

**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)]

TEST CENTER ROOM 2
1830 NOGALES STREET
ROWLAND HEIGHTS, CA 91748
4:30 P.M.

PLEASE CIRCULATE
January 12, 2016

1. Meeting called to order by the Presiding Chair _____ at ___ p.m.

2. Roll Call:	Present	Absent
Sharon Fernandez, Chair	_____	_____
Sabrina Lee, Member	_____	_____
Joan Stiegelmar, Personnel Director	_____	_____
Jessica Landin, Personnel Analyst	_____	_____

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 _____

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 December 8, 2015. (Ref. 6.1)

Motion by _____
Second by _____

Vote: Sharon Fernandez _____
Sabrina Lee _____

7. **ITEMS FOR DISCUSSION AND/OR ACTION**

7.1 **Advanced Salary Step Placement**

a. Consider approving the advanced salary step placement request from Mitch Brunyer, Principal, to employ Applicant ID #25679525 in the class of Office Assistant at Step E of Range 17 on the Classified Salary Schedule. (Ref. 7.1 a) & (Ltd. Distr.)

Motion by _____
Second by _____

Vote: Sharon Fernandez _____
Sabrina Lee _____

- b. Consider approving the advanced salary step placement request from Stuart Moe, Director, to employ Applicant ID #24963358 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 _____

- c. Consider approving the advanced salary step placement request from Miriam Kim, Director, to employ Applicant ID #25773099 in the class of Instructional Assistant I at Step D of Range 15 on the Classified Salary Schedule. (Ref. 7.1 c) & (Ltd. Distr.)

Motion by _____
Second by _____

Vote: Sharon Fernandez _____
Sabrina Lee _____

- d. Consider approving the advanced salary step placement request from Dr. Julie Mitchell, Superintendent, to employ Applicant ID #23483906 in the class of Administrative Assistant to the Superintendent at Step C of Range 28 on the Confidential Supervisory Salary Schedule. (Ref. 7.1 d) & (Ltd. Distr.)

Motion by _____
Second by _____

Vote: Sharon Fernandez _____
Sabrina Lee _____

- e. Consider approving the advanced salary step placement request from Susanna Halliday, Interim Principal, to employ Applicant ID #19357695 in the class of Custodian at Step C of Range 18 on the Classified Salary Schedule. (Ref. 7.1 e) & (Ltd. Distr.)

Motion by _____
Second by _____

Vote: Sharon Fernandez _____
Sabrina Lee _____

- f. Consider approving the advanced salary step placement request from Eric Hart, Director, to employ Applicant ID #18057735 in the class of Senior Account Clerk at Step D of Range 20.5 on the Classified Salary Schedule. (Ref. 7.1 f) & (Ltd. Distr.)

Motion by _____
Second by _____

Vote: Sharon Fernandez _____
Sabrina Lee _____

- g. Consider approving the advanced salary step placement request from Annette Ramirez, Principal, to employ Applicant ID #5560919 in the class of Office Assistant – Bilingual (Spanish) at Step B of Range 17.5 on the Classified Salary Schedule. (Ref. 7.1 g) & (Ltd. Distr.)

Motion by _____
Second by _____

Vote: Sharon Fernandez _____
Sabrina Lee _____

7.2 Reallocation

- a. Consider approving the recommended reallocation of a vacant High School Principal's Secretary position to High School Principal's Secretary – Bilingual (Spanish). (Ref. 7.2 a)

Motion by _____
Second by _____

Vote: Sharon Fernandez _____
Sabrina Lee _____

- b. Consider approving the recommended reallocation of a vacant Office Assistant position to Office Assistant – Bilingual/Biliterate (Mandarin). (Ref. 7.2 b)

Motion by _____
Second by _____

Vote: Sharon Fernandez _____
Sabrina Lee _____

- c. Consider approving the recommended reallocation of a vacant School Office Manager – Bilingual (Spanish) position to School Office Manager. (Ref. 7.2 c)

Motion by _____
Second by _____

Vote: Sharon Fernandez _____
Sabrina Lee _____

8. EXAMINATIONS/ELIGIBILITY LISTS

8.1 Exam Review and Recruitment Bulletins (Ref. 8.1)

Receive for information a summary of the following examinations and recruitment bulletins:

- a. Assistant Director of Nutrition Services (D-15/16-33)
- b. Nutrition Services Supervisor (D-15/16-34)
- c. School Bus Driver (D-15/16-32)

8.2 Employee Selection Results - Receive the results of examinations held. (Ref. 8.2 Ltd. Distr.)

8.3 Ratification of Eligibility Lists - Ratify the following eligibility lists: (Ref. 8.3 Ltd. Distr.)

- a. Computer Lab Technician (D-15/16-21)
- b. Computer Lab Technician – Bilingual (Spanish) (D-15/16-22)
- c. Executive Secretary (D-15/16-24)
- d. Locker Room Attendant (Female) (D-15/16-26)
- e. Senior Office Assistant (D-15/16-12)
- f. Senior Office Assistant – Bilingual (Spanish) (D-15/16-13)
- g. Senior Office Assistant – Bilingual/Biliterate (Spanish) (D-15/16-14)

Motion by _____
Second by _____

Vote: Sharon Fernandez _____
Sabrina Lee _____

8.4 Removal of Names from the Eligibility List

Ratify the removal of names from the following eligibility list(s): (Ref. 8.4)

- a. Instructional Assistant II (D-14/15-23)
 - ID# 23157109 PC Rule 6.1.10, 6.1.10.4
- b. Instructional Assistant II – Bilingual/Biliterate (Spanish) (D-14/15-25)
 - ID# 23157109 PC Rule 6.1.10, 6.1.10.4
- c. Painter (D-14/15-47)
 - ID # 23877600 PC Rule 6.1.10, 6.1.10.6
- d. Personnel Technician (D-14/15-33)
 - ID # 17543151 PC Rule 6.1.10, 6.1.10.4

Motion by _____
Second by _____

Vote: Sharon Fernandez _____
Sabrina Lee _____

9. OTHER ITEMS

Presentation: Recruitment

Presented by Joan Stiegelmar

10. 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 _____

11. **PLEASE NOTE, THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED ON TUESDAY, FEBRUARY 16, 2016, AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.**

12. ADJOURNMENT

Time _____

Motion by _____
Second by _____

Vote: Sharon Fernandez _____
Sabrina Lee _____

Consistent with merit system principles, the mission of the Rowland Unified School District Personnel Commission is to provide the District with the best qualified candidates, reflective of the cultural diversity of the community, to serve the present and future needs of the District and its educational program.

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF DECEMBER 8, 2015**

The meeting of the Personnel Commission of the Rowland Unified School District was called to order at 4:37 p.m., with the Pledge of Allegiance led by Ms. Fernandez, Personnel Commissioner.

Members Present: Sharon Fernandez, Chair
Sabrina Lee, Member

Members Absent: None

Staff Members Present: Joan Stiegelmar, Personnel Director

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

Dennis Bixler, Assistant Superintendent - Human Resources Division
Sharon Carrillo, President, CSEA
Belinda Anaya, 1st Vice President, CSEA
Susie Luna, Past President, CSEA
Maria Davila, Director of Nutrition Services

REPORT FROM THE PERSONNEL DIRECTOR

A. An update of 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

- School Bus Driver
- Technology Specialist I

Promotional Recruitments

- Senior Personnel Technician
- Senior Technology Specialist
- Technology Support Manager

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

- Administrative Assistant to the Superintendent – Computer Performance test, Technical Project, and Structured Interview
- Cafeteria Lead Worker I – Structured Interview
- Computer Lab Technician – Written test
- Computer Lab Technician Bilingual (Spanish) – Written test
- Executive Secretary – Computer Performance test, Technical Project, and Structured Interview
- Locker Room Attendant (Female) – Written test and Structured Interview
- School Police Officer – Technical Project and Structured Interview
- Senior Account Clerk – Computer Performance test and Structured Interview
- Senior Office Assistant – Written test
- Senior Office Assistant Bilingual (Spanish) – Written test
- Senior Office Assistant Bilingual/Biliterate (Spanish) – Written test

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

- Cafeteria Lead Worker I
- Campus Aide
- Custodian
- Food Service Assistant I
- Grounds Construction Worker
- Office Assistant
- Office Assistant – Bilingual (Spanish)
- Painter
- Personal Care Assistant
- School Bus Driver
- School Police Officer
- Senior Account Clerk

New employees were processed in to the following classifications:

- 1 Community Assistant Bilingual (Spanish)
- 1 Custodian - Substitute
- 1 Instructional Health Care Assistant
- 2 Office Assistant
- 12 Office Assistant - Substitute
- 3 Personal Care Assistant
- 1 Personnel Technician

Updates/Reminders:

- Currently we have 18 recruitments in process and we will be opening up two more on Monday, December 14.
- The Board of Education has scheduled a special meeting for Monday, December 14, 2015 in the Board Room with the closed session beginning at 4 p.m.
- We will be celebrating the retirement of Marie Domingo next Tuesday, December 15 in the Board Room from 4 p.m. to 6 p.m. Everyone is welcome to attend.

Sharon Carrillo, CSEA President, commented that CSEA continues to post the recruitments on their CSEA Facebook page, and other social media sources, to get information out to their members regarding job opportunities.

PERSONNEL COMMISSION

A. Take action to appoint Ms. Sabrina Lee to the Personnel Commission as the Joint Appointee for a three year term, from December 8, 2015 to December 1, 2018.

B. Oath of Office presented by Sharon Fernandez to Sabrina Lee, Joint Appointee.

C. Recommendation: To approve the minutes of the special meeting of October 22, 2015.

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

D. Recommendation: To approve the minutes of the regular meeting of November 5, 2015.

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

ITEMS FOR DISCUSSION AND/OR ACTION

A. Recommendation: To consider approving the advanced salary step placement request from John Martinez, Principal, to employ Applicant ID #20115559 in the class of Instructional/Health Care Assistant at Step B of Range 18 on the Classified Salary Schedule.

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

- B. Recommendation: To consider approving the advanced salary step placement request from Dennis Bixler, Assistant Superintendent – Human Resources, to employ Applicant ID #23401367 in the class of Personnel Technician at Step B of Range 19 on the Classified Salary Schedule.

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

- C. Recommendation: To consider approving the advanced salary step placement request from Rocky Bettar, Director, to employ Applicant ID #25669867 in the class of Office Assistant at Step E of Range 17 on the Classified Salary Schedule.

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

- D. Recommendation: To consider approving the recommended reallocation of a vacant Office Assistant position to Office Assistant - Bilingual (Spanish).

Susie Luna questioned why reallocation of this position was being recommended. Ms. Stiegelmar responded that it was requested due to the influx of Spanish speaking parents at her school, and none of the current Office Assistants are bilingual. The request was approved by Mr. Bixler. Ms. Luna asked that CSEA be informed of any reallocations in the future. Ms. Stiegelmar concurred that she will make sure to inform CSEA about any future reallocations.

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

- E. Recommendation: To consider establishing the classification of Assistant Director of Nutrition Services, allocating one position to the classification of Assistant Director of Nutrition Services, and placing the new classification of Assistant Director of Nutrition Services in the Nutrition Services series.

Ms. Davila, Director of Nutrition Services, presented information to the Commission as to why the position was needed in her department. The department is currently not up-to-date with some USDA laws and the Healthy Hungry Kids Act of 2010; there are currently at least seven students in the District that need a low sodium diet and special menus need to be created to meet these student needs; a nutritional analysis needs to be conducted on the menus; there is a need to oversee compliance of the District Wellness policy, the High School kitchen remodeling, and training employees.

Ms. Luna commented that there have been several new management/director positions created in the last several months and she is concerned about the impact of the District budget, and the ability to continue to fund this Assistant Director position now and in the future. Ms. Davila replied that she has a surplus of funds in the Nutrition Services budget and is currently on a spending plan to spend the funds in a responsible way. The money for this position will not be coming out of the General Fund.

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

- F. Recommendation: To consider adopting the proposed job description for the new classification of Assistant Director of Nutrition Services.

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

- G. Recommendation: To consider approving the revisions to the job description for the classification of Food Center Supervisor, and title change to Nutrition Services Supervisor.

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

- H. Recommendation: To consider approving the salary recommendation for the classification of Assistant Director of Nutrition Services, at Range 74 on the District Leadership Team Salary Schedule.

Ms. Stiegelmar commented that she had done a comparative analysis of local districts, an internal alignment with other classifications within the District, and reviewed the required knowledge, skills, and abilities required to perform the job.

Motion made by: Sabrina Lee
Seconded by: Sharon Fernandez

Vote: Sharon Fernandez Yes
Sabrina Lee Yes

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

- a. Senior Personnel Technician (P-15/16-31)
- b. Senior Technology Specialist (P-15/16-29)
- c. Technology Specialist I (D-15/16-30)
- d. Technology Support Manager (P-15/16-28)

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

K. Recommendation: To ratify the following eligibility lists:

- a. Administrative Assistant to the Superintendent (D-15/16-23)
- b. Cafeteria Lead Worker I (D-15/16-09)
- c. Grounds Construction Worker (D-15/16-04)
- d. Instructional Assistant I (D-15/16-15)
- e. Office Assistant – Bilingual/Biliterate (Spanish) (D-15/16-08)
- f. School Police Officer (D15/16-11)
- g. Senior Account Clerk (D-15/16-20)

Motion made by: Sabrina Lee
Seconded by: Sharon Fernandez

Vote: Sharon Fernandez Yes
Sabrina Lee Yes

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

- a. Campus Aide (D-14/15-21)
 - ID# 11223864 PC Rule 6.1.10, 6.1.10.1
- b. Instructional Assistant II and Instructional Assistant II – B/B (Spanish) (D-14/15-23, D-14/15-25)
 - ID# 23157109 PC Rule 6.1.10, 6.1.10.4
- c. Instructional/Health Care Assistant (D-15/16-01)
 - ID# 1750503 PC Rule 6.1.10, 6.1.10.3
- d. Painter (D-14/15-47)
 - ID# 23877600 PC Rule 6.1.10, 6.1.10.6
- e. Personnel Technician (D-14/15-33)
 - ID# 17426109 PC Rule 6.1.10, 6.1.10.3
 - ID# 17543151 PC Rule 6.1.10, 6.1.10.4

Motion made by: Sabrina Lee
Seconded by: Sharon Fernandez

Vote: Sharon Fernandez Yes
Sabrina Lee Yes

OTHER ITEMS

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

- Examination development
- Types of tests
- Predictive validity standings
- Practical considerations
- Testing practices

Staff announced that the joint dinner meeting with CSEA, hosted by CSEA, would be held immediately after the meeting, at Marie Callendar's, City of Industry.

ADJOURNMENT - To adjourn the meeting at 5:27 p.m.

Motion made by: Sabrina Lee
Seconded by: Sharon Fernandez

Vote: Sharon Fernandez Yes
Sabrina Lee Yes

Approved by: _____

Sharon Fernandez
Chair
Personnel Commission

Submitted by: _____

Joan Stiegelmar
Personnel Director
Personnel Commission

THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED FOR TUESDAY, JANUARY 12, 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.