

**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**

**November 6, 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	 _____	 _____
Andrea Low, Senior 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 - None

6. PERSONNEL COMMISSION

6.1 Approve the minutes of the regular meeting of October 2, 2018. (Ref. 6.1)

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 request from Ronald Gray, Risk Manager, to employ Applicant ID# 15523458 in the class of District Patrol at Step D of Range 19 on the Classified Salary Schedule. (Ref. 7.1a) & (Ltd. Dist.)

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

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

b. Consider approving the advanced salary step request from Scott Jensen, Director of Special Education, to employ Applicant ID# 35972402 in the class of Instructional Assistant II – Bilingual (Spanish) at Step B of Range 16.5 on the Classified Salary Schedule. (Ref. 7.1b) & (Ltd. Dist.)

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

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

c. Consider approving the advanced salary step request from Chris Ferraro, Director of Maintenance and Operations, to employ Applicant ID# 26376759 in the class of Grounds Construction Worker at Step E of Range 23 on the Classified Salary Schedule. (Ref. 7.1c) & (Ltd. Dist.)

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

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

7.2 Reallocation

Consider approving the recommended reallocation from Yousef Nasouf, Principal at Nogales High School, of a vacant Senior Office Assistant – Bilingual / Biliterate (Spanish) position to a Senior Office Assistant – Bilingual (Spanish) position. (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 the classification study for Playground Supervision Aide. (Ref. 7.3)

- i. Establish the new classification of Playground Supervision Aide.
- ii. Place the new classification of Playground Supervision Aide in the School Instructional and Auxiliary Services Series.
- iii. Approve the new job description for the classification of Playground Supervision Aide.
- iv. Approve the salary recommendation for the classification of Playground Supervision Aide at Range 9 on the Classified Salary Schedule.

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

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

7.4 Revised Class Description

Consider approving the revised job description for the classification of Audiovisual / Textbook Assistant and title change to Textbook / Media Assistant. (Ref. 7.4)

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

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

7.5 Reclassification

Consider not approving the reclassification request of a School Bus Driver. (Ref. 7.5)

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

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

7.6 Rules

Receive for second reading and consider approving the recommended addition to Chapter 15 by adding Rule 15.21 – Unpaid Leave of Absence Related to Inability to Perform Essential Job Duties. (Ref. 7.6)

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-18/19-21)
- b. Administrative Secretary – Bilingual (Spanish) (D-18/19-22)
- c. Cafeteria Lead Worker I (D-18/19-20)
- d. Campus Aide (D-18/19-23)
- e. Instructional Assistant II (D-18/19-15)
- f. Instructional Assistant II – Bilingual (Spanish) (D-18/19-16)
- g. Instructional Assistant II – Bilingual / Biliterate (Spanish) (D-18/19-17)
- h. Mechanical Systems Supervisor (D-18/19-19)
- i. Office Assistant (D-18/19-12)
- j. Office Assistant – Bilingual (Spanish) (D-18/19-13)
- k. Office Assistant – Bilingual / Biliterate (Spanish) (D-18/19-14)
- l. Personal Care Assistant (D-18/19-18)
- m. Senior Office Assistant (D-18/19-24)
- n. Senior Office Assistant – Bilingual (Spanish) (D-18/19-25)
- o. Senior Office Assistant – Bilingual / Biliterate (Spanish) (D-18/19-26)

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. Campus Aide (D-18/19-03)
- b. Computer Lab Technician (D-18/19-05)
- c. Computer Lab Technician – Bilingual (Spanish) (D-18/19-06)
- d. Health Assistant (D-18/19-07)
- e. Health Assistant – Bilingual (Spanish) (D-18/19-08)
- f. Mechanic (D-18/19-09)
- g. School Bus Driver (D-18/19-04)
- h. School Office Manager (D-18/19-01)
- i. School Office Manager – Bilingual (Spanish) (D-18/19-02)

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. Administrative Secretary – Bilingual (Spanish) (D-17/18-33)
  - ID #20374325 – PC Rule 6.1.10, 6.1.10.4
  - ID #25282686 – PC Rule 6.1.10, 6.1.10.1
- b. Grounds Maintenance Worker (D-17/18-39)
  - ID #25601740 – PC Rule 6.1.10, 6.1.10.3
  - ID #31889157 – PC Rule 6.1.10, 6.1.10.8
- c. Instructional Assistant I (D-17/18-56)
  - ID #33399639 – PC Rule 6.1.10, 6.1.10.6
- d. Instructional Assistant II (D-17/18-09)
  - ID #25968067 – PC Rule 6.1.10, 6.1.10.6
- e. Personal Care Assistant (D-17/18-45)
  - ID #34099023 – PC Rule 6.1.10, 6.1.10.2; 4.4.11
- f. School Bus Driver (D-17/18-01 & D-17/18-47)
  - ID32270487 – 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, DECEMBER 4, 2018 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 OCTOBER 2, 2018**

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 Mr. Alex Flores, Assistant Superintendent - Administrative Services.

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

Members Absent: Andrea Low, Sr. Personnel Technician  
Jessica Landin, Personnel Analyst

Staff Members Present: Joan Stiegelmar, Personnel Director  
Jolene Wilson, Administrative Secretary (Retired)

**APPROVAL OF THE AGENDA**

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

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

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

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

**INTRODUCTION OF GUESTS**

- Alex Flores, Assistant Superintendent, Administrative Services
- Dennis Bixler, Assistant Superintendent, Human Resources Division
- Phil George, Director of Technology Services
- Adriana E. Juarez, CSEA – Treasurer
- Gina Garcia, Instructional Assistant II
- Marlene Serrano, Instructional Assistant II
- Mateo Buenaluz, Electronic Repair Technician
- Roy Humphreys, Community Member

**COMMUNICATIONS**

A. CSEA - None

B. District Administration – None

C. Audience Members

Mr. Roy Humphreys, Community Member/Constituent, spoke about the Pasadena Unified School District voting out the Personnel Commission.

Mateo Buenaluz, Electronic Repair Technician, brought a concern about the minimum qualifications of the Mechanical Systems Supervisor class description. The experience section requires three years of journey-level experience in one of the following trades: HVAC, Refrigeration, Plumbing, or Electrical.

Mr. Buenaluz feels experience should include the Electronic Repair Technician position as well. Mr. Buenaluz commented that he hopes the class description is reviewed when the recruitment is opened the next time.

Gina Garcia, Instructional Assistant II, had a question about aides working as Instructional Aides II - Behavior Aides. She commented that she has submitted information regarding her classification to CSEA Leadership and to Special Education administrators earlier this year. Ms. Stiegelmar told Ms. Garcia that she will check into the matter.

## **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 include the following classifications:

### **Open/Promotional Recruitments**

- Executive Secretary
- Instructional Assistant II series
- Mechanical Systems Supervisor
- Office Assistant series
- Personal Care Assistant

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

- Air Conditioning & Heating Mechanic – Performance and Structured Interview
- Campus Aide – Written Test
- Computer Lab Technician– Written Test
- Computer Lab Technician – Bilingual (Spanish) – Written Test
- Grounds Construction Worker – Performance Test and Structured Interview
- School Bus Driver – Performance Test
- School Office Manager – Structured Interview
- School Office Manager – Bilingual (Spanish) – Structured Interview

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

- Administrative Secretary – Bilingual (Spanish)
- Air Conditioning & Heating Mechanic
- Grounds Construction Worker
- Instructional Assistant II – Bilingual (Spanish)
- Personal Care Assistant
- School Bus Driver

New employees were processed into the following classifications:

- 1 – Cook
- 1 – District Safety

Updates/Reminders/Remarks:

- The 2017-2018 Personnel Commission Annual Report was distributed on Friday, September 28, and emailed to all employees. It is posted on the Personnel Commission website, and copies are available in the lobby.
- Staff members went to Mount San Antonio College today for a Career Fair. Ms. Jolene Wilson and Ms. Arlene Zamudio handed out recruitment bulletins and spoke with many students.
- Open enrollment for RUSD employee benefits is being held this week.
- The District will be participating in the Great Shakeout on Thursday, October 18 at 10:18 a.m.
- A training opportunity called "Climbing the Career Ladder" is being planned by Personnel Commission staff for Monday, November 5 from 4:30 p.m. to 7:00 p.m. in the Board Room. This will be an unpaid workshop and will cover the basic process of applying for a job, teach interview skills, and testing techniques. Due to the number of responses, an additional class may be added.

**HEARINGS** - None

**PERSONNEL COMMISSION**

6.1 Recommendation: To approve the minutes of the regular meeting of September 11, 2018.

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

**ITEMS FOR DISCUSSION AND/OR ACTION**

A. Recommendation: To approve the advanced salary step request from Ronald Gray, Risk Manager, to employ Applicant ID#19921088 in the class of District Patrol at Step D of Range 19 on the Classified Salary Schedule.

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

B. Recommendation: To approve the advanced salary step request, from Scott Jensen, Director of Special Education, to employ Applicant ID# 32523032 in the class of Speech Language Pathology Assistant at Step B of Range 24.5 on the Classified Salary Schedule.

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

C. Recommendation: To approve the advanced salary step request from Mitch Brunyer, Principal of Rowland High School, to employ Applicant ID# 36661407 in the class of Accompanist (Piano) at Step C of Range 18.5 on the Classified Salary Schedule.

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

D. Recommendation: To approve the advanced salary step request from Ronald Gray, Risk Manager, to employ Applicant ID# 442534 in the class of District Safety at Step E of Range 20 on the Classified Salary Schedule.

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

E. Recommendation: To approve the advanced salary step request from Ronald Gray, Risk Manager, to employ Applicant ID# 23707899 in the class of District Safety at Step B of Range 20 on the Classified Salary Schedule.

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

F. Recommendation: To approve the reallocation from Maria Davila, Director of Nutrition Services, of a vacant Food Service Assistant II position to a Food Service Assistant I position.

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

- G Receive for first reading the proposed amendments to Chapter 15 by adding Rule 15.21 – Unpaid Leave of Absence Related to Inability to Perform Essential Job Duties.

Dennis Bixler explained the need for adding this rule. The main reason for the rule is for employees whose driving is an essential function of their job and they lose their driver's license, whether expired or suspended, and the inability to insure an employee. This could also refer to specific licenses such as a Heating and Air Conditioning Technician's Universal card or an Electrician's certification; etc.

The District would try to accommodate an employee who doesn't have a driver's license to work at another position otherwise they would not be able to work and they would be unpaid. Ms. Fernandez asked could one employee drive the other employee in a vehicle. Ms. Stiegelmar gave Mr. Bixler a scenario that if there were two painters that worked as a team could one employee drive the other employee in a vehicle. Mr. Bixler stated that each situation would be looked at individually. Mr. Bixler commented that on the certificated side if a teacher's credential expired the teacher would be pulled out of the classroom and would be unpaid.

Ms. Adriana Juarez asked if this rule pertained to CPR and First Aid Certificates. Ms. Stiegelmar commented that this would apply to those certificates, however, these certificates are easier to acquire than trying to get a suspended driver's license cleared.

Ms. Nieh asked how we are notified if an employee's license is suspended. Mr. Bixler stated that the District is notified within 72-hours if an employee is arrested.

### **EXAMINATIONS/ELIGIBILITY LISTS**

- H. The Personnel Commission received for information, a summary of the following examinations and recruitment bulletins:
- a. Community Liaison – Bilingual (Spanish) (D-18/19-10)
  - b. Executive Secretary (D-18/19-11)
- I. The Personnel Commission received the results of the examinations held.
- J. Recommendation: To ratify the following eligibility lists:
- a. Air Conditioning and Heating Mechanic (D-17/18-54)
  - b. Grounds Construction Worker (D-17/18-52)
  - c. School Bus Driver (D-18/19-04)

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

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

- a. Custodian (D-17/18-48)
  - ID #36452833 – PC Rule 6.1.10, 6.1.10.2
- b. Grounds Maintenance Worker – PC Rule 6.1.10, 6.1.10.4
  - ID #21239936 – PC Rule 6.1.10, 6.1.10.4

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



**INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS**

Sabrina Lee, Personnel Commissioner, will be attending the State of the Schools Breakfast on October 19, 2018.

Judy Nieh, Personnel Commissioner, reminded everyone about the Buckboard Day Parade is on October 20 and encouraged everyone to participate or attend. Ms. Nieh commented that she hoped that all classified employees would take advantage of the trainings being offered by CSEA, the District, and the Personnel Commission.

Sharon Fernandez, Personnel Commissioner, thanked everyone for attending. She attended the Nogales tailgating party on Friday, September 21 and commented that there was a lot of food and she met many new people. Ms. Fernandez announced that Jessica Landin had her baby boy in September.

**ADJOURNMENT**

To adjourn meeting at 5:12 p.m.

Motion made by:	Judy Nieh	Vote:	Sharon Fernandez	Yes
Seconded by:	Sabrina Lee		Judy Nieh	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, NOVEMBER 6, 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.*