

**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

October 4, 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 September 6, 2016. (Ref. 6.1)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Sharon Fernandez _____
Judy Nieh _____

6.2 Approve the minutes of the special meeting of September 20, 2016. (Ref. 6.2)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Sharon Fernandez _____
Judy Nieh _____

6.3 Receive information regarding the expiration of term of office for Commissioner Sharon Fernandez, and her interest in reappointment for a three-year term. (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 Scott Jensen, Director of Special Education, to employ Applicant ID# 29217332 in the class of Speech-Language Pathology Assistant at Step B of Range 24.5 on the Classified Salary Schedule. (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 Mitch Brunyer, Principal of Rowland High School, to employ Applicant ID# 9699445 in the class of Senior Account Clerk at Step E of Range 20.5 on the Classified Salary Schedule. (Ref. 7.1b) & (Ltd. Distr.)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Sharon Fernandez _____
Judy Nieh _____

c. Consider approving the advanced salary step placement request from Mitch Brunyer, Principal of Rowland High School, to employ Applicant ID# 18166883 in the class of Office Assistant at Step E of Range 17 on the Classified Salary Schedule. (Ref. 7.1c) & (Ltd. Distr.)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Sharon Fernandez _____
Judy Nieh _____

7.2 Reallocation

a. 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 (Ref. 7.2a)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Sharon Fernandez _____
Judy Nieh _____

b. Consider approving the recommended reallocation request from Scott Jensen, Director of Special Education, of a vacant Instructional Assistant II – Bilingual (Spanish) position to Instructional Assistant II – Bilingual / Biliterate (Spanish) (Ref. 7.2b)

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

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

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

Motion 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 NOVEMBER 1, 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 SEPTEMBER 6, 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 Analyst, Jessica Landin.

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

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

INTRODUCTION OF GUESTS

Dr. Julie Mitchell, Superintendent
Dennis Bixler, Assistant Superintendent – Human Resources
Zepure Hacopian, Director of Human Resources
Maria Davila, Director of Nutrition Services
Dolores Guerrero, 3rd Vice President, CSEA
Mary Casian, Secretary, CSEA
Crystal Vahimarae, Personnel Technician

Ms. Dolores Guerrero, 3rd Vice President, CSEA, asked about the Health Assistant vacancies at various school sites. Ms. Guerrero wanted to clarify that her question regarding the Health Assistant vacancies was asked to point out that the Personnel Commission cannot take action to fill a vacancy until a signed requisition has been received by their office. Ms. Guerrero stated that hiring authorities need to understand the importance of submitting requisitions to fill their vacancies.

Ms. Joan Stiegelmar, Personnel Director, shared that three of the known Health Assistant vacancies were filled and that there was still one vacancy that needed to be filled. Ms. Stiegelmar stated that the recruitment for Health Assistant opened on Friday, September 2, 2016.

Ms. Jessica Landin, Personnel Analyst, stated that it is important that the Personnel Commission is made aware of the District's intention to hire staff.

*Ms. Judy Nieh, Personnel Commissioner, arrived after the meeting had started at 4:40 p.m. due to a family emergency.

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 include the following classifications:

Open/Promotional Recruitments

- Office Assistant
- Office Assistant – Bilingual (Spanish)
- Office Assistant – Bilingual/Biliterate (Spanish)
- Health Assistant
- Health Assistant – Bilingual (Spanish)

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

- Director of Fiscal Services – Training and Experience Evaluation
- Food Service Assistant I – Structured Interview
- Instructional Assistant II – Structured Interview
- Instructional Assistant II – Bilingual (Mandarin) – Written Test/Structured Interview
- Instructional Assistant II – Bilingual (Spanish) – Structured Interview
- Instructional Assistant II – Bilingual/Biliterate (Mandarin) – Written Test/Structured Interview
- Instructional Assistant II – Bilingual/Biliterate (Spanish) – Structured Interview
- Maintenance Worker – Performance Test/Structured Interview
- Senior Account Clerk – Computer Performance Test/Structured Interview
- Speech Language Pathology Assistant – Structured Interview

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

- Campus Aide (4)
- Custodian (2)
- Director of Fiscal Services
- Food Service Assistant I (9)
- Health Assistant (5)
- Instructional Assistant I
- Instructional Assistant II
- Office Assistant (2)
- Maintenance Worker
- School Office Manager – Bilingual (Spanish)
- Speech Language Pathology Assistant

New employees were processed into the following classifications:

- 1 – Custodian
- 3 – Custodian (Substitute)
- 1 – Health Assistant
- 1 – Instructional Assistant II - Bilingual/Biliterate (Korean)
- 1 – Locker Room Attendant (Female)
- 2 – Office Assistant
- 1 – Office Assistant (Substitute)
- 1 – Office Assistant - Bilingual (Spanish)
- 1 – School Bus Driver
- 1 – School Office Manager - Bilingual (Spanish)
- 1 – School Office Manager - Bilingual (Spanish) (Substitute)
- 1 – School Office Manager (Substitute)
- 3 – Secretary - Bilingual (Spanish)
- 2 – Stock Delivery Worker (Substitute)
- 1 – Technology Specialist I

Updates/Reminders:

- Annual Open Enrollment for benefits is scheduled for Wednesday, September 28 in the Board Room, Thursday, September 29 at Nogales High School – MP Room, and Friday, September 30 in the Board Room from 7 a.m. to 4 p.m. No changes will be accepted after September 30, 2016.
- The Personnel Commissioners Association of Southern California is having a special workshop regarding “Job Description Innovation” on Friday, October 28, 2016 from 11:30 a.m. to 3 p.m. at Rio Hondo Event Center in Downey. Registration is \$35.00 for PCASC members and for every paid Commissioner or Director; a staff member may attend for free.

PERSONNEL COMMISSION

A. Recommendation: To approve the minutes of the regular meeting of August 2, 2016.

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

B. The Personnel Commission received the draft of the Personnel Commission’s Annual Report for the 2015

– 2016 school year and considered approving the tentative draft for distribution:

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

Ms. Stiegelmar highlighted a few statistics from the Personnel Commission’s Annual Report, specifically the number of recruitments conducted, applications received, candidates placed on an eligibility list, and employees hired. Ms. Stiegelmar pointed out that there was a 47% increase in the number of recruitments conducted, an 87% increase in the number of applications received, 104% increase in the number of candidates placed on an eligibility list, and a 59% increase in employees hired from the previous year. Ms. Stiegelmar stated that once the Personnel Commission’s Annual Report is approved, the report would be made available to anyone who requests a copy of one. The commission will distribute the report to Board Members, Cabinet, every school site, and department. The report will be available on the Personnel Commission website.

Ms. Sabrina Lee, Personnel Commissioner, asked for clarification on why the Annual Report was labeled “Limited Distribution”. Ms. Stiegelmar explained that the item was not currently available for public viewing, but that anyone may request to view items that are labeled “Limited Distribution”.

Ms. Sharon Fernandez, Personnel Commissioner, shared that she likes that the annual report more accurately displays the activity within the Personnel Commission department, but would like to see a bit more wording.

The Commission agreed to change the motion to read as “approving the tentative draft for distribution.”

ITEMS FOR DISCUSSION AND/OR ACTION

- A. Recommendation: To consider approving the advanced salary step placement request from Jennifer Kottke, Coordinator of Family Resource, to employ Applicant ID# 8057270 in the class of Community Liaison – Bilingual (Spanish) at Step E of Range 17.5 on the Classified Salary Schedule.

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

- B. Recommendation: To consider approving the advanced salary step placement request from Mitch Brunyer, Principal of Rowland High School, to employ Applicant ID# 14536505 in the class of Library Technician at Step B of Range 19 on the Classified Salary Schedule.

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

- C. Recommendation: To consider approving the advanced salary step placement request from Mitch Brunyer, Principal of Rowland High School, to employ Applicant ID# 26603415 in the class of Instructional Assistant II Bilingual/Biliterate (Korean) at Step B of Range 17 on the Classified Salary Schedule.

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

- D. Recommendation: To consider approving the advanced salary step placement request from Phil George, Director of Technology Services, to employ Applicant ID# 26487765 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:	Sabrina Lee	Yes
Seconded by:	Judy Nieh		Sharon Fernandez	Yes
			Judy Nieh	Yes

- E. Recommendation: To consider approving the advanced salary step placement request from Carlos Ochoa, Principal of Giano Intermediate School, to employ Applicant ID# 25672247 in the class of

Secretary – Bilingual (Spanish) at Step B of Range 20 on the Classified Salary Schedule.

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

F. Recommendation: To consider approving the advanced salary step placement request from Mitch Brunyer, Principal of Rowland High School, to employ Applicant ID# 26035211 in the class of Office Assistant at Step E of Range 17 on the Classified Salary Schedule.

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

G. Recommendation: To consider approving the advanced salary step placement request from Alex Flores, Assistant Superintendent – Administrative Services, to employ Applicant ID# 28866531 in the class of School Bus Driver at Step D of Range 19.5 on the Classified Salary Schedule.

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

H. Recommendation: To consider approving the revised job description for the classification of Nutrition Service Operations Manager.

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

Ms. Landin explained that changes were made to the Nutrition Service Operations Manager job description after conferring with Zepure Hacopian, Director of Human Resources. The highlighted sections of the job description display those changes. Ms. Landin explained that these changes were made after the agenda had been distributed.

Ms. Nieh asked if the changes were approved by the Director of Nutrition Services. Ms. Landin confirmed that the changes were approved by the Director of Nutrition Services.

Ms. Landin indicated that there were duties that overlapped between the Nutrition Service Operations Manager and the Assistant Director of Nutrition Services. Ms. Landin explained that the duties of the Nutrition Service Operations Manager are further clarified in the revised job description as well as how those duties function in the new organizational structure of the department.

Ms. Lee asked if the Assistant Director of Nutrition Services duties can be added to the Distinguishing Characteristics.

Ms. Stiegelmar stated that approving the job description was important in order to not delay the recruitment for the Nutrition Service Operations Manager.

Ms. Nieh asked for the reasoning behind the “Distinguishing Characteristics” section contained in the job description. Ms. Nieh stated that this section is confusing and would like this section to be clarified. Ms. Nieh asked if the duties contained in this section were required or desirable.

Ms. Landin explained the reasoning behind having a “Distinguishing Characteristics” section in the job description; stating that it establishes the differences in the classifications within the same job family. Ms. Landin further explained that the duties contained in this section are not used to exclude a candidate from being considered for a position, and that the minimum qualifications are used to evaluate if an applicant is qualified to move forward in the process.

Ms. Lee stated that the “Distinguishing Characteristics” section is used to compare the positions above and below the position of the job description. Ms. Lee suggested changing the title of the section to make it less confusing and adding verbiage that would help clarify the purpose of the section. Ms. Lee added that the information contained in this section is crucial to the job description.

Ms. Stiegelmar stated that most school districts contain a “Distinguishing Characteristics” section and that

this may be something that the consultants of the classification and compensation study may want to review. Ms. Stiegelmar clarified that this section is not included in the job announcements and is used as a tool when doing a comparison analysis with other school districts.

Ms. Fernandez suggested wording the section as “Distinguishing Characteristics within the Job Family”. Ms. Fernandez emphasized that this information is important for other school districts to be able to compare the positions within their own organization.

Ms. Landin shared that concerns were brought up regarding the wording used in the “Environment” section of the job description to describe the hours worked per week. The job description currently shows “... over 40 hours per week...”

Mr. Dennis Bixler, Assistant Superintendent – Human Resources, referenced the Fair Labor Standards Act. Mr. Bixler expressed concern that the wording in the job description does not comply with the legal changes being made to exempt positions (positions that do not receive overtime) and was working with Ms. Landin to find acceptable language that could be used in the job description. Mr. Bixler aimed at using language that did not state that the position would be working “... over 40 hours per week...”. After doing some research, Mr. Bixler stated that he did not find a reference to time in any other job description of exempt positions and suggested that a reference of time should not be included in the job description for Nutrition Service Operations Manager. Mr. Bixler emphasized that it is important to be in compliance with the law; especially in relation to the Fair Labor Standards Act when creating job descriptions.

Ms. Stiegelmar pointed out that the verbiage of “... over 40 hours per week...” was not added by Ms. Landin and that wording was originally a strikeout item in the previous job description.

Ms. Lee asked if other job descriptions contained the verbiage “... over 40 hours per week...”. Ms. Landin confirmed that other job descriptions contained this verbiage. Ms. Lee pointed out that the intent of this wording is to inform a person that they may work over 40 hours. Ms. Fernandez and Ms. Nieh suggested that the job description clarify that the position is exempt. The Commission agreed to bring this item back at a special meeting and vote on the changes.

Ms. Fernandez withdrew her motion. Ms. Nieh withdrew her second.

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

- a. Director of Transportation Services (D-16/17-03)
- b. Executive Director of Facilities, Maintenance, Operations, and Construction (D-16/17-04)
- c. Executive Secretary (D-16/17-05)
- d. Head Cook (D-16/17-06)

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

K. Recommendation: To ratify the following eligibility lists:

- a. Director of Fiscal Services (D-15/16-73)
- b. Food Service Assistant I (D-15/16-71)
- c. Instructional Assistant II – Bilingual (Spanish) (D-15/16-66)
- d. Instructional Assistant II – Bilingual/Biliterate (Spanish) (D-15/16-67)
- e. Instructional Assistant II (D-15/16-65)
- f. Personal Care Assistant (D-15/16-72)
- g. Speech Language Pathology Assistant (D-16/17-02)

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

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

- a. Office Assistant (D-15/16-40)
 - ID# 1970746 and ID# 24711803 - PC Rule 6.1.10, 6.1.10.4
- b. Technology Specialist I (D-15/16-30)
 - ID# 18251138 - PC Rule 6.1.10, 6.1.10.4
- c. Community Liaison-Bilingual (Spanish) (D-15/16-48)

- ID# 6275730 - PC Rule 6.1.10, 6.1.10.4
- d. Library Technician (D-15/16-49)
 - ID# 27357232 - PC Rule 6.1.10, 6.1.10.3
- e. Cafeteria Lead Worker I (D-15/16-46)
 - ID# 27423438 - PC Rule 6.1.10, 6.1.10.4
- f. Cafeteria Lead Worker I (D-15/16-09)
 - ID# 21524435 - PC Rule 6.1.10, 6.1.10.1
- g. Technology Specialist I (D-15/16-30)
 - ID# 26397673 - PC Rule 6.1.10, 6.1.10.1
- h. Custodian (D-15/16-55)
 - ID# 26765079 - PC Rule 6.1.10, 6.1.10.3

Motion made by: Sharon Fernandez
 Seconded by: Judy Nieh

Vote: Sabrina Lee Yes
 Sharon Fernandez Yes
 Judy Nieh Yes

Ms. Nieh questioned the length of time a person can be on an eligibility list. Ms. Nieh asked if an eligibility list being active for one year was determined by law or if this was a Commission rule. Ms. Stiegelmar stated that eligibility lists can be active for six months or one year. Ms. Stiegelmar stated that the length of time is governed by Education Code. Ms. Fernandez stated that once a recruitment has been initiated, the length of time the list is active cannot be changed. However, the Personnel Commission rules and Education Code allow a list to be extended up to two years by the Personnel Director with ratification by the Commission.

Ms. Landin explained that six month lists would double the number of recruitments being run and vacancies would take longer to fill. Ms. Stiegelmar stated that there are certain positions that are in high demand and recruitments are performed more often in order to always have a fresh list.

Ms. Stiegelmar explained the removal process from an eligibility list and the amount of communication that is required before removing a name.

Ms. Lee stated that the Commission would be adjourning to Closed Session and that no action would be taken.

M. **CLOSED SESSION-** Recessed to Closed Session to discuss: Employee Performance Evaluation – Personnel Director [Government Code 54954.5 (e)] and Public Employee Discipline/Dismissal/Release [Government Code 54957]

Recessed to Closed Session at 5:48 p.m.
 Reconvened to Open Session at 7:43 p.m.

Sabrina Lee, reported that during Closed Session the Commission did not take any action, and had nothing to report out from their closed session.

ADJOURNMENT

To adjourn meeting at 7:45 p.m.

Motion made by: Judy Nieh
 Seconded by: Sharon Fernandez

Vote: Sabrina Lee Yes
 Sharon Fernandez Yes
 Judy Nieh Yes

Approved by: _____
Sabrina Lee
Chair
Personnel Commission

Submitted by: _____
Joan Stiegelmar
Personnel Director
Personnel Commission

THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED FOR TUESDAY, October 4, 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.

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT
MINUTES OF THE SPECIAL MEETING OF SEPTEMBER 20, 2016**

The meeting of the Personnel Commission of the Rowland Unified School District was called to order at 4:31 p.m., with the Pledge of Allegiance led by the Personnel Director, Joan Stiegelmar.

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

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

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

INTRODUCTION OF GUESTS

Dr. Julie Mitchell, Superintendent
Sharon Carrillo, President, CSEA
Mary Casian, Secretary, CSEA
Crystal Vahimarae, Personnel Technician
Roy Humphreys, Community Member

Mr. Roy Humphreys, Community Member, introduced himself and expressed his support in having state-of-the-art technology in our schools. Mr. Humphreys referenced his recordings of the Board and Personnel Commission meetings stating that his videos give the community an opportunity to be engaged in what is going on at the District and Personnel Commission meetings.

ITEMS FOR DISCUSSION AND/OR ACTION

A. Recommendation: To consider approving the revised job description for the classification of Nutrition Service Operations Manager as amended.

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

Ms. Joan Stiegelmar, Personnel Director, stated that the verbiage “This position is designated as a Fair Labor Standards Act (FLSA) exempt, management level classification.” was added to the “Appointment” section of the job description. Ms. Stiegelmar consulted with Mr. Dennis Bixler, Assistant Superintendent – Human Resources, regarding the changes and he agreed to these changes.

B. Recommendation: To consider approving the revised job description for the classification of Executive Secretary.

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

ADJOURNMENT

To adjourn meeting at 4:40 p.m.

Motion made by: Judy Nieh
Seconded by: Sharon Fernandez

Vote: Sabrina Lee Yes
Sharon Fernandez Yes
Judy Nieh Yes

Approved by: _____
Sabrina Lee
Chair
Personnel Commission

Submitted by: _____
Joan Stiegelmar
Personnel Director
Personnel Commission

THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED FOR TUESDAY, OCTOBER 4, 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.