

**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**  
  
**February 16, 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
 

<i>Motion by</i> _____	<i>Vote:</i> Sharon Fernandez _____
<i>Second by</i> _____	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 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.
 

<i>Motion by</i> _____	<i>Vote:</i> Sharon Fernandez _____
<i>Second by</i> _____	Sabrina Lee _____
  - 6.2 Oath of Office presented by Ms. Sharon Fernandez to Ms. Judy Nieh, Board Appointee. (Ref. 6.2)
  - 6.3 Take action to nominate and elect a chairperson for the term from February 16, 2016 to December 1, 2016.
 

<i>Motion by</i> _____	<i>Vote:</i> Sharon Fernandez _____
<i>Second by</i> _____	Sabrina Lee _____
	Judy Nieh _____

6.4 Take action to nominate and elect a vice-chairperson for the term from January 16, 2016 to December 1, 2016.

Motion by \_\_\_\_\_  
Second by \_\_\_\_\_

Vote: Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_  
Judy Nieh \_\_\_\_\_

6.5 Approve the minutes of the regular meeting of January 12, 2016. (Ref. 6.5)

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 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. (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 Don 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. (Ref. 7.1 b) & (Ltd. Distr.)

Motion by \_\_\_\_\_  
Second by \_\_\_\_\_

Vote: Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_  
Judy Nieh \_\_\_\_\_

c. Consider approving the advanced salary step placement request from Jason Gass, Principal, to employ Applicant ID #16065602 in the class Office Assistant at Step B of Range 17 on the Classified Salary Schedule. (Ref. 7.1 c) & (Ltd. Distr.)

Motion by \_\_\_\_\_  
Second by \_\_\_\_\_

Vote: Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_  
Judy Nieh \_\_\_\_\_

d. 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. (Ref. 7.1 d) & (Ltd. Distr.)

Motion by \_\_\_\_\_  
Second by \_\_\_\_\_

Vote: Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_  
Judy Nieh \_\_\_\_\_

e. 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. (Ref. 7.1 e) & (Ltd. Distr.)

Motion by \_\_\_\_\_  
Second by \_\_\_\_\_

Vote: Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_  
Judy Nieh \_\_\_\_\_

7.2 Reallocation

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

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. 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)

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. 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 by \_\_\_\_\_  
Second by \_\_\_\_\_

Vote: Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_  
Judy Nieh \_\_\_\_\_

9. OTHER ITEMS

Presentation: Exam Administration

*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. **THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED ON TUESDAY, MARCH 1, 2016, AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.**

12. 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  
MINUTES OF THE REGULAR MEETING OF JANUARY 12, 2016**

The meeting of the Personnel Commission of the Rowland Unified School District was called to order at 4:35 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  
Jessica Landin, Personnel Analyst

**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**

Belinda Anaya, 1<sup>st</sup> Vice President, CSEA  
Dolores Guerrero, 3<sup>rd</sup> Vice President, CSEA

**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

- Assistant Director of Nutrition Services
- Instructional Assistant II
- Instructional Assistant II – Bilingual (Spanish)
- Instructional Assistant II – Bilingual/Biliterate (Spanish)
- Nutrition Services Supervisor

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

- Computer Lab Technician, Computer Lab Technician – Bilingual (Spanish) – Structured Interview
- High School Principal's Secretary, High School Principal's Secretary – Bilingual (Spanish) – Written Test
- School Bus Driver – Performance Test
- School Office Manager, School Office Manager – Bilingual (Spanish) – Computer Performance Test, Technical Project, and Structured Interview
- Senior Office Assistant, Senior Office Assistant – Bilingual (Spanish), Senior Office Assistant – Bilingual/Biliterate (Spanish) – Structured Interview

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

- Administrative Assistant to the Superintendent
- Cafeteria Lead Worker I
- Custodian
- Executive Secretary
- Instructional Assistant I
- Instructional Assistant II
- Office Assistant – Bilingual (Spanish)
- Painter
- School Police Officer
- Senior Account Clerk

New employees were processed in to the following classifications:

- 1 – Administrative Assistant to the Superintendent
- 1 – Food Services Assistant I
- 1 – Instructional Assistant I
- 1 – Library Technician (Limited Term)
- 2 – Office Assistant
- 1 – Painter
- 1 – Personal Care Assistant

Updates/Reminders:

- Classified Training was January 5<sup>th</sup> and January 6<sup>th</sup>. There were 100 employees in attendance and the speaker was Fred Schafer.
- The Board of Education has scheduled a special study session on the Brown Act on Tuesday, January 26 at 4:30 p.m. in the Board Room. Commissioners are invited to attend.
- RUSD Showcase will be on Saturday, January 30 from 10 a.m. to 1 p.m. at the Rowland Heights Community Center. The Personnel Commission will have a booth at the event to advertise our recruitments in progress.
- RUSD will have a School Tour Day on Tuesday, February 2 at 8:30 a.m. or 10:30 a.m. Registration packets for TK/Kindergarten and new students will be available.
- CSPCA is having their annual conference from Thursday, February 25 to Sunday, February 28 in Anaheim. All Commissioners are signed up to attend.

### **PERSONNEL COMMISSION**

A. Recommendation: To approve the minutes of the regular meeting of December 8, 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 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.

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 Stuart Moe, Director, to employ Applicant ID #24963358 in the class of Painter at Step E of Range 26 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 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.

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

D. Recommendation: To 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.

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



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

**OTHER ITEMS**

Recruitment presentation, presented by Ms. Stiegelmar. The presentation included:

- Recruitment Strategies
  - Job analysis
  - Targeting applicant pools
  - Advertising
  - Job announcements
  - Recruitment considerations

**ADJOURNMENT** - To adjourn the meeting at 5:10 p.m.

Motion made by:	Sabrina Lee	Vote:	Sharon Fernandez	Yes
Seconded by:	Sharon Fernandez		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, FEBRUARY 16, 2016 AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.**

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