. Distr.)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Sharon Fernandez _____
Judy Nieh _____

- b. Consider approving the advanced salary step placement request from Alex Flores, Assistant Superintendent – Administrative Services, to employ Applicant ID# 2385384 in the class of Senior Account Clerk at Step B of Range 20.5 on the Classified Salary Schedule. (Ref. 7.1b) & (Ltd. Distr.)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Sharon Fernandez _____
Judy Nieh _____

7.2 Reallocation

Consider approving the recommended reallocation request from Jennifer Kottke, Coordinator of Family Resource Center, of a vacant Primary Intervention Assistant - Bilingual (Spanish) to Primary Intervention Assistant. (Ref. 7.2)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Sharon Fernandez _____
Judy Nieh _____

7.3 Classification Study and Review – Receive input from District administration and CSEA regarding the classification study for the following classification: (Ref. 7.3)

Executive Director of Facilities, Maintenance, Operations, and Construction.

- i. Establish the new classification of Executive Director of Facilities, Maintenance, Operations, and Construction.
- ii. Allocate up to 1 new position to the classification of Executive Director of Facilities, Maintenance, Operations and Construction.
- iii. Place the new classification of Executive Director of Facilities, Maintenance, Operations and Construction in the Skilled Trade Series.

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Sharon Fernandez _____
Judy Nieh _____

7.4 Class Specifications

- a. Adopt the proposed job description for the new classification of Executive Director of Facilities, Maintenance, Operations, and Construction. (Ref. 7.4 a)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Sharon Fernandez _____
Judy Nieh _____

- b. Consider approving the revised job description for the classification of Director of Transportation Services. (Ref. 7.4 b)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Sharon Fernandez _____
Judy Nieh _____

- c. Consider approving the revised job description for the classification of Head Cook. (Ref. 7.4 c)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Sharon Fernandez _____
Judy Nieh _____

7.5 Salary Recommendations

- a. Consider approving the salary recommendation for the classification of Executive Director of Facilities, Maintenance, Operations and Construction at Range 101 on the District Leadership Team Schedule (Ref. 7.5 a)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Sharon Fernandez _____
Judy Nieh _____

- b. Consider approving the salary recommendation for the classification of Director of Transportation Services at Range 93 on the District Leadership Team Schedule. (Ref. 7.5 b)

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. Director of Fiscal Services (D-15/16-73)
- b. Food Service Assistant I (D-15/16-71)
- c. Instructional Assistant II (D-15/16-65)
- d. Instructional Assistant II – Bilingual (Mandarin) (D-15/16-68)
- e. Instructional Assistant II – Bilingual/Biliterate (Mandarin) (D-15/16-69)
- f. Instructional Assistant II – Bilingual (Spanish) (D-15/16-66)
- g. Instructional Assistant II – Bilingual/Biliterate (Spanish) (D-15/16-67)
- h. Personal Care Assistant (D-15/16-72)
- i. Senior Account Clerk (D-15/16-70)

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. Custodian (D-15/16-55)
- b. School Office Manager (D-15/16-57)
- c. School Office Manager – Bilingual (Spanish) (D-15/16-58)
- d. Secretary (D-15/16-59)
- e. Secretary – Bilingual (Spanish) (D-15/16-60)
- f. Senior Custodian (D-15/16-56)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Sharon Fernandez _____
Judy Nieh _____

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

- a. Instructional Assistant I (D-15/16-15)

- ID# 25451090 PC Rule 6.1.10, 6.1.10.6
- b. Instructional Assistant I (D-15/16-15)
 - ID# 24711803 PC Rule 6.1.10, 6.1.10.6
- c. Office Assistant – Bilingual (Spanish) (D-15/16-07)
 - ID# 9719481 PC Rule 6.1.10, 6.1.10.1
- d. Office Assistant – Bilingual (Spanish) (D-15/16-07)
 - ID# 25441845 PC Rule 6.1.10, 6.1.10.1
- e. Office Assistant – Bilingual (Spanish) (D-15/16-07)
 - ID# 24711803 PC Rule 6.1.10, 6.1.10.1

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 TUESDAY, AUGUST 2, 2016, AT 4:30 P.M., DISTRICT OFFICE – TESTING CENTER.**

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 JUNE 7, 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 the Personnel Director, Joan Stiegelmar.

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

Staff

Members Absent: Jessica Landin, Personnel Analyst

Staff Members Present: Joan Stiegelmar, Personnel Director
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

Alex Flores, Assistant Superintendent – Administrative Services
Dennis Bixler, Assistant Superintendent – Human Resources
Scott Jensen, Director of Special Education
Phil George, Director of Technology Services
Sharon Carrillo, President, CSEA
Belinda Anaya, 1st Vice President, CSEA
Dolores Guerrero, 3rd Vice President, CSEA
Teresa Mariscal, Treasurer, CSEA

Ms. Sharon Carrillo, President of CSEA, thanked and expressed appreciation for the Personnel Commission's 2016 Classified Employee Celebration Luncheon barbeque. Ms. Carrillo stated that the barbeque was extremely successful.

Ms. Dolores Guerrero, 3rd Vice President, asked if the classification and compensation study would be initiated at the beginning of the school year. Ms. Joan Stiegelmar, Personnel Director, explained that the contract submitted by the company that is selected to complete the classification and compensation study would need to be approved by the Board of Education at their August meeting. Ms. Carrillo stated that CSEA is looking for a quality company, not the lowest bidding company who may do inferior work in a short time period. Ms. Stiegelmar agreed and stated that the company that is selected must meet certain criteria and standards. Ms. Carrillo said that CSEA is getting feedback regarding companies that other districts have hired for their classification and compensation study. Ms. Stiegelmar asked that CSEA provide her with the information that is gathered regarding the companies they research. Ms. Stiegelmar also stated that a reference check will be part of the bid process. Ms. Sharon Fernandez, Personnel Commissioner, noted that the District would like to complete the study within a year, and commented that in her experience a year is a short amount of time to complete a study.

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:

Promotional Recruitments

- Career Vocational Assistant
- Maintenance Worker

Open/Promotional Recruitments

- Instructional Assistant II
- Instructional Assistant II – Bilingual (Spanish)
- Instructional Assistant II – Bilingual / Biliterate (Spanish)
- Instructional Assistant II – Bilingual (Mandarin)
- Instructional Assistant II – Bilingual / Biliterate (Mandarin)

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

- Health Assistant / Health Assistant – Bilingual (Spanish) – Structured Interview
- High School Cafeteria Supervisor – Structured Interview
- School Bus Driver – Performance Exam
- School Office Manager – Computer Performance Test
- School Office Manager – Bilingual (Spanish) – Computer Performance Test
- Secretary – Written Test / Computer Performance Test
- Secretary – Bilingual (Spanish) – Written Test / Computer Performance Test
- Stock Delivery Worker – Structured Interview

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

- Campus Aide (4 positions)
- Community Liaison – Bilingual (Spanish)
- Health Assistant – Bilingual (Spanish)
- Health Assistant – Substitute
- High School Cafeteria Supervisor
- Instructional Assistant II (4 positions)
- Instructional Assistant II – Bilingual (Mandarin) (2 positions)
- Office Assistant – Bilingual (Spanish)
- School Bus Driver
- Stock Delivery Worker – Substitute

New employees were processed into the following classifications:

- 1 – Cafeteria Lead Worker I
- 3 – Food Service Assistant I
- 1 – Grounds Maintenance Worker
- 1 – Office Assistant - Substitute
- 1 – Office Assistant – Bilingual/Biliterate (Spanish)
- 1 – School Police Officer
- 4 – Technology Specialist I

Updates/Reminders:

- The Annual Classified Employees Celebration hosted by the Personnel Commission in May was an amazing success. I want to thank our sponsors: SchoolsFirst, Chaffey Federal Credit Union, Credit Union of SoCal, Sam's Club, Costco, Colima Burger, and all three Commissioners for their monetary donations to this event. We were able to serve over 300 lunches in three hours thanks to the help of CSEA, Personnel Commission staff, Technology, David Malkin, Danny Gomez, John Fernandez, Jim Stiegelmar, and staff from the Human Resources department. I also want to thank the Nutrition Services department for their support and help in transporting the food from the Food Center to the District Office. Congratulations to Estella Hernandez, the winner of the iPad mini 4. She is an Instructional Assistant II at Villacorta.
- The summer hour schedule began yesterday and the District Office will be open Monday – Thursday from 7 a.m. to 5:30 p.m. until Thursday, July 21. However, during the week of July 4 the hours of operation will be 8 a.m. to 4:30 p.m. from July 5 to July 8.
- Congratulations to Sharon Carrillo, CSEA President, who completed the CSPCA Merit Academy in May, 2016.

Ms. Carrillo stated that she learned a lot from the CSPCA Merit Academy and was very happy that she was able to attend.

PERSONNEL COMMISSION

A. Recommendation: To approve the minutes of the regular meeting of May 9, 2016.

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

B. Recommendation: To approve the Personnel Commission's regular meeting schedule for 2016-2017.

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

Ms. Stiegelmar noted that the April 4, 2017 meeting was moved to April 11, 2017 due to Spring Break.

ITEMS FOR DISCUSSION AND/OR ACTION

A. Recommendation: To consider approving the advanced salary step placement request from Don Fernald, Chief of Police, to employ Applicant ID 26320438 in the class of School Police Officer at Step E of Range 22.5 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 reallocation of a vacant Office Assistant - Bilingual/Biliterate (Spanish) to Office Assistant - Bilingual (Spanish).

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

Ms. Fernandez inquired about the principal and site that was requesting the reallocation. Ms. Sabrina Lee, Personnel Commissioner, stated that the request was coming from Dr. Michael Hoon, Principal of Hollingworth.

Ms. Judy Nieh, Personnel Commissioner, asked about the difference in pay for the position. Ms. Low stated that the difference is a 2.5% reduction. Ms. Nieh noted that the agenda presents the position as an Office Assistant - Bilingual/Bilingual (Spanish) and should state Office Assistant - Bilingual/Biliterate (Spanish).

C. Recommendation: To receive input from District administration and CSEA, regarding the classification study for the Speech-Language Pathology Assistant classification.

- a. Establish the new classification of Speech-Language Pathology Assistant
- b. Allocate 1 new position in the classification of Speech-Language Pathology Assistant
- c. Place the new classification of Speech-Language Pathology Assistant in the School Instructional and Auxiliary Services Series

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

Mr. Scott Jensen, Director of Special Education, spoke about the position and the need for the Speech-Language Pathology Assistant (SLPA). Mr. Jensen stated that Rowland Unified School District is one of the few districts that does not have a SLPA job classification. He explained that the focus will be elementary schools with a Special Day class.

Ms. Carrillo asked if one SLPA would be sufficient to service the elementary schools. Mr. Jensen stated that the Speech-Language Pathologist's service to the students is not based off of the number of

students being seen, but how often a student is seen and the types of services the student requires. Mr. Jensen said this a great place to start. As the year progresses, the position will be observed to see where it can be modified, and utilized in the future. Recommendations can be made on how to move forward with the position for the 2017-2018 school year.

Ms. Nieh asked for an example of the difference between the services provided by a Speech-Language Pathologist versus a Speech-Language Pathology Assistant. Mr. Jensen stated that the SLPA would assist the Speech-Language Pathologist with services, collecting data, taking observational notes, organizing data, and assisting with preparing materials for Individual Education Programs (IEPs).

Ms. Fernandez asked who would be supervising the SLPA. Mr. Jensen stated that the SLPA will report to the Special Education department at the District office.

- D. Recommendation: To adopt the proposed job description for the new classification of Speech-Language Pathology Assistant.

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

Ms. Fernandez pointed out that the "i" in Individual Educational Program, Ref. 7.4, Page 1 of Page 5, on the SLPA job description should be capitalized.

- E. Recommendation: To consider approving the salary recommendation for the Speech-Language Pathology Assistant at Range 24.5 on the Classified Salary Schedule.

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

Ms. Lee pointed out that twelve comparable local school districts were researched in regards to recommending a salary range.

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

- a. Accounting Manager (D-15/16-61)
- b. Career Vocational Assistant (D-15/16-63)
- c. Maintenance Worker (D-15/16-64)
- d. Risk Manager (D-15/16-62)

- G. The Personnel Commission received the results of the examinations held.

- H. Recommendation: To ratify the following eligibility lists:

- a. Health Assistant (D-15/16-52)
- b. Health Assistant - Bilingual (Spanish) (D-15/16-53)
- c. High School Cafeteria Supervisor (D-15/16-51)
- d. School Bus Driver (O-15/16-32)
- e. Stock Delivery Worker (D-15/16-54)

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

Ms. Fernandez pointed out that the Stock Delivery Worker recruitment is an example of work that is being completed, but the number of those placed on the eligibility list does not reflect the amount of work that is actually being accomplished.

Ms. Lee stated that there is only one School Bus Driver on the eligibility list. Ms. Stiegelmar stated that as soon as an applicant is qualified, they complete the performance test and if they pass, their name is placed on the eligibility list. Ms. Stiegelmar stated that the list is continuous.

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

- a. Administrative Secretary (D-15/16-42)
 - ID# 48251 PC Rule 6.1.10, 6.1.10.6

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

Ms. Nieh asked if names are periodically removed from the eligibility list. Ms. Stiegelmar stated that names are removed in accordance with the rules and regulations in order to allow the hiring authority to interview a total of three ranks that are willing and ready to accept the position.

Ms. Nieh asked how long a list is good for and if an applicant is notified that their name is being removed from an eligibility list.

Ms. Stiegelmar stated that a list is typically good for one year. Ms. Stiegelmar confirmed that applicants are informed via NEOGOV first, and then a letter is mailed regarding their name being removed from an eligibility list.

J. ADJOURNMENT - To adjourn the meeting at 5:10 p.m.

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

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, JULY 12, 2016 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.