

**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

August 1, 2017

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

2. Roll Call:	Present	Absent
Judy Nieh, Chair	_____	_____
Sharon Fernandez, Vice Chair	_____	_____
Sabrina Lee, 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: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

3.3 Introduction of Guests

3.4 Questions or input from CSEA

3.5 Questions or input from Administration or District Management

3.6 Questions or input from audience members

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 July 11, 2017. (Ref. 6.1)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
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 Alex Flores, Assistant Superintendent – Administrative Services, to employ Applicant ID# 31511226 in the class of Electrician at Step C of Range 26.5 on the Classified Salary Schedule. (Ref. 7.1a) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

- b. Consider approving the advanced salary step placement request from Scott Jensen, Director of Special Education, to employ Applicant ID# 32293468 in the class of Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule. (Ref. 7.1b) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

- c. Consider approving the advanced salary step placement request from Scott Jensen, Director of Special Education, to employ Applicant ID# 11783233 in the class of Instructional Assistant II – Bilingual (Spanish) at Step B of Range 16.5 on the Classified Salary Schedule. (Ref. 7.1c) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

- d. Consider approving the advanced salary step placement request from Scott Jensen, Director of Special Education, to employ Applicant ID# 22054258 in the class of Instructional Assistant II – Bilingual (Spanish) at Step B of Range 16.5 on the Classified Salary Schedule. (Ref. 7.1d) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

- e. Consider approving the advanced salary step placement request from Mari Bordona, Director of Student Services, to employ Applicant ID# 8129924 in the class of Health Assistant – Bilingual (Spanish) at Step B of Range 17.5 on the Classified Salary Schedule. (Ref. 7.1e) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

7.2 Reallocation

- Consider approving the recommended reallocation from Arnold Tovar, Interim Director of SELPA, of a vacant Instructional Assistant II – Bilingual (Mandarin) to Instructional Assistant II – Bilingual (Spanish). (Ref. 7.2)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

7.3 Class Study and Review - Receive input from District administration and CSEA regarding the classification study for Lead Stock Delivery Worker. (Ref. 7.3)

- i. Establish the new classification of Lead Stock Delivery Worker.
- ii. Allocate 1 new position in the classification of Lead Stock Delivery Worker.
- iii. Place the new classification of Lead Stock Delivery Worker in the Warehouse Series.

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

7.4 Class Specification

Adopt the proposed job description for the new classification of Lead Stock Delivery Worker. (Ref. 7.4)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

7.5 Salary Recommendation

Consider approving the salary recommendation for the classification of Lead Stock Delivery Worker, at Range 22.5 on the Classified Salary Schedule. (Ref. 7.5)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
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. School Bus Driver (D-17/18-01)
- b. Benefits Technician (D-17/18-02)

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 list(s): (Ref. 8.3 Ltd. Distr.)

- a. School Bus Driver (D-16/17-30)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

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 SEPTEMBER 12, 2017 AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.

12. ADJOURNMENT

Time _____

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
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 JULY 11, 2017**

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 Personnel Director, Joan Stiegelmar.

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

Members Absent: None

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 submitted.

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

INTRODUCTION OF GUESTS

Dennis Bixler, Assistant Superintendent – Human Resources
Mary Casian, CSEA, Vice President

Ms. Nieh welcomed guests to the Personnel Commission meeting.

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

- School Office Manager
- School Office Manager – Bilingual (Spanish)
- Senior Office Assistant
- Senior Office Assistant – Bilingual (Spanish)
- Senior Office Assistant – Bilingual/Biliterate (Spanish)

Examinations were conducted for the following classifications since the last Commission meeting:

- Administrative Secretary – Structured Interview
- Administrative Secretary – Bilingual (Spanish) – Structured Interview
- Campus Aide – Written Test
- Custodian – Structured Interview
- Food Service Assistant I – Structured Interview
- School Bus Driver – Performance Test

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

- Administrative Secretary
- Administrative Secretary – Bilingual (Spanish)
- Food Service Assistant I
- Instructional Assistant I
- Instructional Assistant II (6)
- Instructional Assistant II - Bilingual/Biliterate (Korean)
- Instructional Assistant II - Bilingual (Spanish) (2)
- Office Assistant - Bilingual (Spanish)

- School Bus Driver (Substitute)
- Speech-Language Pathology Assistant

New employees were processed into the following classifications:

- 1 – Computer Lab Technician
- 4 – Custodian (Substitute)

Ms. Joan Stiegelmar, Personnel Director, reported that there were additional new hires who will be starting on August 14, 2017. They will be reported at the August Personnel Commission meeting.

Updates/Reminders:

- The Personnel Commission has had a busy year in which 59 recruitments were conducted during the 2016-2017 fiscal year. In addition to recruitments, hundreds of summer school requisitions were processed in June for extra hour assignments, and input into the HRS system. Currently, staff is working hard to fill vacant positions and process substitutes to make sure that school sites and departments are fully staffed for the new school year.

PERSONNEL COMMISSION

A. Recommendation: To approve the minutes of the regular meeting of May 2, 2017.

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

B. Recommendation: To approve the minutes of the regular meeting of June 6, 2017.

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

ITEMS FOR DISCUSSION AND/OR ACTION

A. Recommendation: To consider approving the revised job description for the classifications of Risk Management Technician.

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

Ms. Sabrina Lee, Personnel Commissioner, asked why the Risk Management Technician position will no longer be considered a confidential position due to the confidential material the position will be handling. Mr. Dennis Bixler, Assistant Superintendent – Human Resources, clarified the meaning of a confidential employee. Mr. Bixler stated that every single employee sees and must maintain confidential information. Mr. Bixler stated that the term, confidential employee, refers to employees who take part in developing the District’s bargaining agreements. Mr. Bixler stated further that there are probably only three positions that qualify to be confidential. The classifications Mr. Bixler cited include his Executive Secretary, the Executive Secretary to the Assistant Superintendent – Administrative Services, and the Superintendent’s secretary. Mr. Bixler stated that he has been working with CSEA to move positions that are not truly confidential to the CSEA bargaining unit.

Ms. Lee asked if there was a law change. Ms. Sharon Fernandez, Personnel Commissioner, stated that there was a change in Administration that was identifying classifications that should not have been labeled as confidential. Mr. Bixler stated that the law is not new. Ms. Stiegelmar stated that many school districts lean towards making most of the employees within a Human Resources department “confidential”. Ms. Stiegelmar stated that Mr. Bixler’s definition of confidential employee is correct.

Ms. Judy Nieh, Personnel Commissioner, stated that she had some concerns with some of the duties that were assigned to the Benefits Technician. Ms. Nieh stated that these duties should be assigned to the Purchasing department, a supervisor, or a manager. The duties Ms. Nieh is concerned with are as follows: “Posts and records financial transactions from such sources as invoices, purchase receipts, etc.”, “Methods

used to post and record financial transactions and events from such sources as invoices; purchase receipts, etc.” and “District’s payroll procedures including forms, distribution requirements, salary, and fringe benefit rates.”

Mr. Bixler stated that the Risk Management Technician would be doing simple transactions. The position will not be doing any major calculations; the position will be doing data entry. Mr. Bixler stated that these duties were part of the previous job description. Mr. Bixler stated that the Benefits Technician will need to have knowledge of the payroll cycles in order to make sure the right payment amount is being taken out at the right time.

Ms. Nieh asked if anyone authorizes or oversees the information that is being input. Mr. Bixler stated that there are going to be checks and balances. Mr. Bixler stated that the reconciliation of the bills are going to take place in Fiscal Services. Mr. Bixler stated that the position will track worker compensation claims, requiring the Risk Management Technician to communicate with the workers’ compensation insurance carrier in order to get the abatements back to cover for the time an employee is absent. Ms. Nieh wanted to ensure that the other duties and responsibilities were going to be subject to the checks and balances procedures in order to ensure that the integrity of the system is upheld. Mr. Bixler stated that the current administration takes the integrity of the system very seriously.

Ms. Lee asked if the type of documents the Risk Management Technician will be interpreting could be specified. Mr. Bixler stated that the type of documents that the Risk Management Technician will be interpreting are documents pertaining to employee benefits. Ms. Jessica Landin, Personnel Analyst, pointed out that the Risk Management Technician will be working with a variety of documents. Ms. Stiegelmar recommended keeping the verbiage broad. Mr. Bixler suggested to use the wording “interpret pertinent documents”. Ms. Lee agreed with this wording.

Ms. Fernandez asked who the assigned supervisor would be. Ms. Fernandez asked if a new position was going to be created for this person to report to. Mr. Bixler stated that hiring for the Risk Manager position has been challenging, and that is the reason that the assigned supervisor was left vague. Mr. Bixler stated that if the person were hired today, they would report to him. Mr. Bixler stated that in the future, the position would report to Administrative Services.

Ms. Nieh asked if a spouse was going to be considered a dependent. Mr. Bixler stated that a spouse would be in a separate category as spouse. Ms. Stiegelmar asked if “survivor spouse/dependents” should be added to the job description in order to clarify the duties. Mr. Bixler stated that the Risk Management Technician should meet with the employee and not necessarily the employee’s spouse or dependents. Mr. Bixler went on to state that meeting with a surviving spouse would be acceptable. Ms. Stiegelmar stated that the previous job description stated “meets with employees and/or dependents. The proposed job description would read “meets with employees and/or survivor spouse”. Ms. Nieh stated that the wording should be “survivor spouse and/or dependents”. Ms. Landin asked if the proper wording is “survivor spouse” or “surviving spouse”. Ms. Stiegelmar stated that the proper wording will be researched and placed in the appropriate sections of the job classification where the duties state who the Risk Management Technician will meet with.

- B. Recommendation: To consider changing the title for the classification of Risk Management Technician to Benefits Technician.

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

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

- a. Instructional Assistant II – Bilingual (Mandarin) (D-16/17-52)
- b. Instructional Assistant II – Bilingual / Biliterate (Korean) (D-16/17-54)
- c. Instructional Assistant II – Bilingual / Biliterate (Mandarin) (D-16/17-53)
- d. School Office Manager (D-16/17-55)

- e. School Office Manager – Bilingual (Spanish) (D-16/17-56)
- f. Senior Office Assistant (D-16/17-57)
- g. Senior Office Assistant – Bilingual (Spanish) (D-16/17-58)

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

E. Recommendation: To ratify the following eligibility lists:

- a. Administrative Secretary (D-16/17-40)
- b. Administrative Secretary – Bilingual (Spanish) (D-16/17-41)
- c. Custodian (D-16/17-47)
- d. Electrician (D-16/17-46)
- e. Food Service Assistant I (D-16/17-48)
- f. Instructional Assistant II (D-16/17-42)
- g. Instructional Assistant II – Bilingual (Spanish) (D-16/17-43)
- h. Instructional Assistant II – Bilingual / Biliterate (Korean) (D-16/17-45)
- i. Instructional Assistant II – Bilingual / Biliterate (Spanish) (D-16/17-44)
- j. School Bus Driver (D-16/17-30)

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

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

- a. Computer Lab Technician (D-16/17-33)
 - ID# 13716509 – PC Rule 6.1.10, 6.1.10.3
- b. Food Service Assistant I (D-15/16-71)
 - ID# 28821827 – PC Rule 6.1.10, 6.1.10.3

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

G. Ms. Nieh shared that the Personnel Commission is working very hard on improving the department and its organizational relationships to be more efficient so that it can better serve the students and the District.

Ms. Lee shared her gratitude and appreciation of the Personnel Commission staff for meeting with her on June 27, 2017 to gain better insight and understanding of the department.

H. CLOSED SESSION – Recessed to Closed Session to discuss:
Employee Performance Evaluation – Personnel Director Government Code 54954.5 (e)

Recessed to Closed Session at 5:05 p.m.
Reconvened to Open Session at 5:45 p.m.

The presiding Chairperson, Judy Nieh, reported that during Closed Session the Commission did not take any action, and had nothing to report out from the closed session.

I. **ADJOURNMENT**

To adjourn meeting at 5:46 p.m.

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

Approved by: _____
Judy Nieh
Chair
Personnel Commission

Submitted by: _____
Joan Stiegelmar
Personnel Director
Personnel Commission

THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED FOR TUESDAY, AUGUST 1, 2017 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.