

**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

March 6, 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 February 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 Advanced Salary Step Placement

Consider approving the advanced salary step 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. (Ref. 7.1a) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Judy Nieh _____

7.2 Reallocation

Consider approving the recommended reallocation from Mari Bordona, Director of Student Services, of a vacant Health Assistant – Bilingual (Spanish) to Health Assistant. (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 Payroll Operations Supervisor. (Ref. 7.3)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Judy Nieh _____

7.4 New Class Description

a. Receive input from District administration and CSEA regarding a new class description for Technology Mobile Device Management and Accounts Associate. (Ref. 7.4a)

- i. Establish the new classification of Technology Mobile Device Management and Accounts Associate.
- ii. Allocate one position in the classification of Technology Mobile Device Management and Accounts Associate.
- iii. Place the new classification of Technology Mobile Device Management and Accounts Associate in the Technology Series.

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Judy Nieh _____

- b. Receive input from District administration and CSEA regarding a new class description for Accounting Operations Supervisor. (Ref. 7.4b)
 - i. Establish the new classification of Accounting Operations Supervisor.
 - ii. Allocate one position in the classification of Accounting Operations Supervisor.
 - iii. Place the new classification of Accounting Operations Supervisor in the Accounting Series.

Motion by: _____
 Second by: _____

Vote: Sharon Fernandez _____
 Sabrina Lee _____
 Judy Nieh _____

7.5 Salary Recommendation

- a. Consider approving the salary recommendation for the classification of Technology Mobile Device Management and Accounts Associate, at Range 24 on the Classified Salary Schedule. (Ref. 7.5a)

Motion by: _____
 Second by: _____

Vote: Sharon Fernandez _____
 Sabrina Lee _____
 Judy Nieh _____

- b. Consider approving the salary recommendation for the classification of Accounting Operations Supervisor, at Range 31 on the Confidential/Supervisory Salary Schedule. (Ref. 7.5b)

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

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. 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 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. Instructional Assistant II (D-16/17-42) and Instructional Assistant II (D-16/17-43)
 - ID #32224445 – PC Rule 6.1.10, 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, APRIL 3, 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 February 6, 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 Commissioner, Sharon Fernandez.

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 submitted.

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

INTRODUCTION OF GUESTS

Dennis Bixler, Assistant Superintendent – Human Resources
Adriana Juarez, CSEA - Treasurer
Gina Garcia, Instructional Assistant II

COMMUNICATIONS

- A. CSEA – Ms. Adriana Juarez, CSEA – Treasurer, shared details about the Appreciating Classified Employees (ACE) event occurring on Wednesday, February 14, 2018.
- 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:

Promotional Recruitments

- Senior Custodian

Open/Promotional Recruitments

- Food Service Assistant III
- Accompanist (Piano)
- Administrative Secretary – Bilingual (Spanish)

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

- District Safety – Structured Interview
- Food Service Assistant I – Written Test & Structured Interview
- Health Assistant – Bilingual (Spanish) – Written Test & Structured Interview
- Health Assistant II – Structured Interview
- Instructional Assistant I – Written Test

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

- Custodian
- District Safety
- Food Service Assistant I
- Grounds Maintenance Worker
- Instructional Assistant II
- Instructional Assistant II – Bilingual/Biliterate (Mandarin)
- Office Assistant
- Office Assistant (Substitute)
- Speech Language Pathology Assistant

New employees were processed into the following classifications:

- 1 – Administrative Secretary - Bilingual (Spanish)
- 1 – Computer Lab Technician
- 1 – Custodian
- 3 – District Patrol
- 3 – Health Assistant (Substitute)
- 1 – Mechanic
- 1 – Office Assistant (Substitute)
- 4 – Personal Care Assistant
- 2 – School Bus Driver
- 1 – School Bus Driver (Substitute)
- 1 – School Office Manager

Updates/Reminders:

- The RUSD Showcase was held on Saturday, February 3 from 10 a.m. to 1 p.m. at the Rowland Heights Community Center. The Personnel Commission and Human Resources hosted a booth to advertise job vacancies and several attendees filled out interest cards for future vacancies at the event.
- Ms. Stiegelmar will be attending the Mt. Sac Career Advisory Committee meeting tomorrow. This committee seeks input from faculty, students, and employer partners in a discussion about how to enhance career services for their students.
- Ms. Stiegelmar will be presenting at the Board of Education meeting on Thursday, February 8, 2018 about the activities of the Personnel Commission during the past year.
- Appreciating Classified Employees (ACE) Event is happening on Wednesday, February 14, 2018. The day will include job shadowing by administrators, Board members, and DLT members, giving them the chance to observe, participate and learn “hands on” about the valuable service classified employees provide to our District.

Ms. Joan Stiegelmar, Personnel Director, shared that there were three Health Assistant (substitutes) who were processed and trained in order to meet Student Service’s need for Health Assistants. Ms. Stiegelmar shared that there is a Health Assistant list, but there is a challenge in recruiting for Health Assistant – Bilingual (Spanish). Ms. Juarez mentioned that the challenge to finding Health Assistant – Bilingual (Spanish) candidates could be due to the work schedule, which does not allow Health Assistant employees to work additional hours. Ms. Stiegelmar stated that she was aware of the scheduling challenge and would be happy to share the rationale behind the schedule to Ms. Juarez.

Ms. Stiegelmar thanked Ms. Andrea Low, Senior Personnel Technician, and Ms. Crystal Vahimarae, Personnel Technician, for representing the Personnel Commission at the RUSD Showcase held on Saturday, February 3, 2018.

Ms Sharon Fernandez, Personnel Commissioner, asked for an update regarding the structured interviews for District Safety and Health Assistant II as noted in the Personnel Director’s report. Ms. Stiegelmar clarified that the structured interviews listed on the Personnel Director’s report represented our internal testing processes and not the final selection interviews held at the sites/departments that have the vacancy.

PERSONNEL COMMISSION

Recommendation: To approve the minutes of the regular meeting of January 9, 2018.

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

ITEMS FOR DISCUSSION AND/OR ACTION

A. Recommendation: To consider approving the advanced salary step placement request from Scott Jensen, Director of Special Education, to employ Applicant ID# 13307124 in the class of Instructional Assistant II at Step C 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

B. Recommendation: To consider approving the advanced salary step placement request from Jim Burleson, Director of Transportation, to employ Applicant ID# 32547796 in the class of School Bus Driver at Step E of Range 19.5 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 placement request from Jim Burleson, Director of Transportation, to employ Applicant ID# 31557166 in the class of Mechanic at Step E of Range 26.5 on the Classified Salary Schedule.

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

D. Recommendation: To consider approving the advanced salary step placement request from Silvia Rivas, Director of Special Projects/GATE, to employ Applicant ID# 34090277 in the class of Instructional Assistant II – Bilingual/Biliterate (Mandarin) at Step B 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

E. Recommendation: To consider approving the advanced salary step placement request from Alex Flores, Assistant Superintendent – Administrative Services, to employ Applicant ID# 26968921 in the class of District Patrol at Step E 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

F. Recommendation: To consider approving the advanced salary step placement request from Alex Flores, Assistant Superintendent – Administrative Services, to employ Applicant ID# 34041264 in the class of District Patrol at Step E of Range 19 on the Classified Salary Schedule.

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

G. Recommendation: To consider approving the advanced salary step placement request from Alex Flores, Assistant Superintendent – Administrative Services, to employ Applicant ID# 1471224 in the class of District Patrol at Step E of Range 19 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 Maria Davila, Director of Nutrition Services, of a vacant Food Service Assistant II to Food Service Assistant I.

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

I. Recommendation: To consider approving the revised job description for the classification of Risk Manager.

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

Ms. Sabrina Lee, Personnel Commissioner, asked if the duties regarding the Risk Manager managing the District safety program in addition to administering the District's insurance programs was added to the job description. Ms. Stiegelmar explained that the previous job description stated that the Risk Manager served as the District's Safety Officer and coordinated the annual Disaster Preparedness Program. Ms. Judy Nieh, Personnel Commissioner, asked for clarification regarding the Risk Manager overseeing the District Safety positions. Ms. Stiegelmar explained that the Risk Manager would oversee the District safety personnel which would consist of the District Patrol and District Safety positions.

Mr. Dennis Bixler, Assistant Superintendent – Human Resources, explained that the Risk Manager will be responsible for the District's day-to-day safety and risk issues. Mr. Bixler shared that Keenan is the District's proactive third party insurance for property and liability as well as the provider for worker's compensation. Mr. Bixler explained that Keenan does safety analysis and trainings as part of their safety program. Ms. Lee asked if the safety programs were mandated by the insurance providers. Mr. Bixler said that much of the programs are mandated by the insurance provider. Mr. Bixler shared that the District has held safety trainings for staff during the recent winter break and will do more during the upcoming spring break.

Ms. Fernandez asked who would be doing the evaluations for the District safety personnel. Mr. Bixler stated that the positions are District level positions and would be evaluated by the Risk Manager with input from the management team at the school sites.

Ms. Lee thanked Mr. Bixler and shared that she was able to understand the correlation and reasoning for the insurance and safety responsibilities of the position.

Ms. Nieh asked for clarification regarding the role of the school site principals. Mr. Bixler stated that Campus Aides would be working at the school site level and would report to the principals. Mr. Bixler shared that District safety personnel will receive direction from the principals when they are at school sites.

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

- 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)

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

L. Recommendation: To ratify the following eligibility lists:

- a. District Safety (D-17/18-25)
- b. Stock Delivery Worker (D-17/18-24)

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

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

- a. Computer Lab Technician (D-16/17-33)
 - ID# 18900179 – PC Rule 6.1.10, 6.1.10.4
- b. Grounds Maintenance Worker (D-16/17-39)
 - ID# 21722442 – PC Rule 6.1.10, 6.1.10.1

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

INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

- A. Ms. Nieh shared that she enjoyed the 2018 CSPCA state conference held in San Diego from February 1 – 4, 2018. Ms. Nieh stated that the conference was very informative and was a wonderful personal development opportunity. Ms. Nieh shared that she was able to get a better understanding of her role as a Personnel Commissioner from the knowledge she gained at the conference. Ms. Nieh shared that one of the presenters at the conference used Rowland Unified School District’s Personnel Commission meeting setup as an example of an ideal meeting setup.
- B. Ms. Lee expressed her appreciation for being able to attend the 2018 CSPCA state conference. Ms. Lee shared that the keynote speech was inspiring and useful. Ms. Lee stated that she would like to encourage everyone to stay healthy due to flu season.
- C. Ms. Fernandez indicated that she enjoyed the 2018 CSPCA state conference. Ms. Fernandez shared information she learned from conference speaker, Rachel Shaw. Ms. Fernandez shared that Ms. Shaw spoke on leaves of absences and that the knowledge she conveyed would make her a great consultant for the District. Ms. Fernandez said she would share the information regarding the speaker with Ms. Sharon Carrillo, CSEA – President.

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 7:05 p.m.

The presiding Chairperson, Sharon Fernandez, 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 7:06 p.m.

Motion made by: Sabrina Lee
Seconded by: Judy Nieh

Vote: Sharon Fernandez Yes
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, MARCH 6, 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.