

**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 2, 2019

1. Meeting called to order by the Presiding Chair _____ at ____ p.m.

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

Joan Stiegelmar, Personnel Director	_____	_____
Jessica Landin, Personnel Analyst	_____	_____
Andrea Low, Senior Personnel Technician	_____	_____

3. **PRELIMINARY**

3.1 Pledge of Allegiance to the Flag

3.2 Consider approving or amending the agenda as submitted.

<i>Motion by:</i> _____	<i>Vote:</i> Sabrina Lee _____
<i>Second by:</i> _____	Judy Nieh _____
	Sharon Fernandez _____

3.3 Introduction of Guests

3.4 **COMMUNICATIONS**

Remarks are limited to three (3) minutes, unless extended further or limited by vote of the Personnel Commission. A maximum of twenty (20) minutes, unless extended by the Personnel Commission, is allocated for each subject discussed. Ordinarily, Personnel Commissioners will not respond to comments and no action can be taken. However, the Personnel Commission may give direction to Staff following a comment.

A. CSEA

B. District Administration

C. Audience members who filed a request to speak on an item not on the agenda

Questions from the floor on items that are on the agenda will be entertained at the time the item is under consideration. Remarks are limited to three (3) minutes, unless extended further or limited by vote of the Personnel Commission.

4. REPORT FROM THE PERSONNEL DIRECTOR

Receive an update on Commission staff's activities during the last month.

5. HEARINGS - None

6. PERSONNEL COMMISSION

6.1 Approve the minutes of the regular meeting of March 5, 2019. (Ref. 6.1)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

7. ITEMS FOR DISCUSSION AND/OR ACTION

7.1 Receive for information the proposed Personnel Commission budget for the 2019-2020 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 7, 2019.

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

7.3 Advanced Salary Step Placement

a. Consider approving the advanced salary step request from Michael Tincup, Director of Special Education, to employ Applicant ID# 28324666 in the class of Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule. (Ref. 7.1a) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

b. Consider approving the advanced salary step request from Michael Tincup, Director of Special Education, to employ Applicant ID# 37692358 in the class of Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule. (Ref. 7.1b) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

c. Consider approving the advanced salary step request from Rocky Bettar, Director of RACE, to employ Applicant ID# 37271522 in the class of Office Assistant at Step C of Range 17 on the Classified Salary Schedule. (Ref. 7.1c) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

- d. Consider approving the advanced salary step request from Michael Tincup, Director of Special Education, to employ Applicant ID# 23178094 in the class of Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule. (Ref. 7.1d) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

- e. Consider approving the advanced salary step request from Aubrey Craig, Director of Fiscal Services, to employ Applicant ID# 9707739 in the class of Office Assistant at Step E of Range 17 on the Classified Salary Schedule. (Ref. 7.1e) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

- f. Consider approving the advanced salary step request from Steve Bui, Director of Transportation, to employ Applicant ID# 22711535 in the class of School Bus Driver at Step C of Range 19.5 on the Classified Salary Schedule. (Ref. 7.1f) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

7.4 Reallocation

Consider approving the recommended reallocation from Michael Tincup, Director of Special Education, of a vacant Staff Services Assistant position to a Senior Account Clerk. (Ref. 7.4)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

7.5 Revised Class Descriptions / Salary Changes

- a. Consider approving the revised job description for the classification of Guidance Assistant, and title change to Behavior Assistant. (Ref. 7.5a)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

- b. Consider approving the revised job description for the classification of Bus Operations Supervisor and title change to Transportation Services Supervisor. (Ref. 7.5b)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

- c. Consider approving the salary recommendation for Transportation Services Supervisor at Confidential / Supervisory Salary Range 31. (Ref. 7.5c)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

8. EXAMINATIONS/ELIGIBILITY LISTS

8.1 Exam Review and Recruitment Bulletins (Ref. 8.1)

Receive for information, a summary of the following examinations and recruitment bulletins:

- a. Instructional Assistant II (D-18/19-45)
- b. Instructional Assistant II – Bilingual (Spanish) (D-18/19-46)
- c. Instructional Assistant II – Bilingual / Biliterate (Spanish) (D-18/19-47)
- d. Library Assistant (D-18/19-41)
- e. Library Assistant – Bilingual (Spanish) (D-18/19-42)
- f. Primary Intervention Assistant (D-18/19-43)
- g. Primary Intervention Assistant – Bilingual (Spanish) (D-18/19-44)
- h. Senior Account Clerk (D-18/19-39)
- i. Stock Delivery Worker (D-18/19-40)

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. Grounds Construction Worker (D-18/19-32)
- b. Instructional Assistant I (D-18/19-35)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

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

- a. Food Service Assistant I (D-18/19-27)
 - ID# 25427158, ID# 38398305 – PC Rule 6.1.10, 6.1.10.6
- b. Instructional Assistant II (D-18/19-15)
 - ID# 10201267 – PC Rule 6.1.10, 6.1.10.6

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

9. INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

10. CLOSED SESSION

Recess to closed session to discuss:

- a. Employee Performance Evaluation – Personnel Director - Government Code 54954.5 (e)
- b. Public Employee Appointment – Title: Plumber – Government Code 54954.5 (e)

Time Recessed: _____ Time Reconvened to Open Session: _____

11. **THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED ON TUESDAY, MAY 7, 2019 AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.**

12. ADJOURNMENT

Time _____

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

Consistent with merit system principles, the mission of the Rowland Unified School District Personnel Commission is to provide the District with the best qualified candidates, reflective of the cultural diversity of the community, to serve the present and future needs of the District and its educational program.

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF MARCH 5, 2019**

The meeting of the Personnel Commission of the Rowland Unified School District was called to order at 4:44 p.m., with the Pledge of Allegiance led by Ms. Jessica Landin, Personnel Analyst.

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

Members Absent: None

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

APPROVAL OF THE AGENDA

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

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

Ms. Judy Nieh, Personnel Commissioner, motioned to remove Item 10 – Closed Session.

INTRODUCTION OF GUESTS

- Shoshana Yudin, Director of Human Resources
- Phil George, Director of Technology Services
- Alex Flores, Assistant Superintendent – Administrative Services

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 include the following classifications:

Open/Promotional Recruitments

- Plumber
- Structural Supervisor
- Senior Account Clerk

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

- Grounds Construction Worker – Performance Test / Structured Interview
- Instructional Assistant – Structured Interview
- Campus Aide – Written Test

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

- Grounds Construction Worker
- Library Assistant
- Library Assistant - Bilingual (Spanish)
- Primary Intervention Specialist – Bilingual (Spanish)
- School Bus Driver
- Secretary Bilingual / Biliterate (Spanish)

New employees were processed into the following classifications:

- 1 – Custodian
- 3 – Food Service Assistant I
- 1 – Food Service Assistant I (Sub)
- 2 – Instructional Assistant II
- 1 – Library Assistant Substitute
- 7 – Office Assistant Substitute
- 1 – Sr. Office Assistant Bilingual (Sp)
- 1 – Stock Delivery Worker Substitute
- 1 – Textbook / Media Assistant

Updates/Reminders/Remarks:

- The Reading Across America program has been happening in our District since last Friday, March 1. Ms. Stiegelmar went out to Hollingworth and read to a 4th grade class. She will be going to Jellick on Thursday, March 7 to read to a third grade class and a Special Education class.
- The Rowland Unified School District Employee of the Year celebration will be held at the Diamond Bar Center on Wednesday, May 15, 2019. Detailed information will be coming soon.
- The upcoming Annual Classified Employees Day, hosted by the Personnel Commission, will be held on Wednesday, May 22, 2019 from 11:30 to 2:30 p.m. and lunch will be served. Staff is in the process of preparing for the event and it will be a Pirate's theme, "Ahoy Matey".

HEARINGS - None

PERSONNEL COMMISSION

A. Recommendation: To approve the minutes of the regular meeting of February 12, 2019.

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

ITEMS FOR DISCUSSION AND/OR ACTION

A. Recommendation: To Consider approving the advanced salary step request from Michael Tincup, Director of Special Education, to employ Applicant ID# 37891994 in the class of Personal Care Assistant at Step B of Range 14 on the Classified Salary Schedule.

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

B. Recommendation: To consider approving the advanced salary step request from Michael Tincup, Director of Special Education, to employ Applicant ID# 37609194 in the class of Personal Care Assistant at Step D of Range 14 on the Classified Salary Schedule.

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

- C. Recommendation: To consider approving the advanced salary step request from Ron Gray, Risk Manager, to employ Applicant ID# 16483087 in the class of Campus Aide at Step E of Range 12 on the Classified Salary Schedule.

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

- D. Recommendation: To consider approving the advanced salary step request from Chris Ferraro, Director of Maintenance and Operations, to employ Applicant ID# 544490 in the class of Grounds Maintenance Worker at Step D of Range 19 on the Classified Salary Schedule.

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

- E. Recommendation: To consider approving the recommended reallocation from Kevin Despard, Director of Student Services, of a vacant Health Assistant – Bilingual (Spanish) position to Health Assistant.

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

- F. Recommendation: To consider approving the recommended reallocation from Maria Davila, Director of Nutrition Services, of a vacant Food Service Assistant II position to Food Service Assistant I.

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

- G. Recommendation: To consider approving the revised job description for the classification of Stock Delivery Worker.

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

Ms. Sharon Fernandez, Personnel Commissioner, would like the job description to read manual/electric pallet jack under the SKATS Skill In section of the Stock Delivery Worker job description instead of reading as separate equipment pieces.

Ms. Joan Stiegelmar, Personnel Director, asked for input on the wording within the Stock Delivery Worker job description under the Ability To section. Ms. Stiegelmar shared that the section may be too wordy, reading as “Safely load/unload, push/pull moderately heavy to heavy objects.” Ms. Stiegelmar stated that the Physical Requirements section of the job description includes the requirement to push/pull heavy objects.

The Personnel Commissioners agreed to have the job description read without “moderately heavy” and read as “push/pull heavy objects.”

Ms. Stiegelmar shared that she and Ms. Jessica Landin, Personnel Analyst, realized that the prior job recruitments for Stock Delivery Worker did not include experience driving a truck, even though this is a primary function of the position. They suggested that the revised job description should include six months of driving a box truck weighing at least 7 tons.

Ms. Fernandez asked if 7 ton trucks can drive in residential areas. Ms. Landin explained that they can and that our current trucks are 18 tons that travel within our residential areas.

Ms. Judy Nieh, Personnel Commissioner, asked for clarification regarding the “/” in manual/electric pallet. Ms. Nieh asked if that typically means “and” or “or”. Ms. Stiegelmar stated that the “/” typically means “and”.

Ms. Nieh motioned to revise the job description to include the changes that were discussed under Skills In and Ability To section of the Stock Delivery job description.

EXAMINATIONS/ELIGIBILITY LISTS

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

- a. Cafeteria Lead Worker I (D-18/19-20)
- b. Plumber (D-18/19-37)
- c. Structural Supervisor (D-18/19-38)

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

C. Recommendation: To ratify the following eligibility lists:

- a. Playground Supervision Aide (D-18/19-30)
- b. Primary Intervention Assistant (D-18/19-33)
- c. Primary Intervention Assistant – Bilingual (Spanish) (D-18/19-34)
- d. School Bus Driver (D-18/19-04)

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

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

- a. Food Service Assistant I (D-18/19-27)
 - ID #37474202 – PC Rule 6.1.10, 6.1.10.8

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

INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

- Ms. Nieh hopes everyone has a nice rest of the month.
- Ms. Fernandez said she too wishes everyone a nice rest of the month.
- Ms. Sabrina Lee, Personnel Commissioner, congratulated Ms. Fernandez on receiving the Joyner/Snipes award at the CSPCA conference. Ms. Lee thanked Ms. Nieh and Ms. Fernandez for taking over the February PC meeting, and thanked the Personnel Commission staff for their work and is happy that all staff is back as one team.

ADJOURNMENT

To adjourn meeting at 4:51 p.m.

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

Approved by: _____
Judy Nieh
Vice Chair
Personnel Commission

Submitted by: _____
Joan Stiegelmar
Personnel Director
Personnel Commission

**THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED FOR TUESDAY,
APRIL 2, 2019 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.