

**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

February 7, 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 January 10, 2017. (Ref. 6.1)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

7. ITEMS FOR DISCUSSION AND/OR ACTION

7.1 Advanced Salary Step Placement

- a. Consider approving the advanced salary step placement request from Maria Davila, Director of Nutrition Services, to employ Applicant ID# 11975325 in the class of Technology Specialist I at Step B of Range 26.5 on the Classified Salary Schedule. (Ref. 7.1a) & (Ltd. Distr.)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

- b. Consider approving the advanced salary step placement request from Jim Burleson, Director of Transportation Services, to employ Applicant ID# 30486744 in the class of School Bus Driver at Step C of Range 19.5 on the Classified Salary Schedule. (Ref. 7.1b) & (Ltd. Distr.)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

- c. Consider approving the advanced salary step placement request from Miriam Kim, Director of Education Services - Elementary, to employ Applicant ID# 21589999 in the class of Instructional Assistant I at Step C of Range 15 on the Classified Salary Schedule. (Ref. 7.1c) & (Ltd. Distr.)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

- d. Consider approving the advanced salary step placement request from Karen Magana, Principal of Killian Elementary, to employ Applicant ID# 8821166 in the class of Library Assistant at Step C of Range 17 on the Classified Salary Schedule. (Ref. 7.1d) & (Ltd. Distr.)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

7.2 Class Specifications

- a. Consider approving the revised job description for the classification of Career Vocational Assistant. (Ref. 7.2a)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

- b. Consider approving the revised job description for the classification of Electrician. (Ref. 7.2b)

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. Dispatcher/Scheduler (D-16/17-32)

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. Cook (D-16/17-25)
- b. Executive Director of Facilities, Maintenance, Operations, and Construction (D-16/17-04)
- c. Food Service Assistant III (D16/17-26)
- d. Instructional Assistant II (D-16/17-21)
- e. Instructional Assistant II – Bilingual (Spanish) (D-16/17-22)
- f. Instructional Assistant II – Bilingual (Mandarin) (D-16/17-24)
- g. Instructional Assistant II – Bilingual / Biliterate (Spanish) (D-16/17-23)
- h. Personal Care Assistant (D-16/17-20)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

8.4 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: _____

9. **THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED ON MARCH 7, 2017 AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.**

10. 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 JANUARY 10, 2017**

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 Personnel Commissioner, Judy Nieh.

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

Members Absent: None

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

INTRODUCTION OF GUESTS

Sharon Carrillo, President, CSEA
Dolores Guerrero, 3rd Vice President, CSEA
Belinda Anaya, Secretary, CSEA

Ms. Sharon Carrillo, CSEA President, wished everyone a happy new year.

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

- Nutrition Service Operations Manager
- Reprographics Technician
- School Bus Driver

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

- Executive Director of Facilities, Maintenance, Operations, and Construction – Training and Experience Evaluation
- Instructional Assistant II – Written Test/Structured Interview
- Instructional Assistant II – Bilingual (Mandarin) – Written Test/Structured Interview
- Instructional Assistant II – Bilingual (Spanish) – Written Test/Structured Interview
- Instructional Assistant II – Bilingual/Biliterate (Spanish) – Written Test/Structured Interview
- Nutrition Service Operations Manager – Technical Project/Structured Interview
- Personal Care Assistant – Structured Interview
- School Bus Driver – Performance Test

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

- Computer Lab Technician
- Executive Director of Facilities, Maintenance, Operations, and Construction
- Executive Secretary
- Instructional Assistant II
- Library Assistant (2)

- Office Assistant
- Office Assistant – Bilingual (Spanish)
- Office Assistant - Substitute
- School Bus Driver
- Translator (Spanish) - Substitute

New employees were processed into the following classifications:

- 1 – Administrative Assistant to the Superintendent
- 1 – Career Vocational Assistant (Substitute)
- 1 – Custodian (Substitute)

Updates/Reminders:

- Classified Training was held on January 5th and January 6th at Nogales High School. There were over 250 employees in attendance and employees had a choice of topics which included: Excel, Google Docs and Drive, Google Mail and Calendar, Speed of Trust, Aeries training, Civil Rights and Promoting School Meals, School Meals and Child Nutrition, CPI for Special Education Instructional Assistants, and Behavior Boot Camp. A BBQ lunch was served on Friday by District Administration and Board Members.
- This is the time of year for all classified employees to renew transfer request(s). All transfer applications must be submitted via our website and will be valid for the current CALENDAR YEAR. A memo was emailed out to all employees and additional copies were given to Sharon Carrillo, CSEA President, to distribute at the monthly Chapter meeting.
- Personnel Commission staff will be conducting a training for “Climbing the Career Ladder at RUSD” on Tuesday, January 24 from 4 p.m. to 6 p.m. This training will teach employees how to prepare for an interview and gain valuable insight into the screening, testing, and interview process. Employees can sign up with Andrea Low via email or telephone.
- CSPCA is having their annual conference from Thursday, January 26 to Sunday, January 29 in Northern California. Judy Nieh will be representing the Personnel Commission at the conference.
- The RUSD Showcase will be on Saturday, February 4 from 10 a.m. to 1 p.m. at the Rowland Heights Community Center. The Personnel Commission and Human Resources will host a booth at the event to advertise job vacancies. Commissioners and the public are welcome to attend.
- Rowland USD is organizing an ALL School Tour Day on Tuesday, February 7 at 8:30 a.m. or 10:30 a.m. Learn more about our schools’ rigorous academics and enrichment programs that allow for student success.
- The 2017 CSPCA Merit System Academy will be held at Anaheim Union High School District beginning on Saturday, February 11, 2017. There are a total of five sessions which are held once a month. Judy Nieh will be attending the academy and was fortunate to receive a scholarship from PCASC (Personnel Commissioners Association of Southern California) which is valued at \$630.
- The upcoming Annual Classified Employees Day, hosted by the Personnel Commission, will be held on Wednesday, May 17, 2017 from 11:30 to 2:30 p.m. and a BBQ lunch will be served. Staff is in the process of preparing the Save the Date flyers.

PERSONNEL COMMISSION

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

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

ITEMS FOR DISCUSSION AND/OR ACTION

A. Recommendation: To consider approving the advanced salary step placement request from Dr. Julie Mitchell, Superintendent, to employ Applicant ID# 30093581 in the class of Administrative Assistant to the Superintendent at Step C of Range 28 on the Confidential/Supervisory Salary Schedule.

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

B. Recommendation: To consider approving the advanced salary step placement request from Phil George, Director of Technology Services, to employ Applicant ID# 26392835 in the class of Technology Specialist I at Step B of Range 26.5 on the Classified Salary Schedule.

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

C. Recommendation: To consider approving the recommended reallocation request from John Staumont, Principal of Jellick Elementary, of a vacant Instructional Assistant II – Bilingual (Spanish) to Instructional Assistant II.

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

Ms. Sharon Fernandez, Personnel Commissioner, asked for clarification regarding the number of times Instructional Assistant II positions have been reallocated at Jellick. Ms. Fernandez recalled recently reallocating an Instructional Assistant II position.

Ms. Joan Stiegelmar, Personnel Director, stated that this was a different position. Ms. Stiegelmar shared that as positions become vacant, they are being evaluated as to whether or not the language requirement is needed.

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

- a. Nutrition Service Operations Manager (D-16/17-29)
- b. Reprographics Technician (D-16/17-31)
- c. School Bus Driver (D-16/17-30)

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

F. Recommendation: To ratify the following eligibility lists:

- a. Executive Director of Facilities, Maintenance, Operations, and Construction (D-16/17-04)
- b. Executive Secretary (D-16/17-17)
- c. Nutrition Service Operations Manager (D-16/17-16)
- d. School Bus Driver (D-16/17-01)

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

Ms. Sabrina Lee noticed that some of the eligibility lists contained only two ranks. Ms. Jessica Landin, Personnel Analyst, addressed the list for Nutrition Service Operations Manager. Ms. Landin explained that the recruitment was reopened after a discussion with the hiring authority, and the request to have at least three ranks in order to make a selection. Ms. Landin explained that the recruitment was competing with other agencies recruiting for a similar position at that time. Ms. Stiegelmar stated that the current recruitment was being advertised in nutrition and food service specific groups in order to attract more applicants.

Ms. Fernandez asked how long it took for an applicant to be notified that they were being screened out of the examination process. Ms. Landin explained that in the case of the Nutrition Service Operations Manager recruitment, candidates were notified as soon as they were screened. Ms. Landin explained that applicants who met the minimum qualifications, but were missing required documents, were notified as their applications were screened. Applicants are officially notified of the status of their application within a week of the recruitment's closing date.

Ms. Fernandez asked how much time it takes to screen these applications. Ms. Stiegelmar stated that higher level positions take more time. Ms. Landin stated that the higher level positions require more technical conversations with applicants that are screened out.

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

G. **CLOSED SESSION**- Recessed to Closed Session to discuss:
Employee Performance Evaluation – Personnel Director Government Code 54954.5 (e)

Recessed to Closed Session at 4:49 p.m.
Reconvened to Open Session at 5:50 p.m.

The presiding Chairperson, Judy Nieh, reported that during Closed Session the Commission did not take any action, and had nothing to report out from the closed session.

ADJOURNMENT

To adjourn meeting at 5:51 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, FEBRUARY 7, 2017 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.