

**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 11, 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 May 2, 2017. (Ref. 6.1)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____ *Abstain*
Sharon Fernandez _____
Sabrina Lee _____

6.2 Approve the minutes of the regular meeting of June 6, 2017. (Ref. 6.2)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee Abstain

7. ITEMS FOR DISCUSSION AND/OR ACTION

7.1 Class Specifications

a. Consider approving the revised job description for the classification of Risk Management Technician. (Ref. 7.1a)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

b. Consider changing the title for the classification of Risk Management Technician to Benefits Technician.

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

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 – Bilingual (Mandarin) (D-16/17-52)
- b. Instructional Assistant II – Bilingual / Biliterate (Korean) (D-16/17-54)
- c. Instructional Assistant II – Bilingual / Biliterate (Mandarin) (D-16/17-53)
- d. School Office Manager (D-16/17-55)
- e. School Office Manager – Bilingual (Spanish) (D-16/17-56)
- f. Senior Office Assistant (D-16/17-57)
- g. Senior Office Assistant – Bilingual (Spanish) (D-16/17-58)
- h. Senior Office Assistant – Bilingual / Biliterate (Spanish) (D-16/17-59)

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. Administrative Secretary (D-16/17-40)
- b. Administrative Secretary – Bilingual (Spanish) (D-16/17-41)
- c. Custodian (D-16/17-47)
- d. Electrician (D-16/17-46)
- e. Food Service Assistant I (D-16/17-48)
- f. Instructional Assistant II (D-16/17-42)
- g. Instructional Assistant II – Bilingual (Spanish) (D-16/17-43)
- h. Instructional Assistant II – Bilingual / Biliterate (Korean) (D-16/17-45)
- i. Instructional Assistant II – Bilingual / Biliterate (Spanish) (D-16/17-44)
- j. School Bus Driver (D-16/17-30)

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. Computer Lab Technician (D-16/17-33)
 - ID# 13716509 – PC Rule 6.1.10, 6.1.10.3
- b. Food Service Assistant I (D-15/16-71)
 - ID# 28821827 – PC Rule 6.1.10, 6.1.10.3

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 AUGUST 1, 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 JUNE 6, 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

Members Absent: Sabrina Lee, Member

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

Ms. Judy Nieh, Personnel Commissioner, motioned to add the “Motion by”, “Second by” and the vote to Item 7.3 Reclassification. Ms. Sharon Fernandez, Personnel Commissioner, modified her motion.

INTRODUCTION OF GUESTS

Zepure Hacopian, Director of Human Resources
Mateo Buenaluz, Electronic Repair Technician
Dr. Brian Huff, Director of Student Assessment
Tanya Bowser-Antuna, Office Assistant – Bilingual (Spanish)

Ms. Nieh welcomed guests to the Personnel Commission meeting.

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

- Campus Aide
- Instructional Assistant II – Bilingual (Mandarin)
- Instructional Assistant II – Bilingual / Biliterate (Mandarin)
- Instructional Assistant II – Bilingual / Biliterate (Korean)
- Lead Mechanic
- Personal Care Assistant

Examinations were conducted for the following classifications since the last Commission meeting:

- Administrative Secretary – Computer Testing
- Administrative Secretary – Bilingual (Spanish) – Computer Testing
- Custodian – Written Test
- Electrician – Technical Project, Structured Interview
- Food Service Assistant I – Written Test
- Instructional Assistant II – Written Test, Structured Interview
- Instructional Assistant II – Bilingual (Spanish) - Written Test, Structured Interview
- Instructional Assistant II – Bilingual / Biliterate (Spanish) - Written Test, Structured Interview
- Instructional Assistant II – Bilingual / Biliterate (Korean) – Written Test, Structured Interview
- School Bus Driver – Performance Test

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

- Custodian (Substitute) (4)
- Electrician
- Food Service Assistant I (2)
- Health Assistant – Bilingual (Spanish)
- School Bus Driver (Substitute)

New employees were processed into the following classifications:

- 2 – Campus Aide
- 1 – Career Vocational Assistant
- 2 – Food Service Assistant III (Substitute)
- 2 – Health Assistant Bilingual (Spanish)
- 1 – School Bus Driver
- 1 – School Bus Driver (Substitute)

Updates/Reminders:

- The Annual Classified Employees Celebration hosted by the Personnel Commission in May was an amazing success. I want to thank our sponsors: SchoolsFirst, Chaffey Federal Credit Union, Credit Union of SoCal, Sam’s Club, Costco, and all three Commissioners for their monetary donations to this 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 staff. I also want to thank the Nutrition Services department for their support and help in transporting the food from the Food Center to the District Office.
- The summer hour schedule began yesterday and the District Office will be open Monday – Thursday from 7 a.m. to 5:30 p.m. until Thursday, July 20. However, during the week of July 4 the hours of operation will be 8 a.m. to 4:30 p.m. from July 3 to July 7.

Ms. Nieh expressed her regrets for not being able to attend the Annual Classified Employee Celebration due to illness. Ms. Nieh stated that she spoke with the Dr. Julie Mitchell, Superintendent, about how glad administration was that they were invited to help with the event. Ms. Nieh expressed that this was a joint effort and that future events will benefit from this collaboration.

PERSONNEL COMMISSION

A. Recommendation: To approve the minutes of the regular meeting of May 2, 2017.

Ms. Nieh, stated that due to her being absent from the May 2, 2017 Personnel Commission meeting and Ms. Sabrina Lee, Personnel Commissioner, being absent from the current meeting, there was not a quorum to vote on the item. Ms. Nieh motioned for the item to be tabled. Ms. Sharon Fernandez, Personnel Commissioner, retracted her motion.

Item 6.1 is tabled for the July 11, 2017 Personnel Commission Agenda.

B. Recommendation: To approve the Personnel Commission’s regular meeting schedule for 2017 – 2018.

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

ITEMS FOR DISCUSSION AND/OR ACTION

A. Recommendation: To consider approving the advanced salary step placement request from Mari Bordona, Director of Student Services, to employ Applicant ID# 27068683 in the class of Health Assistant – Bilingual (Spanish) at Step E of Range 17.5 on the Classified Salary Schedule.

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

- B. Recommendation: To consider approving the revised job description for the classifications of School Office Manager and School Office Manager – Bilingual (Spanish).

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

Ms. Fernandez stated that she would like to see Education Code Section 45301 specified in the job description so that people know where to find the information that is being stated in the “Appointment” section. Ms. Stiegelmar asked if Ms. Fernandez would like to see this done for future job descriptions. Ms. Fernandez responded that she would. Ms. Stiegelmar stated that this would be included in future job description revisions.

- C. Recommendation: To consider approving the reclassification of an Office Assistant – Bilingual (Spanish) position, and the current incumbent, to an Administrative Secretary.

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

Mr. Mateo Bualuz, Electronic Repair Technician, asked what would happen to the Office Assistant position. Ms. Joan Stielgamar, Personnel Director, stated that the position would be reclassified if approved by the Personnel Commission to an Administrative Secretary. Ms. Stiegelmar stated, based on information from Dr. Brian Huff, Director of Student Assessment, that the department would no longer require the position of Office Assistant – Bilingual (Spanish). Ms. Stiegelmar stated that this is due to the position’s gradual accretion of duties increasing over the last three years. Ms. Stiegelmar stated that Dr. Huff could request for additional assistance in the office if needed. Mr. Bualuz asked if a person is reclassified, do they have to serve a new probation period. Ms. Stiegelmar stated that the person would have to serve a new probation period in the new position due to not attaining permanency in the new position per Education Code.

Mr. Bualuz asked if a reclassification has occurred in the past. Ms. Jessica Landin, Personnel Analyst, stated that the Personnel Commission has received reclassification requests. Ms. Landin shared that upon evaluation of a request, which considers the position and the duties, the reclassification study found that reclassification was not needed. Ms. Landin stated that each situation is different and that a reason for not moving forward with a reclassification could include that an employee is only performing some of the duties. Ms. Landin stated that after evaluation of a reclassification request, options or scenarios are given to the hiring manager. Ms. Landin stated that previous requests, after being reviewed, were denied. Mr. Bualuz asked if the reclassification process could be noted in the minutes to help clarify questions from employees. Ms. Stiegelmar stated that this information would be included in the minutes.

Ms. Landin stated that all documents that are prepared for the agenda for previous reclassifications are public and may be reviewed by the public at any time. Ms. Landin stated that every circumstance and situation is different.

Mr. Bualuz stated that the only reclassification he recalls was for the Police Department positions. He recognized that this was different from the current item up for discussion. Ms. Stiegelmar confirmed that this was different in that the title of the classification was changed and the positions, and all incumbents, were reallocated to a higher salary.

Ms. Nieh congratulated Ms. Tanya Bowser-Antuna, Office Assistant – Bilingual (Spanish) in regards to her reclassification. Ms. Stiegelmar stated that this reclassification will be placed on the June 13, 2017 Board agenda and will be effective July 1, 2017. Ms. Stiegelmar thanked Ms. Bowser-Antuna for submitting her request.

Ms. Nieh stated that the Personnel Commission appreciates that Ms. Bowser-Antuna submitted her request. Ms. Nieh stated that through Ms. Bowser-Antuna’s actions, the District was made aware of a change that needed to be made, which would avoid any misunderstandings in the future.

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

- a. Campus Aide (D-16/17-50)
- b. Custodian (D-16/17-47)
- c. Food Service Assistant I (D-16/17-48)
- d. Instructional Assistant II – Bilingual / Biliterate (Korean) D-16/17-54
- e. Instructional Assistant II – Bilingual (Mandarin) (D-16/17-52)
- f. Instructional Assistant II – Bilingual / Biliterate (Mandarin) (D-16/17-53)
- g. Lead Mechanic (D-16/17-49)
- h. Personal Care Assistant (D-16/17-51)

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

F. Recommendation: To ratify the following eligibility lists:

- a. Grounds Maintenance Worker (P-16/17-39)
- b. School Bus Driver (P-16/17-30)
- c. Technology Specialist II (P-16/17-38)

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

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

Recessed to Closed Session at 4:47 p.m.
Reconvened to Open Session at 5:19 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.

H. **ADJOURNMENT**

To adjourn meeting at 5:20 p.m.

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

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, July 11, 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.