

**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

July 10, 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 June 5, 2018. (Ref. 6.1)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee Abstain
Judy Nieh _____

6.2 Approve the minutes of the special meeting of June 12, 2018. (Ref. 6.2)

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 Annette Ramirez, Principal at Ybarra Academy, to employ Applicant ID# 23588631 in the class of Office Assistant at Step E of Range 17 on the Classified Salary Schedule. (Ref. 7.1a) & (Ltd. Dist.)

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. Community Liaison – Bilingual (Mandarin) (D-17/18-60)
- b. Cook (D-17/18-57)
- c. Director of Maintenance and Operations (D-17/18-58)
- d. Instructional Assistant I (D-17/18-56)
- e. Library Assistant (D-17/18-61)
- f. Library Assistant – Bilingual (Spanish) (D-17/18-62)
- g. Speech Language Pathology Assistant (D-17/18-59)

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-17/18-40)
- b. School Bus Driver (D-17/18-47)

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. District Safety (D-17/18-25)
 - ID #17484634 – PC Rule 6.1.10, 6.1.10.2, 4.4.16
 - ID #1346409, ID #33390468 – PC Rule 6.1.10, 6.1.10.1
 - b. Personal Care Assistant and Instructional Assistant II (D-17/18-09 & D-17/18-22)
 - ID# 772178 – PC Rule 6.1.10, 6.1.10.2, 4.4.11

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, AUGUST 7, 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 JUNE 5, 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, Sharon Fernandez.

Members Present: Sharon Fernandez, Chair
Judy Nieh, Member

Members Absent: Sabrina Lee, Vice Chair
Jessica Landin, Personnel Analyst

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

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:	Sharon Fernandez		Sabrina Lee	Absent
			Judy Nieh	Yes

Ms. Sharon Fernandez, Personnel Commissioner, motioned to remove Item 10 – Closed Session.

INTRODUCTION OF GUESTS

Scott Jensen, Director of Special Education
Mary Casian, CSEA – 1st Vice President
Roy Humphreys, Community Member

COMMUNICATIONS

- A. CSEA – None
- B. District Administration – None
- C. Audience Members – Spoke on the proposed budget and how it may provide for professional video recordings of meetings.

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

- Accompanist (Piano)
- Air Conditioning and Heating Mechanic
- Custodian
- Director of Transportation Services
- Food Service Assistant I
- Grounds Construction Worker
- Health Assistant
- Health Assistant - Bilingual (Spanish)

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

- Accounting Operations Supervisor – Structured Interview

- Campus Aide – Written Test
- Grounds Maintenance Worker – Structured Interview
- Health Assistant II – Structured Interview
- Technology Mobile Device and Accounts Associate – Structured Interview

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

- Accounting Operations Supervisor
- Health Assistant II
- Technology Mobile Device & Accounts Associate
- Grounds Maintenance Worker
- School Bus Driver
- Senior Custodian

New employees were processed into the following classifications:

- 1 – Accompanist (Piano)
- 1 – Administrative Secretary – Bilingual (Spanish)
- 1 – Custodian - Substitute
- 1 – Food Service Assistant I
- 1 – High School Cafeteria Supervisor
- 1 – Personnel Technician
- 3 – Office Assistant

Updates/Reminders:

- The Annual Classified Employees Celebration hosted by the Personnel Commission in May was an amazing success. Joan Stiegelmar thanked the sponsors: SchoolsFirst, Chaffey Federal Credit Union, Credit Union of SoCal, and all three Commissioners for their monetary donations to this event. A special thank you went to Sharon Fernandez and family for the amazing food which included pulled pork, chicken, macaroni and cheese, roasted vegetables, and coleslaw. We received many emails and phone calls thanking us for the food and the fun event. We were able to serve over 300 lunches in three hours thanks to the help of CSEA, Personnel Commission staff, Board of Education, Superintendent and Cabinet, and many classified management and certificated management staff.
- The summer hours schedule will begin on Monday, June 11 and the District Office will be open Monday – Thursday from 7 a.m. to 5:30 p.m. until Thursday, July 19. However, during the week of July 4 the hours of operation will be 8 a.m. to 4:30 p.m.
- Staff, Commissioners, and Sharon Carrillo attended the Personnel Commissions Association of Southern California (PCASC) workshop, “Finding Value in Merit”, on Friday, June 1, 2018. Staff found the workshop to be informative and educational, and the food was great.

PERSONNEL COMMISSION

A. Recommendation: To approve the minutes of the regular meeting of May 1, 2018.

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

B. Recommendation: To approve the Personnel Commission’s regular meeting schedule for 2018 – 2019.

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

ITEMS FOR DISCUSSION AND/OR ACTION

- A. Recommendation: To consider approving the advanced salary step request from Dennis Bixler, Assistant Superintendent – Human Resources, to employ Applicant ID# 31757881 in the class of Personnel Technician at Step E of Range 19 on the Classified Salary Schedule.

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

- B. Recommendation: To consider approving the advanced salary step request from Dennis Bixler, Assistant Superintendent – Human Resources, to employ Applicant ID# 17484634 in the class of District Patrol at Step E of Range 19 on the Classified Salary Schedule.

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

- C. Recommendation: To consider approving the advanced salary step request from Dennis Bixler, Assistant Superintendent – Human Resources, to employ Applicant ID# 12582340 in the class of District Safety at Step C of Range 20 on the Classified Salary Schedule.

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

- D. Recommendation: To consider approving the advanced salary step request from Dennis Bixler, Assistant Superintendent – Human Resources, to employ Applicant ID# 17954702 in the class of Risk Manager at Step E of Range 93 on the District Leadership Salary Schedule.

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

- E. Recommendation: To consider approving the advanced salary step request from Dr. Julie Mitchell, Superintendent, to employ Applicant ID# 10039382 in the class of Administrative Secretary – Bilingual (Spanish) at Step C of Range 22 on the Confidential/Supervisory Salary Schedule.

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

- F. Recommendation: To consider approving the advanced salary step request from Yousef Nasouf, Principal of Nogales High School, to employ Applicant ID# 35287084 in the class of Accompanist (Piano) at Step E of Range 18.5 on the Classified Salary Schedule.

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

- G. Recommendation: To consider approving the advanced salary step request from Rocky Bettar, Director of Rowland Adult & Community Education, to employ Applicant ID# 33959309 in the class of Office Assistant at Step B of Range 17 on the Classified Salary Schedule.

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

H. Recommendation: To consider approving the recommended reallocation from Laurel Estrada, Family Resource Center Coordinator, of a vacant Community Liaison – Bilingual (Cantonese) position to a Community Liaison – Bilingual (Mandarin) position.

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

Ms. Judy Nieh, Personnel Commissioner, commented that she was unclear on why this position was changed. Ms. Nieh stated that Mandarin is the official language and those who speak Cantonese can speak Mandarin.

Ms. Sharon Fernandez, Personnel Commissioner, stated that the reason the Personnel Commission changes the position is because it is being requested.

Ms. Joan Stiegelmar, Personnel Director, shared that the person who is currently in this position is retiring and the position was needed at the time this person was hired.

I. Recommendation: To consider approving the revised job description for the classification of Director of Transportation Services.

Motion made by:	Judy Nieh	Vote:	Sharon Fernandez	Yes
Seconded by:	Sharon Fernandez		Sabrina Lee	Absent
			Judy Nieh	No

Ms. Nieh shared her concerns regarding the minimum requirement for the required “two years of supervisory experience in pupil transportation” in the job description for Director of Transportation Services. Ms. Nieh stated that the required experience is unreasonable and will eliminate valuable candidates. Ms. Nieh shared that the requirement implies that a candidate that does not have pupil experience is unable to do the job. Ms. Nieh commented that Rowland Unified School District is an equal opportunity employer and this requirement does not provide an equal opportunity for those who do not have the two years of supervisory experience in pupil transportation. Ms. Nieh stated that she does not believe this a good practice and suggested making the two years of supervisory experience in pupil transportation desirable or preferred. Ms. Nieh stated that the education requirement was fine.

Ms. Fernandez asked clarifying questions to Ms. Nieh regarding what should be changed. Ms. Nieh explained that requiring two years of supervisory experience in pupil transportation is unreasonable and should be made desirable or preferable. Ms. Fernandez shared that she understands the requirement and that a School Bus Driver has to follow more rules than other transportation drivers that do not transport pupils.

Ms. Stiegelmar shared that she met with Dennis Bixler, Assistant Superintendent – Human Resources, Alex Flores, Assistant Superintendent – Administrative Services, and Jim Burlison, former Director of Transportation Services to review the minimum qualifications. Ms. Stiegelmar shared that the desire of the District was to add “pupil transportation” to the job description. Ms. Stiegelmar highlighted that there are certain laws and regulations that manage student transportation departments. California Highway Patrol (CHP) manages the oversight of school bus transportation regulations as opposed to federal agencies that manage public transportation. Ms. Stiegelmar shared that a large population of the students serviced by transportation are special needs students, which requires a unique set of knowledge and abilities for managing the needs of the students and the parents.

Mary Casian, CSEA – 1st Vice President, shared that a person should understand what managing a school district transportation department entails as far as handling parents, special needs students, and other students. Ms. Casian shared that the population is different from those who work in public transportation and that it is important to have the suggested wording to attract individuals who meet the needs of the department.

Mr. Scott Jensen, Director of Special Education, shared the intricacies and complications that come with transporting special needs students. Mr. Jensen shared that 70-75% of the students being transported by

transportation are special needs students and that the person hired to manage the transportation department would need a great deal of sensitivity and thoughtfulness to meet the needs of the special needs students and parents.

Ms. Stiegelmar shared copies of other school districts that had similar wording in their job descriptions regarding the minimum experience qualification requiring pupil transportation. Ms. Stiegelmar commented that the position was opened a few years ago without the pupil transportation experience and that many applicants did not move forward in the Training and Experience test portion due to not having pupil transportation experience.

Ms. Nieh shared that the goal is to get the best person for the position, but it needs to be executed correctly and that requiring pupil transportation is closing the door on those who do not have that experience. Ms. Nieh shared that the sensitivity and thoughtfulness that is required to work with special needs students and parents should be part of a candidate's customer service skills.

Ms. Fernandez asked how eliminating the word "required" would affect the job description. Ms. Stiegelmar stated that minimum requirements need to be clear and if the requirement does not state required, then it is not needed. Ms. Stiegelmar also shared that the position was reopened with the new minimum requirements pending the approval of the Personnel Commission and pointed out that the previous applicants were notified and encouraged to apply for the position with the proposed minimum qualification changes. Ms. Stiegelmar commented that the recruitment for Director of Transportation Services would be delayed if the minimum requirements are not approved at this meeting, and the District has requested that this position be filled as soon as possible. Ms. Nieh asked why the experience was increased when more qualified candidates would have moved forward due to decreasing the education requirement. Ms. Stiegelmar explained that the District would prefer a candidate with pupil transportation experience.

Ms. Fernandez stated that she agrees with the two years of supervisory experience in pupil transportation being required and by making this a requirement also informs candidates what is needed for this position. Ms. Stiegelmar stated that by requiring the two years of supervisory experience in pupil transportation, the District feels they will get better qualified candidates. Ms. Fernandez asked if candidates would be tested on specific rules. Ms. Stiegelmar stated that the questions would pertain to the job description and be job related.

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

- a. Accompanist (Piano) (D-17/18-55)
- b. Air Conditioning and Heating Mechanic (D17/18-54)
- c. Custodian (D-17/18-48)
- d. Director of Transportation Services (D-17/18-53)
- e. Food Service Assistant I (D-17/18-49)
- f. Grounds Construction Worker (D-17/18-52)
- g. Health Assistant (D-17/18-50)
- h. Health Assistant – Bilingual (Spanish) (D-17/18-51)

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

L. Recommendation: To ratify the following eligibility lists:

- a. Accounting Operations Supervisor (D-17/18-38)
- b. Grounds Maintenance Worker (D-17/18-39)
- c. Health Assistant II (D-17/18-36)
- d. Technology Mobile Device and Accounts Associate (D-17/18-37)

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

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

- a. Food Service Assistant I (D-17/18-27)
 - ID# 27923818 – PC Rule 6.1.10.8
- b. Risk Manager (D-17/18-35)
 - ID #4212492 – PC Rule 6.1.10.4

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

INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

- A. Ms. Judy Nieh, Personnel Commissioner, wished everyone an enjoyable summer and to be ready for the new school year.
- B. Ms. Sharon Fernandez, Personnel Commissioner, was very happy that Sharon Carrillo, CSEA – President was able to attend and learn at the PCASC conference. Ms. Fernandez thanked the administration for helping with the Classified luncheon and shared that it was a pleasure for her and her family to serve.

ADJOURNMENT

To adjourn meeting at 5:25 p.m.

Motion made by:	Judy Nieh	Vote:	Sharon Fernandez	Yes
Seconded by:	Sharon Fernandez		Sabrina Lee	Absent
			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, JULY 10, 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.

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT
MINUTES OF THE SPECIAL MEETING OF JUNE 12, 2018**

The meeting of the Personnel Commission of the Rowland Unified School District was called to order at 4:47 p.m., with the Pledge of Allegiance led by CSEA, 1st Vice President, Mary Casian.

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

Members Absent:

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

INTRODUCTION OF GUESTS

Mary Casian, CSEA – 1st Vice President
Adriana Juarez, CSEA – Treasurer
Alex Flores, Assistant Superintendent – Administrative Services
Dennis Bixler, - Assistant Superintendent – Human Resources
Mateo Buenaluz, Electronic Repair Technician

COMMUNICATIONS

- A. CSEA – None
- B. District Administration – None
- C. Audience Members – None

ITEMS FOR DISCUSSION AND/OR ACTION

- A. Recommendation: To consider approving the revised job description for the classification of Director of Transportation Services as amended.

Motion made by:	Sabrina Lee	Vote:	Sharon Fernandez	No
Seconded by:	Judy Nieh		Sabrina Lee	Yes
			Judy Nieh	Yes

Ms. Judy Nieh, Personnel Commissioner, summarized her comments from the June 5, 2018 Personnel Commission meeting regarding the Director of Transportation Services job description. Ms. Nieh reiterated her concern with the minimum requirements requiring two years of supervisory experience in pupil transportation and suggested that the requirement be made preferable or desirable. Ms. Nieh further commented on how Rowland Unified School District is an equal opportunity employer and that the minimum requirements in the job description do not provide an equal opportunity to candidates who do not have the two years of supervisory experience in pupil transportation. Ms. Nieh commented on how the education requirement was modified in the job description and did not feel that this was appropriate when Rowland promotes education.

Ms. Sabrina Lee, Personnel Commissioner, stated that due to the Brown Act, she did not communicate with either of the commissioners regarding this item. Ms. Lee conveyed that her decision on this item is purely from her own research and opinions. Ms. Lee stated that she believes that the goal should be to have a bigger pool of candidates and utilize the testing process to find the most suitable person to meet the needs of the District. Ms. Lee shared that the Personnel Commission needs to be consistent when it comes to the minimum qualification requirements. Ms. Lee stated that the minimum requirements should not reflect the favoring of any one group over another, and she has noticed in the past that the minimum requirements for experience and education are lowered or made higher for different job classifications. Ms. Lee hopes that in the future, the minimum qualifications would give everyone an equal chance to get their foot in the door and compete afterwards through testing.

Ms. Lee asked why the education requirement was lowered but the experience requirement was increased. Ms. Lee stated that the experience requirement should be made desirable and not required. Ms. Lee shared that because a previous recruitment was conducted in April for Director of Transportation Services, it would be unfair to the candidates who did not have the two years of supervisory experience in pupil transportation. Ms. Lee commented that this practice is not the essence of the merit system. Ms. Lee noted that if the minimum requirements are changed, they should be made more lenient to open the door to more candidates rather than excluding those who were from the first recruitment that do not meet the proposed experience requirement.

Ms. Fernandez asked how many qualified candidates would be affected from the first recruitment with the proposed changes to the minimum requirements. Ms. Jessica Landin, Personnel Analyst, stated that out of thirty-one applicants, four candidates met the minimum requirements, and one of the qualified candidates had pupil transportation experience. Ms. Landin explained that at the close of a recruitment, applications are reviewed to see if there are enough qualified applicants to move forward with the recruitment to establish three ranks. Ms. Landin further explained that this sometimes determines the extension of a recruitment in efforts to attract more qualified applicants. Ms. Landin also noted that after reviewing the applications, there were other determining factors that were keeping qualified candidates from moving forward in the process. The requirement for some college education was excluding those who had pupil transportation experience. Ms. Landin also pointed out that in the field of transportation, the majority of the applicants moved their way up in the ranks from School Bus Driver to Dispatcher/Scheduler, and Operations Supervisor to Director versus going to school to become a Director of Transportation Services. Ms. Landin clarified that some college means one class in any subject.

Ms. Lee stated that the second recruitment for Director of Transportation Services was conducted due to four qualified candidates being too few to move forward. Ms. Landin explained that in most cases, the testing for Director level positions consists of a Training and Experience evaluation instead of a written test. Through very specific questions used in the Training and Experience evaluation, it can be determined if there will be enough qualified applicants to move forward. The Training and Experience evaluation consists of outside raters who evaluate responses to very specific questions that focus on the job analysis which asks about the related experience that is required to do the job. Candidates with more relevant experience will provide more relevant responses and will score higher and move forward. To further clarify, a candidate with more pupil experience will score higher than someone who has experience in transporting packages.

Ms. Fernandez asked what would change if the experience was made desirable. Ms. Landin explained that in terms of screening the applications, no one would be excluded if a requirement was made desirable.

Ms. Nieh stated that based off of the previous recruitment, by changing the experience minimum requirement, three candidates will be excluded, which is not the merit system. Ms. Nieh stated that the minimum requirement is being designed to exclude candidates to make the Personnel Commission's staff job easier. Ms. Landin stated that the requirements are not changed to make the Personnel Commission's staff job easier. Ms. Landin stated that by lowering the education requirement, it was necessary to have the relevant experience in the field. Ms. Landin explained that by changing these requirements, the applicant pool would be enriched by having more candidates with relevant experience.

Ms. Lee asked if it was necessary for the Director of Transportation Services to understand how to transport a student. Ms. Landin explained that pupil transportation experience encompasses more than just knowing

how to transport students. It encompasses all the laws, logistics, and regulations that are required of the job that is gained by supervising the staff. The job description does not state that a candidate must have experience in transporting students. The job description states that the candidate must have two years of experience supervising pupil transportation staff. Ms. Lee stated that if the education requirement is lowered, the experience standard should also be lowered for consistency.

Ms. Stiegelmar stated that if the experience requirement is changed to desirable, anyone with a high school diploma could apply for the position. Ms. Stiegelmar explained that minimum requirements are established to ensure that applicants can perform the job at a minimally acceptable level. Ms. Stiegelmar stated that the minimum qualifications were created because there were strong opinions that pupil transportation experience is needed to perform the job satisfactorily. Ms. Stiegelmar explained that at the last meeting that job descriptions from other merit school districts that contained the words pupil or school transportation were presented. Ms. Lee asked why this wording was not in the first recruitment. Ms. Stiegelmar stated that as soon as it was known that the Director of Transportation Services was resigning, the recruitment was opened. Ms. Landin brought it to the attention of Ms. Stiegelmar that the word “pupil” should have been added to the job description to hone in on more qualified applicants. Ms. Stiegelmar shared a spreadsheet of management positions and the minimum qualifications for those positions and how they contained specific experience requirements. Ms. Stiegelmar pointed out that by honing in on the pupil transportation requirement in the minimum qualifications, applicants with the experience the District was looking for would be targeted for the recruitment.

Ms. Fernandez shared that if the education requirement was changed, the experience requirement also needed to be changed to compensate for the lowered education requirement.

Mr. Dennis Bixler, Assistant Superintendent – Human Resources, shared his appreciation to the Personnel Commissioners for taking the time to review the job description of Director of Transportation Services. Mr. Bixler stated that he realized that parents are putting their trust in our staff to transport their children. Mr. Bixler stated that this revealed how different and unique our system is from a public transportation system. Mr. Bixler shared that there is a lot of consultation that is done between the Transportation department and the Special Education department due to the unique needs of the special education students. Mr. Bixler shared that both he and Mr. Alex Flores, Assistant Superintendent – Administrative Services, spoke with a former Director of Transportation Services and asked them the hard questions the Commissioners were asking. Mr. Bixler stated that this individual was asked if a person without pupil transportation experience could perform the job. The response Mr. Bixler and Mr. Flores received was “possibly”, which was an answer that the District was not comfortable with. The District’s transportation department is governed by very different laws from public transportation and trucking companies. Mr. Bixler pointed out that if there were other layers of supervisory support within the Transportation department, they may be able to get away with recruiting a director that does not have pupil transportation experience. Mr. Bixler explained that lowering the education and increasing the experience requirement is a standard operating procedure.

Ms. Lee thanked Mr. Bixler for his thoughts and opinions. Ms. Lee stated that the job description already points out that students are included in every line of the job duties, so a candidate should know what they are going to be facing when they apply for this position.

Ms. Landin stated that this is a very specialized field and there is not a lot of support in the department to help and prompt the incoming director on what needs to be completed, how, and when.

Mr. Flores shared his appreciation for the conversations that took place in order to find the best candidate for this position. Mr. Flores has been working as the Interim Director of Transportation Services and shared that the staff has been outstanding in helping him navigate his current role. Mr. Flores explained that there is a night and day difference between the candidates who have pupil transportation experience and those who do not. Mr. Flores pointed out the fact that as a public entity that transports children, the district is presented with unique requirements that a private entity that transports adults or packages would not experience. Mr. Flores went on to address the minimum requirements. He stated that when one requirement is lowered, there is a tradeoff and another requirement must be increased. Mr. Flores stated that some director position requirements for experience outweighs some of the education, such as Director of Transportation Services and Director of Maintenance and Operations. Mr. Flores explained that a candidate

cannot receive a degree in Transportation or Maintenance and Operations. Mr. Flores stated that the proposed minimum requirements would allow a pathway for current employees to move up to be a Director of Transportation Services.

Ms. Nieh pointed out that the previous directors were not required to have pupil transportation experience based off of the previous job description. Ms. Nieh stated that in order to get the best candidates, open the door and give an equal opportunity to those applying and use the testing process to screen people out.

Mr. Bixler asked if the tests are based on if a candidate can pass the minimum qualifications. Ms. Landin explained that yes, candidates are tested based off of the minimum qualifications, which are supported by the job duties and knowledge and abilities required to do the job. Ms. Landin explained that the minimum requirements should match up with the knowledge to do the job, which is the reason for the proposed changes to the entrance requirements.

Ms. Lee, motioned to approve the item as amended. Ms. Sharon Fernandez, Personnel Commissioner, clarified that the changes to the minimum requirements for experience in the job description would read "Five years of transportation experience, including two years of supervisory experience is required. Pupil transportation experience is desirable."

- B. Receive input from District administration and CSEA regarding a new class description for Director of Maintenance and Operations; establish the new classification of Director of Maintenance and Operations; allocate one position in the classification of Director of Maintenance and Operations; and place the new classification of Director of Maintenance and Operations in the Skilled Trades Series.

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

Mr. Mateo Buenaluz, Electronic Repair Technician, asked how his work experience would relate and qualify him for the Director of Maintenance and Operations position. Ms. Stiegelmar shared that Mr. Buenaluz can use work experience to substitute for education experience. Ms. Landin explained that the scope of the work that Mr. Buenaluz's is doing would determine if his work experience would qualify him for the position. Ms. Fernandez recommended that Mr. Buenaluz complete an application. Ms. Nieh encouraged Mr. Buenaluz to apply for the position.

Ms. Nieh asked for clarification regarding what the Director of Maintenance and Operations was in charge of. Ms. Stiegelmar stated that they would be in charge of all aspects of maintenance and minor construction activities within the District. Ms. Nieh asked what type of special projects were included in the job duties for Director of Maintenance and Operations. Mr. Flores stated that a special project would include any job that was not included in the routine maintenance of the district. Ms. Nieh asked if we use independent contractors to perform these special projects. Mr. Flores explained that the district needs to make sure that the independent contractors are doing their jobs correctly, but due to having many skilled employees within the Building Services department, the job opportunities are given to District employees first. Mr. Flores explained that big projects that involve outside licensed architects or DSA construction inspectors will not be handled by the Director of Maintenance and Operations. Mr. Flores further clarified that the Director of Maintenance and Operations would handle the day-to-day operations and small projects that do not involve outside licensed individuals. Ms. Nieh asked what the long-range plans consisted of in the ability section of the job description. Mr. Flores explained that this entails developing a Facilities Master Plan, which encompasses assessing every building and its needs for the next ten years. This plan is the blueprint of how the District can stay in top notch condition. Mr. Flores explained that the Facilities Master Plan needs to be updated and reviewed annually.

Ms. Fernandez asked if there would be three supervisors working under the Director of Maintenance and Operations. Mr. Flores said that there are three at this time, but this may change after looking at the needs of the department and the District. Ms. Lee asked if this position was replacing the Director of Building

Services. Ms. Stiegelmar explained that there was previously a Director of Facilities. Mr. Flores explained that the Director of Facilities was more focused on the big projects and less on the day-to-day operations.

- C. Recommendation: Consider approving the salary recommendation for the classification of Director of Maintenance and Operations, at Range 93 on the District Leadership Salary Schedule.

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

ADJOURNMENT

To adjourn meeting at 6:19 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, JULY 10, 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.