

## Personnel Commissioners

### **Board Appointee: Judy Nieh**

Ms. Judy Nieh was appointed as the board appointee in February 2016 to fill the three year term vacated by Mr. David Malkin when he was elected to the Board of Education in December, 2015. Ms. Nieh's term will be effective until December 2017. Ms. Nieh was on the Board of Education for Rowland Unified School District for 12 years, including serving as the board president. Ms. Nieh previously served on the Personnel Commission from December 2006 to February 2008 as the Commission Appointee. Ms. Nieh has been a community volunteer for more than 30 years, including serving as Secretary of the Rowland Heights Chinese Association and is now enjoying retirement from her CPA practice.

### **CSEA Union Appointee: Sharon Fernandez**

Ms. Sharon Fernandez has been the classified union appointee to the Personnel Commission since December 1995. Her current term is effective until December 2019. Ms. Fernandez, a mother of three graduates of Nogales High School, retired after more than 40 years of dedicated service as a classified employee for Hacienda-La Puente USD. Ms. Fernandez has been involved in the community including being the chair of the Nogales Swap Meet from 1993–1997. Her professional activities have included being the President of the Personnel Commissioners Association of Southern California (PCASC) for two terms (1998-2000), PCASC Treasurer from 2007-2012, and Director for the Southern California School Personnel Commissioners Association (CSPCA).

### **Commission Appointee: Sabrina Lee**

Ms. Sabrina Lee was originally appointed to the Personnel Commission in March 2008 as the joint appointee. On December 1, 2009, Ms. Lee was reappointed and continues to serve on the Commission. Ms. Lee is serving in her third term which is effective until December 2018. Ms. Lee, a retired Certified Public Accountant, has served as the Treasurer for the Personnel Commissioners Association of Southern California from 2012 to 2016. Ms. Lee has been active in the Rowland Heights community since 2001 when she became Board member of the Ridgemoor Homeowners Association where she resides. Ms. Lee has two children. Her son is a Rowland Raider alumnus.

## Personnel Commission Staff

Joan Stiegelmar.....	Personnel Director
Jessica Landin .....	Personnel Analyst
Andrea Low .....	Sr. Personnel Technician
Gina Cisneros .....	Personnel Technician
Anali Conde .....	Personnel Technician
Crystal Vahimarae .....	Personnel Technician

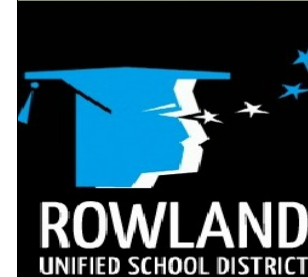
## WHAT WE DO

Authority for functions of the Personnel Commission is provided by Section 45220 through 45320 of the State Education Code and appropriate sections of the Government Code.

- Prescribes and amends rules and regulations as necessary to ensure the efficiency of the classified service and retention of employees on the basis of merit and fitness. (EC 45260)
- Establishes eligibility lists for appointment or promotion. (EC 45272 through EC 45284)
- Maintains a classification plan which groups positions into job categories on the basis of assigned duties and responsibilities. (EC 45256, EC 45285, EC 45285.5)
- Recommends salaries to the governing board. (EC 45268)
- Establishes and maintains permanent confidential personnel records for all of the District's classified employees.
- Investigates and conducts hearings on appeals of disciplinary actions and other matters within the Commission's authority. The Commission provides an impartial, neutral forum, within which many classified employee concerns may be resolved in an orderly, expeditious and cost effective manner. (EC 45305)
- Coordinates the administration of professional growth for classified employees.
- Provides for training of its own staff. (EC 45255)



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## PERSONNEL COMMISSION 2016 – 2017 ANNUAL REPORT

### ❖ The Merit System

Personnel Commissions are a part of a system of personnel administration termed the "Merit System." The Merit System is composed of rules and procedures contained in the California Education Code which governs the classified service. This system of personnel administration encompasses the basic principles of 1) employment and promotion on the basis of merit and fitness, 2) prohibition against discrimination, 3) equal pay for equal work, 4) impartial hearings of appeals of disciplinary action or applicant disqualification, and 5) assures that career paths are established. The Merit System serves to support the selection and retention of a qualified, efficient, and productive workforce that is well trained, equitably compensated, and afforded promotional opportunities.

### ❖ The Personnel Commission

The Personnel Commission is comprised of three members who must reside within the Rowland Unified School District boundaries and who are known adherents of the Merit System and the principles on which the system is based. One commissioner is appointed to a three-year term by the Board of Education, another commissioner is appointed by the classified employees' union, and the third commissioner is jointly appointed by the other two Commissioners. Each Commissioner's term is staggered resulting in the appointment, or reappointment, of one commissioner each year. Customarily, the Personnel Commission holds their regular meeting on the first Tuesday of each month in the District Office, Board Room at 4:30 p.m.

The Personnel Commission for Rowland Unified School District, and its staff, are committed to ensuring that the Merit System is effectively administered by providing employment services that are client oriented, professionally based and supportive of the Board of Education's strategic plan as well as working effectively with the Board, Administration, and classified employee representatives.

### ❖ The Personnel Commission Rules and Regulations

The Personnel Commission Rules and Regulations apply to all classified employees including CSEA bargaining unit, confidential, supervisory, and management. To assure the efficiency of the classified service and the selection, retention, and promotion of classified employees is based on merit and fitness, the Personnel Commission amends, interprets, and promulgates the Rules and Regulations.

### ❖ Mission Statement

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 for employment reflective of the cultural diversity of the community, and to serve the present and future needs of the District and its educational programs.

**ROWLAND**  
UNIFIED SCHOOL DISTRICT

## ❖ Recruitment and Selection

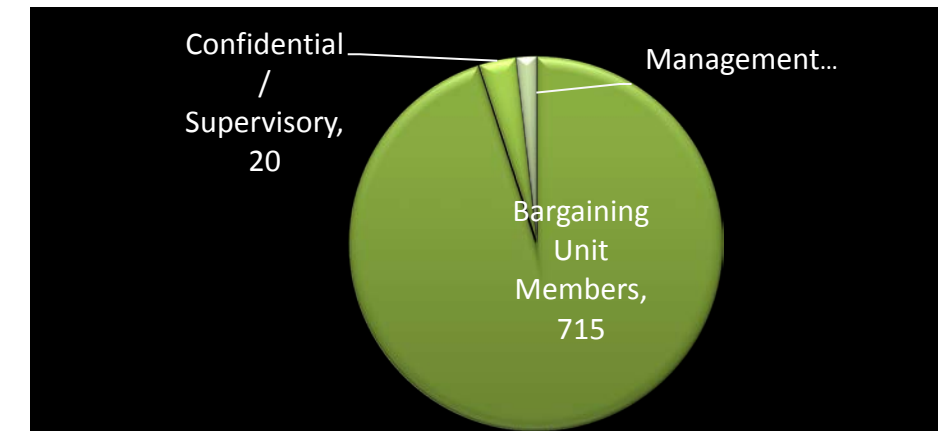
The Personnel Commission is responsible for recruiting applicants and assessing candidates for employment based on provisions of the California Education Code and other applicable Federal and State laws, as well as Rules and Regulations, guidelines, and professional standards. During the 2016-2017 fiscal year, a total of 4,313 employment applications were accepted through 59 recruitment processes. The following eligibility lists were approved during the PC meetings listed below.

<b>PC Meeting - 7/12/16</b>
Custodian
School Office Manager
School Office Manager - Bilingual (Spanish)
Secretary
Secretary - Bilingual (Spanish)
Senior Custodian
<b>PC Meeting - 8/02/2016</b>
Career Vocational Assistant
Risk Manager
School Bus Driver
<b>PC Meeting - 9/06/2016</b>
Director of Fiscal Services
Food Service Assistant I
Instructional Assistant II
Instructional Assistant II - Bilingual (Spanish)
Instructional Assistant II - Bilingual / Biliterate (Spanish)
Personal Care Assistant
Speech Language Pathology Assistant
<b>PC Meeting - 10/04/2016</b>
Executive Director of Facilities, Maintenance, Operations, and Construction
Instructional Assistant II - Bilingual (Mandarin)
Instructional Assistant II - Bilingual / Biliterate (Mandarin)
Maintenance Worker
Senior Account Clerk
<b>PC Meeting - 11/01/2016</b>
Cafeteria Lead Worker I
Director of Fiscal Services
Director of Transportation Services
Executive Director of Facilities, Maintenance, Operations, and Construction
Head Cook
<b>PC Meeting - 12/06/2016</b>
Administrative Assistant to the Superintendent
Bus Driver Instructor
Health Assistant
Health Assistant - Bilingual (Spanish)
Instructional Assistant I
Library Assistant
Library Assistant - Bilingual (Spanish)
Office Assistant

<b>PC Meeting (continued) - 12/06/2016</b>
Office Assistant – Bilingual (Spanish)
Office Assistant – Bilingual / Biliterate (Spanish)
<b>PC Meeting - 01/10/2017</b>
Executive Director of Facilities, Maintenance, Operations, and Construction
Executive Secretary
Nutrition Service Operations Manager
School Bus Driver
<b>PC Meeting - 2/07/2017</b>
Cook
Executive Director of Facilities, Maintenance, Operations, and Construction
Food Service Assistant III
Instructional Assistant II
Instructional Assistant II - Bilingual (Spanish)
Instructional Assistant II - Bilingual (Mandarin)
Instructional Assistant II - Bilingual / Biliterate (Spanish)
Personal Care Assistant
<b>PC Meeting - 3/07/2017</b>
Nutrition Service Operations Manager
School Bus Driver
Translator - Bilingual (Spanish)
Warehouse Supervisor
<b>PC Meeting - 4/11/2017</b>
Dispatcher / Scheduler
Executive Director of Facilities, Maintenance, Operations, and Construction
Reprographics Technician
School Bus Driver
<b>PC Meeting - 5/02/2017</b>
Career Vocational Assistant
Computer Lab Technician
Computer Lab Technician - Bilingual (Spanish)
Food Service Assistant III
<b>PC Meeting - 6/06/2017</b>
Grounds Maintenance Worker
School Bus Driver
Technology Specialist II
<b>PC Meetings held: 12 Regular Meetings 1 Special Meeting (September)</b>

## ❖ Composition of Classified Workforce

The classified service is comprised of employees that are in the CSEA Bargaining Unit, Confidential/Supervisory group, and Management as summarized below:



Bargaining Unit Members: 715

Confidential/Supervisory: 20

Management: 12

## ❖ Commission Activities

### Site Visits

During the year, the Personnel Director visited Rowland Elementary, the Transportation department, Rowland Adult and Community Education, the Food Center, and Nogales High School to get acquainted with classified staff, talk about the functions of the Personnel Commission, and to answer questions.

### Mt. Sac Job Fair – October, 2016 and April, 2017

Personnel Commission staff attended both of these career fairs to promote job opportunities.

### Rowland Unified Classified Staff Training – January 2017

Personnel Commission staff attended training classes at Nogales High School for classified employees.

### Climbing the Career Ladder at Rowland USD – January 2017

A workshop was offered to all classified employees about how to climb the career ladder at Rowland USD. Attendees learned about the following:

- How to fill out and complete an application
- Minimum qualifications
- Transferable qualities
- Interview skills and the STAR response

### RUSD Showcase Event – February, 2017

The Personnel Commission hosted a table at this event to greet attendees, and provide recruitment bulletins for jobs that were open. A laptop computer was provided so attendees could fill out interest cards for future job openings.

### Lunch with the Experts – February, 2017

The Personnel Director had lunch with students at Nogales High School at an event organized by the Career Center. Experts in each field met with students who were interested in different fields of study.

### Annual Classified Employees Day - May, 2017

“Howdy Partner” Celebration – Over 400 employees attended and enjoyed a BBQ lunch prepared and served by the Personnel Commission staff, Personnel Commissioners, Superintendent, Board of Education, Assistant Superintendents, and management team. It was an amazing collaboration of teamwork that helped us feed classified employees to thank them for their hard work during the school year.

### Personnel Association of Southern California - June, 2017

Personnel Commission staff attended a training regarding “Building a Foundation for Merit” in Anaheim.

## ❖ Recruitment and Selection Statistics

The 2016-2017 fiscal year was a productive year for the Personnel Commission Office. A total of 387 candidates were placed on eligibility lists and 113 employees were hired. Below are statistics from the last three years reflecting the number of recruitments conducted, applications received, candidates placed on eligibility lists, and number of new hires. The tables also reflect the diversity of those applicants who submitted applications, and those who were actually hired.

RECRUITMENT STATISTICS			
STATISTIC CATEGORY	2014-2015	2015-2016	2016-2017
Recruitments conducted	49	72	59
Applications received	2,859	5,347	4,313
Candidates on eligibility lists	377	768	387
Employees hired	63	100	113

APPLICANT DIVERSITY / ETHNIC DISTRIBUTION			
ETHNICITY	2014-2015	2015-2016	2016-2017
American Indian	1%	1%	1%
Caucasian	8%	8%	9%
Asian	8%	10%	9%
Pacific Islander	3%	3%	3%
African-American	6%	8%	8%
Hispanic	60%	54%	56%
Declined to State / Other	14%	16%	14%

NEW HIRE DIVERSITY / ETHNIC DISTRIBUTION			
ETHNICITY	2014-2015	2015-2016	2016-2017
American Indian	0%	1%	1%
Caucasian	17%	14%	6%
Asian	16%	13%	13%
Pacific Islander	10%	6%	7%
African-American	2%	8%	3%
Hispanic	51%	56%	66%
Declined to State / Other	4%	2%	4%

## ❖ Classification and Compensation

The Personnel Commission is responsible for defining, categorizing, and allocating positions to the appropriate classes, and assigning classifications within occupational hierarchies as well as developing written class specifications. This is accomplished through job analysis that includes interviews with employees and administrators and research on job classifications from other school districts and public agencies. Salary studies and surveys are conducted for the purpose of attracting and retaining qualified personnel and ensuring like pay for like work.

### Reclassification

The only basis of reclassification of a position shall be the gradual accretion or growth of duties, not a sudden change occasioned by reorganization or the assignment of completely new duties and responsibilities by administration. Recommendations as to gradual accretion will be made by the Personnel Director. The Personnel Commission shall be the final approving authority.

The following position was reclassified during the 2016-2017 fiscal year:

RECLASSIFICATION	
Original Classification	New Classification
Office Assistant - Bilingual (Spanish)	Administrative Secretary

## Class Description Changes

Class description changes are required when there is any substantial change in the duties of existing positions and shall be promptly reported in writing to the Personnel Director, who shall conduct a review to determine whether the position should be allocated to a new or existing class. Should a change in classification be warranted or necessary, the Personnel Director shall submit a recommendation to the Personnel Commission for action.

Fourteen (14) class descriptions were revised and three (3) class descriptions were established during the 2016-2017 fiscal year:

CLASS DESCRIPTION CHANGES	
Class Descriptions Revised	
Cafeteria Lead Worker I	Executive Secretary
Cafeteria Lead Worker II	Food Service Assistant III
Career Vocational Assistant	Head Cook
Cook	Nutrition Service Operations Manager
Director of Transportation Services	School Office Manager
Dispatcher / Scheduler	School Office Manager – Bilingual (Spanish)
Electrician	Warehouse Supervisor
Class Descriptions Established	
Executive Director of Facilities, Maintenance, Operations, and Construction	Reprographics Technician
Lead Mechanic	

## Reallocations

A reallocation occurs with the removal of one or more position(s) from one class to another class on the basis that the duties have suddenly changed due to a reorganization or a sudden change in the assignment of duties.

The following six (6) positions were reallocated during the 2016-2017 fiscal year:

REALLOCATIONS	
Original Classification	New Classification
Health Assistant	Health Assistant – Bilingual (Spanish)
Instructional Assistant II – Bilingual (Spanish)	Instructional Assistant II – Bilingual / Biliterate (Spanish)
Instructional Assistant II – Bilingual / Biliterate (Spanish)	Instructional Assistant II – Bilingual (Spanish)
Instructional Assistant II – Bilingual (Spanish)	Instructional Assistant II
Primary Intervention Assistant – Bilingual (Spanish) - 2 positions	Primary Intervention Assistant

## ❖ Disciplinary Appeals

Whenever the Board of Education takes disciplinary action (unpaid suspension, termination or involuntary demotion) against a permanent classified employee, he/she has a right to appeal, if believed to be unjustified, to the Personnel Commission. The Commission may uphold the Board's decision, modify it or reverse it and order back pay and seniority to the employee, as it deems fair. No disciplinary appeals were held by the Commission during the 2016 – 2017 fiscal year.