

# **PERSONNEL COMMISSION**

## **2015 – 2016 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.

## ❖ 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 2015-2016 fiscal year, a total of 5,347 employment applications were accepted through 72 recruitment processes. The following eligibility lists were approved during the PC meetings listed below.

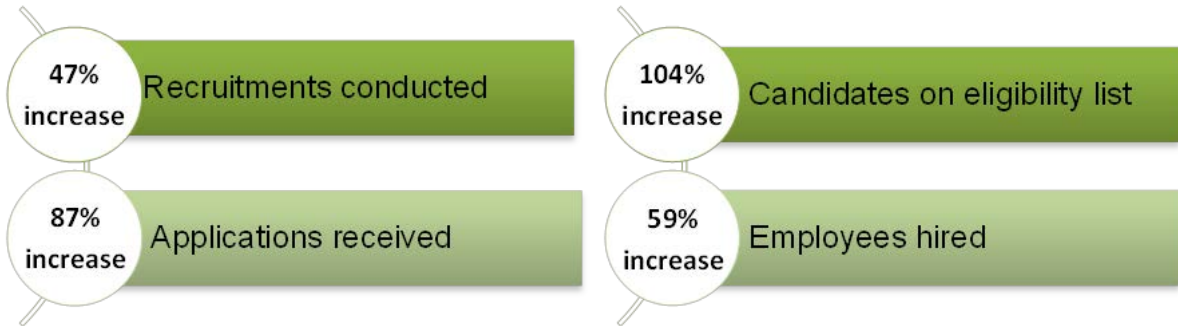
<b>PC Meeting - 7/14/15</b>	<b>PC Meeting - 2/16/16</b>
Instructional Assistant II - Bilingual (Mandarin)	High School Principal's Secretary
Plumber	High School Principal's Secretary - Bilingual (Spanish)
Pool Maintenance Worker	School Bus Driver
	School Office Manager
<b>PC Meeting - 9/1/15</b>	School Office Manager - Bilingual (Spanish)
Food Service Assistant I	School Police Officer
Painter	Senior Personnel Technician
Personal Care Assistant	Senior Technology Specialist
	Technology Support Manager
<b>PC Meeting - 10/6/15</b>	<b>PC Meeting - 4/5/16</b>
Assistant Superintendent - Administrative Services	Administrative Secretary
Instructional Assistant II	Administrative Secretary - Bilingual (Spanish)
Instructional Assistant II - Bilingual (Spanish)	Assistant Director of Nutrition Services
Instructional Assistant II - Bilingual/Biliterate (Spanish)	Grounds Maintenance Worker
Translator (Spanish)	Irrigation System Technician
	Nutrition Services Supervisor
<b>PC Meeting - 11/5/15</b>	Office Assistant
Instructional/Health Care Assistant	Office Assistant - Bilingual/Biliterate (Mandarin)
Office Assistant	Personal Care Assistant
Office Assistant - Bilingual (Spanish)	School Bus Driver
	Technology Specialist I
<b>PC Meeting - 12/8/15</b>	<b>PC Meeting - 5/9/16</b>
Administrative Assistant to the Superintendent	Cafeteria Lead Worker I
Cafeteria Lead Worker I	Campus Aide
Grounds Construction Worker	Community Liaison - Bilingual (Spanish)
Instructional Assistant I	Food Services Assistant I
Office Assistant - Bilingual/Biliterate (Spanish)	Instructional Assistant II
School Police Officer	Instructional Assistant II - Bilingual (Korean)
Senior Account Clerk	Instructional Assistant II - Bilingual/Biliterate (Korean)
	Instructional Assistant II - Bilingual (Mandarin)
<b>PC Meeting - 1/12/16</b>	Instructional Assistant II - Bilingual (Spanish)
Computer Lab Technician	Instructional Assistant II - Bilingual/Biliterate (Spanish)
Computer Lab Technician - Bilingual (Spanish)	Library Technician
Executive Secretary	Senior Office Assistant - Bilingual/Biliterate (Spanish)
Locker Room Attendant (Female)	<b>PC Meeting - 6/7/16</b>
Senior Office Assistant	Health Assistant
Senior Office Assistant - Bilingual (Spanish)	Health Assistant - Bilingual (Spanish)
Senior Office Assistant - Bilingual/Biliterate (Spanish)	High School Cafeteria Supervisor
	School Bus Driver
	Stock Delivery Worker

## ❖ Recruitment and Selection Statistics

The 2015-2016 fiscal year was a productive year for the Personnel Commission Office. The District offered a retirement incentive in October, 2015 which 38 classified employees accepted. These employees separated from the District on or before December 31, 2015 resulting in a large number of vacancies and recruitments that needed to be completed and increased the recruitment workload by 47 percent.

A total of 768 candidates were placed on eligibility lists and 100 employees were hired. The increases in the number of recruitments conducted, applications received, candidates placed on eligibility lists, and employees hired demonstrate a large increase from the 2014-2015 fiscal year.

The percentage increases are as follows as demonstrated in the tables below:



RECRUITMENT STATISTICS			
STATISTIC CATEGORY	2013-2014	2014-2015	2015-2016
Recruitments conducted	54	49	72
Applications received	2,350	2,859	5,347
Candidates on eligibility lists	312	377	768
Employees hired	52	63	100

APPLICANT DIVERSITY / ETHNIC DISTRIBUTION			
ETHNICITY	2013-2014	2014-2015	2015-2016
American Indian	1%	1%	1%
Caucasian	10%	8%	8%
Asian	7%	8%	10%
Pacific Islander	3%	3%	3%
African-American	8%	6%	8%
Hispanic	62%	60%	54%
Declined to State / Other	9%	14%	16%

NEW HIRE DIVERSITY / ETHNIC DISTRIBUTION			
ETHNICITY	2013-2014	2014-2015	2015-2016
American Indian	0%	0%	1%
Caucasian	17%	17%	14%
Asian	13%	16%	13%
Pacific Islander	10%	10%	6%
African-American	6%	2%	8%
Hispanic	52%	51%	56%
Declined to State / Other	2%	4%	2%

## ❖ 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 which 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.

### Class Description Changes

Twelve (12) class descriptions were revised and five (5) class descriptions were established during the 2015-2016 fiscal year:

<b>CLASS DESCRIPTION CHANGES</b>	
<b>Class Descriptions Revised</b>	
Accounting Manager	Risk Manager
High School Principal's Secretary	School Police Officer
Locker Room Attendant (Female)	School Police Officer - Corporal
Nutrition Services Supervisor	Senior Personnel Technician
Primary Intervention Assistant	Sprinkler System Repair Worker
Primary Intervention Assistant - Bilingual (Spanish)	Technology Specialist II
<b>Class Descriptions Established</b>	
Technology Specialist I	Assistant Director of Nutrition Services
Senior Technology Specialist	Speech-Language Pathology Assistant
Technology Support Manager	

### Reallocations

The following positions were reallocated during the 2015-2016 fiscal year:

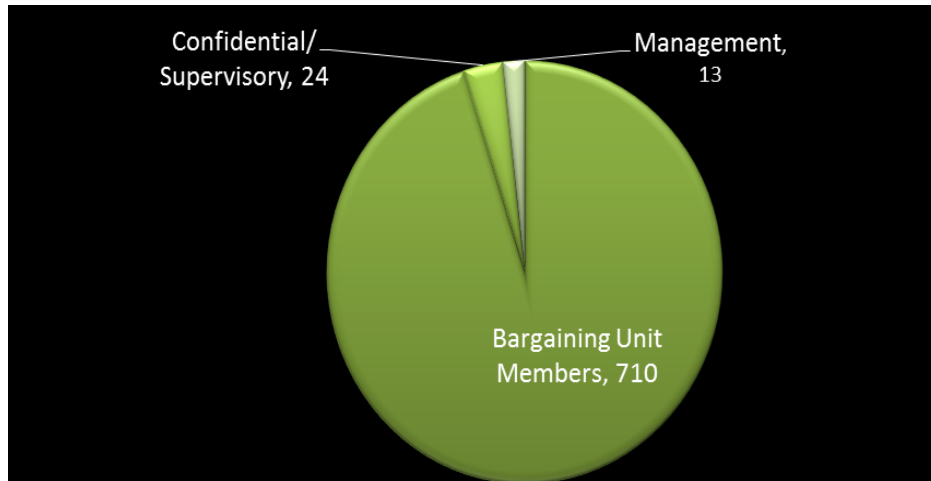
<b>REALLOCATIONS</b>	
<b>Original Classification</b>	<b>New Classification</b>
Campus Peace Officer I (5 positions)	School Police Officer (5 positions)
Campus Peace Officer II (2 positions)	School Police Officer - Corporal (2 positions)
High School Principal's Secretary	High School Principal's Secretary - Bilingual (Spanish)
Instructional Assistant II - Bilingual (Spanish)	Instructional Assistant II
Office Assistant	Office Assistant - Bilingual (Spanish)
Office Assistant	Office Assistant - Bilingual (Mandarin)
Office Assistant - Bilingual (Spanish)	Office Assistant - Bilingual/Biliterate (Spanish)
Office Assistant - Bilingual/Biliterate (Spanish)	Office Assistant Bilingual (Spanish)
School Office Manager	School Office Manager - Bilingual (Spanish)
School Office Manager - Bilingual (Spanish) (2 positions)	School Office Manager (2 positions)
Secretary	Secretary - Bilingual (Spanish)

## ❖ 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 2015 – 2016 fiscal year.

## ❖ 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: 710

Confidential/Supervisory: 24

Management: 13

On June 23, 2015, the Board of Education approved a resolution to reduce or eliminate certain classified positions which included 20 eliminations and 7 reductions which affected a total of 32 employees. The Personnel Commission Office began the process of researching options for employees that were affected. Below is the summary of the layoff resolution:

### SUMMARY OF LAYOFF RESOLUTION – JUNE 23, 2015

# of Eliminations	Classification	# of Reductions	Classification
1	Account Clerk	3	Infant/Toddler Care Assistants
2	Babysitters Ed Program	1	Library Assistant - Bilingual (Spanish)
1	Baker	1	Office Assistant - Bilingual (Spanish)
1	Head Baker	2	Bus Driver
3	Community Assistant - Bilingual (Spanish)		
1	Guidance Assistant - Bilingual (Spanish)		
2	Instructional Assistant I		
7	Primary Intervention Assistants		
1	Secretary - Bilingual (Spanish)		
1	Office Assistant		

## ❖ Other Commission Activities

### Mt. Sac Job Fair – October, 2015

Personnel Commission staff and a Commissioner attended this career fair to promote job opportunities.

### Rowland Unified Classified Staff Training – January 2016

Staff attended training at Nogales High School for classified employees

### California School Personnel Commissioners Association Training/Conference - February, 2016

Staff attended a training regarding the merit system in Anaheim.

### Annual Classified Employees Day - May, 2016

“Swing on By” Celebration – Over 400 employees attended and enjoyed a BBQ lunch prepared and served by the Personnel Commission staff.

## Personnel Commissioners

### Board Appointee: Judy Nieh

Ms. Judy Nieh was appointed as the board appointee in February 2016 to fill the three year term vacated by Mr. David Malkin when he was elected to the Board of Education in December, 2015. Ms. Nieh's term will be effective until December 2017. Ms. Nieh was on the Rowland Unified School District's board for 14 years including serving as the board president. 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 20 years, including serving as Secretary of the Rowland Heights Chinese Association and is the owner of a CPA firm.

### CSEA Union Appointee: Sharon Fernandez

Ms. Sharon Fernandez has been the classified union appointee to the Personnel Commission since December 1995. Her current term is effective until December 2016. Ms. Fernandez, a mother of three graduates of Nogales High School, recently 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 Appointee: Sabrina Lee

Ms. Sabrina Lee was originally appointed to the Personnel Commission in March 2008 as the joint appointee. On December 1, 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.

## 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)

## Personnel Commission Staff

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



1830 Nogales Street  
Rowland Heights, CA 91748  
Telephone: 626-965-2541 Fax: 626-935-8456  
[www.rowlandschools.org](http://www.rowlandschools.org)