

**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
December 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.

3.2 Consider approving or amending the agenda as submitted.

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Sharon Fernandez _____
Judy Nieh _____

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 Personnel Commission activities during the last month.

5. HEARINGS - none

6. PERSONNEL COMMISSION

6.1 Take action to appoint Ms. Sharon Fernandez to the Personnel Commission as the CSEA Appointee for a three year term from December 1, 2016 to December 1, 2019.

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____

6.2 Oath of Office presented by Ms. Sabrina Lee to Ms. Sharon Fernandez, CSEA Appointee. (Ref. 6.2)

6.3 Take Action to nominate and elect a chairperson for the term from December 1, 2016 to December 1, 2017.

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Sharon Fernandez _____
Judy Nieh _____

6.4 Take Action to nominate and elect a vice-chairperson for the term from December 1, 2016 to December 1, 2017.

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Sharon Fernandez _____
Judy Nieh _____

6.5 Approve the minutes of the regular meeting of November 1, 2016. (Ref. 6.5)

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 Alex Flores, Assistant Superintendent – Administrative Services, to employ Applicant ID# 29497321 in the class of Director of Transportation Services at Step C of Range 93 on the District Leadership Team 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# 6705553 in the class of Director of Fiscal Services at Step E of Range 99 on the District Leadership Team Salary Schedule. (Ref. 7.1b) & (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 Security Officer. (Ref. 7.2 a)

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. Cook (D-16/17-25)
- b. Food Service Assistant III (D-16/17-26)
- c. Translator (Spanish) (D-16/17-27)
- d. Warehouse Supervisor (D-16/17-28)

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 lists: (Ref. 8.3 Ltd. Distr.)

- a. Administrative Assistant to the Superintendent (D-16/17-19)
- b. Bus Driver Instructor (D-16/17-18)
- c. Health Assistant (D-16/17-11)
- d. Health Assistant – Bilingual (Spanish) (D-16/17-12)
- e. Instructional Assistant I (D-16/17-15)
- f. Library Assistant (D-16/17-13)
- g. Library Assistant – Bilingual (Spanish) (D-16/17-14)
- h. Office Assistant (D-16/17-08)
- i. Office Assistant – Bilingual (Spanish) (D-16/17-09)
- j. Office Assistant – Bilingual / Biliterate (Spanish) (D-16/17-10)

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. Custodian (D-15/16-55)
 - ID# 26224035 - PC Rule 6.1.10, 6.1.10.3
- b. Office Assistant (D-15/16-40)
 - ID# 24097871, ID# 4773621, ID# 26192519, ID# 25921188 – PC Rule 6.1.10, 6.1.10.1
- c. Risk Manager (D-15/16-62)
 - ID# 6777858 - PC Rule 6.1.10, 6.1.10.3

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Sharon Fernandez _____
Judy Nieh _____

9. OTHER ITEMS

The joint dinner meeting with CSEA, hosted by the Personnel Commission, will be held immediately after the regular meeting of December 6, 2016 at Macaroni Grill, Puente Hills East.

10. 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: _____

11. **THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED ON Tuesday, January 10, 2017, AT 4:30 P.M., DISTRICT OFFICE – TESTING CENTER.**

12. 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 NOVEMBER 1, 2016**

The meeting of the Personnel Commission of the Rowland Unified School District was called to order at 4:35 p.m., with the Pledge of Allegiance led by Personnel Analyst, Jessica Landin.

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

Members Absent: Judy Nieh, Member

Staff Members Present: Joan Stiegelmar, Personnel Director
Jessica Landin, Personnel Analyst
Andrea Low, Sr. Personnel Technician

APPROVAL OF THE AGENDA

Ms. Lee announced the removal of agenda Item 9 – Closed Session, and to move Item 7.2a and Item 7.3a after Item 7.3e.

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

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

INTRODUCTION OF GUESTS

Zepure Hacopian, Director of Human Resources
Rosana McLeod, Director of Purchasing
Jim Burleson, Interim Director of Transportation Services
Adrianna Lopez, Assistant Director of Nutrition Services
Sharon Carrillo, President, CSEA
Mary Casian, Secretary, CSEA
Astrid Campos, Labor Representative, CSEA
Lucia Paredes, Office Assistant
Roy Humphreys, Community Member

Ms. Sharon Carrillo, President of CSEA, announced that Ms. Sharon Fernandez, Personnel Commissioner, was reappointed by unanimous vote as the CSEA appointee for Personnel Commissioner. Congratulatory remarks were extended to Ms. Fernandez from meeting attendees, Personnel Commission staff, and Personnel Commissioners. Ms. Joan Stiegelmar, Personnel Director, shared that at the next Personnel Commission meeting Ms. Fernandez will take her Oath of Office.

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 included the following classifications:

Open/Promotional Recruitments

- Administrative Assistant to the Superintendent
- Personal Care Assistant
- Instructional Assistant II
- Instructional Assistant II – Bilingual (Spanish)
- Instructional Assistant II – Bilingual/Biliterate (Spanish)
- Instructional Assistant II – Bilingual (Mandarin)

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

- Director of Fiscal Services – Training and Experience Evaluation
- Director of Transportation Services – Structured Interview

- Executive Director of Facilities, Maintenance, Operations, and Construction – Training and Experience Evaluation
- Head Cook – Performance Test/Structured Interview
- Instructional Assistant I – Written Test
- Office Assistant – Written Test
- Office Assistant – Bilingual (Spanish) – Written Test
- Office Assistant – Bilingual/Biliterate (Spanish) – Written Test
- Health Assistant – Written Test
- Health Assistant – Bilingual (Spanish) – Written Test
- Library Assistant – Written Test
- Library Assistant – Bilingual (Spanish) – Written Test

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

- Career Vocational Assistant
- Director of Fiscal Services
- Director of Transportation Services
- Executive Director of Facilities, Maintenance, Operations, and Construction
- Head Cook
- Instructional Assistant II (3)
- Instructional Assistant II – Bilingual (Mandarin)
- Office Assistant
- Office Assistant – Bilingual (Spanish)

New employees were processed into the following classifications:

- 2 – Custodian (Substitute)
- 3 – Food Service Assistant I
- 1 – Food Service Assistant (Substitute)
- 5 – Instructional Assistant II
- 1 – Library Assistant (Substitute)
- 1 – Maintenance Worker
- 1 – Maintenance Worker (Substitute)

Updates/Reminders:

- On Tuesday, October 25, staff attended the Mt. San Antonio College Career and Transfer Services from 10 a.m. to 1 p.m. Staff passed out many recruitment bulletins for part time job opportunities, and information on how to fill out interest cards.
- Ms. Stiegelmar visited Rowland Elementary today for a brown bag lunch with the classified staff and explained the functions of the Personnel Commission and reviewed features of the PC website.
- In order to facilitate the testing of 50 Office Assistants for computer testing skills, staff worked with the IT staff and staff at Rowland Adult and Community Education to use one of their testing labs. Today staff conducted two sessions of computer testing and it worked out very well. Next week we will be testing for two other recruitments.
- Connections to the Future will be held at Rowland High School on Thursday, November 10 from 11 a.m. to 1:30 p.m.

Ms. Stiegelmar announced that following the December 6, 2016 meeting, the Personnel Commission will be hosting the annual joint Personnel Commission/CSEA Eboard holiday dinner.

Ms. Stiegelmar addressed questions that were raised at the October 4, 2016 Personnel Commission meeting.

- At the October 4, 2016 meeting, 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 due to the reallocation of a Primary Intervention Assistant - Bilingual (Spanish) to Primary Intervention Assistant. Ms. Stiegelmar received information from Ms. Jennifer Kottke, Coordinator of Family Resource Center, stating that school sites are served based on referrals. Ms. Kottke explained that there are two schools that have three staff members and four schools that have

two staff members. Each site works with no more than 2-4 students at a time. According to Ms. Kottke, these are the best practice ratios for social group learning.

Ms. Fernandez asked which site the position was going to be located. Ms. Kottke shared with Ms. Stiegelmar that she was still contemplating the site that this position would be located, but assured that newly hired employee would be notified of their work site in advance.

- Ms. Nieh asked about the reallocation of an Instructional Assistant II - Bilingual (Spanish) to Instructional Assistant II – Bilingual / Biliterate (Spanish) and what location the employee would be working, and Ms. Fernandez asked what the employee would need to write. According to Ms. Maria Amorim, Autism Specialist, this position will work with testing protocols. The position will work with the Speech Language department and the directions are in Spanish for the students. The aide reads the questions in Spanish to the student and then writes down the student's response in Spanish for the teacher to assess.

PERSONNEL COMMISSION

A. Recommendation: To approve the minutes of the regular meeting of October 4, 2016.

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

ITEMS FOR DISCUSSION AND/OR ACTION

A. Recommendation: To 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.

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

B. Recommendation: To 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.

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

C. Recommendation: To 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.

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

D. Recommendation: To consider approving the revised job description for the classification of Dispatcher/Scheduler.

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

Ms. Sabrina Lee, Personnel Commissioner, noticed that the Bus Operations Supervisor was crossed out from the Summary of Duties portion of the job description for Dispatcher/Scheduler. Ms. Lee asked for clarification on the role of the Bus Operations Supervisor due to the Dispatcher/Scheduler reporting directly to the Director of Transportation Services.

Mr. Jim Burlison, Interim Director of Transportation Services, shared some insight into the reasoning for some of the class description revisions. Mr. Burlison stated that a new routing software was being utilized by the department, and there are duties that were previously being handled by the Bus Operations Supervisor which are now going to be performed by the Bus Driver Instructor position.

Ms. Jessica Landin, Personnel Analyst, summarized the details of the reorganization of the Transportation department highlighting that when the job description for the Director of Transportation was revised a few months ago, duties performed by the Bus Operations Supervisor were redistributed to the position of Bus Driver Instructor and Director of Transportation. The Dispatcher/Scheduler duties were revised to reflect the restructuring of the department.

Ms. Fernandez and Ms. Lee stated that since the Bus Operations Supervisor position still exists, it should still be included in the Distinguishing Characteristics section of the job description for Dispatcher/Scheduler. Ms. Landin stated that the reasoning behind the omission was due to the direction the department is taking and that the job description reflects the current reporting structure. Ms. Stiegelmar stated that she has been informed by the administration that the Bus Operations Supervisor vacancy may not be filled.

Ms. Carrillo stated that CSEA is in support of the job description changes, but wondered if the person who is currently in the position would be affected by the changes. Ms. Landin stated that the duties were modified in order to clarify or update duties that are no longer being performed. Ms. Landin explained that the entrance requirements were revised to reflect what is relevant to the current position. Ms. Carrillo stated that in the past, job descriptions were revised after a position was vacant. Ms. Fernandez stated that job descriptions can legally be revised while a position is currently occupied.

Ms. Astrid Campos, CSEA Labor Representative, stated that CSEA's concern is that the person currently in the position would be at risk of not being able to perform the duties in the revised job description. Ms. Campos confirmed with Ms. Carrillo that the proposed changes were brought to CSEA's attention for review in advance. Ms. Stiegelmar stated that the person who is currently in the position meets the minimum qualifications and that the job description was revised to reflect the current duties that are being performed.

- E. Recommendation: To consider approving the revised job description for the classification of Warehouse Supervisor.

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

Ms. Lee asked for clarification regarding the items the Warehouse Supervisor would be in charge of receiving. Ms. Landin stated that the Warehouse Supervisor does not handle food items. Ms. McLeod, Director of Purchasing, stated that the Warehouse Supervisor does not handle raw building materials, but they do receive items for student and staff use.

- F. Recommendation: To consider approving the revised job description for the classification of Food Services Assistant III.

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

Ms. Stiegelmar asked Ms. Adriana Lopez, Assistant Director of Nutrition Services to clarify the difference between the Food Service Assistant II and the Food Service Assistant III for the Commission.

Ms. Lopez explained that the primary difference between the Food Service Assistant II and Food Service Assistant III is that the latter acts as a lead position and oversees other employees.

- G. Recommendation: To consider approving the revised job description for the classification of Cook.

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

H. Recommendation: To receive input from District administration and CSEA, regarding the classification study for the Reprographics Technician classification.

- a. Establish the new classification of Reprographics Technician.
- b. Allocate one new position in the classification of Reprographics Technician.
- c. Place the new classification of Reprographics Technician in the Reprographics Series.

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

Ms. Lee asked about the rationale for the creation of the Reprographics Technician position. Ms. Rosana McLeod, Director of Purchasing, stated that the Reprographics department is in need of this position due to the department moving in the direction of becoming digital. Ms. McLeod shared that the department lost an employee to another school district due to not having a position that could monetarily compensate them for their design program proficiencies. Ms. McLeod shared the current department structure and emphasized there is a need for a position that would be able to transition the department in the direction of becoming digital. Ms. Fernandez expressed her support for the new position. Ms. Stiegelmar explained that when the job analysis was performed for this position, research was gathered from other school districts and several Districts have this same type of position.

I. Recommendation: To consider adopting the proposed job description for the new classification of Reprographics Technician.

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

J. Recommendation: To consider approving the salary recommendation for the classification of Reprographics Technician, at Range 18.5 on the Classified Salary Schedule.

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

K. The Personnel Commission received 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)

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

M. Recommendation: To ratify the following eligibility lists:

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

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

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

ADJOURNMENT

To adjourn meeting at 5:30 p.m.

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

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, DECEMBER 6, 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.