

**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**

**May 1, 2018**

1. Meeting called to order by the Presiding Chair \_\_\_\_\_ at \_\_\_\_ p.m.

2. Roll Call:	Present	Absent
Sharon Fernandez, Chair	_____	_____
Sabrina Lee, 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 Consider approving or amending the agenda as submitted.

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

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

3.3 Introduction of Guests

3.4 **COMMUNICATIONS**

*Remarks are limited to three (3) minutes, unless extended further or limited by vote of the Personnel Commission. A maximum of twenty (20) minutes, unless extended by the Personnel Commission, is allocated for each subject discussed. Ordinarily, Personnel Commissioners will not respond to comments and no action can be taken. However, the Personnel Commission may give direction to Staff following a comment.*

A. CSEA

B. District Administration

C. Audience members who filed a request to speak on an item not on the agenda

*Questions from the floor on items that are on the agenda will be entertained at the time the item is under consideration. Remarks are limited to three (3) minutes, unless extended further or limited by vote of the Personnel Commission.*

4. REPORT FROM THE PERSONNEL DIRECTOR

Receive an update on Commission staff's activities during the last month.

5. HEARINGS

Conduct a Public Hearing on the Proposed Personnel Commission Budget for Fiscal Year 2018- 2019. (Ref. 5)

Hearing Opened: \_\_\_\_\_ Hearing Closed: \_\_\_\_\_

6. PERSONNEL COMMISSION

6.1 Adopt the Personnel Commission Budget for 2018 – 2019. (Ref. 6.1)

Motion by: \_\_\_\_\_ Vote: Sharon Fernandez \_\_\_\_\_  
Second by: \_\_\_\_\_ Sabrina Lee \_\_\_\_\_  
Judy Nieh \_\_\_\_\_

6.2 Approve the minutes of the regular meeting of April 3, 2018. (Ref. 6.2)

Motion by: \_\_\_\_\_ Vote: Sharon Fernandez \_\_\_\_\_  
Second by: \_\_\_\_\_ Sabrina Lee \_\_\_\_\_  
Judy Nieh \_\_\_\_\_

6.3. Receive the draft of the Personnel Commission's meeting schedule for 2018 – 2019. (ref. 6.3)

7. ITEMS FOR DISCUSSION AND/OR ACTION

7.1 Advanced Salary Step Placement

a. Consider approving the advanced salary step request from Dennis Bixler, Assistant Superintendent – Human Resources, to employ Applicant ID# 5213592 in the class of Personnel Technician at Step B of Range 19 on the Classified Salary Schedule. (Ref. 7.1a) & (Ltd. Dist.)

Motion by: \_\_\_\_\_ Vote: Sharon Fernandez \_\_\_\_\_  
Second by: \_\_\_\_\_ Sabrina Lee \_\_\_\_\_  
Judy Nieh \_\_\_\_\_

b. Consider approving the advanced salary step request from Scott Jensen, Director of Special Education, to employ Applicant ID# 26069867 in the class of Instructional Assistant II – Bilingual (Spanish) at Step C of Range 16.5 on the Classified Salary Schedule. (Ref. 7.1b) & (Ltd. Dist.)

Motion by: \_\_\_\_\_ Vote: Sharon Fernandez \_\_\_\_\_  
Second by: \_\_\_\_\_ Sabrina Lee \_\_\_\_\_  
Judy Nieh \_\_\_\_\_

c. Consider approving the advanced salary step request from Scott Jensen, Director of Special Education, to employ Applicant ID# 22968447 in the class of Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule. (Ref. 7.1c) & (Ltd. Dist.)

Motion by: \_\_\_\_\_ Vote: Sharon Fernandez \_\_\_\_\_  
Second by: \_\_\_\_\_ Sabrina Lee \_\_\_\_\_  
Judy Nieh \_\_\_\_\_

- d. Consider approving the advanced salary step request from Rosana McLeod, Director of Purchasing Services, to employ Applicant ID# 24440715 in the class of Stock Delivery Worker at Step B of Range 19.5 on the Classified Salary Schedule. (Ref. 7.1d) & (Ltd. Dist.)

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

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

- e. Consider approving the advanced salary step request from Dennis Bixler, Assistant Superintendent – Human Resources, to employ Applicant ID# 24160281 in the class of District Safety at Step C of Range 20 on the Classified Salary Schedule. (Ref. 7.1e) & (Ltd. Dist.)

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

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

- f. Consider approving the advanced salary step request from Mari Bordona, Director of Student Services, to employ Applicant ID# 2801159 in the class of Health Assistant at Step E of Range 17 on the Classified Salary Schedule. (Ref. 7.1f) & (Ltd. Dist.)

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

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

- g. Consider approving the advanced salary step request from Scott Jensen, Director of Special Education, to employ Applicant ID# 33809690 in the class of Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule. (Ref. 7.1g) & (Ltd. Dist.)

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

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

## 7.2 Reallocation

Consider approving the recommended reallocation from Yesenia Alvarez, Principal at Hurley Elementary, and Maria Amorim, Autism Specialist, of a vacant Instructional Assistant II to Instructional Assistant II – Bilingual (Spanish). (Ref. 7.2)

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

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

## 7.3 New Class Description

Receive input from District administration and CSEA regarding a new class description for Transportation Assistant. (Ref. 7.3)

- i. Establish the new classification of Transportation Assistant.
- ii. Allocate one position in the classification of Transportation Assistant.
- iii. Place the new classification of Transportation Assistant in the Transportation series.

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

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

7.4 Salary Recommendation

Consider approving the salary recommendation for the classification of Transportation Assistant, at Range 20.5 on the Classified Salary Schedule. (Ref. 7.4)

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. Director of Transportation (D-17/18-46)
- b. Instructional Assistant II (D-17/18-42)
- c. Instructional Assistant II – Bilingual (Spanish) (D-17/18-43)
- d. Instructional Assistant II – Bilingual/Biliterate (Spanish) (D-17/18-44)
- e. Personal Care Assistant (D-17/18-45)
- f. School Bus Driver (D-17/18-47)

8.2 Employee Selection Results – Receive the results of examinations held. (Ref. 8.2 Ltd. Dist.)

8.3 Ratification of Eligibility Lists – Ratify the following eligibility list(s): (Ref. 8.3 Ltd. Dist.)

- a. High School Cafeteria Supervisor (D-17/18-34)
- b. Risk Manager (D-17/18-35)

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

Vote: Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_  
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. District Safety (D-17/18-25)
  - ID #32460676 – PC Rule 4.4.11
- b. Food Service Assistant I (D-17/18-27)
  - ID #34640075 – PC Rule 6.1.10, 6.1.10.4

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

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

9. INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

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, JUNE 5, 2018 AT 4:30 P.M., DISTRICT OFFICE – TESTING CENTER.**

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 APRIL 3, 2018**

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 Senior Personnel Technician, Andrea Low.

Members Present: Sharon Fernandez, Chair  
Sabrina Lee, Vice Chair

Members Absent: Judy Nieh, Member

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 amended.

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

Ms. Sabrina Lee, Personnel Commissioner, motioned to remove Item 10 – Closed Session.

**INTRODUCTION OF GUESTS**

Mary Casian, CSEA – 1<sup>st</sup> Vice President  
Lucia Paredes, Office Assistant  
Lisa Snider, Office Assistant

**COMMUNICATIONS**

- A. CSEA – None
- B. District Administration – None
- C. Audience Members – None

**REPORT FROM THE PERSONNEL DIRECTOR**

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:

**Promotional Recruitments**

- Accounting Operations Supervisor

**Open/Promotional Recruitments**

- Campus Aide
- District Patrol
- Grounds Maintenance Worker
- Instructional Assistant II
- Instructional Assistant II – Bilingual (Spanish)
- Instructional Assistant II – Bilingual / Biliterate (Spanish)
- Personal Care Assistant
- Technology Mobile Device and Accounts Associate

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

- Accompanist (Piano) – Performance exam, Structured Interview
- Administrative Secretary – Bilingual (Spanish) – Computer testing, Structured Interview
- Food Service Assistant III – Structured Interview
- Risk Manager – Technical Project, Structured Interview

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

- Accompanist (Piano)
- Administrative Secretary – Bilingual (Spanish)
- Campus Aide (substitute)
- Computer Lab Technician
- Custodian
- District Patrol (permanent and substitute)
- District Safety (permanent and substitute)
- Food Service Assistant III (substitute)
- Health Assistant
- Office Assistant
- Senior Custodian
- Stock Delivery Worker (substitute)

New employees were processed into the following classifications:

- 1 – Custodian
- 1 – District Safety
- 3 – Food Service Assistant I
- 1 – Food Service Assistant I (substitute)
- 5 – Instructional Assistant II
- 1 – Instructional Assistant II – Bilingual (Spanish)
- 1 – Instructional Assistant II – Bilingual / Biliterate (Spanish)
- 1 – Office Assistant
- 15 – Office Assistant (substitute)
- 1 – Personal Care Assistant
- 1 – Stock Delivery Worker

Updates/Reminders:

- Mt. San Antonio College Career and Transfer Services hosted a Career Fair today from 10 a.m. to 1 p.m. Staff from the Personnel Commission attended and passed out recruitment bulletins and information on how to fill out interest cards for future openings.
- The upcoming Annual Classified Employee Day, hosted by the Personnel Commission, will be held on Wednesday, May 16, 2018 from 11:30 a.m. to 2:30 p.m. and a “Surf’s Up” themed lunch will be served.
- The Rowland Unified School District Employee of the Year celebration will be held at the Diamond Bar Center on Thursday, May 17, 2018. Detailed information will be coming soon.
- The Personnel Commissioners Association of Southern California (PCASC) has an upcoming workshop, “Finding Value in Merit” scheduled on Friday, June 1, 2018 to be held in Anaheim. For every staff member who attends the conference, a staff member from the same school district can attend for FREE.

Ms. Joan Stiegelmar, Personnel Director, thanked Ms. Arlene Zamudio, Personnel Technician, and Ms. Andrea Low, Senior Personnel Technician, for attending the Mt. Sac Career fair. Ms. Stiegelmar shared that the goal for the career fair at Mt. San Antonio College was to target applicants for the Personal Care Assistant and Instructional Assistant II recruitments.

Ms. Stiegelmar is one of the co-conference chairs for the Personnel Commissioners Association of Southern California (PCASC) on June 1<sup>st</sup> and is excited for the Personnel Commissioners and staff to attend.

## PERSONNEL COMMISSION

Recommendation: To approve the minutes of the regular meeting of March 6, 2018.

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

### ITEMS FOR DISCUSSION AND/OR ACTION

- A. Receive for information the proposed Personnel Commission budget for the 2018 – 2019 fiscal year.
- B. Authorize the transmittal of the proposed budget to the Board of Education and CSEA for input; and schedule a hearing on the budget for May 1, 2018.

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

- C. Recommendation: To consider approving the advanced salary step request from Scott Jensen, Director of Special Education, to employ Applicant ID# 23804714 in the class of Instructional Assistant II – Bilingual/Biliterate (Spanish) at Step B of Range 17 on the Classified Salary Schedule.

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

- D. Recommendation: To consider approving the advanced salary step request from Kevin Despard, Principal, to employ Applicant ID# 48251 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
Motion Tabled:	Sharon Fernandez		Sabrina Lee	Yes
			Judy Nieh	Absent

- E. Recommendation: To consider approving the advanced salary step request from Scott Jensen, Director of Special Education, to employ Applicant ID# 33765645 in the class of Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule.

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

- F. Recommendation: To consider approving the advanced salary step request from Scott Jensen, Director of Special Education, to employ Applicant ID# 33776373 in the class of Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule.

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

- G. Recommendation: To consider approving the advanced salary step request from Scott Jensen, Director of Special Education, to employ Applicant ID# 10193252 in the class of Instructional Assistant II at Step D of Range 16 on the Classified Salary Schedule.

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



H. Recommendation: To consider approving the advanced salary step request from Scott Jensen, Director of Special Education, to employ Applicant ID# 33936712 in the class of Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule.

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

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

- a. Accounting Operations Supervisor (P-17/18-38)
- b. Campus Aide (D-17/18-40)
- c. District Patrol (D-17/18-41)
- d. Grounds Maintenance Worker (D-17/18-39)
- e. Health Assistant II (D-17/18-36)
- f. Technology Mobile Device and Accounts Associate (D-17/18-37)

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

K. Recommendation: To ratify the following eligibility lists:

- a. Accompanist (Piano) (D-17/18-31)
- b. Administrative Secretary – Bilingual (Spanish) (D-17/18-33)
- c. Food Service Assistant III (D-17/18-30)
- d. Senior Custodian (D-17/18-32)

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

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

- a. Campus Aide (D-16/17-50)
  - ID #17659824 – PC Rule 6.1.10, 6.1.10.8
- b. District Safety (D-17/18-25)
  - ID #3388865 – PC Rule 6.1.10, 6.1.10.2, 4.4.8, 4.4.11
  - ID #25783093 – PC Rule 6.1.10, 6.1.10.2, 4.4.11
  - ID #8196600 – PC Rule 6.1.10, 6.1.10.6
- c. Food Service Assistant I (D-16/17-48)
  - ID #29844951 – PC Rule 6.1.10, 6.1.10.4
- d. Health Assistant II (D-17/18-28)
  - ID # 34714690 – PC Rule 6.1.10, 6.1.10.6
- e. Instructional Assistant II – Bilingual (Spanish) (D-17/18-10)
  - ID# 33844114 – PC Rule 6.1.10, 6.1.1.6

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

Ms. Sabrina Lee, Personnel Commissioner, asked about a possible appeal for the position of District Safety. Ms. Stiegelmar shared that there is no longer an appeal due to the applicant not responding to their appeal notification. Ms. Lee wanted to make certain that there was solid proof that the applicant received the written appeal notice. Ms. Stiegelmar shared that the appeal notice was sent out via certified mail with a return receipt. Ms. Stiegelmar assured the Personnel Commissioners that the return receipt was signed and received back from the applicant.

**INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS**

- A. Ms. Lee congratulated District employee nominees and recipients for Employee of the Year. Ms. Lee looks forward to attending the awards dinner. Ms. Stiegelmar shared that Brandi Chapman, Administrative Assistant to the Superintendent, said that the invites to the Classified Employee of the Year dinner will be going out the following week.
- B. Ms. Sharon Fernandez, Personnel Commissioner, shared that she is glad to hear that Ms. Sharon Carrillo, CSEA – President is feeling better.

**ADJOURNMENT**

To adjourn meeting at 4:51 p.m.

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

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, MAY 1, 2018 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.*