

**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**  
**September 6, 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 August 2, 2016. (Ref. 6.1)

*Motion by:* \_\_\_\_\_  
*Second by:* \_\_\_\_\_

*Vote: Sharon Fernandez* \_\_\_\_\_  
*Judy Nieh* \_\_\_\_\_

6.2 Receive the draft of the Personnel Commission's Annual Report for 2015-2016 school year and consider approving the report for distribution. (Ref. 6.2 Ltd. Distr.)

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 Jennifer Kottke, Coordinator of Family Resource Center, to employ Applicant ID# 8057270 in the class of Community Liaison – Bilingual (Spanish) at Step E of Range 17.5 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 Mitch Brunyer, Principal of Rowland High School, to employ Applicant ID# 14536505 in the class of Library Technician at Step B of Range 19 on the Classified Salary Schedule. (Ref. 7.1b) & (Ltd. Distr.)

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

Vote: Sabrina Lee \_\_\_\_\_  
Sharon Fernandez \_\_\_\_\_  
Judy Nieh \_\_\_\_\_

c. Consider approving the advanced salary step placement request from Mitch Brunyer, Principal of Rowland High School, to employ Applicant ID# 26603415 in the class of Instructional Assistant II Bilingual/Biliterate (Korean) at Step B of Range 17 on the Classified Salary Schedule. (Ref. 7.1c) & (Ltd. Distr.)

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

Vote: Sabrina Lee \_\_\_\_\_  
Sharon Fernandez \_\_\_\_\_  
Judy Nieh \_\_\_\_\_

d. Consider approving the advanced salary step placement request from Phil George, Director of Technology Services, to employ Applicant ID# 26487765 in the class of Technology Specialist I at Step B of Range 26.5 on the Classified Salary Schedule. (Ref. 7.1d) & (Ltd. Distr.)

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

Vote: Sabrina Lee \_\_\_\_\_  
Sharon Fernandez \_\_\_\_\_  
Judy Nieh \_\_\_\_\_

e. Consider approving the advanced salary step placement request from Carlos Ochoa, Principal of Giano Intermediate School, to employ Applicant ID# 25672247 in the class of Secretary – Bilingual (Spanish) at Step B of Range 20 on the Classified Salary Schedule. (Ref. 7.1e) & (Ltd. Distr.)

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

Vote: Sabrina Lee \_\_\_\_\_  
Sharon Fernandez \_\_\_\_\_  
Judy Nieh \_\_\_\_\_

- f. Consider approving the advanced salary step placement request from Mitch Brunyer, Principal of Rowland High School, to employ Applicant ID# 26035211 in the class of Office Assistant at Step E of Range 17 on the Classified Salary Schedule. (Ref. 7.1f) & (Ltd. Distr.)

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

Vote: Sabrina Lee \_\_\_\_\_  
Sharon Fernandez \_\_\_\_\_  
Judy Nieh \_\_\_\_\_

- g. Consider approving the advanced salary step placement request from Alex Flores, Assistant Superintendent – Administrative Services, to employ Applicant ID# 28866531 in the class of School Bus Driver at Step D of Range 19.5 on the Classified Salary Schedule. (Ref. 7.1g) & (Ltd. Distr.)

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

Vote: Sabrina Lee \_\_\_\_\_  
Sharon Fernandez \_\_\_\_\_  
Judy Nieh \_\_\_\_\_

7.2 Class Specifications

- a. Consider approving the revised job description for the classification of Nutrition Service Operations Manager (Ref. 7.2)

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 Transportation Services (D-16/17-03)
- b. Executive Director of Facilities, Maintenance, Operations, and Construction (D-16/17-04)
- c. Executive Secretary (D-16/17-05)
- d. Head Cook (D-16/17-06)

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. Director of Fiscal Services (D-15/16-73)
- b. Food Service Assistant I (D-15/16-71)
- c. Instructional Assistant II – Bilingual (Spanish) (D-15/16-66)
- d. Instructional Assistant II – Bilingual/Biliterate (Spanish) (D-15/16-67)
- e. Instructional Assistant II (D-15/16-65)
- f. Personal Care Assistant (D-15/16-72)
- g. Speech Language Pathology Assistant (D-16/17-02)

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 lists: (Ref. 8.4)

- a. Office Assistant (D-15/16-40)
  - ID# 1970746 and ID# 24711803 - PC Rule 6.1.10, 6.1.10.4
- b. Technology Specialist I (D-15/16-30)
  - ID# 18251138 - PC Rule 6.1.10, 6.1.10.4
- c. Community Liaison-Bilingual (Spanish) (D-15/16-48)
  - ID# 6275730 - PC Rule 6.1.10, 6.1.10.4

- d. Library Technician (D-15/16-49)
  - ID# 27357232 - PC Rule 6.1.10, 6.1.10.3
- e. Cafeteria Lead Worker I (D-15/16-46)
  - ID# 27423438 - PC Rule 6.1.10, 6.1.10.4
- f. Cafeteria Lead Worker I (D-15/16-09)
  - ID# 21524435 - PC Rule 6.1.10, 6.1.10.1
- g. Technology Specialist I (D-15/16-30)
  - ID# 26397673 - PC Rule 6.1.10, 6.1.10.1
- h. Custodian (D-15/16-55)
  - ID# 26765079 - PC Rule 6.1.10, 6.1.10.3

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)
- Public Employee Discipline/Dismissal/Release - Government Code 54957

Time Recessed: \_\_\_\_\_ Time Reconvened to Open Session: \_\_\_\_\_

10. **THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED ON OCTOBER 4, 2016, AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.**

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 AUGUST 2, 2016**

The meeting of the Personnel Commission of the Rowland Unified School District was called to order at 4:31 p.m., with the Pledge of Allegiance led by the Personnel Commissioner, Sharon Fernandez.

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

Members Absent: Sabrina Lee, 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 submitted.

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

**INTRODUCTION OF GUESTS**

Dr. Julie Mitchell, Superintendent  
Dennis Bixler, Assistant Superintendent – Human Resources  
Scott Jensen, Director of Special Education  
Dolores Guerrero, 3<sup>rd</sup> Vice President, CSEA  
Teresa Mariscal, Treasurer, CSEA  
Roy Humphreys, Community Member

Dr. Julie Mitchell, Superintendent, shared that the Classified Employee Welcome Back event will be held on Friday, August 19, 2016. Employees may choose to attend one of the two sessions held at 10:00 a.m. and 3:00 p.m. at the Rowland Heights Community Center. The Certificated Employee Welcome Back event will be held on Thursday, August 11, 2016 at 8:00 a.m. at the Diamond Bar Community Center. Dr. Mitchell shared that the Commissioners are welcomed to attend these events.

Ms. Dolores Guerrero, 3<sup>rd</sup> Vice President, CSEA, shared that she will be temporarily handling the Professional Growth committee.

**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

- Cafeteria Lead Worker I
- Director of Transportation Services
- Executive Director of Facilities, Maintenance, Operations, and Construction
- Executive Secretary
- Head Cook
- School Bus Driver

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

- Maintenance Worker – Written Test
- Instructional Assistant II – Written Test
- Instructional Assistant II – Bilingual (Spanish) – Written Test
- Instructional Assistant II – Bilingual/Biliterate (Spanish) – Written Test
- Senior Account Clerk – Written Test

- Food Service Assistant I – Written Test
- Personal Care Assistant – Structured Interview

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

- Career Vocational Assistant
- Locker Room Attendant (Female)
- Office Assistant
- Secretary

New employees were processed into the following classifications:

- 1 – Community Liaison – Bilingual (Spanish)
- 1 – Custodian Substitute
- 1 – Food Service Assistant I
- 1 – Health Assistant
- 1 – Health Assistant Substitute
- 1 – High School Cafeteria Supervisor
- 1 – Instructional Assistant I
- 1 – Library Technician
- 1 – Personal Care Assistant
- 1 – School Bus Driver
- 1 – Senior Account Clerk

Updates/Reminders:

The request for proposal for the Classification and Compensation study was due on August 1, 2016. The bids will be reviewed for content and evaluated based on certain criteria. The recommended firm will be submitted to the Board of Education before the September 13, 2016 Board meeting.

A Welcome Back meeting will be held for Classified Staff on Friday, August 19, 2016.

### **PERSONNEL COMMISSION**

A. Recommendation: To approve the minutes of the regular meeting of July 12, 2016.

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

### **ITEMS FOR DISCUSSION AND/OR ACTION**

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

- Cafeteria Lead Worker I (D-16/17-07)
- Director of Transportation Services (D-16/17-03)
- Executive Director of Facilities, Maintenance, Operations, and Construction (D-16/17-04)
- Executive Secretary (D-16/17-05)
- Head Cook (D-16/17-06)
- School Bus Driver (D-16/17-01)
- Speech Language Pathology Assistant (D-16/17-02)

Ms. Guerrero asked if any Health Assistants were hired. Ms. Stiegelmar stated that a regular and a substitute Health Assistant was hired.

Ms. Guerrero stated that there are three requisitions that are missing and asked if there was an eligibility list, or if the Personnel Commission would have to recruit for Health Assistants. Ms. Stiegelmar stated that the Personnel Commission office does not have any requisitions for Health Assistant, and she would look into the matter. Ms. Stiegelmar stated that there is a current eligibility list for Health Assistant. Ms. Guerrero stated concerns with starting the school year with a shortage of Health Assistants.

Ms. Sharon Fenandez, Personnel Commissioner, asked if schedules change every year for the Health

Assistants and if this could be why the requisitions are missing. Ms. Guerrero stated that there were changes made.

Mr. Dennis Bixler, Assistant Superintendent – Human Resources, stated that Pupil Services is in the process of adding positions.

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

C. Recommendation: To ratify the following eligibility lists:

- a. Career Vocational Assistant (D-15/16-63)
- b. Risk Manager (D-15/16-62)
- c. School Bus Driver (D-16/17-01)

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

D. CLOSED SESSION- Recessed to Closed Session to discuss: Employee Performance Evaluation – Personnel Director [Government Code 54954.5 (e)] and Public Employee Discipline/Dismissal/Release [Government Code 54957]

Recessed to Closed Session at 4:42 p.m.  
Reconvened to Open Session at 5:30 p.m.

The presiding Chairperson, Sharon Fernandez, Vice-Chair, reported that during Closed Session the Commission did not take any action, and had nothing to report out from their closed session.

**ADJOURNMENT**

To adjourn meeting at 5:31 p.m.

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

Approved by: \_\_\_\_\_  
Sharon Fernandez  
Vice Chair  
Personnel Commission

Submitted by: \_\_\_\_\_  
Joan Stiegelmar  
Personnel Director  
Personnel Commission

**THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED FOR TUESDAY, SEPTEMBER 6, 2016 AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.**

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