

**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 12, 2019**

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

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

Joan Stiegelmar, Personnel Director	_____	_____
Jessica Landin, Personnel Analyst	_____	_____
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: _____	Vote: Sabrina Lee _____
Second by: _____	Judy Nieh _____
	Sharon Fernandez _____

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 January 15, 2019. (Ref. 6.1)

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

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

7. ITEMS FOR DISCUSSION AND/OR ACTION

7.1 Advanced Salary Step Placement

a. Consider approving the advanced salary step request from Michael Tincup, Director of Special Education, to employ Applicant ID# 37159307 in the class of Personal Care Assistant at Step B of Range 14 on the Classified Salary Schedule. (Ref. 7.1a) & (Ltd. Dist.)

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

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

b. Consider approving the advanced salary step request from Michael Tincup, Director of Special Education, to employ Applicant ID# 34778660 in the class of Personal Care Assistant at Step C of Range 14 on the Classified Salary Schedule. (Ref. 7.1b) & (Ltd. Dist.)

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

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

c. Consider approving the advanced salary step request from June Sakaue, Principal at Blandford, to employ Applicant ID# 33178225 in the class of Office Assistant at Step C of Range 17 on the Classified Salary Schedule. (Ref. 7.1c) & (Ltd. Dist.)

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

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

d. Consider approving the advanced salary step request from Michael Tincup, Director of Special Education, to employ Applicant ID# 30722262 in the class of Personal Care Assistant at Step B of Range 14 on the Classified Salary Schedule. (Ref. 7.1d) & (Ltd. Dist.)

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

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

7.2 Reallocation

- a. Consider approving the recommended reallocation from Carlos Ochoa, Principal of Giano, of a Secretary – Bilingual (Spanish) position to Secretary – Bilingual/Biliterate (Spanish) position. (Ref. 7.2)

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

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

7.3 Revised Class Description

- a. Consider approving the revised job description for the classification of Plumber. (Ref. 7.3a)

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

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

- b. Consider approving the revised job description for the classification of Structural Supervisor. (Ref. 7.3b)

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

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

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. Campus Aide (D-18/19-36)

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. Custodian (D-18/19-31)
- b. District Patrol (D-18/19-29)
- c. Food Service Assistant I (D-18/19-27)
- d. Instructional Assistant II – Bilingual / Biliterate (Spanish) (D-18/19-17)
- e. Playground Supervision Aide (D-18/19-30)
- f. Senior Office Assistant (D-18/19-24)
- g. Senior Office Assistant – Bilingual (Spanish) (D-18/19-25)
- h. Senior Office Assistant – Bilingual / Biliterate (Spanish) (D-18/19-26)
- i. Textbook/Media Assistant (D-18/19-28)

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

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

8.4 Removal of Names from the Eligibility List – Ratify the removal of names from the following eligibility lists: (Ref. 8.4)

- a. Campus Aide (D-18/19-03)
  - ID #29396524 – PC Rule 6.1.10, 6.1.10.1
- b. Health Assistant (D-18/19-07)
  - ID #35919299 – PC Rule 6.1.10, 6.1.10.4

- c. Health Assistant – Bilingual (Spanish) (D-18/19-08)
  - ID #35919299 – PC Rule 6.1.10, 6.1.10.4
- d. Personal Care Assistant (D-18/19-18)
  - ID# 37294765, ID# 37728425 – PC Rule 6.1.10, 6.1.10.6

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

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

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, MARCH 5, 2019 AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.**

12. ADJOURNMENT

Time \_\_\_\_\_

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

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

***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 15, 2019**

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 Ms. Joan Stiegelmar, Personnel Director.

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

Members Absent:     None

Staff Members Present:     Joan Stiegelmar, Personnel Director  
                                      Andrea Low, Senior Personnel Technician

**APPROVAL OF THE AGENDA**

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

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

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

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

**INTRODUCTION OF GUESTS**

- Adriana Juarez, CSEA-Treasurer
- Gina Garcia, CSEA-Secretary

**COMMUNICATIONS**

- A. CSEA – Ms. Adriana Juarez, CSEA-Treasurer, shared that the installation of officers for CSEA will be on Wednesday, January 16, 2019.
- 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 include the following classifications:

**Open/Promotional Recruitments**

- Grounds Construction Worker
- Instructional Assistant I
- Primary Intervention Assistant
- Primary Intervention Assistant – Bilingual (Spanish)

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

- Administrative Secretary (series) – Structured Interview and Computer Testing
- Campus Aide – Structured Interview
- Custodian – Written Test

- District Patrol – Written Test
- Food Service Assistant I – Written Test and Structured Interview
- Instructional Assistant II (series) – Structured Interview
- Office Assistant (series) – Structured Interview and Computer Testing
- Personal Care Assistant – Structured Interview
- Playground Supervision Aide – Quiz
- Senior Office Assistant (series) – Written Test, Structured Interview, and Computer Testing
- Textbook / Media Assistant – Written Test, Structured Interview, and Computer Testing

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

- Administrative Secretary
- Campus Aide
- Custodian
- Office Assistant – Bilingual (Spanish)
- Personal Care Assistant

New employees were processed into the following classifications:

- 1 – Accompanist (Piano) (Substitute)
- 2 – Air Conditioning & Heating Mechanic
- 1 – Community Liaison - Bilingual (Mandarin)
- 1 – Community Liaison - Bilingual (Spanish)
- 1 – Executive Secretary
- 3 – Food Service Assistant I
- 1 – Grounds Construction Worker
- 1 – Grounds Maintenance Worker (Substitute)
- 1 – Health Assistant - Bilingual (Spanish)
- 1 – Instructional Assistant II (Substitute)
- 1 – Personal Care Assistant
- 1 – Personal Care Assistant (Substitute)
- 1 – School Bus Driver

Updates/Reminders/Remarks:

- This is the time of year for all classified employees to renew transfer request(s). All transfer applications must be submitted via our website and will be valid for the current calendar year. A memo was emailed out to all employees and additional copies have been provided to CSEA to distribute at the monthly Chapter meeting.
- CSPCA is having their annual conference on Thursday, February 7 to Sunday, February 10 in Anaheim. Ms. Fernandez, Ms. Nieh, and Joan Stiegelmar will be representing the Personnel Commission at the conference.
- The RUSD Showcase will be held on Saturday, February 2 from 10 a.m. to 1 p.m. at the Rowland Heights Community Center. The Personnel Commission and Human Resources will host a booth at the event to advertise job vacancies.
- The upcoming Annual Classified Employees Day, hosted by the Personnel Commission, will be held on Wednesday, May 22, 2019 from 11:30 to 2:30 p.m. and lunch will be served. Staff is in the process of preparing the Save the Date flyers.

**HEARINGS** - None

**PERSONNEL COMMISSION**

A. Recommendation: To approve the minutes of the regular meeting of December 4, 2018.

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

## **ITEMS FOR DISCUSSION AND/OR ACTION**

- A. Recommendation: To consider approving the advanced salary step request from Kevin Despard, Director of Student Services, to employ Applicant ID# 28292525 in the class of Community Liaison – Bilingual (Spanish) at Step E of Range 17.5 on the Classified Salary Schedule.

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

- B. Recommendation: To consider approving the advanced salary step request from Dr. Julie Mitchell, Superintendent, to employ Applicant ID# 18780326 in the class of Executive Secretary at Step E of Range 23.5 on the Confidential/Supervisory Salary Schedule.

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

- C. Recommendation: To consider approving the advanced salary step request from Kevin Despard, Director of Student Services, to employ Applicant ID# 36632732 in the class of Health Assistant – Bilingual (Spanish) at Step C of Range 17.5 on the Classified Salary Schedule.

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

- D. Recommendation: To consider approving the recommended reallocation from Michael Hoon, Principal of Hollingworth, of a vacant Office Assistant position to Office Assistant – Bilingual (Spanish) position.

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

## **EXAMINATIONS/ELIGIBILITY LISTS**

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

- a. Grounds Construction Worker (D-18/19-32)
- b. Instructional Assistant I (D-18/19-35)
- c. Primary Intervention Assistant (D-18/19-33)
- d. Primary Intervention Assistant – Bilingual (Spanish) (D-18/19-34)

- B. The Personnel Commission received the results of the examinations held.

- C. Recommendation: To ratify the following eligibility lists:

- a. Administrative Secretary (D-18/19-21)
- b. Administrative Secretary – Bilingual (Spanish) (D-18/19-22)
- c. Campus Aide (D-18/19-23)
- d. Instructional Assistant II (D-18/19-15)
- e. Instructional Assistant II – Bilingual (Spanish) (D-18/19-16)
- f. Office Assistant (D-18/19-12)
- g. Office Assistant – Bilingual (Spanish) (D-18/19-13)
- h. Office Assistant – Bilingual / Biliterate (Spanish) (D-18/19-14)
- i. Personal Care Assistant (D-18/19-18)
- j. Playground Supervision Aide (D-18/19-30)

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

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

- a. Campus Aide (D-18/19-03)
  - ID #31186931 – PC Rule 6.1.10, 6.1.10.2, 4.4.11
- b. Instructional Assistant I (D-17/18-56)
  - ID #31227269 – PC Rule 6.1.10, 6.1.10.6
- c. Personal Care Assistant (D-18/19-18)
  - ID# 17367516 – PC Rule 6.1.10, 6.1.10.2, 4.4.11

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

**INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS**

- Ms. Sharon Fernandez wished everyone a Happy New Year and looks forward to seeing progress with the classification study.
- Ms. Nieh wished everyone a Happy New Year and welcome back!
- Ms. Lee wished everyone a Happy New Year and hoped everyone had a wonderful time with their family and friends over the winter break. Ms. Lee looks forward to the new calendar year.

**ADJOURNMENT**

To adjourn meeting at 4:46 p.m.

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

Approved by: \_\_\_\_\_  
 Sabrina Lee  
 Chair  
 Personnel Commission

Submitted by: \_\_\_\_\_  
 Joan Stiegelmar  
 Personnel Director  
 Personnel Commission

**THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED FOR TUESDAY, FEBRUARY 5, 2019 AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.**

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