

Personnel Commissioners

Board Appointee: Judy Nieh

Ms. Judy Nieh was appointed as the Board Appointee in February 2016 to complete the three year term vacated by Mr. David Malkin. Ms. Nieh was reappointed in December 2017, and her current term is effective until December 2020. Ms. Nieh previously served on the Personnel Commission from December 2006 to February 2008 as the Commission Appointee. Ms. Nieh has been a community volunteer for more than 30 years, including serving as Secretary of the Rowland Heights Chinese Association and is now enjoying retirement from her CPA practice. Ms. Nieh was on the Board of Education for Rowland Unified School District for 12 years, including serving as the Board President.

CSEA Union Appointee: Sharon Fernandez

Ms. Sharon Fernandez has been the CSEA Union Appointee to the Personnel Commission since December 1995. Her current term is effective until December 2019. Ms. Fernandez, a mother of three graduates of Nogales High School, retired after more than 40 years of dedicated service as a classified employee for Hacienda-La Puente USD. Ms. Fernandez has been involved in the community including being the chair of the Nogales Swap Meet from 1993–1997. Her professional activities have included being the President of the Personnel Commissioners Association of Southern California (PCASC) for two terms (1998-2000), PCASC Treasurer from 2007-2012, and Director for the Southern California School Personnel Commissioners Association (CSPCA).

Commission Joint Appointee: Sabrina Lee

Ms. Sabrina Lee was originally appointed to the Personnel Commission in March 2008 as the Joint Appointee. In December 2009, Ms. Lee was reappointed and continues to serve on the Commission. Ms. Lee is serving in her third term which is effective until December 2018. Ms. Lee, a retired Certified Public Accountant, has served as the Treasurer for the Personnel Commissioners Association of Southern California from 2012 to 2016. Ms. Lee has been active in the Rowland Heights community since 2001 when she became Board member of the Ridgemoor Homeowners Association where she resides. Ms. Lee has two children. Her son is a Rowland Raider alumnus.

Personnel Commission Staff

Joan Stiegelmar.....	Personnel Director
Jessica Landin	Personnel Analyst
Andrea Low	Sr. Personnel Technician
Gina Cisneros	Personnel Technician
Arlene Zamudio.....	Personnel Technician
Crystal Vahimarae	Personnel Technician

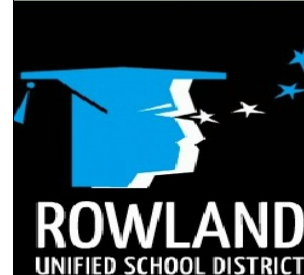
WHAT WE DO

Authority for functions of the Personnel Commission is provided by Section 45220 through 45320 of the State Education Code and appropriate sections of the Government Code.

- Prescribes and amends rules and regulations as necessary to ensure the efficiency of the classified service and retention of employees on the basis of merit and fitness. (EC 45260)
- Establishes eligibility lists for appointment or promotion. (EC 45272 through EC 45284)
- Maintains a classification plan which groups positions into job categories on the basis of assigned duties and responsibilities. (EC 45256, EC 45285, EC 45285.5)
- Recommends salaries to the governing board. (EC 45268)
- Establishes and maintains permanent confidential personnel records for all of the District's classified employees.
- Investigates and conducts hearings on appeals of disciplinary actions and other matters within the Commission's authority. The Commission provides an impartial, neutral forum, within which many classified employee concerns may be resolved in an orderly, expeditious and cost effective manner. (EC 45305)
- Coordinates the administration of professional growth for classified employees.
- Provides for training of its own staff. (EC 45255)



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PERSONNEL COMMISSION 2017 – 2018 ANNUAL REPORT

❖ The Merit System

Personnel Commissions are a part of a system of personnel administration termed the "Merit System." The Merit System is composed of rules and procedures contained in the California Education Code which governs the classified service. This system of personnel administration encompasses the basic principles of 1) employment and promotion on the basis of merit and fitness, 2) prohibition against discrimination, 3) equal pay for equal work, 4) impartial hearings of appeals of disciplinary action or applicant disqualification, and 5) assures that career paths are established. The Merit System serves to support the selection and retention of a qualified, efficient, and productive workforce that is well trained, equitably compensated, and afforded promotional opportunities.

❖ The Personnel Commission

The Personnel Commission is comprised of three members who must reside within the Rowland Unified School District boundaries and who are known adherents of the Merit System and the principles on which the system is based. One commissioner is appointed to a three-year term by the Board of Education, another commissioner is appointed by the classified employees' union, and the third commissioner is jointly appointed by the other two Commissioners. Each Commissioner's term is staggered resulting in the appointment, or reappointment, of one commissioner each year. Customarily, the Personnel Commission holds their regular meeting on the first Tuesday of each month in the District Office, Board Room at 4:30 p.m.

The Personnel Commission for Rowland Unified School District, and its staff, are committed to ensuring that the Merit System is effectively administered by providing employment services that are client oriented, professionally based and supportive of the Board of Education's strategic plan as well as working effectively with the Board, Administration, and classified employee representatives.

❖ The Personnel Commission Rules and Regulations

The Personnel Commission Rules and Regulations apply to all classified employees including CSEA bargaining unit, confidential, supervisory, and management. To assure the efficiency of the classified service and the selection, retention, and promotion of classified employees is based on merit and fitness, the Personnel Commission amends, interprets, and promulgates the Rules and Regulations.

❖ Mission Statement

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 for employment reflective of the cultural diversity of the community, and to serve the present and future needs of the District and its educational programs.

ROWLAND
UNIFIED SCHOOL DISTRICT

❖ Recruitment and Selection

The Personnel Commission is responsible for recruiting applicants and assessing candidates for employment based on provisions of the California Education Code and other applicable Federal and State laws, as well as Rules and Regulations, guidelines, and professional standards. During the 2017-2018 fiscal year, a total of 4,349 employment applications were accepted through 61 recruitment processes. The following eligibility lists were approved during the PC meetings listed below.

Eligibility Lists Approved at PC Meeting - 07/11/17	Eligibility Lists Approved at PC Meeting - 01/09/2018
Administrative Secretary	Instructional Assistant II
Administrative Secretary - Bilingual (Spanish)	Instructional Assistant II - Bilingual (Mandarin)
Custodian	Instructional Assistant II - Bilingual (Spanish)
Electrician	Instructional Assistant II - Bilingual/Biliterate (Mandarin)
Food Service Assistant I	Instructional Assistant II - Bilingual/Biliterate (Spanish)
Instructional Assistant II	Mechanic
Instructional Assistant II - Bilingual (Spanish)	Office Assistant
Instructional Assistant II - Bilingual / Biliterate (Korean)	Office Assistant - Bilingual (Spanish)
Instructional Assistant II - Bilingual / Biliterate (Spanish)	Office Assistant - Bilingual/Biliterate (Mandarin)
School Bus Driver	Office Assistant - Bilingual/Biliterate (Spanish)
Eligibility Lists Approved at PC Meeting - 08/01/2017	Personal Care Assistant
Benefits Technician	Senior Account Clerk
School Bus Driver	Eligibility Lists Approved at PC Meeting - 02/06/2018
Eligibility Lists Approved at PC Meeting - 09/12/2017	District Safety
Campus Aide	Stock Delivery Worker
Lead Mechanic	Eligibility Lists Approved at PC Meeting - 03/06/2018
Personal Care Assistant	Food Service Assistant I
School Office Manager	Health Assistant - Bilingual (Spanish)
School Office Manager - Bilingual (Spanish)	Health Assistant II
Eligibility Lists Approved at PC Meeting - 10/03/2017	Instructional Assistant I
Instructional Assistant II - Bilingual (Mandarin)	Eligibility Lists Approved at PC Meeting - 04/03/2018
Instructional Assistant II - Bilingual/Biliterate (Mandarin)	Accompanist (Piano)
Senior Office Assistant	Administrative Secretary - Bilingual (Spanish)
Senior Office Assistant - Bilingual (Spanish)	Food Service Assistant III
Senior Office Assistant - Bilingual/Biliterate (Spanish)	Senior Custodian
Speech-Language Pathology Assistant	Eligibility Lists Approved at PC Meeting - 05/01/2018
Eligibility Lists Approved at PC Meeting - 11/16/2017	High School Cafeteria Supervisor
Benefits Technician	Risk Manager
District Patrol	Eligibility Lists Approved at PC Meeting - 06/05/2018
Food Service Assistant III	Accounting Operations Supervisor
Health Assistant	Grounds Maintenance Worker
Health Assistant - Bilingual (Spanish)	Health Assistant II
Instructional Assistant I	Technology Mobile Device and Accounts Associate
Lead Stock Delivery Worker	
Personnel Technician	
School Bus Driver	
Eligibility Lists Approved at PC Meeting - 12/05/2017	
Credentials Technician	

PC Meetings held:

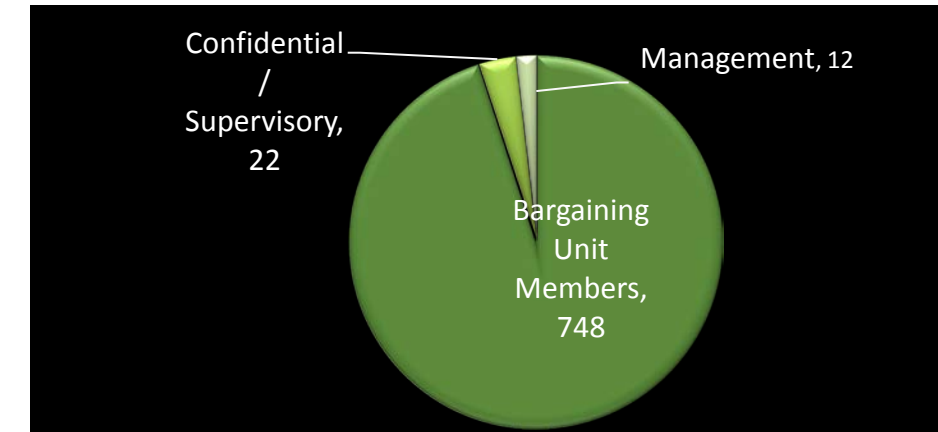
12 Regular Meetings
1 Special Meeting (June 12, 2018)

❖ Rule Changes Approved

10/2017	PC Rule 6/1/10	Removal of names from eligibility lists
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❖ Composition of Classified Workforce

The classified service is comprised of employees that are in the CSEA Bargaining Unit, Confidential/Supervisory group, and Management as summarized below:



Bargaining Unit Members: 748

Confidential/Supervisory: 22

Management: 12

❖ Commission Activities

California State Polytechnic University Career Fair – September, 2017

Personnel Commission staff attended this career fair that gave staff the opportunity to meet hundreds of college students and gain visibility on-campus. Staff provided information to the students about Rowland's part time job openings, and handed out flyers on how to fill out interest cards for future vacancies.

Mt. San Antonio College Job Fair – October, 2017 and April, 2018

Personnel Commission staff attended both of these career fairs to promote job opportunities to many students at Mt. SAC.

RUSD Showcase Event – February, 2018

The Personnel Commission hosted a table at this event to greet attendees, and provide recruitment bulletins for jobs that were open. A laptop computer was provided so attendees could fill out interest cards for future job openings.

Mt. San Antonio College Career Advisory Committee– February, 2018

The Personnel Director is part of this committee that seeks input from employer partners, Mt. SAC faculty, and students in discussions about how to enhance career services for Mt. SAC students.

Appreciating Classified Employees (ACE) – February, 2018

The Appreciating Classified Employees (ACE) event included job shadowing by Rowland USD administrators and Board members, and gave them the chance to observe, participate, and learn "hands on" about the valuable service classified employees provide to our District. The Personnel Director participated in the Transportation department and job shadowed the Dispatcher.

Annual Classified Employees Day - May, 2018

"Surf's Up" Celebration – Over 400 employees attended and enjoyed a BBQ lunch prepared and served by the Personnel Commission staff, Personnel Commissioners, Superintendent, Board of Education, Assistant Superintendents, and management team. It was an amazing collaboration of teamwork that helped us feed classified employees to thank them for their hard work during the school year. Special thanks to Commissioner Sharon Fernandez for catering the event.

Personnel Association of Southern California - June, 2018

Personnel Commission staff attended a training regarding "Finding Value in Merit" in Anaheim.

❖ Recruitment and Selection Statistics

The 2017-2018 fiscal year was a productive year for the Personnel Commission Office. A total of 262 candidates were placed on eligibility lists and 109 employees were hired. There were 14 employees promoted to a higher classification during the year. Below are statistics from the last three years reflecting the number of recruitments conducted, applications received, candidates placed on eligibility lists, and number of new hires. The tables also reflect the diversity of those applicants who submitted applications, and those who were actually hired.

RECRUITMENT STATISTICS			
STATISTIC CATEGORY	2015-2016	2016-2017	2017-2018
Recruitments conducted	72	59	61
Applications received	5,347	4,313	4,349
Candidates on eligibility lists	768	387	262
Employees hired	100	113	109

APPLICANT DIVERSITY / ETHNIC DISTRIBUTION			
ETHNICITY	2015-2016	2016-2017	2017-2018
American Indian	1%	1%	1%
Caucasian	8%	9%	7%
Asian	10%	9%	11%
Pacific Islander	3%	3%	3%
African-American	8%	8%	8%
Hispanic	54%	56%	56%
Declined to State / Other	16%	14%	14%

NEW HIRE DIVERSITY / ETHNIC DISTRIBUTION			
ETHNICITY	2015-2016	2016-2017	2017-2018
American Indian	1%	1%	1%
Caucasian	14%	6%	11%
Asian	13%	13%	9%
Pacific Islander	6%	7%	6%
African-American	8%	3%	3%
Hispanic	56%	66%	70%
Declined to State / Other	2%	4%	0%

❖ Classification and Compensation

The Personnel Commission is responsible for defining, categorizing, and allocating positions to the appropriate classes, and assigning classifications within occupational hierarchies as well as developing written class specifications. This is accomplished through job analysis that includes interviews with employees and administrators and research on job classifications from other school districts and public agencies. Salary studies and surveys are conducted for the purpose of attracting and retaining qualified personnel and ensuring like pay for like work.

Reclassification

The only basis of reclassification of a position shall be the gradual accretion or growth of duties, not a sudden change occasioned by reorganization or the assignment of completely new duties and responsibilities by administration. Recommendations as to gradual accretion will be made by the Personnel Director. The Personnel Commission shall be the final approving authority.

The following position was reclassified during the 2017-2018 fiscal year:

RECLASSIFICATION	
Original Classification	New Classification
Purchasing Assistant	Buyer

Class Description Changes

Class description changes are required when there is any substantial change in the duties of existing positions and shall be promptly reported in writing to the Personnel Director, who shall conduct a review to determine whether the position should be allocated to a new or existing class. Should a change in classification be warranted or necessary, the Personnel Director shall submit a recommendation to the Personnel Commission for action.

Seven (7) class descriptions were revised and five (5) class descriptions were established during the 2017-2018 fiscal year.

CLASS DESCRIPTION REVISED	
Accompanist (Piano)	District Patrol (Title change from Security Officer)
Benefits Technician (Title change from Risk Management Technician)	Electrician
Credentials Technician	Risk Manager
Director of Transportation Services	
CLASS DESCRIPTIONS ESTABLISHED	
Accounting Operations Supervisor	Lead Stock Delivery Worker
Director of Maintenance and Operations	Technology Mobile Device Management and Accounts Associate
District Safety	

Reallocations

A reallocation occurs with the removal of one or more position(s) from one class to another class on the basis that the duties have suddenly changed due to a reorganization or a sudden change in the assignment of duties.

The following nine (9) positions were reallocated during the 2017-2018 fiscal year:

REALLOCATIONS		
Mo/Yr	Original Classification	New Classification
6/2018	Community Liaison – Bilingual (Cantonese)	Community Liaison – Bilingual (Mandarin)
11/2017 & 2/2018	Food Service Assistant II (2 positions)	Food Service Assistant I (2 positions)
10/2017	Health Assistant	Health Assistant – Bilingual (Spanish)
3/2018	Health Assistant – Bilingual (Spanish)	Health Assistant
5/2018	Instructional Assistant II	Instructional Assistant II – Bilingual (Spanish)
8/2017	Instructional Assistant II – Bilingual (Mandarin)	Instructional Assistant II – Bilingual (Spanish)
10/2017	Instructional Assistant II – Bil/Bil (Korean)	Instructional Assistant II – Bil/Bil (Mandarin)
10/2017	Senior Account Clerk	Senior Office Assistant

❖ Disciplinary Appeals

Whenever the Board of Education takes disciplinary action (unpaid suspension, termination or involuntary demotion) against a permanent classified employee, he/she has a right to appeal, if believed to be unjustified, to the Personnel Commission. The Commission may uphold the Board's decision, modify it or reverse it and order back pay and seniority to the employee, as it deems fair. No disciplinary appeals were held by the Commission during the 2017 – 2018 fiscal year.