

**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
May 7, 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.

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
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

Conduct a Public Hearing on the Proposed Personnel Commission Budget for Fiscal Year 2019-2020. (Ref. 5)

Hearing Opened: _____ Hearing Closed: _____

6. PERSONNEL COMMISSION

6.1 Adopt the Personnel Commission Budget for 2019 – 2020. (Ref. 6.1)

Motion by: _____ Vote: Sabrina Lee _____
Second by: _____ Judy Nieh _____
Sharon Fernandez _____

6.2 Approve the minutes of the regular meeting of April 2, 2019. (Ref. 6.2)

Motion by: _____ Vote: Sabrina Lee _____
Second by: _____ Judy Nieh _____
Sharon Fernandez _____

6.3 Approve the minutes of the special meeting of April 23, 2019. (Ref. 6.3)

Motion by: _____ Vote: Sabrina Lee _____
Second by: _____ Judy Nieh _____
Sharon Fernandez _____

6.4 Receive the draft of the Personnel Commission's meeting schedule for 2019 – 2020. (Ref. 6.4)

Motion by: _____ Vote: Sabrina Lee _____
Second by: _____ Judy Nieh _____
Sharon Fernandez _____

7. ITEMS FOR DISCUSSION AND/OR ACTION

7.1 Advanced Salary Step Placement

a. Consider approving the advanced salary step request from Michael Tincup, Director of Special Education, to employ Applicant ID# 33766499 in the class of Office Assistant – Bilingual (Spanish) at Step B of Range 17.5 on the Classified Salary Schedule. (Ref. 7.1a) & (Ltd. Dist.)

Motion by: _____ Vote: Sabrina Lee _____
Second by: _____ Judy Nieh _____
Sharon Fernandez _____

b. Consider approving the advanced salary step request from Ron Gray, Risk Manager, to employ Applicant ID# 27141982 in the class of District Patrol at Step B of Range 19 on the Classified Salary Schedule. (Ref. 7.1b) & (Ltd. Dist.)

Motion by: _____ Vote: Sabrina Lee _____
Second by: _____ Judy Nieh _____
Sharon Fernandez _____

- c. Consider approving the advanced salary step request from Michael Tincup, Director of Special Education, to employ Applicant ID# 12625218 in the class of Personal Care Assistant at Step B of Range 14 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 Kevin Despard, Director of Student Services, to employ Applicant ID# 33273101 in the class of Health Assistant at Step B of Range 17 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 Michael Tincup, Director of Special Education, to employ Applicant ID# 38038263 in the class of Instructional Assistant II at Step B of Range 16 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 Chris Ferraro, Director of Maintenance and Operations, to employ Applicant ID# 38631509 in the class of Grounds Construction Worker at Step B of Range 23 on the Classified Salary Schedule. (Ref. 7.1f) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

- g. Consider approving the advanced salary step request from Amy Grigsby, Principal of Yorbita Elementary, to employ Applicant ID# 34891697 in the class of Instructional Assistant I at Step B of Range 15 on the Classified Salary Schedule. (Ref. 7.1g) & (Ltd. Dist.)

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. Behavior Support Assistant (D-18/19-50)
- b. Behavior Support Assistant – Bil (Spanish) (D-18/19-51)
- c. Grounds Maintenance Worker (D-18/19-52)
- d. Transportation Services Supervisor (D-18/19-53)

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 lists: (Ref. 8.3 Ltd. Dist.)

- a. Cafeteria Lead Worker I (D-18/19-20)
- b. Campus Aide (D-18/19-36)
- c. Personal Care Assistant (D-18/19-18)
- d. Plumber (D-18/19-37)
- e. Senior Account Clerk (D-18/19-39)

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. Cafeteria Lead Worker I (D-18/19-20)
 - ID# 30301420 – PC Rule 6.1.10.1
- b. Campus Aide (D-18/19-36)
 - ID# 39229024 – PC Rule 6.1.10.3
- c. Campus Aide (D-18/19-03) (D-18/19-23) (D-18/19-36)
 - ID# 35820182, ID# 30330843, ID# 25427158, ID# 37836791, ID# 39190858 – PC Rule 6.1.10.4
- d. Custodian (D-18/19-31)
 - ID# 23750182 – PC Rule 6.1.10, 6.1.10.2, 4.4.11
- e. Health Assistant (D-18/19-07)
 - ID# 9909276 – PC Rule 6.1.10.4

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:

- 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, JUNE 4, 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 APRIL 2, 2019**

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

Ms. Judy Nieh, Personnel Commissioner, motioned to remove Item 10 – Closed Session. Ms. Stiegelmar stated that the Public Employee Appointment – Plumber withdrew the appeal.

INTRODUCTION OF GUESTS

- Dennis Bixler, Assistant Superintendent – Human Resources
- Steve Bui, Director of Transportation Services
- Sharon Carrillo, CSEA – President
- Reggie Robertson, CSEA – Public Relations Officer
- Maurice Curtis, Bus Driver Instructor
- Lita Hernandez, Office Assistant
- Roy Humphreys, Community Member

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

- Instructional Asst II, Instructional Asst II – Bil (Sp), Instructional Asst II – Bil /Bil (Sp)
- Library Assistant / Library Assistant – Bil (Sp)
- Primary Intervention Asst / Primary Intervention Asst – Bil (Sp)
- Stock Delivery Worker
- Translator (Mandarin)

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

- Cafeteria Lead Worker I – Written Test / Structured Interview
- Campus Aide – Written Test / Structured Interview
- Personal Care Assistant – Structured Interview
- Plumber – Performance Test / Structured Interview

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

- Health Assistant
- Instructional Assistant I
- Instructional Assistant II
- Office Assistant
- Office Assistant – Bil (Sp)

New employees were processed into the following classifications:

- 1 – Custodian
- 5 – Custodian (Sub)
- 1 – District Patrol
- 3 – Instructional Assistant II
- 1 – Office Assistant
- 2 – Personal Care Assistant
- 1 – School Bus Driver

Updates/Reminders/Remarks:

- 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 planning the event with a Pirate’s theme, “Ahoy Matey”.

Ms. Joan Stiegelmar, Personnel Director, shared her positive experience in being present when the finalists for Classified, Certificated, and Administrator Employee of the Year was announced at the school or department site in which they work. She was excited to see the happiness of the students, classified employees, teachers, and administrators applauding the recipient upon receipt of the award.

HEARINGS - None

PERSONNEL COMMISSION

A. Recommendation: To approve the minutes of the regular meeting of March 5, 2019.

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

ITEMS FOR DISCUSSION AND/OR ACTION

A. Receive for information the proposed Personnel Commission budget for the 2019 – 2020 fiscal year.

Ms. Stiegelmar shared that the changes made to the Personnel Commission budget include step and column raises as well as the increase in the percentage contributed by the District to California Public Employees’ Retirement System (CalPERS).

Ms. Stiegelmar developed the department budget and met with staff in Fiscal Services to review the budget numbers.

B. 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 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 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.

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 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.

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 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.

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 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.

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 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.

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

H. Recommendation: To 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.

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

- I. Recommendation: To consider approving the recommended reallocation from Michael Tincup, Director of Special Education, of a vacant Staff Services Assistant position to a Senior Account Clerk.

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

- J. Recommendation: To consider approving the revised job description for the classification of Guidance Assistant, and title change to Behavior Assistant.

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

The motion was amended to add the word “Support” to the job title of Behavior Assistant to read Behavior Support Assistant.

Mr. Dennis Bixler, Assistant Superintendent – Human Resources, spoke on the importance of revising this job description to provide support to the schools by assisting teachers with a classified employee that would work with students with individualized needs in respect to behavior. Mr. Bixler stated that the feedback from the Principals, employees, District and CSEA have been positive. Mr. Bixler stated that adding the word “Support” to the job title was a natural addition to the revision of the class description.

Ms. Sharon Carrillo, CSEA – President, confirmed that CSEA is in complete support of the revised job description and feels that the revised job description would meet the needs of the District. Ms. Carrillo wanted to clarify that the entire job description would include the word “Support” where Behavior Assistant appeared. Ms. Stiegelmar replied that it would be added wherever the title appeared in the job description.

Ms. Sabrina Lee, Personnel Commissioner, asked for clarification regarding the level of support the position will provide in regards to the wording in the job description. Ms. Lee pointed out that the previous version of the job description included “supportive guidance services to ‘at risk’ or referred students, parents and staff.” Mr. Bixler stated that the position’s primary focus would be on students and would assist staff and parents in supporting students.

- K. Recommendation: To consider approving the revised job description for the classification of Bus Operations Supervisor and title change to Transportation Services Supervisor.

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

Ms. Judy Nieh, Personnel Commissioner, stated that the title change is appropriate in regards to the type of work the department is doing. Ms. Nieh asked staff to speak about what the Transportation Services Supervisor would be overseeing.

Ms. Landin, Personnel Analyst, shared that the position would work under the Director of Transportation Services and would manage the licenses of drivers within the department, as well as the CHP inspections, various records, and the day-to-day operations of the Mechanics, Dispatchers, School Bus Drivers, etc. The scope of responsibility is greater than the previous position’s job description, which explains the increase in salary.

Ms. Stiegelmar stated that the position would supervise the entire Transportation Services department.

Mr. Steve Bui, Director of Transportation Services, spoke on the needs of the department and how the duties of the position have increased. Mr. Bui explained that the department maintains all of the vehicles within the

District as well as all of the power equipment. Mr. Bixler stated that anything with a motor and wheels would be the responsibility of the Transportation Services department.

Ms. Fernandez asked where the Transportation Services Supervisor would be housed. Mr. Bui stated that the position would be housed in the Transportation office.

- L. Consider approving the salary recommendation for Transportation Services Supervisor at the Confidential / Supervisory Salary Range 31.

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

EXAMINATIONS/ELIGIBILITY LISTS

- A. The Personnel Commission received 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)

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

- C. Recommendation: To ratify the following eligibility lists:

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

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# 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 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 congratulated all staff who received the Employee of the Year awards. Ms. Nieh appreciates their services, work, and contributions to the students. Ms. Nieh welcomed everyone back from spring break. Ms. Nieh also expressed her appreciation for the new marquee in the front of the District Office.

- Ms. Fernandez congratulated all staff who were selected as Employees of the Year and looks forward to the Classified Luncheon.
- Ms. Lee also expressed that the new marquee is fantastic. Ms. Lee congratulated those who received Employee of the Year and looks forward to the awards banquet. Ms. Lee welcomed all the employees back from Spring Break and thanked the staff for preparing the budget.

ADJOURNMENT

To adjourn meeting at 5:11 p.m.

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

Approved by: _____
 Sabrina Lee
 Chair
 Personnel Commission

Submitted by: _____
 Joan Stiegelmar
 Personnel Director
 Personnel Commission

THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED FOR TUESDAY, MAY 7, 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.

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT
MINUTES OF THE SPECIAL MEETING OF APRIL 23, 2019**

The meeting of the Personnel Commission of the Rowland Unified School District was called to order at 4:45 p.m., with the Pledge of Allegiance led by Ms. Sabrina Lee, Personnel Commissioner.

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 submitted.

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

INTRODUCTION OF GUESTS

- Maurice Curtis, Bus Driver Instructor
- Adriana Juarez, CSEA - Treasurer

COMMUNICATIONS

- A. CSEA – Ms. Adriana Juarez, CSEA - Treasurer, announced that CSEA is getting ready for the annual summer conference. Ms. Juarez commented that CSEA members will be helping with the Buckboard Day parade in October.
- B. District Administration – None
- C. Audience Members – Mr. Maurice Curtis, Bus Driver Instructor, shared concerns regarding the qualifications for applicants that apply for positions within the Transportation department. Mr. Curtis wanted to make certain that the current qualifications for future applicants would produce quality applicants.

ITEMS FOR DISCUSSION AND/OR ACTION

A. Recommendation: To consider approving the revised job description for the classification of Transportation Services Supervisor.

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

Ms. Joan Stiegelmar, Personnel Director, shared that changes were recommended to the Transportation Services Supervisor job description from the PC meeting held on April 2, 2019, for the removal of the wording “and without a restriction for automatic transmission only.” After opening the recruitment for Transportation Services Supervisor in early April, it was brought to the attention of the staff of the Personnel Commission by the Director of Transportation Services that the minimum qualification for the position called for an applicant to possess a license having "no restriction for automatic transmission only". This requirement is problematic in that there are no buses in the RUSD fleet that have a manual transmission. Since there are no manual transmission buses, there is no need for the requirement.

After much discussion, Ms. Sabrina Lee, Personnel Commissioner, restated the motion to change the wording regarding the requirement for Form H6 in the Transportation Services Supervisor job description to read "DMV Official Driver Record".

The motion was amended to strike out the words "Form H6" and add the word "Official" under the License/Certificate/Medical Requirement section.

B. Recommendation: To consider approving the revised job description for the classification of School Bus Driver.

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

Ms. Sabrina Lee, Personnel Commissioner, stated that the same change regarding the requirement for Form H6 in the Transportation Services Supervisor job description be changed in School Bus Driver to read "DMV Official Driver Record".

The motion was amended to strike out the words "Form H6" and add the word "Official" under the License/Certificate/Medical Requirement section.

ADJOURNMENT

To adjourn meeting at 5:16 p.m.

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

Approved by: _____
Sabrina Lee
Chair
Personnel Commission

Submitted by: _____
Joan Stiegelmar
Personnel Director
Personnel Commission

THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED FOR TUESDAY, MAY 7, 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.