

**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
May 9, 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**

Conduct a Public Hearing on the proposed Personnel Commission Budget for Fiscal Year 2016 – 2017. (Ref. 5)

Hearing Opened: _____

Hearing Closed: _____

6. PERSONNEL COMMISSION

6.1 Adopt the Personnel Commission Budget for 2016 – 2017. (Ref. 6.1)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Sharon Fernandez _____
Judy Nieh _____

6.2 Approve the minutes of the regular meeting of April 5, 2016. (Ref. 6.2)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Sharon Fernandez _____
Judy Nieh _____

6.3 Receive the draft of the Personnel Commission’s meeting schedule for 2016 – 2017. (Ref. 6.3)

7. ITEMS FOR DISCUSSION AND/OR ACTION

7.1 Advanced Salary Step Placement

a. Consider approving the advanced salary step placement request from Mitchell Brunyer, Principal, to employ Applicant ID 27112154 in the class of Office Assistant Bilingual / Biliterate (Mandarin) at Step D of Range 18 on the Classified Salary Schedule. (Ref. 7.1 a) & (Ltd. Distr.)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Sharon Fernandez _____
Judy Nieh _____

b. Consider approving the advanced salary step placement request from Stuart Moe, Director, to employ Applicant ID 26607304 in the class of Irrigation System Technician at Step B of Range 22.5 on the Classified Salary Schedule. (Ref. 7.1 b) & (Ltd. Distr.)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Sharon Fernandez _____
Judy Nieh _____

c. Consider approving the advanced salary step placement request from Don Fernald, Chief of Police, to employ Applicant ID 7621753 in the class of School Police Officer at Step E of Range 22.5 on the Classified Salary Schedule. (Ref. 7.1 c) & (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 26499204 in the class of Technology Specialist I at Step D of Range 26.5 on the Classified Salary Schedule. (Ref. 7.1 d) & (Ltd. Distr.)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Sharon Fernandez _____
Judy Nieh _____

- e. Consider approving the advanced salary step placement request from Phil George, Director of Technology Services, to employ Applicant ID 22752464 in the class of Technology Specialist I at Step B of Range 26.5 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 Phil George, Director of Technology Services, to employ Applicant ID 26386313 in the class of Technology Specialist I at Step D of Range 26.5 on the Classified Salary Schedule. (Ref. 7.1 f) & (Ltd. Distr.)

Motion by: _____
 Second by: _____

Vote: Sabrina Lee _____
 Sharon Fernandez _____
 Judy Nieh _____

- g. Consider approving the advanced salary step placement request from Phil George, Director of Technology Services, to employ Applicant ID 22366310 in the class of Technology Specialist I at Step E of Range 26.5 on the Classified Salary Schedule. (Ref. 7.1 g) & (Ltd. Distr.)

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. School Office Manager (D-15/16-57)
- b. School Office Manager – Bilingual (Spanish) (D-15/16-58)
- c. Secretary (D-15/16-59)
- d. Secretary – Bilingual (Spanish) (D-15/16-60)

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-15/16-46)
- b. Campus Aide (D-15/16-50)
- c. Community Liaison – Bilingual (Spanish) (D-15/16-48)
- d. Food Services Assistant I (D-15/16-45)
- e. Instructional Assistant II (D-15/16-35)
- f. Instructional Assistant II – Bilingual (Korean) (D-15/16-16)
- g. Instructional Assistant II – Bilingual / Biliterate (Korean) (D-15/16-17)
- h. Instructional Assistant II – Bilingual / Biliterate (Mandarin) (D-15/16-39)
- i. Instructional Assistant II – Bilingual (Spanish) (D-15/16-36)
- j. Instructional Assistant II – Bilingual / Biliterate (Spanish) (D-15/16-37)
- k. Library Technician (D-15/16-49)
- l. Senior Office Assistant Bilingual / Biliterate (Spanish) (D-15/16- 47)

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(s): (Ref. 8.4)

- a. Administrative Secretary (D-15/16-42)
 - ID# 48251 PC Rule 6.1.10, 6.1.10.6
- b. School Bus Driver (O-15/16-32)
 - ID# 20664537 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 TUESDAY, JUNE 7, 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 APRIL 5, 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 Commissioner Sabrina Lee.

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

Members Absent: None

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

Dr. Julie Mitchell, Superintendent
Alex Flores, Assistant Superintendent – Administrative Services
Dennis Bixler, Assistant Superintendent – Human Resources
Don Fernald, Chief of Police
Zepure Hacopian, Director of Human Resources
Eric Hart, Director of Fiscal Services
Sharon Carrillo, President, CSEA
Belinda Anaya, 1st Vice President, CSEA
Susie Luna, Past President, CSEA
Maria Barrios, District Receptionist
Patrick Kudo, Technology Specialist II
Lucia Paredes, Office Assistant
Crystal Vahimarae, Personnel Technician
Sandra Willing, Personnel Technician

Mr. Kudo introduced himself and shared his concerns regarding the alleged discriminatory hiring practices performed by the Personnel Commission. Mr. Kudo feels that he is being treated unfairly by the District. He believes that the Technology department and other classified employees are demoralized with the knowledge that promotions within the District are unfair. Mr. Kudo said that it appears that the Personnel Commission is sending a message that it is who you know rather than your skills or education that will get you promoted.

Mr. Kudo spoke specifically about a recent recruitment for two classifications within the Technology department, Technology Support Manager and Senior Technology Specialist. Mr. Kudo stated that the positions were created with lower minimum qualifications to allow certain individuals opportunities to apply for the positions. He also believes that by lowering the minimum qualifications, these individuals are now handicapped for future promotions. Mr. Kudo believes that the positions that were flown through the Personnel Commission office should have gone through an administrative appointment.

Mr. Kudo stated that he easily met the minimum qualifications for the Technology Support Manager and was overqualified for the Senior Technology Specialist position.

Mr. Kudo believes that “filler” applicants were used to pass certain individuals through the paper screening. Mr. Kudo stated that he noticed that questions for the technical project and structured interview exams were specifically chosen by the hiring authority to ensure that two favored individuals would know how to answer the questions. He believes that these individuals were given specific training, experience, and projects by the hiring authority.

Ms. Nieh asked Mr. Kudo to provide a copy of his comments so the Personnel Commission could have them on record.

Just before the close of the meeting, Ms. Susie Luna, asked if she could have someone speak. Ms. Sandra Willing, Personnel Technician spoke in regards to concerns she had about the District. Ms. Willing believes that after 16 years of service she is being treated unfairly in regards to trying to get her work hours increased back to eight hours. Ms. Willing chose to reduce her work hours from eight hours to four hours due to personal circumstances, a few years ago. Now that her circumstances have changed, Ms. Willing is trying to get her work hours increased back to eight hours per day.

Ms. Willing referenced covering for the Substitute desk within the Human Resources department. She stated that she had been asked to work in the position for nine months and later interviewed for the position. Ms. Willing went on to explain that the Substitute desk within Human Resources was filled with someone with no experience. She then went on to explain that she has been asked to cover for the person who filled the position due to them being absent or because they were coming in late. Ms. Willing stated that she was “good enough” to cover the desk, but she was not considered “good enough” to fill the position. Ms. Willing expressed that another eight hour position within the Personnel Commission opened up, but she did not see a reason to apply for the position due to the favoritism she had observed within the department.

Ms Willing believes that her reputation was tainted from her previous supervisor who she believes had a vendetta against her. Ms. Willing questioned whether or not her seniority credits were added to her last Personnel Technician test. Ms. Landin clarified that Ms. Willing was a transfer applicant, therefore she bypassed the exam process and was referred to the site for the selection interview along with the top three ranking candidates.

Ms. Fernandez wanted clarification from Ms. Willing on whether or not she tested for the positions she was referring to or if she previously held those positions. Ms. Willing clarified that the positions she was referring to are Personnel Technician positions and that she is currently a Personnel Technician. Ms. Fernandez further commented that Ms. Willing chose to decrease her hours and should have been aware of the results that came with choosing to decrease her time assignment.

Ms. Willing spoke about how she was asked to work additional hours within the Risk Management department and she had expressed to her supervisors that she was not comfortable performing Risk Management duties without proper training. Ms. Willing was told that the training was too expensive and that she needed to be a team player. Ms. Willing stated that any errors made at the Substitute desk and Risk Management department can be attributed to the lack of training she received. Ms. Willing informed the Personnel Commission that she was asked to work in an out of class capacity as a Risk Management Technician to meet deadlines, despite her feelings of being uncomfortable with the lack of training she received. Ms. Willing pointed out that she is now “good enough” to work in an eight hour, out of class assignment, but not in a regular eight hour Personnel Technician assignment.

Ms. Fernandez asked for clarification if Ms. Willing felt that the Personnel Commission has done something wrong or if the District has done wrong.

Ms. Willing said that she believes CSEA and the Personnel Commission are supposed to be there to support the classified employees. Ms. Willing is saddened by how she has been treated.

Ms. Lee expressed her concern over having employees who are unhappy working for the District and would like to do whatever is within the Personnel Commission’s power to help our employees.

Ms. Maria Barrios, District Receptionist, stepped up to the podium and shared that she was concerned with the Personnel Commission's hiring processes. One of her concerns was with using substitute employees to proctor exams for positions they may test for in the future. She believed that having a person who was not a confidential employee proctor these exams was unethical and unfair. Ms. Barrios believes that the people who proctor the exams should be confidential employees because they have access to confidential material.

Ms. Fernandez clarified that those who proctor an exam are not required to be confidential employees. Ms. Fernandez pointed out that there is a difference between confidential employees and the confidentiality of a test that is being administered. Ms. Fernandez also clarified, that the Personnel Commission must change the entire test, in the instance that a person decides to test for a position in a classification they previously proctored.

Ms. Willing asked if a proctor who is a substitute employee must be labeled as "substitute" on the Personnel Commission's rater memo. Ms. Willing's concern is that the public may believe this person has been working for several years, when in fact they have been working as a substitute for a few months.

Ms. Barrios expounded on Ms. Willing's comment and questioned why the Personnel Commission is not forthcoming about a proctor's "real" title. Her concern is that the Personnel Commission is deceiving the public. Ms. Willing interjected and stated that the interviews performed by certificated staff indicate if a principal is an interim principal. Ms. Willing does not understand why "substitute" staff is not labeled as "substitute" for the public.

Ms. Barrios stated that when a person attends an interview, they want to be interviewed by someone that is at their level or above. She states that by eliminating "substitute" you are changing the job title.

Ms. Landin gave a background of the situation that Ms. Barrios and Ms. Willing were referring to. Ms. Landin explained that two days of interviews were scheduled for the position of Office Assistant and the Personnel Commission had already secured raters from other agencies. The Personnel Commission was notified the day before the interview that one of the outside raters was sick. Due to the nature of the situation, the Personnel Commission decided to find another rater. Ms. Landin explained that careful consideration was taken into the selection of a new rater and the rater would have to be at the same level or above the Office Assistant position. The entrance requirements for Office Assistant requires a high school diploma and no clerical experience. Ms. Landin explained that the rater that was used was currently working in Nutrition Services for over three months as a substitute for an eight hour a day vacancy. Ms. Landin explained that Ms. Barrios is concerned with when candidates sign in, the list of the raters shows "Office Assistant" and not "Office Assistant Substitute".

Ms. Barrios stated that the reason "Substitute" was left off of the rater memo was because the Personnel Director asked for the word "substitute" to be removed from the memo. Ms. Barrios further explained that she offered to proctor the exam two weeks prior and was told that a rater was already scheduled. Ms. Barrios stated that the Office Assistant substitute proctored for two days and that Deborah Madison was used as a rater for one of those days.

Ms. Lucia Paredes, Office Assistant in Nutrition Services, stated that the Office Assistant Substitute helped rate for two full days and for an hour the third day.

Ms. Landin clarified that there was a total of two full days of testing and a partial third day, which consisted of one hour of testing due to a special accommodation. Ms Landin specified that the second and third day were proctored by the Office Assistant substitute, which is one eight hour day and one hour for the special accommodation.

Ms. Stiegelmar explained that Deborah Madison, an Executive Secretary, was used as a rater due to her job classification being at a higher level; thus maintaining consistency with the previous two days of testing.

Ms. Barrios continued by expressing her concern over how the eight hour position within Human Resources was filled by someone with no school experience. Ms. Barrios pointed out that by moving Ms. Willing to the

eight hour position, it would have been a lateral transfer.

Ms. Barrios referenced a meeting that took place due to her bringing her concerns about the Personnel Commission to the CSEA Past President, Susie Luna. Ms. Barrios felt that the way the situation was handled by the Personnel Director was unprofessional. She felt that instead of being called into a large meeting to address concerns, she should have been called aside to address the situation.

Ms. Luna explained that she contacted Ms. Lee and arranged a meeting with Ms. Stiegelmar regarding the concerns that were brought to Ms. Luna's attention. The meeting consisted of Ms. Luna, Ms. Lee, and Ms. Stiegelmar. The names of those bringing up concerns with the Personnel Commission were never mentioned during this meeting.

Ms. Carrillo stated that as the current President of CSEA, she was not aware of any of the meetings that had occurred regarding the concerns with the Personnel Commission.

Ms. Luna explained to Ms. Carrillo that she did not appraise her of the situation due to Ms. Carrillo being unavailable at the time of the incident.

Ms. Carrillo stated that she was hearing about all of this at the Personnel Commission meeting and she knew absolutely nothing about it.

Ms. Stiegelmar addressed the matter of Ms. Barrios being called into a group meeting as a result of the concerns that were brought to Ms. Stiegelmar's attention. Ms. Stiegelmar pointed out that she was not told that Ms. Barrios or Ms. Willing were the individuals that had brought up the concerns to Ms. Luna. Ms. Stiegelmar stated that she had spoken with Zepure Hacopian, Human Resource Director about the issues that had been brought to her attention and that they agreed that a group meeting would be best to address the concerns. Ms. Stiegelmar stated that at this meeting she wanted to clear the air regarding any concerns.

Ms. Lee expressed her appreciation to those who spoke up with their concerns.

Mr. Bixler suggested to have a third party listen to the concerns of Ms. Barrios and Ms. Willing or to file a complaint through the governing board policies of the District.

Ms. Lee expressed that the Personnel Commission, along with Mr. Bixler, are trying to facilitate an option for Ms. Barrios and Ms. Willing to address their concerns. Ms. Lee suggested that Ms. Barrios and Ms. Willing speak with Ms. Carrillo regarding their concerns.

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

- Campus Aide
- Custodian
- Health Assistant
- Health Assistant – Bilingual (Spanish)
- High School Cafeteria Supervisor
- Senior Custodian
- Stock Delivery Worker

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

- Administrative Secretary / Administrative Secretary – Bilingual (Spanish) – Performance Test / Structured Interview
- Assistant Director of Nutrition Services – Technical Project / Structured Interview
- Cafeteria Lead Worker I – Written Test / Structured Interview
- Community Liaison – Bilingual (Spanish) – Written Test
- Food Service Assistant I – Written Test / Structured Interview

- Grounds Maintenance Worker – Structured Interview
- Library Technician – Written Test
- Nutrition Services Supervisor – Technical Project / Structured Interview
- Office Assistant – Bilingual/Biliterate (Mandarin) – Performance Test / Structured Interview
- Office Assistant - Performance Test / Structured Interview
- Personal Care Assistant – Structured Interview
- School Bus Driver – Performance Test / Structured Interview
- Senior Office Assistant – Bilingual/Biliterate (Spanish) – Written Test
- Technology Specialist I – Technical Project / Structured Interview

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

- Administrative Secretary
- Assistant Director of Nutrition Services
- Custodian
- Grounds Maintenance Worker
- Instructional Assistant I
- Irrigation System Technician
- Nutrition Services Supervisor
- Office Assistant
- Office Assistant – Bilingual/Biliterate (Mandarin)
- School Bus Driver
- Technology Specialist

New employees were processed into the following classifications:

- 1 – Cafeteria Lead Worker I
- 1 – Computer Lab Technician
- 1 – Office Assistant
- 1 – Office Assistant – Bilingual (Spanish)

Updates/Reminders:

- The Red Carpet for Rowland Unified Classified employees is being held on Thursday, April 28, 2016 at the Los Coyotes Country Club, 8888 Los Coyotes Drive, Buena Park, CA 90621. Cost is \$30.00.
- The upcoming Annual Classified Employees Day hosted by the Personnel Commission, will be held on Thursday, May 19, 2016 from 11:30 a.m. to 2:30 p.m. The theme will be “Baseball – Swing on By”.
- I am pleased to announce that the 3.5 hour Personnel Technician vacancy was filled by Anali Conde on March 16, 2016. Ms. Conde has worked in the District as a Career Vocational Assistant since November 2008, and recently graduated from Cal State Fullerton with a Bachelor’s Degree in Psychology.

Ms. Stiegelmar remembered Dolores Daleo-McPherson by sharing a photo and a keepsake that Ms. Daleo-McPherson gave to Ms. Stiegelmar.

PERSONNEL COMMISSION

A. Recommendation: To approve the minutes of the regular meeting of March 1, 2016.

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

Ms. Carrillo pointed out that the date regarding the Classified Employee Celebration was incorrect. Ms. Carrillo stated that the date reads as May 18, 2016 and the date is actually May 19, 2016. Ms. Fernandez stated the minutes indicate what was actually stated at the meeting. Ms. Stiegelmar stated that the date was changed after the Personnel Commission meeting had already occurred due to Dr. Mitchell informing the Personnel Commission that the Annual Classified Dinner was being held on May 18, 2016.

ITEMS FOR DISCUSSION AND/OR ACTION

- A. The Personnel Commission received for information and discussion the proposed Personnel Commission Budget for the 2016-2017 Fiscal Year.

Ms. Stiegelmar presented the proposed budget with an increase in the discretionary budget from \$53,725 to \$63,725 which includes an increase of \$10,000 for the Classification and Compensation study from \$10,000 to \$20,000. The 2015 – 2016 budget included the down payment of \$10,000 for the three year study. Ms. Stiegelmar stated that the request for proposal for the Classification and Compensation study is being reviewed by Dennis Bixler, Alex Flores, and District lawyers. Bids are expected to go out within the next week. The Classification and Compensation study should cost between \$50,000 - \$60,000 which is a standard cost over a three year period of time.

Ms. Stiegelmar reported the proposed funding for salaries and benefits totals \$613,858 which is an increase of \$56,984 from the 2015 – 2016 budget.

The proposed increase in the PC budget for fiscal year 2016 – 2017 is \$66,984. Ms. Stiegelmar is proposing an increase in the hours of a Personnel Technician position from 3.5 hours to 8 hours. The proposal for an increase in hours is due to the classification and compensation study, the need to start targeted recruitment for the more than 30 part-time 3 hour per day Instructional Assistant II vacancies, and the increase in hours would help mitigate the amount of comp time hours the Personnel Analyst has accrued. Ms. Stiegelmar summarized that the proposed increase in hours to the current 3.5 hour Personnel Technician position would allow for additional support for staff, which in turn would result in vacancies being filled sooner, comp time hours reduced, and help with work needs for the classification and compensation study work. The increase in the cost of other salaries and employee benefits would be \$56,984.

Ms. Lee clarified that the budget information they received was just for discussion and not for approval.

Ms. Fernandez commented on the proposal of the 3.5 hour Personnel Technician being increased in hours due to the Personnel Commission cutting an 8 position due to past budget cuts. Ms. Fernandez stated that the Personnel Commission has been without a full time position for the last eight years. Ms. Fernandez further emphasized that the Personnel Commission needs a full time person to help support the staff to reduce comp time. Ms. Fernandez pointed out that when employees have a great amount of comp time, they are required to use their comp, leaving the office to function with less staff.

Ms. Nieh stated that she was not prepared to comment or discuss the budget at this time due to the understanding that the Personnel Commission was receiving the budget for information only.

Alex Flores commented that he had just received the budget information and had the Director of Fiscal services review the budget information. Mr. Flores stated that the total compounded effect of over the two years is a 15.79% increase, not including the proposed increase of the 3.5 hours position to an 8 hour position. Mr. Flores indicated that the proposed 8 hour position would be a 19.32% increase in the budget from the 2014-2015 fiscal year to 2016-2017 fiscal year. Mr. Flores stated that this would be a significant increase. Mr. Flores stated that he had not fully reviewed the information, but will work with Ms. Stiegelmar on the Personnel Commission budget.

Ms. Stiegelmar stated that due to the salary increases that are being negotiated, every department's budget will be increased by a large percentage.

Ms. Stiegelmar will be in contact with the Personnel Commission to go over the actual numbers after the Board meeting on April 19, 2016, which will include approving the proposed salary increases for next year.

- B. Recommendation: To authorize the transmittal of the proposed budget to the Board of Education and CSEA for input; schedule a hearing on the budget for May 9, 2016.

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

C. Recommendation: To consider approving the reallocation of a vacant School Office Manager position to School Office Manager – Bilingual (Spanish).

Ms. Nieh asked how many School Office Manger Bilingual – (Spanish) positions the District has at Nogales High School. Ms. Stiegelmar replied that there is only one School Office Manager position at Nogales High School.

Ms. Stiegelmar explained that the School Office Manager from Nogales High School transferred to Rowland High School. Ms. Stiegelmar further explained that Nogales High School is requesting the vacant School Office Manager position be bilingual in order to help with greeting the public.

Ms. Nieh feels that using the School Office Manager to greet the public is a waste of talent.

Ms. Stiegelmar deferred to Mr. Bixler due to having a previous discussion with him regarding this issue. Mr. Bixler commented that Mr. Yousef, Principal at Nogales High School, is trying to best meet the needs of the high degree of bilingual families in the area by reallocating the School Office Manager position to School Office Manager Bilingual (Spanish).

Ms. Nieh stated that she agrees with wanting to welcome and meet the needs of the parents and the community by being able to effectively communicate with them, but she believes that the use of the School Office Manager to welcome parents and the community is a waste of talent.

Ms. Landin pointed out that Nogales High School is still reorganizing how the front office functions. Ms. Landin also stated that the School Office Manager would be working with parents and the community on higher-level problem issues, which would require a higher degree of competency in regards to their ability and translation skills.

Ms. Stiegelmar pointed out that the majority of the clerical positions at Nogales High School are bilingual.

Ms. Nieh stated that it is very important to be cautious about the job description in regards to what the position is requiring a person to do and in regards to the site’s budget. Ms. Nieh emphasized that the District must properly use taxpayer dollars to best benefit the students.

D. Recommendation: To consider approving the reallocation of a vacant Secretary position to Secretary – Bilingual (Spanish).

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

Ms. Fernandez asked for clarification regarding the employee who held the Secretary position.

Ms. Stiegelmar clarified that this particular position is for a Secretary that promoted to a School Office Manager at another school site.

Ms. Nieh asked if this position was a Principal’s Secretary position. Ms. Stiegelmar clarified and stated that there is a High School Principal Secretary, and that position is bilingual. Ms. Stiegelmar also noted that this Secretary position assists the Assistant Principal.

Ms. Lee wanted to confirm that Sharon Carrillo was aware of the reallocations due to not seeing Ms. Carrillo’s signature on the reallocation form. Ms. Stiegelmar clarified that CSEA signs off on classification changes, but not the reallocation of a position. Ms. Stiegelmar did point out that she meets with CSEA on a monthly basis and notifies them of reallocations.

Ms. Carrillo confirmed that she was aware of the reallocations and that CSEA supported the changes.

- E. The Personnel Commission received for information, a summary of the following examinations and recruitment bulletins:
- a. Campus Aide (D-15/16-50)
 - b. Custodian (D-15/16-55)
 - c. Health Assistant (D-15/16-52)
 - d. Health Assistant – Bilingual (Spanish) (D-15/16-53)
 - e. High School Cafeteria Supervisor (D-15/16-51)
 - f. Senior Custodian (D-15/16-56)
 - g. Stock Delivery Worker (D-15/16-54)

Ms. Fernandez asked how many substitute Custodians are employed. Ms. Low replied that there are sixteen. Ms. Stiegelmar stated that not all substitute Custodians may be available to work and that the current substitute Custodians were notified of the current Custodian and Senior Custodian job recruitments by mailing them the bulletins to their home. Ms. Stiegelmar hopes this will encourage them to apply so that they may be on a current eligibility list for future permanent positions.

Ms. Fernandez inquired about the number of Stock Delivery Workers that were employed. Ms. Stiegelmar stated that there are currently about 8 Stock Delivery Workers in the District. Ms. Stiegelmar pointed out that there is a need for substitutes.

Ms. Lee questioned the Campus Aide job description. Ms. Landin explained that the original job announcement advertised one part time position. The revised job bulletin includes three additional 5 hour positions with their tentative work schedules.

Ms. Lee questioned the last revision date of the High School Cafeteria Supervisor job description being July 2005. Ms. Landin explained that the job description was reviewed by the Director of Nutrition Services, Maria Davila. Ms. Davila reviewed the essential job functions and minimum qualifications concluding that they were adequate to begin the recruitment for the position.

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

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

- a. Administrative Secretary (D-15/16-42)
- b. Administrative Secretary – Bilingual (Spanish) (D-15/16-43)
- c. Assistant Director of Nutrition Services (D-15/16-33)
- d. Grounds Maintenance Worker (D-15/16-44)
- e. Irrigation System Technician (D-15/16-10)
- f. Nutrition Services Supervisor (D-15/16-34)
- g. Office Assistant (D-15/16-40)
- h. Office Assistant – Bilingual / Biliterate (Mandarin) (D-15/16-41)
- i. Personal Care Assistant (D-15/16-38)
- j. School Bus Driver (D-15/16-32)
- k. Technology Specialist I (D-15/16-30)

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

Ms. Lee asked why there was only one name on the School Bus Driver list. Ms. Landin explained that recruiting for School Bus Driver is very difficult and that the position is open continuously in order to refer qualified staff as quickly as possible to fill vacancies. Ms. Landin explained that there was a person previously on the list and that they were already selected.

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

- a. Custodian (D-14/15-36)
 - ID# 23656103 PC Rule 6.1.10, 6.1.10.1
- b. School Police Officer (D-15/16-11)
 - ID# 24959504 PC Rule 6.1.10, 6.1.10.2, 4.4.11, 4.4.12

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

Ms. Vahimarae spoke highly of Dolores Daleo-McPherson and expressed how she would be missed.

Ms. Lee asked for a moment of silence to honor Ms. Dolores Daleo-McPherson.

ADJOURNMENT - To adjourn the meeting at 6:00 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 MONDAY, MAY 9, 2016 AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.

nsistent 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.