

**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)]

TESTING CENTER 2
1830 NOGALES STREET
ROWLAND HEIGHTS, CA 91748
4:30 P.M.

PLEASE CIRCULATE

June 5, 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 May 1, 2018. (Ref. 6.1)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Judy Nieh _____

6.2 Approve the Personnel Commission's regular meeting schedule for 2018 – 2019 (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 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. (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 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. (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 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. (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 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. (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 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. (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 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. (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 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. (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 Laurel Estrada, Family Resource Center Coordinator, of a vacant Community Liaison – Bilingual (Cantonese) position to a Community Liaison – Bilingual (Mandarin) position. (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 Director of Transportation Services. (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-17/18-55)
- 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)

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. 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 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. 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 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, JULY 10, 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 MAY 1, 2018**

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 Personnel Director, Joan Stiegelmar.

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

Members Absent: 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:	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 7.3 – New Class Description, 7.4 – Salary Recommendation, and 10 – Closed Session.

INTRODUCTION OF GUESTS

Adriana Juarez, CSEA – Treasurer
Alexandra Rivas Ixtlahuac, Instructional Assistant II

COMMUNICATIONS

- A. CSEA – Ms. Adriana, Juarez, CSEA – Treasurer announced the Annual Classified Luncheon being held on Wednesday, May 16, 2018, hosted by the Personnel Commission. Ms. Juarez also shared that CSEA will be attending the annual conference in Sacramento, which is scheduled for the last week of July.
- 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

- Director of Transportation Services
- School Bus Driver

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

- Grounds Maintenance Worker – Written Test
- High School Cafeteria Supervisor – Structured Interview
- Risk Manager - Structured Interview
- Technology Mobile Device and Accounts Associate – Written Test

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

- Accompanist (Piano)
- Food Service Assistant I
- High School Cafeteria Supervisor
- Instructional Assistant I
- Instructional Assistant II
- Instructional Assistant II – Bilingual (Spanish)
- Office Assistant (2)
- Risk Manager

New employees were processed into the following classifications:

- 1 – District Patrol
- 1 – District Safety
- 1 – Food Service Assistant I
- 1 – Food Service Assistant I (Substitute)
- 1 – Health Assistant
- 1 – Instructional Assistant II
- 1 – Personnel Technician
- 1 – Risk Manager

Updates/Reminders:

- The upcoming Annual Classified Employee Day, hosted by the Personnel Commission, will be held on Wednesday, May 16, 2018 from 11:30 a.m. to 2:30 p.m. where a “Surf’s Up” themed lunch will be served.
- The Rowland Unified School District Employee of the Year celebration will be held at the Diamond Bar Center on Thursday, May 17, 2018.
- The Personnel Commissions Association of Southern California (PCASC) has an upcoming workshop, “Finding Value in Merit” scheduled on Friday, June 1, 2018 in Anaheim. For every staff member who attends the conference, a staff member from the same school district may attend for FREE.

Ms. Joan Stiegelmar, Personnel Director, shared that the Risk Manager will be starting on Monday, May 14, 2018.

Ms. Stiegelmar shared that there may be an extra spot for another employee to attend the Personnel Commission Association of Southern California workshop and will notify CSEA.

HEARINGS

The public hearing on the proposed Personnel Commission Budget for the Fiscal Year 2018 – 2019 opened at 4:37 p.m.

Ms. Stiegelmar summarized the proposed Personnel Commission Budget for the Fiscal year 2018 – 2019. Ms. Stiegelmar specifically shared that the proposed funding for salaries and benefits totals \$671,242 which is an overall increase of \$33,735 from the 2017 – 2018 budget. Ms. Stiegelmar shared that the increase is due to step and column increases for existing staff, as well as a 2% on-schedule salary increase for all staff, and a 2% off-schedule payment for management and confidential/supervisory staff.

Ms. Stiegelmar shared that the Personnel Commission office updated chairs, outdated computers, and office equipment with existing budget funds during the 2017-2018 fiscal year.

The public hearing on the proposed Personnel Commission Budget for the Fiscal Year 2018 – 2019 closed at 4:40 p.m.

PERSONNEL COMMISSION

A. Recommendation: To adopt the Personnel Commission Budget for 2018 – 2019.

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

B. Recommendation: To approve the minutes of the regular meeting of April 3, 2018.

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

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# 5213592 in the class of Personnel Technician at Step B 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

B. Recommendation: To consider approving the advanced salary step request from Scott Jensen, Director of Special Education, to employ Applicant ID# 26069867 in the class of Instructional Assistant II – Bilingual (Spanish) at Step C of Range 16.5 on the Classified Salary Schedule.

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

C. Recommendation: To consider approving the advanced salary step request from Scott Jensen, Director of Special Education, to employ Applicant ID# 22968447 in the class of Instructional Assistant II at Step B of Range 16 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 advanced salary step request from Rosana McLeod, Director of Purchasing Services, to employ Applicant ID# 24440715 in the class of Stock Delivery Worker at Step B of Range 19.5 on the Classified Salary Schedule.

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

E. Recommendation: To consider approving the advanced salary step request from Dennis Bixler, Assistant Superintendent – Human Resources, to employ Applicant ID# 24160281 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:	Sabrina Lee		Sabrina Lee	Yes
			Judy Nieh	Yes

F. Recommendation: To consider approving the advanced salary step request from Mari Bordona, Director of Student Services, to employ Applicant ID# 2801159 in the class of Health 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

G. Recommendation: To consider approving the advanced salary step request from Scott Jensen, Director of Special Education, to employ Applicant ID# 33809690 in the class of Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule.

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

H. Recommendation: To consider the recommended reallocation from Yesenia Alvarez, Principal at Hurley Elementary, and Maria Amorim, Autism Specialist, of a vacant Instructional Assistant II position to Instructional Assistant II – Bilingual (Spanish) position.

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

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

- a. Director of Transportation Services (D-17/18-46)
- b. Instructional Assistant II (D-17/18-42)
- c. Instructional Assistant II – Bilingual (Spanish) (D-17/18-43)
- d. Instructional Assistant II – Bilingual/Biliterate (Spanish) (D-17/18-44)
- e. Personal Care Assistant (D-17/18-45)
- f. School Bus Driver (D-17/18-47)

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

K. Recommendation: To ratify the following eligibility lists:

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

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

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

- a. District Safety (D-17/18-25)
 - ID #32460676 – PC Rule 4.4.11
- b. Food Service Assistant I (D-17/18-27)
 - ID #34640075 – 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. Judy Nieh, Personnel Commissioner, apologized for missing the April Personnel Commission meeting. Ms. Nieh is looking forward to the Annual Classified Luncheon as well as the Personnel Commission Association of Southern California (PCASC) workshop.
- B. Ms. Sabrina Lee, Personnel Commissioner, shared that she is also looking forward to the Annual Classified Luncheon being held on May 16, 2018. Ms. Lee commented on the good food and prizes that will be at the luncheon. Ms. Lee is also looking forward to the Employee of the Year dinner being held on May 17, 2018.
- C. Ms. Sharon Fernandez, Personnel Commissioner, is looking forward to preparing for the May 16th Classified Luncheon.

ADJOURNMENT

To adjourn meeting at 4:48 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, JUNE 5, 2018 AT 4:30 P.M., DISTRICT OFFICE – TESTING CENTER 2.

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.