

**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 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	 _____	 _____
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 - None

6. PERSONNEL COMMISSION

6.1 Approve the minutes of the regular meeting of January 9, 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 Scott Jensen, Director of Special Education, to employ Applicant ID# 13307124 in the class of Instructional Assistant II at Step C of Range 16 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 Jim Bureson, Director of Transportation, to employ Applicant ID# 32547796 in the class of School Bus Driver at Step E of Range 19.5 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 Jim Bureson, Director of Transportation, to employ Applicant ID# 31557166 in the class of Mechanic at Step E of Range 26.5 on the Classified Salary Schedule. (Ref. 7.1c) & (Ltd. Dist.)

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

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

d. Consider approving the advanced salary step request from Silvia Rivas, Director of Special Projects/GATE to employ Applicant ID# 34090277 in the class of Instructional Assistant II – Bilingual / Biliterate (Mandarin) at Step B of Range 17 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 Alex Flores, Assistant Superintendent – Administrative Services to employ Applicant ID# 26968921 in the class of District Patrol at Step E of Range 19 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 Alex Flores, Assistant Superintendent – Administrative Services to employ Applicant ID# 34041264 in the class of District Patrol at Step E of Range 19 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 Alex Flores, Assistant Superintendent – Administrative Services to employ Applicant ID# 1471224 in the class of District Patrol at Step E of Range 19 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 Maria Davila, Director of Nutrition Services, of a vacant Food Service Assistant II to Food Service Assistant I. (Ref. 7.2)

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

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

7.3 Revised Class Description

Consider approving the revised job description for the classification of Risk Manager. (Ref. 7.3)

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. 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)

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. District Safety (D-17/18-25)
- b. Stock Delivery Worker (D-17/18-24)

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)

- Computer Lab Technician (D-16/17-33)
  - ID# 18900179 – PC Rule 6.1.10, 6.1.10.4
- Grounds Maintenance Worker (D-16/17-39)
  - ID# 21722442 – PC Rule 6.1.10, 6.1.10.1

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, MARCH 6, 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 JANUARY 9, 2018**

The meeting of the Personnel Commission of the Rowland Unified School District was called to order at 4:30 p.m., with the Pledge of Allegiance led by Personnel Commissioner, Judy Nieh.

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

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

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

**INTRODUCTION OF GUESTS**

Dennis Bixler, Assistant Superintendent – Human Resources  
Scott Jensen, Director of Special Education  
Mary Casian, CSEA-Vice President  
Adriana Juarez, Instructional Assistant II – Bilingual/Biliterate (Spanish)

**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:

**Open/Promotional Recruitments**

- Instructional Assistant I

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

- District Safety – Written Test
- Mechanic – Structured Interview
- Stock Delivery Worker – Performance Test and Structured Interview

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

- Administrative Secretary – Bilingual
- Computer Lab Technician
- Instructional Assistant I

- Instructional Assistant II – Bilingual/Biliterate (Mandarin)
- Mechanic
- Office Assistant – Bilingual/Biliterate (Mandarin)
- School Bus Driver
- School Bus Driver – Substitute
- School Office Manager

New employees were processed into the following classifications:

- 3 – Food Service Assistant I
- 1 – Food Service Assistant I Substitute
- 1 – Food Service Assistant III
- 3 – Health Assistant Bilingual (Spanish)
- 1 – Instructional Assistant II
- 1 – Lead Stock Delivery Worker
- 1 – Personnel Technician

Updates/Reminders:

- 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 1 to Sunday, February 4 in San Diego. All Commissioners and Joan Stiegelmar will be representing the Personnel Commission at the conference.
- The RUSD Showcase will be held on Saturday, February 3 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.
- Rowland USD is organizing an ALL School Tour Day on Tuesday, February 6 at 8:30 a.m. or 10:30 a.m. to learn more about our schools’ rigorous academics and enrichment programs that allow for student success.
- The upcoming Annual Classified Employees Day, hosted by the Personnel Commission, will be held on Wednesday, May 16, 2018 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 with a theme of “Surf’s Up”.

**PERSONNEL COMMISSION**

Recommendation: To approve the minutes of the regular meeting of January 9, 2018 as amended.

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

Ms. Judy Nieh, Personnel Commissioner, asked to include the name of the person who met with the mentioned employee on page 3 of 5 of the minutes in regards to the “Update on Comments from November 16, 2017 PC Meeting.” The amended item is in bold as shown below:

- “A concern was brought up by an employee, who works only 10 months, regarding missing a job opportunity due to correspondence being sent to her work email address during the summer. After the PC meeting, staff spoke to the employee to get more information about her concern. The following week, **Joan Stiegelmar, Personnel Director**, met with this employee...”

**ITEMS FOR DISCUSSION AND/OR ACTION**

A. Recommendation: To consider approving the advanced salary step placement request from Judy Nieh, Personnel Commissioner, to employ Applicant ID# 24278888 in the class of Personnel Technician at Step E of Range 19 on the Classified Salary Schedule.

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

- B. Recommendation: To consider approving the advanced salary step placement request from Chris Ferraro, Interim Director of Facilities, to employ Applicant ID# 21722442 in the class of Grounds Maintenance Worker at Step E of Range 19 on the Classified Salary Schedule.

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

- C. Recommendation: To consider approving the advanced salary step placement request from Mari Bordona, Director of Student Services, to employ Applicant ID# 27782464 in the class of Health Assistant – Bilingual (Spanish) at Step E of Range 17.5 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 consider approving the revised job description for the classification of Accompanist (Piano).

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

Ms. Sabrina Lee, Personnel Commissioner, asked which department and what payroll the Accompanist (Piano) position was under.

Ms. Joan Stiegelmar, Personnel Director, stated that she thought the Accompanist (Piano) position was funded under the site budget, and was not a District expense.

Mr. Dennis Bixler, Assistant Superintendent – Human Resources, stated that the Accompanist (Piano) position was a District expense and that it would be supplemented with site funds when the sites had events.

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

- a. Food Service Assistant I (D-17/18-27)
- b. Health Assistant – Bilingual (Spanish) (D-17/18-26)
- c. Health Assistant II (D-17/18-28)
- d. Instructional Assistant I (D-17/18-29)

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

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

- a. Instructional Assistant II (D-17/18-09)
- b. Instructional Assistant II – Bilingual (Mandarin) (D-17/18-12)
- c. Instructional Assistant II – Bilingual (Spanish) (D-17/18-10)
- d. Instructional Assistant II – Bilingual/Biliterate (Mandarin) (D-17/18-13)
- e. Instructional Assistant II – Bilingual/Biliterate (Spanish) (D-17/18-11)
- f. Mechanic (D-17/18-23)
- g. Office Assistant (D-17/18-15)
- h. Office Assistant – Bilingual (Spanish) (D-17/18-16)
- i. Office Assistant – Bilingual/Biliterate (Mandarin) (D-17/18-18)
- j. Office Assistant – Bilingual/Biliterate (Spanish) (D-17/18-17)
- k. Personal Care Assistant (D-17/18-22)
- l. Senior Account Clerk (D-17/18-20)

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

Ms. Lee asked about the amount of applicants who are screened out due to failing to self-schedule for an exam.

Ms. Jessica Landin, Personnel Analyst, stated that the lists that contain people who failed to self-schedule were recruitments with a large amount of applications that were not screened. Ms. Landin stated that the notice that goes out to the applicants regarding self-scheduling outlines that applicants are welcomed to schedule themselves for an exam, however, they need to meet the minimum requirements. Ms. Landin believes that many of the applicants who do not self-schedule realize they do not meet the minimum requirements after reviewing the notice.

Ms. Stiegelmar stated that a courtesy email is sent out two days prior to the self-scheduling deadline and applicants are reminded to self-schedule for the exam. Ms. Stiegelmar also pointed out that if an applicant is unable to self-schedule, they may contact the Personnel Commission and staff will assist them.

Ms. Landin stated that applicants have at least a week to self-schedule themselves for an exam.

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

- a. Instructional Assistant I (D-17/18-03)
  - ID# 33271636 – PC Rule 6.1.10, 6.1.10.1
  - ID# 25610051 – PC Rule 6.1.10, 6.1.10.4

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

**INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS**

- A. Ms. Nieh wished everyone a Happy New Year and welcomed everyone back.
- B. Ms. Lee welcomed everyone to 2018. She hoped that everyone had a great winter break. Ms. Lee thanked the CSEA board for the Christmas dinner at Olive Garden, sharing that Mary Casian and Belinda Anaya were wonderful hosts. Ms. Lee shared that her New Year resolution is to continue to work together for the benefit of the students; and to provide an efficient, safe, and friendly environment for all students and employees.
- C. Ms. Fernandez thanked CSEA for the dinner and shared that she agreed with Ms. Lee and would like to keep improving what the Personnel Commission contributes to the District.

**ADJOURNMENT**

To adjourn meeting at 4:46 p.m.

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