

**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
November 1, 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 October 4, 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 Annette Ramirez, Principal of Ybarra, to employ Applicant ID# 14309837 in the class of Instructional Assistant II at Step B of Range 16 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# 18573081 in the class of Maintenance Worker at Step C of Range 21 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 George Herrera, Principal of Villacorta, to employ Applicant ID# 28445855 in the class of Instructional Assistant II - Bilingual (Spanish) at Step B of Range 16.5 on the Classified Salary Schedule. (Ref. 7.1c) & (Ltd. Distr.)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Sharon Fernandez _____
Judy Nieh _____

7.2 Classification Study and Review – Receive input from District administration and CSEA regarding the classification study for the following classification: (Ref. 7.2a)

- a. Reprographics Technician
- i. Consider establishing the new classification of Reprographics Technician.
 - ii. Consider allocating 1 new position to the classification of Reprographics Technician.
 - iii. Consider placing the new classification of Reprographics Technician in the Reprographics series.

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Sharon Fernandez _____
Judy Nieh _____

7.3 Class Specifications

- a. Consider adopting the proposed job description for the new classification of Reprographics Technician. (Ref. 7.3a)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Sharon Fernandez _____
Judy Nieh _____

- b. Consider approving the revised job description for the classification of Dispatcher/Scheduler. (Ref. 7.3b)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Sharon Fernandez _____
Judy Nieh _____

- c. Consider approving the revised job description for the classification of Warehouse Supervisor. (Ref. 7.3c)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Sharon Fernandez _____
Judy Nieh _____

- d. Consider approving the revised job description for the classification of Food Service Assistant III. (Ref. 7.3d)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Sharon Fernandez _____
Judy Nieh _____

- e. Consider approving the revised job description for the classification of Cook. (Ref. 7.3e)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Sharon Fernandez _____
Judy Nieh _____

7.4 Salary Recommendations

- a. Consider approving the salary recommendation for the classification of Reprographics Technician, at Range 18.5 on the Classified Salary Schedule. (Ref. 7.4a)

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. Administrative Assistant to the Superintendent (D-16/17-19)
- b. Bus Driver Instructor (D-16/17-18)
- c. Executive Secretary (D-16/17-17)
- d. Instructional Assistant II – Bilingual (Mandarin) (D-16/17-24)
- e. Instructional Assistant II – Bilingual (Spanish) (D-16/17-22)
- f. Instructional Assistant II – Bilingual/Biliterate (Spanish) (D-16/17-23)
- g. Instructional Assistant II (D-16/17-21)
- h. Personal Care Assistant (D-16/17-20)

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. Cafeteria Lead Worker I (D-16/17-07)
- b. Director of Fiscal Services (D-15/16-73)
- c. Director of Transportation Services (D-16/17-03)
- d. Executive Director of Facilities, Maintenance, Operations, and Construction (D-16/17-04)
- e. Head Cook (D-16/17-06)

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. Personal Care Assistant (D-15/16-72)
 - ID# 26180067 – PC Rule 6.1.10, 6.1.10.6

- b. Office Assistant (D-15/16-6,40)
 - ID# 9719481, ID# 25930208- PC Rule 6.1.10, 6.1.10.3, 6.1.10.4
- c. Instructional Assistant II (D-15/16-35)
 - ID# 24689904 - PC Rule 6.1.10, 6.1.10.3
- d. Instructional Assistant II – Bilingual (Mandarin) (D-15/16-68)
 - ID# 27157185 - PC Rule 6.1.10, 6.1.10.6

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 DECEMBER 6, 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 OCTOBER 4, 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: Sabrina Lee, Chair
Sharon Fernandez, Vice-Chair
Judy Nieh, Member

Members Absent: Andrea Low, Sr. Personnel Technician

Staff Members Present: Joan Stiegelmar, Personnel Director
Jessica Landin, Personnel Analyst

APPROVAL OF THE AGENDA

Ms. Lee announced the removal of agenda Item 9 – Closed Session.

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

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

INTRODUCTION OF GUESTS

Zepure Hacopian, Director of Human Resources
Lucia Paredes, Office Assistant
Roy Humphreys, Community Member

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

- Bus Driver Instructor
- Director of Fiscal Services
- Executive Secretary
- Instructional Assistant I
- Library Assistant
- Library Assistant – Bilingual (Spanish)
- Nutrition Service Operations Manager

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

- Cafeteria Lead Worker I – Written Test and Structured Interview
- Head Cook – Performance Test/Structured Interview
- Director of Transportation Services – Training and Experience Evaluation
- Executive Director of Facilities, Maintenance, Operations, and Construction – Training and Experience Evaluation

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

- Cafeteria Lead Worker I
- Executive Director of Facilities, Maintenance, Operations, and Construction
- Food Service Assistant I
- Maintenance Worker
- Instructional Assistant II
- Instructional Assistant II – Bilingual (Spanish)

- Instructional Assistant II – Bilingual (Mandarin)
- Office Assistant
- Personal Care Assistant
- School Office Manager
- Senior Account Clerk
- Senior Account Clerk – Substitute

New employees were processed into the following classifications:

- 1 – Community Assistant
- 2 – Health Assistant
- 1 – Secretary – Substitute
- 1 – Secretary – Bilingual (Spanish)
- 1 – Senior Account Clerk – Substitute
- 1 – Technology Specialist I – Substitute

Updates/Reminders:

- The Personnel Commission staff worked with the Special Education department and Principals to coordinate group interviews for the classifications of Instructional Assistant II and Personal Care Assistant in September. After the interview process, 14 applicants were selected for the Instructional Assistant II vacancies and 5 applicants were selected for the Personal Care Assistant vacancies. Staff is working on gathering the reference check forms, offering jobs to these applicants, and completing the employee processing. This was a definite team effort!
- The Annual Report for the Personnel Commission was distributed throughout the District on Friday, September 30. The report is also posted on the Personnel Commission website.
- Our District will participate in the Great Shake Out on Thursday, October 20, 2016.
- Mt. San Antonio College Career and Transfer Services will be hosting a Career Fair on Tuesday, October 25, 2016 from 10 a.m. to 1 p.m. Staff from the Personnel Commission will be attending and will be passing out recruitment bulletins and information on how to fill out interest cards for future openings.
- The 2016 Annual Conference for the Personnel Testing Council of Southern California will be held in Alhambra on Thursday, November 3, 2016. The theme is “Building an Effective Workforce for the Future” and Ms. Landin and Ms. Stiegelmar will be attending the one day conference.
- The 2017 Statewide CSPCA Annual Conference is scheduled for January 26 – 29, 2017 in Northern California. Registration information will be forthcoming next month.

Ms. Sabrina Lee, Personnel Commissioner, asked for clarification regarding interest cards. Ms. Joan Stiegelmar, Personnel Director, explained that interest cards allow a person who is interested in a particular position to complete an interest card online and be notified via email when that position is opened.

PERSONNEL COMMISSION

A. Recommendation: To approve the minutes of the regular meeting of September 6, 2016.

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

B. Recommendation: To approve the minutes of the special meeting of September 20, 2016.

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

C. The Personnel Commission received for information, the expiration of term of office for Commissioner Sharon Fernandez, and her interest in reappointment for a three-year term.

Ms. Stiegelmar shared that she notified Dr. Julie Mitchell, Superintendent, Angelena Pride, Board President, and Sharon Carrillo, CSEA President, of Sharon Fernandez's interest in being reappointed to the Personnel Commission as the CSEA Appointee. Ms. Stiegelmar shared that CSEA would be voting on reappointing Ms. Fernandez at their next chapter meeting.

ITEMS FOR DISCUSSION AND/OR ACTION

- A. Recommendation: To consider approving the advanced salary step placement request from Scott Jensen, Director of Special Education, to employ Applicant ID# 29217332 in the class of Speech-Language Pathology Assistant at Step B of Range 24.5 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 advanced salary step placement request from Mitch Brunyer, Principal of Rowland High School, to employ Applicant ID# 9699445 in the class of Senior Account Clerk at Step E of Range 20.5 on the Classified Salary Schedule.

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

- C. Recommendation: To consider approving the advanced salary step placement request from Mitch Brunyer, Principal of Rowland High School, to employ Applicant ID# 18166883 in the class of Office Assistant at Step E of Range 17 on the Classified Salary Schedule.

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

- D. Recommendation: To 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.

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

Ms. Judy Nieh, Personnel Commissioner asked what the ratio was between bilingual and non bilingual staff to students that are served at the Family Resource Center. Ms. Stiegelmar stated that she would get this information from Ms. Kottke. Ms. Fernandez asked Ms. Stiegelmar to find out what site this position is located.

- E. Recommendation: To consider approving the recommended reallocation request from Scott Jensen, Director of Special Education, of a vacant Instructional Assistant II – Bilingual (Spanish) to Instructional Assistant II – Bilingual / Biliterate (Spanish).

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

Ms. Nieh asked for more information regarding the need for the position of Instructional Assistant II – Bilingual (Spanish) to be reallocated to Instructional Assistant II – Bilingual / Biliterate (Spanish). Ms. Fernandez asked what the Instructional Assistant will have to write. Ms. Jessica Landin, Personnel Analyst, stated that the Instructional Assistant II – Bilingual / Biliterate (Spanish) positions help communicate classroom information to the parents with flyers and notes.

Ms. Stiegelmar stated that future reallocations will include more information, which will justify the need to reallocate a position.

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

- a. Health Assistant (D-16/17-11)
- b. Health Assistant – Bilingual (Spanish) (D-16/17-12)
- c. Instructional Assistant I (D-16/17-15)
- d. Library Assistant (D-16/17-13)
- e. Library Assistant – Bilingual (Spanish) (D-16/17-14)
- f. Nutrition Service Operations Manager (D-16/17-16)
- g. Office Assistant (D-16/17-08)
- h. Office Assistant – Bilingual (Spanish) (D-16/17-09)
- i. Office Assistant – Bilingual / Biliterate (Spanish) (D-16/17-10)

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

H. Recommendation: To ratify the following eligibility lists:

- a. Executive Director of Facilities, Maintenance, Operations, and Construction (D-16/17-04)
- b. Instructional Assistant II – Bilingual (Mandarin) (D-15/16-68)
- c. Instructional Assistant II – Bilingual/Biliterate (Mandarin) (D-15/16-69)
- d. Maintenance Worker (D-15/16-64)
- e. Senior Account Clerk (D-15/16-70)

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

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

- a. Campus Aide (D-15/16-50)
 - ID# 10919910 - PC Rule 6.1.10, 6.1.10.6
- b. Food Services Assistant I (D-15/16-45)
 - ID# 6249428 and ID# 27133020 - PC Rule 6.1.10, 6.1.10.6
- c. Health Assistant (D-15/16-52)
 - ID# 27641976 - PC Rule 6.1.10, 6.1.10.3
- d. Office Assistant (D-15/16-40)
 - ID# 881291 - PC Rule 6.1.10, 6.1.10.4

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

Ms. Fernandez commented on candidates who refused an offer of employment and asked the reason why they refused. Ms. Nieh asked if candidates could legally be asked why they refused an offer of employment. Ms. Landin stated that candidates could be asked why they refused a job offer.

Mr. Roy Humpheys, Community Member, stated that if a candidate is not interested in a position, the Commission should move forward to someone who is interested and fill the position.

J. CLOSED SESSION - None

K. ADJOURNMENT

To adjourn the meeting at 4:59 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, November 1, 2016 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.