

**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)]

TESTING CENTER
1830 NOGALES STREET
ROWLAND HEIGHTS, CA 91748
4:30 P.M.

PLEASE CIRCULATE
August 2, 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 July 12, 2016. (Ref. 6.1)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Sharon Fernandez _____
Judy Nieh _____

7. ITEMS FOR DISCUSSION AND/OR ACTION - None

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

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

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Sharon Fernandez _____
Judy Nieh _____

9. CLOSED SESSION

Recess to closed session to discuss:

- Employee Performance Evaluation – Personnel Director - Government Code 54954.5 (e)
- Public Employee Discipline/Dismissal/Release - Government Code 54957

Time Recessed: _____ Time Reconvened to Open Session: _____

10. **THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED ON TUESDAY, SEPTEMBER 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 July 12, 2016**

The meeting of the Personnel Commission of the Rowland Unified School District was called to order at 4:32 p.m., with the Pledge of Allegiance led by the Personnel Commissioner, Sabrina Lee.

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

Staff

Members Absent:

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

APPROVAL OF THE AGENDA

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

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

INTRODUCTION OF GUESTS

Sharon Carrillo, President, CSEA
Dolores Guerrero, 3rd Vice President, CSEA
Mary Casian, Secretary, CSEA
Mateo Buenaluz, Electronic Repair Technician
Roy Humphreys, Community Member
Maria Davila, Director of Nutrition Services

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

- Director of Fiscal Services
- Food Service Assistant I
- Instructional Assistant II
- Instructional Assistant II – Bilingual (Mandarin)
- Instructional Assistant II – Bilingual (Spanish)
- Instructional Assistant II – Bilingual/Biliterate (Mandarin)
- Instructional Assistant II – Bilingual/Biliterate (Spanish)
- Personal Care Assistant
- School Bus Driver
- Senior Account Clerk
- Speech Language Pathology Assistant

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

- Career Vocational Assistant – Structured Interview
- Custodian – Structured Interview
- Risk Manager – Structured Interview
- School Office Manager – Bilingual (Spanish) – Structured Interview
- School Office Manager – Structured Interview
- Secretary – Structured Interview
- Senior Custodian – Structured Interview

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

- Custodian
- Office Assistant – Bilingual (Spanish)
- School Office Manager – Bilingual (Spanish)
- School Police Officer
- Secretary
- Senior Account Clerk
- Technology Specialist I

New employees were processed into the following classifications:

- 3 – Campus Aide
- 1 – Community Liaison – Bilingual (Spanish)
- 1 – Computer Lab Technician
- 5 – Food Service Assistant I
- 1 – Food Service Assistant I – Substitute
- 1 – Instructional Assistant II – Bilingual/Biliterate (Mandarin)
- 1 – Office Assistant – Bilingual (Spanish)
- 1 – Personal Care Assistant
- 1 – School Bus Driver

Updates/Reminders:

On July 1, the District changed email servers from Outlook Express to Gmail. All employees now have emails that end in “@rowlandschools.org” instead of “@rowland.k12.ca.us”. Staff is currently adjusting to the new functions that this new email service offers and recreating calendars and contacts.

On July 8, 2016 the recruitment for Speech Language Pathology Assistant opened and staff worked diligently to find places to recruit for this position. Research was conducted to find California Board approved programs and 11 were located. Job bulletins were emailed, and physically mailed, to these agencies. After only five days of the recruitment opening, we currently have six qualified candidates.

The request for proposal for the Classification and Compensation study will be going out tomorrow, July 13, 2016 and all bids are due on August 1, 2016. The bids will be reviewed for content and evaluated based on certain criteria. Consultants will be invited to present their proposals to CSEA representatives, Personnel Commission staff, and District administration in mid-August. The recommended firm will be forwarded to the Board of Education at the September 13, 2016 meeting.

The Personnel Commission has had a busy year in which 73 recruitments were conducted during the 2015-2016 fiscal year. In addition to recruitments, hundreds of summer school requisitions were processed in June for extra hour assignments, and input into the HRS system. Currently, staff is working hard to fill vacant positions and process substitutes to make sure that school sites are fully staffed for the new school year.

Ms. Sharon Carrillo, President, CSEA, stated that any email sent to the @rowland.k12.ca.us email address will be forwarded to the @rowlandschools.org email address for at least one year.

PERSONNEL COMMISSION

A. Recommendation: To approve the minutes of the regular meeting of June 7, 2016.

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

ITEMS FOR DISCUSSION AND/OR ACTION

A. Recommendation: Consider approving the advanced salary step placement request from Silvia Rivas, Director of Special Projects, to employ Applicant ID# 27231167 in the class of Instructional Assistant II – Bilingual/Biliterate (Mandarin) at Step E of Range 17 on the Classified Salary Schedule.

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

B. Recommendation: Consider approving the advanced salary step placement request from Alex Flores, Assistant Superintendent – Administrative Services, to employ Applicant ID# 2385384 in the class of Senior Account Clerk at Step B of Range 20.5 on the Classified Salary Schedule.

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

C. Recommendation: 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:	Judy Nieh	Vote:	Sabrina Lee	Yes
Seconded by:	Sharon Fernandez		Sharon Fernandez	Yes
			Judy Nieh	Yes

D. Recommendation: To receive input from District administration and CSEA, regarding the classification study for the Executive Director of Facilities, Maintenance, Operations, and Construction classification.

- a. Establish the new classification of Executive Director of Facilities, Maintenance, Operations, and Construction.
- b. Allocate one new position in the classification of Executive Director of Facilities, Maintenance, Operations, and Construction.
- c. Place the new classification of Executive Director of Facilities, Maintenance, Operations, and Construction in the Skilled Trade Series.

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

Mr. Mateo Buenaluz, Electronic Repair Technician, questioned the difference between the current job description of Director of Facilities and the proposed job description of the Executive Director of Facilities, Maintenance, Operations, and Construction (FMOC). Mr. Buenaluz stated that the new job description appears to only change the job title and increase the salary.

Ms. Jessica Landin, Personnel Analyst, commented on how the job description for Executive Director – FMOC was created. She stated that input was given from Alex Flores, Assistant Superintendent – Administrative Services, to include duties that emphasized the construction aspect of the position. Ms. Landin stated that the position would be expected to take on more responsibility with less assistance in the construction area.

Ms. Joan Stiegelmar, Personnel Director, explained the process of conducting the job analysis to answer questions regarding how the class description for Executive Director – FMOC was created.

Ms. Dolores Guerrero, 3rd Vice President, CSEA, shared concerns regarding the creation of the Executive Director – FMOC. Ms. Guerrero questioned the reasoning for the position when the District has opted to use contractors to complete bond measure projects in the past. She stated that there may only be two to three more years of bond construction money.

Ms. Landin stated that the current situation within Building Services is not working and that the goal is to move forward in a more positive direction.

Ms. Sharon Fernandez, Personnel Commissioner, explained that the District makes the decisions to create new positions and the Personnel Commission acts as the consultant who can make suggestions. Ms. Fernandez stated that the Personnel Commission cannot answer for the District, and would like to have someone from District administration attend the Personnel Commission meetings in order to answer questions posed by guests.

Ms. Sabrina Lee, Personnel Commissioner, stated that the administration initiated the creation of the position and the Board approved it at their last meeting in June.

Ms. Stiegelmar stated that by creating the position of Executive Director – FMOC, the District's goal is to ultimately save money by eliminating the use of contractors.

Ms. Judy Nieh, Personnel Commissioner, asked for clarification regarding the status of the Director of Facilities. Ms. Nieh wanted to know if the position would be filled in the future. Ms. Stiegelmar addressed Ms. Nieh's question by explaining the processes used to abolish and create classifications.

Ms. Nieh asked about the process used to develop the Skills, Knowledge, Abilities and Traits within a job description. Ms. Stiegelmar explained the comprehensive job analysis that takes place once the District initiates a request for a new position.

- E. Recommendation: To adopt the proposed job description for the new classification of Executive Director of Facilities, Maintenance, Operations, and Construction.

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

- F. Recommendation: To approve the revised job description for the classification of Director of Transportation Services.

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

Ms. Lee requested that the job description for the Director of Transportation Services be revised to read "...pupil transportation needs **from** bus scheduling/routing to..." versus "...pupil transportation needs **to** bus scheduling/routing to..."

Ms. Lee questioned the level of education requirement for the Director of Transportation Services position. Ms. Stiegelmar stated that after consulting with the Assistant Superintendent of Human Resources, and Assistant Superintendent of Administrative Services increasing the level of education could possibly create an artificial barrier.

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

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

Ms. Lee asked for clarification regarding the certification required for the Head Cook. Ms. Landin clarified that the certificate is the Food Safety Manager Certificate. Ms. Landin pointed out that this is different from the Food Safety Certification that is required by those who work as Food Service Assistants.

Ms. Stiegelmar stated that the job descriptions within Nutrition Services are being updated with the USDA Professional Standards continuing education/training in Child Nutrition Programs and food safety due to a revised law.

- H. Recommendation: To consider approving the salary recommendation for the classification of Executive Director of Facilities, Maintenance, Operations, and Construction at Range 101 on the District Leadership Team Schedule.

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

- I. Recommendation: To consider approving the salary recommendation for the classification of Director of Transportation Services at Range 93 on the District Leadership Team Schedule.

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

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

- a. Director of Fiscal Services (D-15/16-73)
- b. Food Service Assistant I (D-15/16-71)
- c. Instructional Assistant II (D-15/16-65)
- d. Instructional Assistant II – Bilingual (Mandarin) (D-15/16-68)
- e. Instructional Assistant II – Bilingual/Biliterate (Mandarin) (D-15/16-69)
- f. Instructional Assistant II – Bilingual (Spanish) (D-15/16-66)
- g. Instructional Assistant II – Bilingual/Biliterate (Spanish) (D-15/16-67)
- h. Personal Care Assistant (D-15/16-72)
- i. Senior Account Clerk (D-15/16-70)

Ms. Nieh asked if the job bulletins contain all of the information an applicant needs to know about a position. Ms. Stiegelmar stated that an applicant would be able to find more information about a position on the Rowland Unified School District website under job descriptions. Ms. Landin stated that some of the positions would require a "Willingness Questionnaire," which would not be included in the job description of a position.

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

Ms. Fernandez questioned the number of applicants who did not show up for the Custodian written exam. Ms. Landin stated that applicants were given the opportunity to self schedule for testing, and even then there are consistently 30% who do not show up to an exam.

Ms. Fernandez asked how much time it takes staff to screen applications. Ms. Landin stated that if a recruitment has 100 or more applicants, staff has to be creative and efficient with staff time. Ms. Landin shared that applications are not screened until after the written exam. Ms. Landin stated that this process helps minimize the amount of time staff spends screening large recruitments.

Ms. Stiegelmar stated that the Personnel Commission's annual report will reflect the total number of applicants that the Personnel Commission has handled. Ms. Stiegelmar stated that the number is estimated to be over 5,000 applicants, which is a large number of applications to manage effectively and efficiently.

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

- a. Custodian (D-15/16-55)
- b. School Office Manager (D-15/16-57)
- c. School Office Manager – Bilingual (Spanish) (D-15/16-58)
- d. Secretary (D-15/16-59)
- e. Secretary – Bilingual (Spanish) (D-15/16-60)
- f. Senior Custodian (D-15/16-56)

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

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

- a. Instructional Assistant I (D-15/16-15)
 - ID# 25451090 PC Rule 6.1.10, 6.1.10.6
- b. Instructional Assistant I (D-15/16-15)
 - ID# 24711803 PC Rule 6.1.10, 6.1.10.6

- c. Office Assistant – Bilingual (Spanish) (D-15/16-07)
 - ID# 9719481 PC Rule 6.1.10, 6.1.10.1
- d. Office Assistant – Bilingual (Spanish) (D-15/16-07)
 - ID# 25441845 PC Rule 6.1.10, 6.1.10.1
- e. Office Assistant – Bilingual (Spanish) (D-15/16-07)
 - ID# 24711803 PC Rule 6.1.10, 6.1.10.1

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

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

Recessed to Closed Session at 5:45 p.m.
 Reconvened to Open Session at 6:35 p.m.

ADJOURNMENT

To adjourn meeting at 6:36 p.m.

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, August 2, 2016 AT 4:30 P.M., DISTRICT OFFICE – TESTING CENTER.

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.