

**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 5, 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.

<i>Motion by:</i> _____	<i>Vote:</i> Sabrina Lee _____
<i>Second by:</i> _____	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 - None

6. PERSONNEL COMMISSION

6.1 Approve the minutes of the regular meeting of February 12, 2019. (Ref. 6.1)

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

Vote: Sabrina Lee Abstain  
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# 37891994 in the class of Personal Care Assistant at Step B of Range 14 on the Classified Salary Schedule. (Ref. 7.1a) & (Ltd. Dist.)

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

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

b. Consider approving the advanced salary step request from Michael Tincup, Director of Special Education, to employ Applicant ID# 37609194 in the class of Personal Care Assistant at Step D of Range 14 on the Classified Salary Schedule. (Ref. 7.1b) & (Ltd. Dist.)

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

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

c. Consider approving the advanced salary step request from Ron Gray, Risk Manager, to employ Applicant ID# 16483087 in the class of Campus Aide at Step E of Range 12 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 Chris Ferraro, Director of Maintenance and Operations, to employ Applicant ID# 544490 in the class of Grounds Maintenance Worker at Step D of Range 19 on the Classified Salary Schedule. (Ref. 7.1d) & (Ltd. Dist.)

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

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

7.2 Reallocation

- a. Consider approving the recommended reallocation from Kevin Despard, Director of Student Services, of a vacant Health Assistant – Bilingual (Spanish) position to Health Assistant. (Ref. 7.2a)

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

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

- b. Consider approving the recommended reallocation from Maria Davila, Director of Nutrition Services, of a vacant Food Service Assistant II position to Food Service Assistant I. (Ref. 7.2b)

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

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

7.3 Revised Class Description

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

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. Cafeteria Lead Worker I (D-18/19-20)
- b. Plumber (D-18/19-37)
- c. Structural Supervisor (D-18/19-38)

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 list(s): (Ref. 8.3 Ltd. Dist.)

- a. Playground Supervision Aide (D-18/19-30)
- b. Primary Intervention Assistant (D-18/19-33)
- c. Primary Intervention Assistant – Bilingual (Spanish) (D-18/19-34)
- d. School Bus Driver (D-18/19-04)

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

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

8.4 Removal of Names from the Eligibility List – Ratify the removal of a name from the following eligibility list: (Ref. 8.4)

- a. Food Service Assistant I (D-18/19-27)
  - ID #37474202 – PC Rule 6.1.10, 6.1.10.8

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, APRIL 2, 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 FEBRUARY 12, 2019**

The meeting of the Personnel Commission of the Rowland Unified School District was called to order at 4:44 p.m., with the Pledge of Allegiance led by Ms. Joan Stiegelmar, Personnel Director.

Members Present: Judy Nieh, Vice Chair  
Sharon Fernandez, Member

Members Absent: Sabrina Lee, Chair

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	Absent
Seconded by:	Judy Nieh		Judy Nieh	Yes
			Sharon Fernandez	Yes

Ms. Judy Nieh, Personnel Commissioner, motioned to remove Item 10 – Closed Session.

**INTRODUCTION OF GUESTS**

- Marco Maldonado, CSEA-1<sup>st</sup> Vice President
- Adriana Juarez, CSEA-Treasurer
- Chris Ferraro, Director of Maintenance and Operations
- Maurice Curtis, Bus Driver Instructor
- Gil Morales, School Bus Driver
- Roy Humphreys, Community Member

**COMMUNICATIONS**

- A. CSEA – Ms. Adriana Juarez, CSEA-Treasurer, shared about the Appreciating Classified Employees (ACE) program that is happening on Thursday, February 14.
- B. District Administration – None
- C. Audience Members – Mr. Roy Humphreys, Community Member, commented on having public meetings recorded.

**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**

- Campus Aide
- Cafeteria Lead Worker I (Re-opened)

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

- District Patrol – Structured Interview
- Custodian - Structured Interview

- Instructional Assistant I – Written Test

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

- Office Assistant - 2
- Food Service Assistant I
- Senior Office Assistant
- Textbook Media Assistant
- District Patrol
- Grounds Maintenance Worker
- Office Assistant Bilingual – Spanish
- Custodian

New employees were processed into the following classifications:

- 1 – Campus Aide
- 2 – Custodian
- 1 – Grounds Maintenance Worker
- 2 – Health Assistant (Substitute)
- 2 – Instructional Assistant I
- 1 – Office Assistant
- 2 – Office Assistant (Substitute)
- 4 – Personal Care Assistant

Updates/Reminders/Remarks:

- Ms. Sharon Fernandez and Ms. Joan Stiegelmar attended the CSPCA conference where they received training on: What to Expect during a Hearing, Understanding the Basic Principles of Merit, What is a Management, Supervisory and Confidential Employee, Brown Act, and the Keynote spoke on how to Get Cooperation From Your Colleagues.

CSPCA has established a tradition of presenting an award for the most distinguished merit system personnel project, activity, or service entitled the “Joyner/Snipes Award”. Ms. Fernandez was nominated and won the award on Saturday, February 9 during the Annual Meeting. Rowland USD should be proud to have a Commissioner who has risen to such an achievement to receive this award. Ms. Fernandez has served as a Personnel Commissioner for 23+ years and is a long-standing ambassador for merit and classified employees. Congratulations Ms. Fernandez!

- On Friday, February 1, Human Resources and the Personnel Commission coordinated an employee orientation for the Playground Supervision Aide employees to inform them of what benefits come with becoming a classified employee. These benefits include accrual of vacation and sick time, bereavement leave, holiday pay, and much more. Employees were provided with a class description, work calendar, Personnel Commission rules notice, and a new name badge. It was exciting that almost all 80+ employees attended and were very appreciative of their new title and the benefits that come with being a classified employee.
- The Appreciating Classified Employees (ACE) Event is scheduled for Thursday, February 14, 2019. 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. Stiegelmar will be shadowing the School Office Manager at Hollingworth.
- 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 preparing the Save the Date flyers and it will be a Pirate’s theme, “Ahoy Matey”.

**HEARINGS** - None

**PERSONNEL COMMISSION**

A. Recommendation: To approve the minutes of the regular meeting of January 15, 2019.

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

**ITEMS FOR DISCUSSION AND/OR ACTION**

A. Recommendation: To consider approving the advanced salary step request from Michael Tincup, Director of Special Education, to employ Applicant ID# 37159307 in the class of Personal Care Assistant at Step B of Range 14 on the Classified Salary Schedule.

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

B. Recommendation: To consider approving the advanced salary step request from Michael Tincup, Director of Special Education, to employ Applicant ID# 34778660 in the class of Personal Care Assistant at Step C of Range 14 on the Classified Salary Schedule.

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

C. Recommendation: To consider approving the advanced salary step request from June Sakaue, Principal at Blandford, to employ Applicant ID# 33178225 in the class of Office Assistant at Step C of Range 17 on the Classified Salary Schedule.

Motion made by:	Sharon Fernandez	Vote:	Sabrina Lee	Absent
Seconded by:	Judy Nieh		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# 30722262 in the class of Personal Care Assistant at Step B of Range 14 on the Classified Salary Schedule.

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

E. Recommendation: To consider approving the recommended reallocation from Carlos Ochoa, Principal of Giano, of a Secretary – Bilingual (Spanish) position to Secretary – Bilingual/Biliterate (Spanish) position.

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

F. Recommendation: To consider approving the revised job description for the classification of Plumber.

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

G. Recommendation: To consider approving the revised job description for the classification of Structural Supervisor.

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

Ms. Jessica Landin, Personnel Analyst, proposed to add the requirement to complete the Asbestos Containing Building Material training within the probationary period.

**EXAMINATIONS/ELIGIBILITY LISTS**

- A. The Personnel Commission received for information, a summary of the following examinations and recruitment bulletins:
  - a. Campus Aide (D-18/19-36)
- B. The Personnel Commission received the results of the examinations held.
- C. Recommendation: To ratify the following eligibility lists:
  - a. Custodian (D-18/19-31)
  - b. District Patrol (D-18/19-29)
  - c. Food Service Assistant I (D-18/19-27)
  - d. Instructional Assistant II – Bilingual/Biliterate (Spanish) (D-18/19-17)
  - e. Playground Supervision Aide (D-18/19-30)
  - f. Senior Office Assistant (D-18/19-24)
  - g. Senior Office Assistant – Bilingual (Spanish) (D-18/19-25)
  - h. Senior Office Assistant – Bilingual / Biliterate (Spanish) (D-18/19-26)
  - i. Textbook/Media Assistant (D-18/19-28)

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

- D. Recommendation: To ratify the removal of names from the following eligibility lists:
  - a. Campus Aide (D-18/19-03)
    - ID #29396524 – PC Rule 6.1.10, 6.1.10.1
  - b. Health Assistant (D-18/19-07)
    - ID #35919299 – PC Rule 6.1.10, 6.1.10.4
  - c. Health Assistant – Bilingual (Spanish) (D-18/19-08)
    - ID #35919299 – PC Rule 6.1.10, 6.1.10.4
  - d. Personal Care Assistant (D-18/19-18)
    - ID# 37294765, ID# 37728425 – PC Rule 6.1.10, 6.1.10.6

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

**INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS**

- Ms. Sharon Fernandez commented on how appreciative she was for being the Joyner/Snipes award recipient.
- Ms. Nieh congratulated Ms. Fernandez on her award and stated that it was well deserved. Ms. Nieh remarked on Ms. Fernandez’s dedication to the classified employees. Ms. Nieh welcomed Ms. Landin back.



**ADJOURNMENT**

To adjourn meeting at 5:04 p.m.

Motion made by: Judy Nieh  
Seconded by: Sharon Fernandez

Vote: Sabrina Lee Absent  
Judy Nieh Yes  
Sharon Fernandez Yes

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

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

**THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED FOR TUESDAY,  
MARCH 5, 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.*