

**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

November 16, 2017

1. Meeting called to order by the Presiding Chair _____ at ___ p.m.

2. Roll Call:	Present	Absent
Judy Nieh, Chair	_____	_____
Sharon Fernandez, Vice Chair	_____	_____
Sabrina Lee, 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: Judy Nieh _____
 Sharon Fernandez _____
 Sabrina Lee _____

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 October 3, 2017. (Ref. 6.1)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

7. ITEMS FOR DISCUSSION AND/OR ACTION

7.1 Advanced Salary Step Placement

a. Consider approving the advanced salary step request from Zepure Hacopian, Director of Human Resources, to employ Applicant ID# 4794107 in the class of Benefits Technician at Step E of Range 20.5 on the Classified Salary Schedule. (Ref. 7.1a) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

b. Consider approving the advanced salary step request from Zepure Hacopian, Director of Human Resources, to employ Applicant ID# 25239437 in the class of Instructional Assistant I at Step B of Range 15.0 on the Classified Salary Schedule. (Ref. 7.1b) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

c. Consider approving the advanced salary step request from Zepure Hacopian, Director of Human Resources, to employ Applicant ID# 26021217 in the class of Instructional Assistant I at Step B of Range 15.0 on the Classified Salary Schedule. (Ref. 7.1c) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

d. Consider approving the advanced salary step request from Zepure Hacopian, Director of Human Resources, to employ Applicant ID# 33424081 in the class of Instructional Assistant I at Step B of Range 15.0 on the Classified Salary Schedule. (Ref. 7.1d) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

- e. Consider approving the advanced salary step request from Zepure Hacopian, Director of Human Resources, to employ Applicant ID# 33311605 in the class of Instructional Assistant I at Step B of Range 15.0 on the Classified Salary Schedule. (Ref. 7.1e) & (Ltd. Dist.)

Motion by: _____
 Second by: _____

Vote: Judy Nieh _____
 Sharon Fernandez _____
 Sabrina Lee _____

- f. Consider approving the advanced salary step request from Zepure Hacopian, Director of Human Resources, to employ Applicant ID# 30770742 in the class of Instructional Assistant I at Step B of Range 15.0 on the Classified Salary Schedule. (Ref. 7.1f) & (Ltd. Dist.)

Motion by: _____
 Second by: _____

Vote: Judy Nieh _____
 Sharon Fernandez _____
 Sabrina Lee _____

- g. Consider approving the advanced salary step request from Alex Flores, Assistant Supt – Administrative Services, to employ Applicant ID# 27183109 in the class of Grounds Maintenance Worker at Step C of Range 19.0 on the Classified Salary Schedule. (Ref. 7.1g) & (Ltd. Dist.)

7.2 Reallocation

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

Motion by: _____
 Second by: _____

Vote: Judy Nieh _____
 Sharon Fernandez _____
 Sabrina Lee _____

7.3 New Class Description

Receive input from District administration and CSEA regarding a new class description for District Safety. (Ref. 7.3)

- a. Establish the new classification of District Safety.
- b. Allocate up to 5 positions in the classification of District Safety.
- c. Place the new classification of District Safety in the School Police Officer Series.

Motion by: _____
 Second by: _____

Vote: Judy Nieh _____
 Sharon Fernandez _____
 Sabrina Lee _____

7.4 Revised Class Description

Consider approving the revised job description for the classification of High School Cafeteria Supervisor and changing the title to High School Kitchen Supervisor. (Ref. 7.4)

Motion by: _____
 Second by: _____

Vote: Judy Nieh _____
 Sharon Fernandez _____
 Sabrina Lee _____

7.5 Salary Recommendation

Consider approving the salary recommendation for the classification of District Safety, at Range 20 on the Classified Salary Schedule. (Ref. 7.5)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

7.6 Rules

Receive for second reading and consider approving the proposed amendments to Rule 6.1.5.1 – Duration of Eligibility Lists. (Ref.7.6)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

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. District Patrol (D-17/18-21)
- b. Mechanic (D-17/18-23)
- c. Personal Care Assistant (D-17/18-22)
- d. Stock Delivery Worker (D-17/18-24)

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. Benefits Technician (D-17/18-02)
- b. District Patrol (D-17/18-21)
- c. Food Service Assistant III (D-17/18-08)
- d. Health Assistant (D-17/18-06)
- e. Health Assistant - Bilingual (Spanish) (D-17/18-07)
- f. Instructional Assistant I (D-17/18-03)
- g. Lead Stock Delivery Worker (D-17/18-19)
- h. Personnel Technician (D-17/18-05)
- i. School Bus Driver (D-17/18-01)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

8.4 Removal of Names from the Eligibility List – Ratify the removal of names from the following eligibility lists: (Ref. 8.4)

- a. Food Service Assistant I (D-16/17-48)
 - ID# 32242665 – PC Rule 6.1.10, 6.1.10.6
- b. Health Assistant (D-16/17-11)
 - ID# 17412690 – PC Rule 6.1.10, 6.1.10.2, 4.4.11
- c. Office Assistant – Bilingual (Spanish) (D-16/17-09)
 - ID# 23999149 – PC Rule 6.1.10, 6.1.10.1

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

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, DECEMBER 5, 2017 AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.**

12. ADJOURNMENT

Time _____

Motion by: _____

Second by: _____

Vote: Judy Nieh _____

Sharon Fernandez _____

Sabrina Lee _____

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 OCTOBER 3, 2017**

The meeting of the Personnel Commission of the Rowland Unified School District was called to order at 4:35 p.m., with the Pledge of Allegiance led by Personnel Director, Joan Stiegelmar.

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

Ms. Judy Nieh, Personnel Commissioner called for a moment of silence for the victims of the Las Vegas shooting. Following the moment of silence, Ms. Nieh spoke on how the event was tragic, shocking, and very sad.

APPROVAL OF THE AGENDA

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

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

Ms. Sharon Fernandez, Personnel Commissioner, motioned to remove Item 10 - Closed Session. Ms. Sharon Fernandez modified her motion to remove the Closed Session.

INTRODUCTION OF GUESTS

Dennis Bixler, Assistant Superintendent – Human Resources
Alex Flores, Assistant Superintendent – Administrative Services
Sharon Carrillo, CSEA-President
Mary Casian, CSEA-Vice President
Rodrigo Blanquel, CSEA-2nd Vice President/Chief Union Steward
Belinda Anaya, CSEA-Secretary/Treasurer
Daniel Miller, School Police Officer
Debbie Dobson, Reprographics Technician

Ms. Sharon Carrillo, CSEA-President, asked if questions from the previous Personnel Commission meeting were going to be addressed at this meeting. Ms. Judy Nieh, Personnel Commissioner, replied that the questions asked in the previous meeting would be addressed at this meeting.

REPORT FROM THE PERSONNEL DIRECTOR

A. 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:

Promotional Recruitments

- Lead Stock Delivery Worker

Open/Promotional Recruitments

- Credentials Technician
- Instructional Assistant II
- Instructional Assistant II – Bilingual (Spanish)
- Instructional Assistant II – Bilingual / Biliterate (Spanish)
- Instructional Assistant II – Bilingual (Mandarin)

- Instructional Assistant II – Bilingual / Biliterate (Mandarin)
- Office Assistant
- Office Assistant – Bilingual (Spanish)
- Office Assistant – Bilingual / Biliterate (Spanish)
- Office Assistant – Bilingual / Biliterate (Mandarin)
- Senior Account Clerk

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

- Benefits Technician – Structured Interview
- Instructional Assistant I – Written Test and Structured Interview
- Speech Language Pathology Assistant – Structured Interview

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

- Campus Aide
- Custodian (2)
- Instructional Assistant II – Bilingual / Biliterate (Mandarin)
- Lead Mechanic
- Office Assistant – Bilingual (Spanish)
- Senior Account Clerk
- Senior Office Assistant – Bilingual (Spanish)
- Speech-Language Pathology Assistant

New employees were processed into the following classifications:

- 1 – Accompanist (Piano) - Provisional
- 1 – Computer Lab Technician
- 2 – Custodian
- 1 – Food Service Assistant I
- 1 – Instructional Assistant II
- 1 – Lead Mechanic
- 1 – Library Assistant
- 1 – Personal Care Assistant
- 1 – Reprographics Technician

Updates/Reminders:

- On September 20, 2017, Personnel Commission staff attended the California State Polytechnic University Career Fair which was an event for part-time jobs. It was an 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.
- The Annual Report for the Personnel Commission was distributed throughout the District on Friday, September 29. The report is also posted on the Personnel Commission website.
- Our District will participate in the Great Shake Out on Thursday, October 19, 2017 at 10:19 a.m.
- Mt. San Antonio College Career and Transfer Services will be hosting a Career Fair on Tuesday, October 24, 2017 from 10 a.m. to 1 p.m. Staff from the Personnel Commission will be attending and will be passing out recruitment bulletins and information on how to fill out interest cards for future vacancies.

Ms. Joan Stiegelmar, Personnel Director, addressed CSEA's questions from the September 12, 2017 Personnel Commission meeting. CSEA asked about the appropriateness of using Office Assistant substitutes for Health Assistant vacancies. Ms. Stiegelmar stated that the Personnel Commission was not aware of any Health Assistant vacancies until a requisition was received on August 2, 2017. A referral was sent to the site for selection. An applicant accepted the position, and later called back to decline the position. On August 22, 2017, staff received two more requisitions for additional vacancies and the recruitment for Health Assistant was opened on August 25, 2017.

The eligibility list for Health Assistant is due to expire on November 10, 2017. The list has been exhausted due to the eligibles on the list not being “ready and willing” to accept a position.

The current Health Assistant employees are not able to substitute in any of the vacant positions due to their permanent assignment work hours conflicting with the work hours of 10:00 a.m. – 1:00 p.m. Due to this time conflict, staff reached out to a Community Liaison that was recommended by the Student Services department. Current Office Assistant substitutes were contacted to see if they were interested in the temporary assignment.

According to **PC Rule 7.4.5 QUALIFICATIONS OF PROVISIONAL APPOINTEES:**

“Provisional appointees must meet the qualifications for the classification stated in the class specification. The appropriateness of qualifications shall be made by the Personnel Director prior to the appointment.”

The minimum qualifications for Health Assistant and Office Assistant are essentially the same. Both classifications must have a first aid card, and the salary range is the same. The Community Liaison employee has substituted as an Instructional Assistant II and meets the qualifications for the Health Assistant classification.

The basic duties of a Health Assistant consist of the following:

- Clerical (similar to Office Assistant)
- Assist in the Nurse’s office
- Log student medical information
- Assist with minor accidents on campus
- Data entry

Staff will be conducting the written test and the structured interviews in the next few weeks and will have an eligibility list available on November 6, 2017.

Ms. Nieh expressed that she hoped Ms. Stiegelmar was able to provide CSEA with the answers they needed. If CSEA still had questions, they may direct them to Ms. Stiegelmar.

PERSONNEL COMMISSION

A. Recommendation: To approve the minutes of the regular meeting of September 12, 2017.

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

ITEMS FOR DISCUSSION AND/OR ACTION

A. Recommendation: To consider approving the advanced salary step placement request from Rosana McLeod, Director of Purchasing Services, to employ Applicant ID# 30909282 in the class of Reprographics Technician at Step E of Range 18.5 on the Classified Salary Schedule.

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

B. Recommendation: To consider approving the recommended reallocation from Mitch Brunyer, Principal of Rowland High School, of a vacant Instructional Assistant II – Bilingual/Biliterate (Korean) to Instructional Assistant II – Bilingual/Biliterate (Mandarin).

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

- C. Recommendation: To consider approving the recommended reallocation from Mari Bordona, Director of Student Services, of a vacant Health Assistant to Health Assistant – Bilingual (Spanish).

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

- D. Recommendation: To consider approving the recommended reallocation from Arnold Tovar and Jeanne Davis, Interim Directors of SELPA, of a vacant Senior Account Clerk to Senior Office Assistant.

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

- E. Recommendation: To consider approving the revised job description for the classification of Security Officer and changing the title to District Patrol.

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

Ms. Sharon Fernandez, Personnel Commissioner, asked who would be the supervisor to the District Patrol. Mr. Dennis Bixler, Assistant Superintendent – Human Resources, stated that the supervisor would fall under the Administrative Service branch. Ms. Fernandez asked for clarification. Mr. Bixler stated that the supervision would fall under Alex Flores, Assistant Superintendent – Administrative Services or designee. Mr. Flores clarified and stated that a director who was best suited under him could possibly supervise the District Patrol employees.

Ms. Fernandez asked if local authorities would respond if contacted despite our District having a Police Department. Mr. Flores stated it is his understanding that Dr. Julie Mitchell, Superintendent, has a good relationship with the Sheriff within our District and they will respond.

Ms. Judy Nieh, Personnel Commissioner, asked for clarification regarding local authorities not having to respond due to our District having a Police Department. Mr. Flores stated he was not aware of the local authorities not responding to a situation within our District due to having a Police Department. Mr. Bixler stated that the District Patrol positions are going to be working primarily swing shifts and graveyard.

Ms. Sharon Carrillo, CSEA-President, stated that CSEA worked closely with the District and Astrid Campos, CSEA-Labor Representative, and she believes that the District Patrol position will meet the needs of the District, CSEA, and the employees.

Ms. Nieh stated that she is concerned with the working hours. Ms. Stiegelmar stated that the position will be working a swing shift and that the work hours have not been confirmed. Ms. Nieh asked if the District Patrol schedule would cover part of the time students are still on campus. Mr. Flores confirmed that they could be present when students are on campus, but the schedule will mostly be the graveyard shift. Mr. Flores stated that they are looking at different solutions to take care of the after school shift.

Ms. Nieh asked how many positions would be created for District Patrol. Mr. Bixler stated that there would be a minimum of four positions needed, two for swing and two for graveyard and weekend coverage. Ms. Nieh asked if the schedule would require this position to have regular overtime. Mr. Bixler stated that this position would eliminate the need for overtime and provide 24/7 coverage. Ms. Fernandez asked for the procedure of who to contact in case of an incident that may occur after hours. Mr. Bixler stated that there would be a number that people can be contacted after hours. Mr. Flores stated that he recommends contacting the Sheriff or Police department due to not having current District employees working after hour shifts. Ms. Nieh asked if the District Patrol would be patrolling by car or by foot. Mr. Bixler stated that the District Patrol will patrol by car and will be monitoring sites using security camera monitors. Ms. Nieh asked how often the District Patrol would patrol. Mr. Bixler stated that it would depend on the schedule of

events and buses. Ms. Nieh asked if the District Patrol would patrol in pairs. Mr. Flores stated that they could patrol individually, and if needed, they can contact the second person to patrol with them. Mr. Flores explained that more area could be covered if you have two different people patrolling different areas. Ms. Nieh asked what vehicle the District Patrol would be using. Mr. Flores stated that the District would provide a vehicle. Ms. Nieh asked if the District Patrol would get a uniform to wear. Mr. Flores stated that there would be some type of uniform. Ms. Nieh asked that since the District Patrol will be able to reset alarm codes does the District have to change the alarm code for each site if the employee resigns. Mr. Flores stated that a card will be issued to reset the alarm and when someone resigns the card will be deprogrammed. Mr. Flores stated that the District would be able to contact a central monitoring system that would be able to reset the alarm if needed. Ms. Nieh asked if the District Patrol would work with the current School Police Department. Mr. Flores stated that the Police Department works the day shift and that Mike Dresen would be able give direction to the graveyard or swing shift. Ms. Nieh asked if there would be an annual agility test or training for this position. Mr. Bixler stated that if management has a concern about the physical ability of an employee to provide for their position, they could be sent for a fit for duty exam based on the position that the person holds.

F. Recommendation: To receive for second reading and consider approving the proposed amendments to Rule 6.1.10 – Removal of Names From Eligibility Lists.

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

G. Recommendation: To receive for first reading the proposed amendments to Rule 6.1.5.1 – Duration of Eligibility Lists.

H. Recommendation: Consider approving the establishment of the eligibility list for a period of six (6) months for the classification of District Patrol.

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

I. The Personnel Commission received for information, a summary of the following examinations and the recruitment bulletins:

- a. Credentials Technician (D-17/18-14)
- b. Instructional Assistant II (D-17/18-09)
- c. Instructional Assistant II – Bilingual (Spanish) (D-17/18-10)
- d. Instructional Assistant II – Bilingual / Biliterate (Spanish) (D-17/18-11)
- e. Instructional Assistant II – Bilingual (Mandarin) (D-17/18-12)
- f. Instructional Assistant II – Bilingual / Biliterate (Mandarin) (D-17/18-13)
- g. Lead Stock Delivery Worker (D-17/18-19)
- h. Office Assistant (D-17/18-15)
- i. Office Assistant – Bilingual (Spanish) (D-17/18-16)
- j. Office Assistant – Bilingual / Biliterate (Spanish) (D-17/18-17)
- k. Office Assistant – Bilingual / Biliterate (Mandarin) (D-17/18-18)
- l. Senior Account Clerk (D-17/18-20)

J. The Personnel Commission received the results of the examinations held.

K. Recommendation: To ratify the following eligibility lists:

- a. Instructional Assistant II – Bilingual (Mandarin) (D-16/17-52)
- b. Instructional Assistant II – Bilingual / Biliterate (Mandarin) (D-16/17-53)
- c. Senior Office Assistant (D-16/17-57)
- d. Senior Office Assistant – Bilingual (Spanish) (D-16/17-58)
- e. Senior Office Assistant – Bilingual / Biliterate (Spanish) (D-16/17-59)
- f. Speech-Language Pathology Assistant (D-17/18-04)

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

Ms. Lee stated that she noticed that some of the lists only had one or two ranks. Ms. Lee asked if the recruitments would be reopened. Ms. Stiegelmar stated that the Instructional Assistant II Bilingual (Mandarin) and Instructional Assistant II – Bilingual / Biliterate (Mandarin) were reopened to get more applicants.

Ms. Fernandez asked if the report can display if the candidates are in-house or outside candidates. Ms. Stiegelmar replied that notes can be added on the reports to indicate promotional applicants.

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

- a. Custodian (D-16/17-47)
 - ID# 22465864 – PC Rule 6.1.10, 6.1.10.4
- b. Food Service Assistant I (D-16/17-48)
 - ID# 32274083 – PC Rule 6.1.10, 6.1.10.3

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

M. Ms. Lee stated that she looks forward to the upcoming Rowland Unified School District events that she received invitations for.

Ms. Fernandez wanted to thank and show appreciation to staff for helping the Human Resources department obtain substitute teachers.

Ms. Nieh wanted to commend the Personnel Commission staff on working on the District Patrol job description and many other new positions. Ms. Nieh stated that the job descriptions are very comprehensive and complete, and she appreciates all the hard work that is put into completing them.

ADJOURNMENT

To adjourn meeting at 5:10 p.m.

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

Approved by: _____
Judy Nieh
Chair
Personnel Commission

Submitted by: _____
Joan Stiegelmar
Personnel Director
Personnel Commission

THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED FOR TUESDAY, NOVEMBER 7, 2017 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.