

**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**

**September 12, 2017**

1. Meeting called to order by the Presiding Chair \_\_\_\_\_ at \_\_\_ p.m.

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

3.3 Introduction of Guests

3.4 Questions or input from CSEA

3.5 Questions or input from Administration or District Management

3.6 Questions or input from audience members

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 August 1, 2017. (Ref. 6.1)

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

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

6.2 Receive information regarding the Personnel Commissioner Appointment – Board Appointee by the Board of Education. (Ref. 6.2).

6.3 Receive the Personnel Commission’s Annual Report for the 2016 – 2017 school year and consider approving the report for distribution. (Ref. 6.3) & (Ltd. Dist.)

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

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

7. ITEMS FOR DISCUSSION AND/OR ACTION

7.1 Advanced Salary Step Placement

a. Consider approving the advanced salary step request from John Martinez, Principal of Rowland Elementary, to employ Applicant ID# 28917310 in the class of Office Assistant – Bilingual (Spanish) at Step E of Range 17.5 on the Classified Salary Schedule. (Ref. 7.1a) & (Ltd. Dist.)

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

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

7.2 Class Study Review

Receive input from District administration and CSEA regarding the classification study for Lead Stock Delivery Worker. (Ref. 7.2)

- i. Establish the new classification of Lead Stock Delivery Worker.
- ii. Allocate 1 new position in the classification of Lead Stock Delivery Worker.
- iii. Place the new classification of Lead Stock Delivery Worker in the Warehouse Series.

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

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

7.3 Class Specifications

a. Consider approving the revised job description for the classification of Lead Stock Delivery Worker. (Ref. 7.3a)

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

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

b. Consider approving the revised job description for the classification of Credentials Technician. (Ref. 7.3b)

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

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

7.4 Salary Recommendation

Consider approving the salary recommendation for the classification of Lead Stock Delivery Worker, at Range 22.5 on the Classified Salary Schedule. (Ref. 7.4)

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

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

7.5 Reclassification

Consider approving the reclassification of a Purchasing Assistant, and the current incumbent, to a Buyer. (Ref. 7.5)

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

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

7.6 Rules

Receive for first reading the proposed amendments to Rule 6.1.10 - Removal of Names From Eligibility Lists. (Ref. 7.6)

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 I (D-17/18-03)
- b. Speech Language Pathology Assistant (D-17-18-04)
- c. Personnel Technician (D-17/18-05)
- d. Health Assistant (D-17/18-06)
- e. Health Assistant – Bilingual (Spanish) (D-17/18-07)
- f. Food Service Assistant III (D-17/18-08)

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. Campus Aide (D-16/17-50)
- b. Lead Mechanic (D-16/17-49)
- c. Personal Care Assistant (D-16/17-51)
- d. School Office Manager (D-16/17-55)
- e. School Office Manager – Bilingual (Spanish) (D-16/17-56)

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

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

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

- a. Custodian (D-16/17-47)
  - ID# 14977034 – PC Rule 6.1.10, 6.1.10.2
- b. Food Service Assistant I (D-15/16-71) (D-16/17-48)
  - ID# 28877298, ID# 18863475 – PC Rule 6.1.10, 6.1.10.4
- c. Health Assistant – Bilingual (Spanish) (D-16/17-12)
  - ID# 29061216 – PC Rule 6.1.10, 6.1.10.3
- d. Health Assistant – Bilingual (Spanish) (D-16/17-12)
  - ID# 29265893 – PC Rule 6.1.10, 6.1.10.6
- e. Instructional Assistant I (D-16/17-15)
  - ID# 22622643 – PC Rule 6.1.10, 6.1.10.4
- f. Instructional Assistant I (D-16/17-15)
  - ID#28860240 – PC Rule 6.1.10, 6.1.10.6
- g. Instructional Assistant II (D-16/17-42)
  - ID# 32235536 – PC Rule 6.1.10, 6.1.10.4
- h. Instructional Assistant II – Bilingual (Spanish) (D-15/16-66) (D-16/17-43)
  - ID# 27489075, ID# 32235536 – PC Rule 6.1.10.4

- i. Office Assistant – Bilingual (Spanish) (D-16/17-09)
  - ID# 27489075 – PC Rule 6.1.10, 6.1.10.6
- j. School Bus Driver (D-16/17-30)
  - ID# 31125267, ID# 31834614 – PC Rule 6.1.10.4

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

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

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 OCTOBER 3, 2017 AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.**

12. ADJOURNMENT

Time \_\_\_\_\_

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

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

***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 AUGUST 1, 2017**

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: Judy Nieh, Chair  
Sharon Fernandez, Vice-Chair  
Sabrina Lee, 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:	Sharon Fernandez	Vote:	Judy Nieh	Yes
Seconded by:	Sabrina Lee		Sharon Fernandez	Yes
			Sabrina Lee	Yes

Ms. Sabrina Lee, Personnel Commissioner, motioned to remove Item 9 - Closed Session. Ms. Sharon Fernandez, Personnel Commissioner, modified her motion to remove the Closed Session.

**INTRODUCTION OF GUESTS**

Dennis Bixler, Assistant Superintendent - Human Resources  
Rosana McLeod, Director of Purchasing Services

Ms. Joan Stiegelmar, Personnel Director shared that CSEA was at a conference. Ms. Stiegelmar stated that Ms. Mary Casian, CSEA-Vice President, was unable to attend the meeting, but wanted to share that CSEA did not have any issues with any item on the agenda.

**REPORT FROM THE PERSONNEL DIRECTOR**

A. 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**

- Benefits Technician
- Instructional Assistant I
- School Bus Driver

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

- Campus Aide – Structured Interview
- Lead Mechanic – Structured Interview
- Personal Care Assistant – Structured Interview

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

- Administrative Secretary
- Custodian
- Custodian (Substitute) (6)
- Instructional Assistant I
- Lead Mechanic
- School Bus Driver (Substitute)
- Senior Office Assistant – Bilingual/Biliterate (Spanish)

New employees were processed into the following classifications:

- 1 – Electrician
- 2 – Instructional Assistant II

Updates/Reminders:

A Welcome Back meeting will be held for Classified Staff on Friday, August 18, 2017 at the Rowland Heights Community Center at Pathfinder Park. There will be two times to choose from so that offices can be staffed accordingly. The meeting times are: 10 a.m. to 11 a.m. or 3 p.m. to 4 p.m.

Ms. Stiegelmar stated that there are currently nine Instructional Assistant I vacancies. The positions are three hours per day in the morning. Ms. Jessica Landin, Personnel Analyst, shared that the Personnel Commission is using a free program called Handshake utilized by many colleges as a career resource. Occidental College, Cal Poly Pomona, and Loyola Marymount approved the job posting to be available through their job resource centers. The Personnel Commission is targeting neighboring colleges for this vacancy. Ms. Stiegelmar stated that this is an ideal position for a college student due the work schedule and salary.

Ms. Stiegelmar shared how administrators participated in a welcome back video that featured the song, “Can’t Stop the Feeling” by Justin Timberlake. The video will be viewed at the Certificated and Classified welcome back meetings.

Ms. Judy Nieh, Personnel Commissioner asked Mr. Dennis Bixler, Assistant Superintendent – Human Resources, if he had any input. Mr. Bixler stated that he was getting ready for the beginning of the school year.

## **PERSONNEL COMMISSION**

A. Recommendation: To approve the minutes of the regular meeting of July 11, 2017.

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

## **ITEMS FOR DISCUSSION AND/OR ACTION**

A. Recommendation: To consider approving the advanced salary step placement request from Alex Flores, Assistant Superintendent – Administrative Services, to employ Applicant ID# 31511226 in the class of Electrician at Step C of Range 26.5 on the Classified Salary Schedule.

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

B. Recommendation: To consider approving the advanced salary step placement request from Scott Jensen, Director of Special Education, to employ Applicant ID# 32293468 in the class of Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule.

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

C. Recommendation: To consider approving the advanced salary step placement request from Scott Jensen, Director of Special Education, to employ Applicant ID# 11783233 in the class of Instructional Assistant II – Bilingual (Spanish) at Step B of Range 16.5 on the Classified Salary Schedule.

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

- D. Recommendation: To consider approving the advanced salary step placement request from Scott Jensen, Director of Special Education, to employ Applicant ID# 22054258 in the class of Instructional Assistant II – Bilingual (Spanish) at Step B of Range 16.5 on the Classified Salary Schedule.

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

- E. Recommendation: To consider approving the advanced salary step placement request from Mari Bordona, Director of Student Services, to employ Applicant ID# 8129924 in the class of Health Assistant – Bilingual (Spanish) at Step B of Range 17.5 on the Classified Salary Schedule.

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

- F. Recommendation: To consider approving the recommended reallocation from Arnold Tovar, Interim Director of SELPA, of a vacant Instructional Assistant II – Bilingual (Mandarin) to Instructional Assistant II – Bilingual (Spanish).

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

Ms. Sabrina Lee, Personnel Commissioner, shared her concerns about reallocating the position from Instructional Assistant II – Bilingual (Mandarin) to Instructional Assistant II – Bilingual (Spanish). Ms. Lee asked if a new position could be created instead of reallocating the Instructional Assistant II – Bilingual (Mandarin) position. Ms. Stiegelmar stated that this request is more about position control and allocating funds correctly. Ms. Stiegelmar explained that positions are reallocated when the position is vacant so that employees are not displaced. Ms. Stiegelmar stated that the site is in need of a Spanish speaking Instructional Assistant II, and if the site finds there is a need for a Mandarin speaking Instructional Assistant, a requisition may be submitted for a new position. Ms. Stiegelmar shared that the site will request a new position if there is a need because they want to better serve the needs of the students and their families.

Ms. Nieh asked where the physical location is for SELPA. Mr. Bixler stated that when our district hires a SELPA employee, they are a Rowland Unified School District employee, but they may be housed at a site that is not part of Rowland Unified School District. Ms. Nieh voiced her concern regarding not having a translator for the parents who attend the SELPA meetings. Ms. Nieh shared that some of the parents who attended the SELPA meetings were frustrated due to not being able to understand what was being said. Ms. Nieh stated she wants to make sure the community and the students are served well.

Ms. Lee asked how long the Interim Director had been working at SELPA. Ms. Stiegelmar stated that Mr. Arnold Tovar, Interim Director of SELPA, has been working for over a year. Mr. Bixler stated that the Interim Director works very closely with Scott Jensen, Director of Special Education. Mr. Bixler stated that the recommendation came from a collaborative process. Mr. Bixler stated that he was unsure of the level of support that existed for a Mandarin speaking position, and the number of Mandarin speaking positions there were at SELPA, but it was something that could be looked into. He shared the same concerns as the Personnel Commissioners, and the guidelines and law are clear that if 15% or more of the population has limited English proficiency, translating services need to be provided.

- G. Recommendation: To receive input from District administration and CSEA regarding the classification study for the Lead Stock Delivery Worker classification.

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

Ms. Sharon Fernandez, Personnel Commissioner, stated that due to CSEA not being present, the item should be tabled until the next meeting. Ms. Fernandez stated that the summary of duties for the Lead Stock Delivery Worker seems to be those of a supervisor. Ms. Fernandez asked if the Lead Stock Delivery Worker is not going to be supervising, who will be? Ms. Rosana McLeod, Director of Purchasing Services, stated that she will be doing the supervising. Mr. Bixler stated that the Commission could table the item until the next meeting. Mr. Bixler stated that he had a meeting with CSEA on Friday, July 28, 2017 to address their concerns, and that he met with Sharon Carrillo, CSEA-President, and Belinda Anaya, CSEA-Secretary to go over their concerns. Mr. Bixler shared that CSEA's concerns was that the position was asking someone to do supervisory duties and paying them substantially less than a supervisor. Mr. Bixler stated that an incumbent would not be asked to do supervisory duties, and the Director of Purchasing Services would be handling the evaluations and actual supervision. He spoke with Ms. Carrillo and confirmed that CSEA's concerns were assuaged. Mr. Bixler stated that the position of Lead Stock Delivery Worker is an opportunity to return work back to the bargaining unit, and that this position will provide for leadership within the Warehouse.

Ms. Fernandez asked who is going to supervise when the Warehouse is in one area and the Director of Purchasing Services's office is in another area. Ms. McLeod stated that she goes to the Warehouse in the morning to go over and review the events of the day, weekly meetings have been established, an annual delivery schedule has been established, evaluations are completed by her, and receiving documents are completed in her office. Ms. McLeod stated she needs someone to work on the floor. She explained that this setup has been working out well, resulting in her wanting to move forward with the Lead Stock Delivery Worker, and not a Warehouse Supervisor. Ms. Lee asked if there will no longer be a Warehouse Supervisor, and Ms. McLeod confirmed that there will no longer be a Warehouse Supervisor position. Ms. Stiegelmar stated that she spoke with Ms. Casian, and was told that CSEA's concerns were alleviated.

Ms. Nieh stated that she is concerned that the Lead Stock Delivery Worker will find it difficult to distribute work to the Stock Delivery Workers when their duties are supervisory, but they do not have any authority. She stated that the Lead Stock Delivery Worker is close to the same level as the Stock Delivery Worker., and that it would be very difficult to supervise the day-to-day operations of the Warehouse, and feels that a supervisor needs to be on site. Ms. Nieh also pointed out that although Ms. McLeod's office is next to the Warehouse, she is supervising other employees, making it difficult to see what is going on in the Warehouse during operation hours creating a hardship for both the Director of Purchasing Services and the Warehouse workers. Ms. Nieh also shared her concern regarding the receiving of inventory and the purchasing of inventory, and there is no segregation of duties making it a basic violation of internal control if the Director of Purchasing Services is also handling the receiving of inventory. Ms. Nieh stated she would feel more comfortable if the item was tabled until the next meeting, and would like to hear from CSEA. Ms. McLeod stated that the Senior Buyer is in charge of the purchasing of items and the replenishing of the Warehouse, and that there is a Purchasing Assistant that handles the receiving of items from the Warehouse. Mr. Bixler echoed that there is a separation of duties. Ms. Lee stated that she agreed with Ms. Nieh's concern regarding the internal controls.

Ms. Lee motioned to table the item until the next meeting. Ms. Nieh seconded the motion. All Commissioners agreed. The motion was carried.

Ms. Lee motioned to table items 7.4 and 7.5 until the next meeting. Ms. Fernandez seconded the motion. All Commissioners agreed. The motion was carried.

- H. The Personnel Commission received for information, a summary of the following examinations and the recruitment bulletins:
  - a. School Bus Driver (D-17/18-01)
  - b. Benefits Technician (D-17/18-02)
- I. The Personnel Commission received the results of the examinations held.



J. Recommendation: To ratify the following eligibility lists:

a. School Bus Driver (D-16/17-30)

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

K. Ms. Lee expressed her appreciation to the staff once again for meeting with her and will try her best to implement the suggestions she heard from staff in the future, making the department even more efficient.

Ms. Fernandez shared that she was glad that the process to seek bids for a classification study has now started.

Ms. Nieh shared that the Commissioners are appreciative of how hard the staff works and that with reduced staff, and knows that the department works very hard to recruit the best staff for each position. She encourages the staff to reach out to employees and explain the rules and regulations we have to follow, and encouraged the staff to take some time off and enjoy life.

L. CLOSED SESSION – Recessed to Closed Session to discuss:  
Employee Performance Evaluation – Personnel Director Government Code 54954.5 (e)

Recessed to Closed Session at 5:10 p.m.  
Reconvened to Open Session at 6:20 p.m.

The presiding Chairperson, Judy Nieh, reported that during Closed Session the Commission did not take any action, and had nothing to report out from the closed session.

### **ADJOURNMENT**

To adjourn meeting at 6:21 p.m.

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

Approved by: \_\_\_\_\_  
Judy Nieh  
Chair  
Personnel Commission

Submitted by: \_\_\_\_\_  
Joan Stiegelmar  
Personnel Director  
Personnel Commission

**THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED FOR TUESDAY, SEPTEMBER 12, 2017 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.*