

**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

April 3, 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 March 6, 2018. (Ref. 6.1)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Judy Nieh _____

7. ITEMS FOR DISCUSSION AND/OR ACTION

7.1 Receive for information the proposed Personnel Commission budget for the 2018 – 2019 fiscal year. (Ref. 7.1.) (Ltd. Dist.)

7.2 Authorize the transmittal of the proposed budget to the Board of Education and CSEA for input; and schedule a hearing on the budget for May 1, 2018.

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Judy Nieh _____

7.3 Advanced Salary Step Placement

a. Consider approving the advanced salary step request from Scott Jensen, Director of Special Education, to employ Applicant ID# 23804714 in the class of Instructional Assistant II – Bilingual/Biliterate (Spanish) at Step B of Range 17 on the Classified Salary Schedule. (Ref. 7.3a) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Judy Nieh _____

b. Consider approving the advanced salary step request from Kevin Despard, Principal, to employ Applicant ID# 48251 in the class of Office Assistant at Step E of Range 17 on the Classified Salary Schedule. (Ref. 7.3b) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Judy Nieh _____

c. Consider approving the advanced salary step request from Scott Jensen, Director of Special Education, to employ Applicant ID# 33765645 in the class of Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule. (Ref. 7.3c) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Judy Nieh _____

d. Consider approving the advanced salary step request from Scott Jensen, Director of Special Education, to employ Applicant ID# 33776373 in the class of Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule. (Ref. 7.3d) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Judy Nieh _____

- e. Consider approving the advanced salary step request from Scott Jensen, Director of Special Education, to employ Applicant ID# 10193252 in the class of Instructional Assistant II at Step D of Range 16 on the Classified Salary Schedule. (Ref. 7.3e) & (Ltd. Dist.)

Motion by: _____
 Second by: _____

Vote: Sharon Fernandez _____
 Sabrina Lee _____
 Judy Nieh _____

- f. Consider approving the advanced salary step request from Scott Jensen, Director of Special Education, to employ Applicant ID# 33936712 in the class of Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule. (Ref. 7.3f) & (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. Accounting Operations Supervisor (P-17/18-38)
- b. Campus Aide (D-17/18-40)
- c. District Patrol (D-17/18-41)
- d. Grounds Maintenance Worker (D-17/18-39)
- e. Health Assistant II (D-17/18-36)
- f. Technology Mobile Device and Accounts Associate (D-17/18-37)

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. 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)

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. Campus Aide (D-16/17-50)
 - ID #17659824 – PC Rule 6.1.10, 6.1.10.8
- b. District Safety (D-17/18-25)
 - ID #3388865 – PC Rule 6.1.10, 6.1.10.2, 4.4.8, 4.4.11
 - ID #25783093 – PC Rule 6.1.10, 6.1.10.2, 4.4.11
 - ID #8196600 – PC Rule 6.1.10, 6.1.10.6
- c. Food Service Assistant I (D-16/17-48)
 - ID #29844951 – PC Rule 6.1.10, 6.1.10.4
- d. Health Assistant II (D-17/18-28)
 - ID # 34714690 – PC Rule 6.1.10, 6.1.10.6
- e. Instructional Assistant II – Bilingual (Spanish) (D-17/18-10)
 - ID# 33844114 – PC Rule 6.1.10, 6.1.1.6

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, MAY 1, 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 MARCH 6, 2018**

The meeting of the Personnel Commission of the Rowland Unified School District was called to order at 4:32 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: 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

Alex Flores, Assistant Superintendent – Administrative Services
Dennis Bixler, Assistant Superintendent – Human Resources
Aubrey Craig, Director of Fiscal Services
Phil George, Director of Technology Services
Scott Jensen, Director of Special Education
Mary Casian, CSEA – 1st Vice President
Yolanda Valencia, CSEA – 3rd Vice President
Adriana Juarez, CSEA – Treasurer
Roy Humphreys, Community Member

COMMUNICATIONS

- A. CSEA – None
- B. District Administration – None
- C. Audience Members – Mr. Roy Humphreys, Community Member, spoke on the importance of transparency and accountability of the District for stakeholders.

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:

Promotional Recruitments

- High School Cafeteria Supervisor

Open/Promotional Recruitments

- Health Assistant II
- Risk Manager

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

- Administrative Secretary – Bilingual (Spanish) – Written Test
- Instructional Assistant I – Structured Interview
- Senior Custodian – Structured Interview

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

- Campus Aide
- Food Service Assistant I (12)
- Health Assistant – Bilingual (Spanish)
- Health Assistant II
- Instructional Assistant II (2)
- Office Assistant
- Personnel Technician

New employees were processed into the following classifications:

- 1 – District Patrol
- 1 – Food Service Assistant I
- 2 – Instructional Assistant II – Bilingual / Biliterate (Mandarin)
- 1 – Office Assistant
- 2 – Personal Care Assistant

Updates/Reminders:

- Ms. Joan Stiegelmar, Personnel Director, was excited to participate in the Appreciating Classified Employees (ACE) Event on Wednesday, February 14, 2018. She was selected to job shadow Mary Casian, Dispatcher, in Transportation. She quickly found out that Transportation includes many “early risers” in the District and the department opens at 5 a.m. Ms. Casian begins her day making sure that all employees arrive at work to ensure that the bus routes are covered for the day. Ms. Stiegelmar assisted with answering the phone and using the radio to contact the Bus Drivers to advise them that students were sick and there was no need to pick up the student. She enjoyed the time to observe, participate, and learn “hands on” about the valuable service that classified employees in the Transportation department provide to our District.
- On Friday, March 2, Ms. Stiegelmar was invited to read to classes at both Jellick and Hollingworth Elementary. She read several books to the 4th and 5th grade students. Both schools had amazing treats and snacks for all the readers.
- The upcoming Annual Classified Employee Day, hosted by the Personnel Commission, will be held on Wednesday, May 16, 2018 from 11:30 to 2:30 p.m. and a “Surf’s Up” themed lunch will be served.
- **SAVE THE DATE!** The Rowland Unified School District Employee of the Year celebration will be held at the Diamond Bar Center on Thursday, May 17. Detailed information will be coming soon.

Ms. Joan Stiegelmar, Personnel Director, shared an appreciation note she received from one of the school sites she read to for Read Across America Day.

PERSONNEL COMMISSION

Recommendation: To approve the minutes of the regular meeting of February 6, 2018.

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

ITEMS FOR DISCUSSION AND/OR ACTION

- A. Recommendation: To consider approving the advanced salary step placement request from Dr. June Sakaue, Principal, to employ Applicant ID# 29706197 in the class of Office Assistant at Step E of Range 17 on the Classified Salary Schedule.

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

- B. Recommendation: To consider approving the reallocation from Mari Bordona, Director of Student Services, of a vacant Health Assistant – Bilingual (Spanish) to Health Assistant.

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 revised job description for the classification of Payroll Operations Supervisor.

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

Mr. Aubrey Craig, Director of Fiscal Services, was asked to speak on the reason for the change in the minimum requirements for the Payroll Operations Supervisor. Mr. Craig explained that the position is being made congruent to the proposed new job classification of Accounting Operations Supervisor. Mr. Craig stated that both positions are going to be at the same level. Mr. Craig explained that the government accounting requirement was added to the job description because the person who is going to be working in this position would need to know about the different funding sources and how they work in order to assist the staff.

Ms. Lee and Ms. Judy Nieh, Personnel Commissioner, expressed that the requirement for government accounting experience was not needed for the Payroll Operations Supervisor position. Ms. Lee also pointed out that the requirement for government accounting was added to the job description for Payroll Operations Supervisor and can be desired or preferred, but not required.

Ms Nieh explained that payroll is executed through software and not manually. Ms. Nieh stated that the government accounting requirement would eliminate many good candidates from private industry. Ms. Nieh stated that the requirements should relate to the position in order to recruit the right people for the position and that government accounting is not required to perform the job.

Ms. Stiegelmar asked for clarification regarding how the Commissioner’s would like to proceed with this item.

Mr. Alex Flores, Assistant Superintendent – Administrative Services, shared that Mr. Craig found the government accounting requirement in other district’s job descriptions. Mr. Flores stated that this change is not urgent due to this position not being a current vacancy and would prefer this item to be tabled in order for the Director of Fiscal Services and Director of the Personnel Commission to thoroughly look over the required experience to recruit the most qualified individuals.

Ms. Stiegelmar agreed with Mr. Flores in regards to tabling the item in order to further look over the suggested changes in the requirements of the job description.

Ms. Lee asked if there was currently a Controller position. Ms. Stiegelmar stated that the Controller position had a title change to Accounting Manager. The position was never filled and Mr. Craig decided to fill this position by changing it to Accounting Operations Supervisor. Ms. Lee agreed that the suggested structure is best for the department.

Ms. Sabrina Lee, Personnel Commissioner, motioned to table this item due to discussion regarding government accounting being required in the job description. Ms. Nieh seconded the motion.

- D. Receive input from District administration and CSEA regarding a new class description for Technology Mobile Device Management and Accounts Associate.

Ms. Sharon Fernandez, Personnel Commissioner, shared that the title of the position was changing to Technology Mobile Device and Accounts Associate.

Ms. Stiegelmar shared that the change was recommended after the March 6, 2018 agenda was printed. Ms. Stiegelmar stated that the word “management” was being removed from the title of the job classification per Dennis Bixler, Assistant Superintendent – Human Resources. Ms. Stiegelmar further stated that the change was to eliminate confusion of the position being considered a management position.

Mr. Phil George, Director of Technology Services, shared that this position has been filled in the past by a professional expert. As the department and need for mobile devices grow, it has become apparent that a designated person is needed as direct support to the educational side. This is needed in order to keep instruction time in the classroom flowing by receiving immediate support to manage mobile devices versus having to submit a work order.

Ms. Fernandez asked Mr. George if the professional expert was a help desk. Mr. George stated that the professional expert received specific help desk calls regarding mobile devices that required immediate support. Mr. George stated that the person would be located primarily in the Technology Department to implement the help desk aspect as well as managing mobile devices within the classrooms.

Ms. Nieh asked the difference between Technology Specialist I versus the Technology Mobile Device and Accounts Associate. Mr. George stated that the Technology Mobile Device and Accounts Associate provides immediate support where the Technology Specialist I support assigned sites with issues involving all hardware and software needs such as network issues and not particularly first level support issues such as password management. Ms. Nieh asked if the duties and functions overlap with the Technology Specialist I. Mr. George stated that the Technology Mobile Device and Accounts Associate duties and functions do not overlap with the Technology Specialist I.

Ms. Jessica Landin, Personnel Analyst, shared that the District is looking to increase the number of devices from 8,000 to 12,000 by summer of 2018, which further supports the need for this position to manage the growing number of devices and support to our students.

Ms. Adriana Juarez, CSEA – Treasurer, expressed support for this position due to her personal experience working within the classroom and experiencing a delay in helping a student when they cannot login to their account, not allowing a student to have access to their assignments. Ms. Nieh expressed that she is in support of this job classification and believes it will be a tremendous help to the students and classroom. Ms. Fernandez shared her concern that one Technology Mobile Device and Accounts Associate may not be enough and that there should be more due to the amount of students who will require help with their devices and accounts during every class and period from different sites.

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

- E. Receive input from District administration and CSEA regarding a new class description for Accounting Operations Supervisor.

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

Ms. Lee asked if this item should be tabled due to the Payroll Operations Supervisor item being tabled.

Ms. Stiegelmar stated that she believes the government accounting is important for this position due to the person being in charge of the accounting functions.

Ms. Nieh asked for more information regarding the job duty “Reads, interprets, and enforces Education Code and policies established by the Board of Education.” Mr. Craig, Director of Fiscal Services, used the example of an employee on the Family Medical Leave Act and making sure they are paid correctly by interpreting and enforcing Education Code.

Ms. Nieh asked if the District still uses microfiche. Ms. Landin confirmed that microfiche is still being used. Mr. Craig shared that they are in the process of looking into converting some records to the cloud or PDF format stored on older computers.

- F. Recommendation: Consider approving the salary recommendation for the classification of Technology Mobile Device and Accounts Associate, at Range 24 on the Classified Salary Schedule.

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

- G. Recommendation: Consider approving the salary recommendation for the classification of Accounting Operations Supervisor, at Range 31 on the Confidential/Supervisor Salary Schedule.

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

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

- a. High School Cafeteria Supervisor (D-17/18-34)
- b. Risk Manager (D-17/18-35)

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

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

- 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)

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

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

- a. Instructional Assistant II (D-16/17-42) and Instructional Assistant II – Bilingual (Spanish) (D-16/17-43)
 - ID #32224445 – 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 shared that she received an email regarding the passing of Pete Doherty, who worked at Rowland Adult and Community Education for 37 years. Ms. Nieh wanted to send condolences to the family and thank him for his service from the Personnel Commission.

- B. Ms. Lee addressed the recent shooting tragedy that occurred in Florida. Ms. Lee expressed condolences to the families who lost loved ones. Ms. Lee showed a concern for the safety and well-being of our own campuses.
- C. Ms. Fernandez shared that she has not received any phone calls regarding the Personnel Commission this past month. Ms. Fernandez expressed her desire for the rest of the month to run just as smoothly. Ms. Fernandez shared that Mr. Humphrey's noticed that the Personnel Commission meeting showed that it was taking place in the Testing Center, via the website. Ms. Stiegelmar stated that we would check into this.

ADJOURNMENT

To adjourn meeting at 5:15 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, APRIL 3, 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.