

**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
March 1, 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: Sharon Fernandez _____
Sabrina Lee _____
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 Receive for information the unofficial minutes of the special meeting of January 26, 2016. (Ref. 6.1)

6.2 Approve the minutes of the regular meeting of February 16, 2016. (Ref. 6.2)

Motion by _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Judy Nieh _____

7. ITEMS FOR DISCUSSION AND/OR ACTION

7.1 Advanced Salary Step Placement

- a. Consider approving the advanced salary step placement request from Susanna Halliday, Interim Principal, to employ Applicant ID #25626597 in the class of Office Assistant at Step D of Range 17 on the Classified Salary Schedule. (Ref. 7.1 a) & (Ltd. Distr.)

Motion by _____
Second by _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Judy Nieh _____

- b. Consider approving the advanced salary step placement request from Stuart Moe, Director of Facilities, to employ Applicant ID #24728065 in the class of Painter at Step E of Range 26 on the Classified Salary Schedule. (Ref. 7.1 b) & (Ltd. Distr.)

Motion by _____
Second by _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
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. Community Liaison – Bilingual (Spanish) (D-15/16-48)
b. Library Technician (D-15/16-49)

8.2 Removal of Names from the Eligibility List

Ratify the removal of names from the following eligibility list(s): (Ref. 8.2)

- a. Cafeteria Lead Worker I (D-15/16-09)
• ID# 25913988 PC Rule 6.1.10, 6.1.10.1
- b. Custodian (D-14/15-36)
• ID# 2492938 PC Rule 6.1.10, 6.1.10.3
• ID# 23685826 PC Rule 6.1.10, 6.1.10.7
- c. Food Services Assistant I (D-14/15-49)
• ID# 18780121 PC Rule 6.1.10, 6.1.10.1
• ID# 24804554 PC Rule 6.1.10, 6.1.10.1
• ID# 24917790 PC Rule 6.1.10, 6.1.10.1

Motion by _____
Second by _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
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, APRIL 5, 2016, AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.**

11. ADJOURNMENT

Time _____

Motion by _____
Second by _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
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
UNOFFICIAL MINUTES OF THE SPECIAL MEETING OF JANUARY 26, 2016
(NO QUORUM)**

The joint Study Session/Board meeting of the Personnel Commission of the Rowland Unified School District was called to order at 4:03 p.m., with the Pledge of Allegiance led by Angelena M. Pride, Board President.

Members Present: Sharon Fernandez, Chair

Members Absent: Sabrina Lee, Member

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

A quorum was not present; however, Dr. Julie Mitchell, invited Personnel Commissioner, Sharon Fernandez, to sit in as a guest.

THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED FOR TUESDAY, FEBRUARY 16, 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 REGULAR MEETING OF FEBRUARY 16, 2016**

The meeting of the Personnel Commission of the Rowland Unified School District was called to order at 4:33 p.m., with the Pledge of Allegiance led by Ms. Low, Sr. Personnel Technician.

Members Present: Sharon Fernandez, Chair
Sabrina Lee, Member
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 10 – Closed Session.

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

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

INTRODUCTION OF GUESTS

Dolores Guerrero, 3rd Vice President, CSEA
Susie Luna, Past President, CSEA

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

- Administrative Secretary (D-15/16-42)
- Administrative Secretary – Bilingual (Spanish) (D-15/16-43)
- Cafeteria Lead Worker I (D-15/16-46)
- Food Service Assistant I (D-15/16-45)
- Grounds Maintenance Worker (D-15/16-44)
- Instructional Assistant II (D-15/16-35)
- Instructional Assistant II – Bilingual (Spanish) (D-15/16-36)
- Instructional Assistant II – Bilingual/Biliterate (Mandarin) (D-15/16-39)
- Instructional Assistant II – Bilingual/Biliterate (Spanish) (D-15/16-37)
- Office Assistant (D-15/16-40)
- Office Assistant – Bilingual/Biliterate (Mandarin) (D-15/16-41)
- Personal Care Assistant (D-15/16-38)
- Senior Office Assistant - Bilingual/Biliterate (Spanish) (D-15/16-47)

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

- School Police Officer – Technical Project/Structured Interview
- High School Principal's Secretary, High School Principal's Secretary – Bilingual (Spanish) – Computer Performance Test and Structured Interview
- Technology Support Manager – Technical Project and Structured Interview
- Senior Technology Specialist – Technical Project and Structured Interview
- Senior Personnel Technician – Computer Performance Test, Technical Project, and Structured Interview

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

- Cafeteria Lead Worker I
- Computer Lab Technician
- Custodian
- Food Service Assistant I
- Instructional Assistant II – Bilingual (Spanish)
- Locker Room Attendant (Female)
- Office Assistant
- Office Assistant – Bilingual (Spanish)
- Personal Care Assistant
- School Bus Driver
- School Office Manager
- Senior Office Assistant
- Senior Office Assistant – Bilingual/Biliterate (Spanish)

New employees were processed into the following classifications:

- 1 – Cafeteria Lead Worker I
- 1 – Custodian - Sub
- 1 – Grounds Construction Worker
- 1 – Locker Room Attendant - Female
- 1 – Office Assistant
- 1 – Office Assistant -Sub
- 1 – Personnel Technician - Sub
- 1 – Sr. Account Clerk
- 1 – Sr. Office Assistant - Sub
- 2 – Custodian
- 2 – Food Services Assistant I
- 2 – Instructional Assistant I
- 2 – Office Assistant Bil (Sp)

Updates/Reminders:

- The Personnel Commission shared a recruitment table with Human Resources at the RUSD Showcase on Saturday, January 30 from 10 a.m. to 1 p.m. at the Rowland Heights Community Center. We were able to hand out many job bulletins to interested parents, staff, and attendees.
- CSPCA is having their annual conference from Thursday, February 25 to Sunday, February 28 in Anaheim with the theme “Reaching Excellence With Merit”. All Commissioners are signed up to attend. Staff from the Commission Office will be attending the conference on Thursday, February 25 which is the day that is known as Support Staff Training day. Commissioners do not have to attend on Thursday, but can attend if interested.
- The PTA Council of Rowland USD has invited the Personnel Commission to their Council Founder’s Day event on Friday, February 26 to discuss both full time and part time job opportunities that we have at Rowland. Jessica Landin will be representing the Commission since this is the same day as the CSPCA Conference, and our department is excited to partner with Council PTA to fill these vacant positions.
- Commissioners are all invited to become a guest Principal for a Day on Wednesday, March 16, 2016. Ms. Fernandez has been granted her request for Nogales High School already. Ms. Lee and Ms. Nieh can submit their interest for this opportunity by contacting Josefina Sandoval.
- 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 Wednesday, May 18, 2016. The theme will be “Baseball – Swing on By”. We are busy preparing the Save the Date flyers.
- I am pleased to announce the promotion of Andrea Low to the position of Sr. Personnel Technician. Andrea joined the Personnel Commission in 2004 serving in the position of Personnel Technician. This promotion recognizes the contributions made to Rowland Unified School District during her tenure with the organization and is effective today, February 16, 2016. Andrea will be transitioning into this position as we work to fill her Personnel Technician position.

- The Personnel Commission would like to thank the Board of Education for appointing Judy Nieh as the Board Appointed Commissioner. Ms. Nieh will be taking her Oath of Office today.
- In recognition of both Ms. Low new position and Ms. Nieh's appointment to the Personnel Commission as a Commissioner, we will be celebrating with punch and cupcakes after the meeting.

PERSONNEL COMMISSION

- A. Take action to appoint Ms. Judy Nieh to the Personnel Commission as the Board Appointee for a term from February 16, 2016 to December 1, 2017.

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

- B. Oath of Office presented by Ms. Sharon Fernandez to Ms. Judy Nieh, Board Appointee.
- C. Recommendation: Take action to nominate and elect a chairperson for the term from February 16, 2016 to December 1, 2016.

The Personnel Commission elected Sabrina Lee as chairperson for a new term, from February 16, 2016 to December 1, 2016.

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

- D. Recommendation: Take action to nominate and elect a vice-chairperson for the term from January 16, 2016 to December 1, 2016.
- The Personnel Commission elected Sharon Fernandez as vice-chairperson for a new term from January 16, 2016 to December 1, 2016.

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

- E. Recommendation: To approve the minutes of the regular meeting of January 12, 2016.
- | | | | | |
|-----------------|------------------|-------|------------------|---------|
| Motion made by: | Sharon Fernandez | Vote: | Sharon Fernandez | Yes |
| Seconded by: | Sabrina Lee | | Sabrina Lee | Yes |
| | | | Judy Nieh | Abstain |

ITEMS FOR DISCUSSION AND/OR ACTION

- A. Recommendation: To consider approving the advanced salary step placement request from Eric Hart, Director of Fiscal Services, to employ Applicant ID #24454173 in the class of Senior Account Clerk at Step C of Range 20.5 on the Classified Salary Schedule.

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

- B. Recommendation: To consider approving the advanced salary step placement request from Donald Fernald, Chief of Police, to employ Applicant ID #2648535 in the class of School Police Officer at Step E of Range 22.5 on the Classified Salary Schedule.

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

- C. Recommendation: To consider approving the advanced salary step placement request from Jason Gass, Principal, to employ Applicant ID #16065602 in the class of Office Assistant at Step B of Range 17 on the Classified Salary Schedule.

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

- D. Recommendation: To consider approving the advanced salary step placement request from Stephen Edmunds, Principal, to employ Applicant ID #25519021 in the class of Office Assistant - Bilingual (Spanish) at Step B of Range 17.5 on the Classified Salary Schedule.

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

- E. Recommendation: To consider approving the advanced salary step placement request from Stuart Moe, Director of Facilities, to employ Applicant ID #24306322 in the class of Grounds Construction Worker at Step C of Range 23 on the Classified Salary Schedule.

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

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

Ms. Lee wanted confirmation that the position being considered for reallocation to School Office Manager was currently vacant. Ms. Stiegelmar confirmed that the position is indeed vacant.

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

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

- a. Administrative Secretary (D-15/16-42)
- b. Administrative Secretary – Bilingual (Spanish) (D-15/16-43)
- c. Cafeteria Lead Worker I (D-15/16-46)
- d. Food Service Assistant I (D-15/16-45)
- e. Grounds Maintenance Worker (D-15/16-44)
- f. Instructional Assistant II (D-15/16-35)
- g. Instructional Assistant II – Bilingual (Spanish) (D-15/16-36)
- h. Instructional Assistant II – Bilingual/Biliterate (Mandarin) (D-15/16-39)
- i. Instructional Assistant II – Bilingual/Biliterate (Spanish) (D-15/16-37)
- j. Office Assistant (D-15/16-40)
- k. Office Assistant – Bilingual/Biliterate (Mandarin) (D-15/16-41)
- l. Personal Care Assistant (D-15/16-38)
- m. Senior Office Assistant - Bilingual/Biliterate (Spanish) (D-15/16-47)

Ms. Fernandez questioned the filing date of Friday, January 8, 2016 on reference 8.1 page 10 of 16 for the Instructional Assistant II job bulletin. Ms. Stiegelmar explained that the position was opened on January 8, 2016, but was extended due to opening the Instructional Assistant II Bilingual/Biliterate (Mandarin) recruitment on January 15, 2016. Ms. Fernandez asked if this date was visible on the website version of the job bulletin. Ms. Stiegelmar clarified that this date is only seen on the paper bulletin and is used to differentiate it from prior job bulletins. Ms. Landin confirmed that the dates on reference 8.1 page 10 of 16 are indeed correct. Ms. Landin also stated that the reason for the January 8, 2016 date is to remain consistent with the original job posting in the case that there are multiple job bulletins for the same job classification.

Ms. Judy Nieh requested that Ref. 8.1 be corrected to read “February” and not “Fe77bruary”.

Ms. Nieh wanted clarification if the Commissioners were to approve test results and job bulletins. Ms. Stiegelmar stated that the job bulletins were for informational and review purposes only and clarified that the Personnel Commissioners do not need to approve job bulletins.

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

Ms. Stiegelmar explained the selection results report as being a summery of all applicants and their disposition through the examination process.

Ms. Nieh asked for clarification on the "N/A" disposition section of reference 8.2 page 4 of 11. Ms. Stiegelmar explained that the position of School Bus Driver is a continuous recruitment. Ms. Landin further explained that since the recruitment is continuous, the disposition of "N/A" indicates that the application was not screened at the time the report had been generated.

I. Recommendation: To ratify the following eligibility lists:

- a. High School Principal's Secretary (D-15/16-25)
- b. High School Principal's Secretary – Bilingual (Spanish) (D-15/16-27)
- c. School Bus Driver (D-15/16-32)
- d. School Office Manager (D-15/16-18)
- e. School Office Manager – Bilingual (Spanish) (D-15/16-19)
- f. School Police Officer (Merged) (D-15/16-11)
- g. Senior Personnel Technician – (D-15/16-31)
- h. Senior Technology Specialist – (D-15/16-29)
- i. Technology Support Manager – (D-15/16-28)

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

OTHER ITEMS

Exam Administration presentation, presented by Ms. Stiegelmar. The presentation included:

- Recruitment, Selection, & Retention of Classified Staff
 - Setting Minimum Qualifications
 - Cutoff Scores
 - Raters
 - Interviews – Structured vs. Unstructured
 - Appeals of an examination

ADJOURNMENT - To adjourn the meeting at 5:37 p.m.

Motion made by:	Sharon Fernandez	Vote:	Sharon Fernandez	Yes
Seconded by:	Judy Nieh		Sabrina Lee	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, MARCH 1, 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.