

**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**  
**January 9, 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 December 5, 2017. (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

a. Consider approving the advanced salary step request from Judy Nieh, Personnel Commissioner, to employ Applicant ID# 24278888 in the class of Personnel Technician at Step E of Range 19 on the Classified Salary Schedule. (Ref. 7.1a) & (Ltd. Dist.)

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

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

b. Consider approving the advanced salary step request from Chris Ferraro, Interim Director of Facilities, to employ Applicant ID# 21722442 in the class of Grounds Maintenance Worker at Step E of Range 19 on the Classified Salary Schedule. (Ref. 7.1b) & (Ltd. Dist.)

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

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

c. Consider approving the advanced salary step request from Mari Bordona, Director of Student Services, to employ Applicant ID# 27782464 in the class of Health Assistant – Bilingual (Spanish) at Step E of Range 17.5 on the Classified Salary Schedule. (Ref. 7.1c) & (Ltd. Dist.)

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

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

7.2 Revised Class Description

Consider approving the revised job description for the classification of Accompanist (Piano). (Ref. 7.2)

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. 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)

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. Instructional Assistant II (D-17/18-09)
- b. Instructional Assistant II – Bilingual (Mandarin) (D-17/18-12)
- c. Instructional Assistant II – Bilingual (Spanish) (D-17/18-10)
- d. Instructional Assistant II – Bilingual/Biliterate (Mandarin) (D-17/18-13)
- e. Instructional Assistant II – Bilingual/Biliterate (Spanish) (D-17/18-11)
- f. Mechanic (D-17/18-23)
- g. Office Assistant (D-17/18-15)
- h. Office Assistant – Bilingual (Spanish) (D-17/18-16)
- i. Office Assistant – Bilingual/Biliterate (Mandarin) (D-17/18-18)
- j. Office Assistant – Bilingual/Biliterate (Spanish) (D-17/18-17)
- k. Personal Care Assistant (D-17/18-22)
- l. Senior Account Clerk (D-17/18-20)

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 I (D-17/18-03)
  - ID# 33271636 – PC Rule 6.1.10, 6.1.10.1
  - ID# 25610051 – 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, February 6, 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 DECEMBER 5, 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, Judy Nieh.

Members Present: Judy Nieh, Chair  
Sharon Fernandez, Vice-Chair  
Sabrina Lee, Member

Members Absent: None

Staff Members Present: Joan Stiegelmar, Personnel Director  
Jessica Landin, Personnel Analyst  
Andrea Low, Sr. Personnel Technician

**PRELIMINARY**

A. Take action to appoint Ms. Judy Nieh to the Personnel Commission as the District Appointee for a three year term from December 1, 2017 to December 1, 2020.

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

B. Oath of Office presented by Ms. Sharon Fernandez to Ms. Judy Nieh, District Appointee.

C. Take action to nominate and elect a chairperson for the term from December 1, 2017 to December 1, 2018.

The Personnel Commission elected Sharon Fernandez as chairperson for a one year term.

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

D. Take action to nominate and elect a vice-chairperson for the term from December 1, 2017 to December 1, 2018.

The Personnel Commission elected Sabrina Lee as vice-chairperson for a one year term.

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

**APPROVAL OF THE AGENDA**

The Personnel Commission took action to approve the agenda as amended.

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

Ms. Sabrina Lee, Personnel Commissioner, motioned to remove Item 11 – Closed Session.

**INTRODUCTION OF GUESTS**

Dennis Bixler, Assistant Superintendent – Human Resources  
Alex Flores, Assistant Superintendent – Administrative Services  
Scott Jensen, Director of Special Education  
Mary Casian, CSEA-Vice President

Belinda Anaya, CSEA-Secretary/Treasurer  
Gina Garcia, Instructional Assistant II  
Adriana Juarez, Instructional Assistant II – Bilingual/Biliterate (Spanish)  
Lucia Paredes, Office Assistant  
Roy Humphreys, Community Member

## **COMMUNICATIONS**

### A. CSEA – None

### B. District Administration

- Mr. Alex Flores, expressed his gratitude to the Personnel Commission and Ms. Joan Stiegelmar, Personnel Director, for the expedited work that was put into the District Patrol recruitment, resulting in a good pool of candidates.

### C. Audience Members

- Mr. Roy Humphreys, Community Member, greeted the Personnel Commission and wished Ms. Judy Nieh success in her reappointment to the Personnel Commission.

## **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:

### Open/Promotional Recruitments

- District Safety
- Food Service Assistant I
- Health Assistant – Bilingual (Spanish)
- Health Assistant II

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

- Credentials Technician – Structured Interview
- Instructional Assistant II – Structured Interview
- Instructional Assistant II – Bilingual (Spanish) – Structured Interview
- Instructional Assistant II – Bilingual/Biliterate (Mandarin) – Structured Interview
- Instructional Assistant II – Bilingual/Biliterate (Spanish) – Structured Interview
- Office Assistant – Computer Testing and Structured Interview
- Office Assistant – Bilingual (Spanish) – Computer Testing and Structured Interview
- Office Assistant – Bilingual/Biliterate (Mandarin) – Computer Testing and Structured Interview
- Office Assistant – Bilingual/Biliterate (Spanish) – Computer Testing and Structured
- Personal Care Assistant – Structured Interview
- Stock Delivery Worker – Written Test

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

- Credentials Technician
- Food Service Assistant III
- Instructional Assistant I
- School Office Manager
- Senior Office Assistant

New employees were processed into the following classifications:

- 1 – Instructional Assistant I
- 1 – Instructional Assistant II – Bilingual/Biliterate (Mandarin) - Substitute
- 1 – Office Assistant – Bilingual (Spanish)
- 2 – School Bus Driver - Substitute

Updates/Reminders:

- The District Office will be closed from Friday, December 22 to Monday, January 1, 2018 in observance of the winter holidays.
- The District is offering all classified employees paid Professional Development trainings during Winter Break on Wednesday, December 19, 20, and 21. All classified staff is encouraged to attend.
- Holiday Basket Program Site Planning – Food Donation Collection had begun and will go through Wednesday, December 13.
- The Annual RUSD Holiday Boutique is scheduled for Thursday, December 7 from 9 a.m. to 4 p.m. This year the boutique will feature a Taco Man from 11 a.m. to 2 p.m.
- A selection was made for the vacant Personnel Technician position in the Personnel Commission office. Arlene Zamudio will be starting in January and we are excited to welcome her the Personnel Commission.

UPDATE ON COMMENTS FROM NOVEMBER 16, 2017 PC Meeting:

- A concern was brought up by an employee, who works only 10 months, regarding missing a job opportunity due to correspondence being sent to her work email address during the summer. After the PC meeting, staff spoke to the employee to get more information about her concern. The following week, I met with this employee and gave her the following information:
  - 1) The email she was using in the NEOGOV system could be changed to a personal email so she could receive and view these emails during the summer months.
  - 2) If the employee did not want to change her email from work to personal email, she could add the GMAIL app to her personal phone.
  - 3) Staff will remind the hiring authority to call applicants if they do not get a response from an email regarding job opportunities.
  - 4) Showed the employee a booklet that we email out with all referrals to the hiring authority which explains many things as well as how to schedule interviews (Page 1). This section includes the following:
    - a. Provide adequate notice time (two to three days)
    - b. Contact them (applicants) via phone **and** email
    - c. Provide specific details about the position (hours/months)
- Another item that was brought up at the last PC Meeting was regarding the classification and compensation study, and a concern that the Commission would not have time to oversee the study. When a consulting company is selected to perform the study, staff in the Commission Office will make the time to oversee the study with the help of the Human Resources department, CSEA leadership, and the Advisory committee. Education Code 45256 is very clear in that the Commission *shall* classify all employees and positions within the jurisdiction of the governing board or of the commission, except those that are exempt from the classified service.
- Finally, the Personnel Commissioners and Personnel Commission staff want to thank the Executive Board of CSEA for hosting the dinner at Olive Garden tonight.

**PERSONNEL COMMISSION**

Recommendation: To approve the minutes of the regular meeting of November 16, 2017.

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

**ITEMS FOR DISCUSSION AND/OR ACTION**

A. Recommendation: To consider approving the advanced salary step placement request from Zepure Hacopian, Director of Human Resources, to employ Applicant ID# 15886687 in the class of Instructional Assistant I at Step B of Range 15 on the Classified Salary Schedule.

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

- B. The Personnel Commission received for information and discussion: Rule 6.1.5.1 – Duration of Eligibility Lists.

Ms. Stiegelmar shared that this item was tabled at the previous Personnel Commission meeting. Ms. Stiegelmar explained that the Commission wanted to review the law and make sure that the proposed rule was consistent with it. Ms. Stiegelmar stated that after careful review of Rule 6.1.5.1, she determined that the rule did not have to be changed. Ms. Stiegelmar further explained that creating a list to be established for six months is not uncommon. The lists that would be established for six months would be those that are consistently merged. This process would help ensure that the lists contain candidates who are ready and willing to accept positions. Ms. Stiegelmar stated that if she determines that a list should be established as a six month list, she will communicate this information to the Personnel Commissioners in her weekly report along with the rationale. Ms. Stiegelmar shared that the exam bulletin would inform the public of a list being established for one year or six months. Ms. Stiegelmar expressed that she wanted to have a public discussion of this rule in order to receive input from Administration, CSEA and the Personnel Commissioners.

Ms. Sabrina Lee, Personnel Commissioner, stated that she was not concerned with the list being established for six months, but rather changing the wording of the rule. Ms. Lee specified that the Personnel Director would suggest and recommend the proposed establishment of six month lists, but the lists will continue to be ratified by the Personnel Commission.

- C. The Personnel Commission received for information, a summary of the following examination and the recruitment bulletin:

- a. District Safety (D-17/18-25)

- D. The Personnel Commission received the results of the examination held.

- E. Recommendation: To ratify the following eligibility list:

- a. Credentials Technician (D-17/18-14)

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

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

- a. Food Service Assistant I (D-16/17-48)
- ID# 31576654, ID# 32252216, ID# 32361824, ID# 27971304  
PC Rule 6.1.10, 6.1.10.1
- b. Custodian (D-16/17-47)
- ID# 8487147 – PC Rule 6.1.10, 6.1.10.1
- c. Instructional Assistant I (D-17/18-03)
- ID# 31966551 – PC Rule 6.1.10, 6.1.10.1

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

**INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS**

- A. Ms. Lee wished everyone a safe and great holiday. She also thanked everyone who attended the meeting and CSEA for the dinner invitation.
- B. Ms. Nieh thanked everyone for their support in the Personnel Commission’s operations. Ms. Nieh stated that she has learned a lot during the time she has served as a Personnel Commissioner. Ms. Nieh shared that the Commissioners carefully review each agenda item at every meeting. The Commissioners ask several questions to help them make the best decisions when voting on items. This is to ensure that the best people are hired for the District’s vacancies. Ms. Nieh appreciates all the input and suggestions that she receives.

Ms. Nieh expressed that she wants everyone to work together for the best interest of our students. Ms. Nieh wished everyone a Merry Christmas and a Happy New Year.

- C. Ms. Fernandez shared her positive experience of being able to sit on an interview panel. She thanked the Commissioners for electing and putting their faith in her as the chairperson. Ms. Fernandez wished everyone a safe and sane holiday season. Ms. Fernandez thanked everyone for their attendance and any input they have for her is appreciated.

**OTHER ITEMS**

Ms. Fernandez announced that the joint dinner meeting with CSEA, hosted by CSEA, would be held immediately after the regular meeting of December 5, 2017 at Olive Garden, City of Industry.

**ADJOURNMENT**

To adjourn meeting at 4:56 p.m.

Motion made by:	Sabrina Lee	Vote:	Sharon Fernandez	Yes
Seconded by:	Judy Nieh		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, JANUARY 9, 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.*