

**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 by emailing jstiegelmar@rowlandschools.org or calling (626) 854-8380 at least 24 hours in advance of the meeting. [Government Code 54954.2 (a) (1)]

May 4, 2021
Meeting to start at 4:30 P.M.

Virtual Meeting

https://rowlandschools-org.zoom.us/webinar/register/WN_e2gqkRpFQk-4n7ZwDHNd1A

Governor Newsom issued Executive Order N-25-20 on March 12, 2020, and Executive Order N29-20 on March 17, 2020. Portions of these orders relax parts of the Brown Act. In part, the orders allow elected officials to "attend" a meeting virtually without having to admit members of the public into the location from which they are participating (N-25-20) and orders that "such a body need not make available any physical location from which members of the public may observe the meeting and offer public comment" (N-29-20).

Anyone wishing to participate may do so by accessing the link listed above.

Should you wish to provide Public Comment, please submit your request prior to 4:30 p.m. on the date of the meeting at <https://forms.gle/SLSpqdiHknRG34tf8>. During the meeting you will be invited to share your comments verbally.

Please be advised that this meeting is being audio recorded.

May 4, 2021
4:30 P.M.

PLEASE CIRCULATE

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	_____	_____
Arlene Zamudio, Senior Personnel Technician	_____	_____

3. **PRELIMINARY**

3.1 Pledge of Allegiance to the Flag

3.2 Consider adopting the Agenda as submitted for Tuesday, May 4, 2021 or adopting the Agenda with the following corrections/modifications for May 4, 2021.

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 requested to comment via ZOOM on an item not on the agenda. Should you wish to provide Public Comment, please submit your request prior to 4:30 p.m. on the date of the meeting at <https://forms.gle/SLSpqdjHknRG34tf8>.

Questions 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 2021-2022. (Ref. 5)

Hearing Opened: _____

Hearing Closed: _____

6. PERSONNEL COMMISSION

6.1 Adopt the Personnel Commission Budget for 2021 – 2022. (Ref. 6.1)

Motion by: _____

Second by: _____

Vote: Sharon Fernandez _____

Sabrina Lee _____

Judy Nieh _____

6.2 Approve the minutes of the regular meeting of April 6, 2021 (Ref. 6.2)

Motion by: _____

Second by: _____

Vote: Sharon Fernandez _____

Sabrina Lee _____

Judy Nieh _____

6.3 Receive the draft of the Personnel Commission's meeting schedule for 2021 – 2022. (Ref. 6.3)

7. ITEMS FOR DISCUSSION AND/OR ACTION

7.1 Advanced Salary Step Placement

a. Consider approving the advanced salary step request from Ventura Carrera, Director of Transportation, to employ Applicant ID# 45982226 in the class of Mechanic at Step E of Range 26.5 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 Rocky Bettar, Director, Rowland Adult & Community Education, to employ Applicant ID# 45486198 in the class of Office Assistant – Bilingual (Spanish) at Step B of Range 17.5 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 Carlos Ochoa, Principal, Giano Intermediate, to employ Applicant ID# 43922730 in the class of Instructional Assistant I – Bilingual (Spanish) at Step D of Range 15.5 the Classified Salary Schedule. (Ref. 7.1c) & (Ltd. Dist.)

Motion by: _____
 Second by: _____

Vote: Sharon Fernandez _____
 Sabrina Lee _____
 Judy Nieh _____

7.2 Rules

Receive for first reading the proposed amendments to Chapter 9, Rule 9.2.2 – Change in Working Hours, to be in alignment with the CSEA Bargaining Agreement. (Ref. 7.2)

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. Custodian (D-20/21-56)

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. Instructional Assistant II (D-20/21-34)
- b. Instructional Assistant II – Bilingual (Spanish) (D-20/21-35)
- c. Instructional Assistant II – Bilingual / Biliterate (Spanish) (D-20/21-36)
- d. Maintenance Worker (D-20/21-33)
- e. Playground Supervision Aide (D-20/21-46)

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. Assistant Director of Nutrition Services (D-20/21-37)
 - ID# 30419460 – PC Rule 6.1.10.6
- b. Food Service Assistant I (D-20/21-27)
 - ID# 45958760 – PC Rule 6.1.10.2; 4.4.11
- c. Food Service Assistant I (D-20/21-05)
 - ID# 44329714 – PC Rule 6.1.10.2; 4.4.11
 - ID# 38174219 – PC Rule 6.1.10.6
- d. Custodian (D-20/21-27)
 - ID# 24632494 – PC Rule 6.1.10.2; 4.4.11

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, JUNE 1, 2021 AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM (OR POSSIBLY VIA ZOOM).**

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**

May 4, 2021

Item 5 – Proposed Personnel Commission Budget for the 2021-2022 Fiscal Year

The Personnel Commission budget for fiscal year 2021-2022 totals \$743,850 and is presented for information.

The proposed funding for salaries and benefits totals \$695,690 which is an increase of \$12,157 from the 2020-2021 budget. This increase is significantly due the increase in the benefits cap and for step in column increases for existing staff.

The discretionary budget for salaries for substitutes (when needed), supplies and equipment replacement, operating expenses, and contingencies is budgeted at \$48,160 which is a decrease of \$3,242 from last year. A summary of the recommended allocations to each budget location of the proposed budget is provided below.

The proposed increase in the PC budget for fiscal year 2021 – 2022 is \$8,915 which represents a 1.21% increase overall.

Salaries and Benefits

Funding in this portion of the budget includes the salary and benefits for Personnel Commission staff and meeting stipends for each Commissioner. The step and longevity increment increases for staff as applicable, and mileage allowance for the Director are included.

Discretionary (Location 0810)

In this portion of the budget, funds are allocated for other employee costs, supplies, operating expenses, and equipment. Funds are allocated for contingencies (Object 4319). Below are brief summaries of the recommended budget allocations to each of these areas:

- Other Employee Costs – This includes such items as bilingual translation, the cost of substitutes when using classified and certificated employees from schools and/or departments as raters or interview panelists.
- Supplies – Purchases include office products from the District warehouse and vendors.
- Operating Expenses – Funds are allocated for advertisements, contracted services, conferences, memberships, hearing officers, postage, reprographics, repairs, and similar expenses. The allocations for memberships include the California School Personnel Commissioners Association (CSPCA), Cooperative Organizations for the Development of Employee Selection Procedures (CODESP), and Personnel Commissioners Association of Southern California (PCASC). The allocation for computer software is for BIDDLE/OPAC software and the contracted services provides for the NEOGOV software support.

The Personnel Commission is requested to discuss the proposed budget allocations and direct staff concerning any adjustments to be made.

As prescribed by Education Code §45253, the budget shall be prepared for a public hearing by the Commission to be held not later than May 30th each year, or at a date agreed upon between the Board and the Personnel Commission to coincide with the process of adoption of the school district budget. A public hearing on the budget will be scheduled for the regular Personnel Commission meeting on May 4, 2021.



Business Advisory Services
Annual Budget of Personnel Commission
Fiscal Year 2021-2022
Education Code Section 45253 (K-12 Districts) or 88073 (CC Districts)

Rowland Unified School District, Los Angeles County, California.
Name of Local Educational Agency (LEA)

Notice of Public Hearing by the Personnel Commission - Completed by LEA Personnel Commission

To: Governing Board and District Administration

The Public Hearing on this proposed budget will be held at

District Office - Board Room, 1830 S. Nogales Street, Rowland Heights, CA 91748 or via ZOOM
(Place)

on May 4, 2021 at 4:30 o'clock P.M.

You are invited to attend and present your views.

Signature of Chairman or Director of Personnel Commission

Joan Stiegelmar

Print Name

Personnel Director

Title

Adopted Annual Budget of Personnel Commission - Completed by LEA Personnel Commission

To: Los Angeles County Office of Education

The Annual Budget of Personnel Commission was adopted on:

Date of meeting, 20

Signature of Chairman or Director of Personnel Commission

Print Name

Title

Approval of Annual Budget of Personnel Commission - For LACOE Use Only

To: Governing Board and Personnel Commission

This report has been examined and approved by

Date

**Annual Financial and Budget Report
Fiscal Year 2021-2022**

Name of Local Educational Agency: Rowland Unified School District

Expenditure by Object	2019-2020 Actual*	2020-2021 Actual or Estimated*	2021-2022 Budget*
2000 Classified Salaries ⁽¹⁾			
Commission Members ⁽²⁾	\$ 1,650.00	\$ 2,000.00	\$ 2,000.00
Director	155,495.00	148,014.00	148,560.00
Secretaries, Clerks	299,184.00	297,960.00	300,553.00
Other	0.00	5,947.00	5,947.00
3000 Employee Benefits	219,629.00	237,583.00	246,601.00
Subtotal	675,958.00	691,504.00	703,661.00
4000 Supplies and Equipment Replacement	7,078.00	12,000.00	8,340.00
5000 Operating Expenses	19,744.00	27,988.00	28,406.00
6000 Equipment			
Subtotal	26,822.00	39,988.00	36,746.00
Appropriation for Contingencies ⁽³⁾		3,443.00	3,443.00
Total Expenditures	\$ 702,780.00	\$ 734,935.00	\$ 743,850.00

* Round to the nearest dollar.

(1) Include expenditures only directly attributable to the activities of the Commission and their employees. **For example:** salaries of administrators having a line responsibility for all district operations **should not** be prorated even though some time may be spent working with the personnel director.

(2) Salaries for Commission members should not be included without prior and specific authorization by the Governing Board. (Education Code Section 45250)

(3) Include in Appropriation for Contingencies only amounts that may seem necessary for unforeseen requirements.

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF APRIL 6, 2021
MEETING HELD VIRTUALLY VIA ZOOM**

The meeting of the Personnel Commission of the Rowland Unified School District was called to order at 4:49 p.m., with the Pledge of Allegiance led by Ms. Sharon Fernandez, Chair.

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

Staff Members Present: Joan Stiegelmar, Personnel Director
Jessica Landin, Personnel Analyst
Arlene Zamudio, Senior Personnel Technician

APPROVAL OF THE AGENDA

A. The Personnel Commission took action to approve the agenda as submitted for Tuesday, April 6, 2021.

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

INTRODUCTION OF GUESTS

- Marco Maldonado – CSEA President
- Daniel Garcia – Office Assistant

COMMUNICATIONS

A. CSEA – Mr. Maldonado mentioned that CSEA is in the process of assisting in the finalization of re-opening school sites for in person support. Ms. Maldonado mentioned the reopening will not be on a full scale for students, but CSEA is working together with the District to ensure the details are finalized by April 26, 2021. Mr. Maldonado shared that CSEA is still in full support of the Classification and Compensation study to be completed by the District.

Ms. Fernandez thanked Mr. Maldonado for his support and shared she hopes the Classification and Compensation will begin next school year.

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

- Campus Aide
- Playground Supervision Aide
- Behavior Support Asst / Behavior Support Asst – Bilingual (Spanish)
- Food Service Assistant I
- Warehouse Supervisor

- Senior Custodian
- Office Assistant series

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

- Instructional Assistant II series – Remote Assessment Written Test / Zoom Structured Interview
- Director of Technology Services – Zoom Structured Interview / Technical Project
- Storekeeper – Remote Written Test
- Maintenance Worker – Remote Written Test
- Playground Supervision Aide – Remote Written Quiz

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

- Assistant Director of Nutrition Services
- Benefits Technician
- Custodian (Multiple)
- Director of Technology Services
- Instructional Assistant I
- Instructional Assistant I - Bilingual (Spanish)
- Office Assistant - Bilingual (Spanish)
- Secretary – Bilingual / Biliterate

New employees were processed into the following classification since the last Commission meeting:

- 1 – Custodian
- 2 – Custodian (Substitute)
- 2 – Food Service Assistant I
- 1 – Instructional Assistant II
- 1 – Office Assistant
- 3 – Office Assistant (Substitute)
- 1 – Office Assistant – Bilingual (Spanish)
- 1 – Staff Services Assistant - Bilingual (Spanish) Substitute

Updates/Reminders/Remarks:

Ms. Stiegelmar mentioned the Staff Services Assistant – Bilingual Substitute recently processed retired in August, 2020 and was eager to continue to support the District in a substitute position. Ms. Stiegelmar shared the Personnel Commission will be reaching out to recent retirees in July to inquire if they would like to assist the District in a substitute position.

Ms. Stiegelmar shared that at the March 3, 2021 PC Meeting there was an item to reallocate a Secretary to Secretary – Bilingual (Spanish). Ms. Stiegelmar mentioned a question was asked by the Commission about the number of Mandarin speaking students that attended the school, and was there a need to support them as well as the Hispanic students. Ms. Stiegelmar shared she reached out to the site who then furnished her with the student distribution by ethnic code, and the report indicated that 48.76% of the population is Hispanic or Latino and 39.82% are Asian. Ms. Stiegelmar shared there is currently one full time Office Assistant – Bilingual / Biliterate (Mandarin) employee that is able to support this population.

PERSONNEL COMMISSION

A. Recommendation: Approve the minutes of the regular meeting of March 3, 2021 as submitted.

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

ITEMS FOR DISCUSSION AND/OR ACTION

- A. The Personnel Commission received for information the proposed Personnel Commission budget for the 2021-2022 fiscal year.
- B. Recommendation to 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 4, 2021.

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

Advanced Salary Step Placement

- A. Recommendation: To consider approving the advanced salary step request from Carlos Ochoa, Principal, Giano Intermediate, to employ Applicant ID# 29860727 in the class of Custodian at Step E of Range 18 on the Classified Salary Schedule.

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

- B. Recommendation: To consider approving the advanced salary step request from John Martinez, Principal, Rowland Elementary, to employ Applicant ID# 45669963 in the class of Computer Lab Technician at Step B of Range 17 on the Classified Salary Schedule.

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

- C. Recommendation: To consider approving the advanced salary step request from Rocky Bettar, Director, Adult Education, to employ Applicant ID# 44661935 in the class of Office Assistant at Step B of Range 17 on the Classified Salary Schedule.

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

- D. Recommendation: To consider approving the advanced salary step request from Dr. Michael Hoon, Principal, Hollingworth Elementary, to employ Applicant ID# 24240276 in the class of Office Assistant – Bilingual (Spanish) at Step B of Range 17.5 on the Classified Salary Schedule.

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

Reallocation

- A. Recommendation: To consider approving the recommended reallocation of a vacant Instructional Assistant II – Bilingual (Spanish) position to an Instructional Assistant I – Bilingual (Spanish) position.

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

EXAMINATIONS / ELIGIBILITY LISTS

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

- a. Behavior Support Assistant (D-20/21-47)
- b. Behavior Support Assistant – Bilingual (Spanish) (D-20/21-48)
- c. Campus Aide (D-20/21-45)
- d. Food Service Assistant I (D-20/21-49)
- e. Office Assistant (D-20/21-52)
- f. Office Assistant – Bilingual (Spanish) (D-20/21-53)
- g. Office Assistant – Bilingual / Biliterate (Spanish) (D-20/21-54)
- h. Office Assistant – Bilingual / Biliterate (Mandarin) (D-20/21-55)
- i. Playground Supervision Aide (D-20/21-46)
- j. Senior Custodian (P-20/21-51)
- k. Warehouse Supervisor (P-20/21-50)

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

C. Recommendation: To ratify the following eligibility lists:

- a. Assistant Director of Nutrition Services (D-20/21-37)
- b. Benefits Technician (D-20/21-30)
- c. Director of Technology Services (D-20/21-40)

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

D. Removal of Names from the Eligibility Lists – Ratify the removal of names from the following eligibility lists:

- a. Office Assistant (D-20/21-26)
 - ID# 28620153 – PC Rule 6.1.10.4
- b. Food Service Assistant I (D-20/21-05)
 - ID# 35080176 – PC Rule 6.1.10.6
 - ID# 45392818 – PC Rule 6.1.10.6
 - ID# 44415129 – PC Rule 6.1.10.6
 - ID# 40408707 – PC Rule 6.1.10.3
 - ID# 41336147 – PC Rule 6.1.10.8

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

INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

Ms. Lee mentioned she recently visited the updated Personnel Commission Office and was pleased with the results. Ms. Lee shared she appreciates the District updating the office and also the staff for organizing the Personnel Commission items during the remodel. Ms. Lee mentioned she hopes everyone is still taking care of themselves and following Covid guidelines.

Ms. Nieh mentioned she also visited the newly updated Personnel Commission office and was also pleased with the results. Ms. Nieh mentioned the furniture and décor is nice and the cubicles allow for more privacy for the staff. Ms. Nieh shared while it may have been a hassle with packing and moving, she is pleased with the way the department handled it. Ms. Nieh stated she hopes everyone stays safe and she is looking forward to having the Personnel Commission meetings in person soon.

Ms. Fernandez stated that she too has visited the updated Personnel Commission office and is very pleased with the update. Ms. Fernandez shared it was nice to see employees in the office working and ensuring boxes were being unpacked and items being organized. Ms. Fernandez expressed her appreciation to the District as well as the staff for their work during the move and update. Ms. Fernandez inquired if staff can now enter through the doors adjacent to the Personnel Commission office or if they are required to use the main front entrance.

Ms. Stiegelmar mentioned visitors and employees are still required to enter the building through the main entrance, but may exit at any available door. Ms. Stiegelmar mentioned the District is taking safety precautions and checks the temperature of all who enter the building.

Ms. Fernandez thanked Mr. Maldonado for working to get schools re-open for in person learning. Ms. Fernandez inquired if the District has solidified a return to office date for its employees.

Ms. Stiegelmar mentioned no information has been given on when employees are required to return to work in office and some are still working remotely. Ms. Stiegelmar mentioned the Personnel Commission staff is taking safety precautions by allowing employees to rotate days in the office to complete tasks that cannot be completed at home.

CLOSED SESSION

Recess to closed session to discuss:

- Employee Performance Evaluation – Personnel Director - Government Code 54954.5 (e)

Time Recessed: 5:08 p.m. Time Reconvened to Open Session: 5:42 p.m.

Ms. Fernandez announced that no action was taken during closed session.

ADJOURNMENT

To adjourn meeting at 5:43 p.m.

Motion made by:	Judy Nieh	Vote:	Sharon Fernandez	Yes
Seconded by:	Sabrina Lee		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, MAY 4 2021 AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM (OR POSSIBLY VIA ZOOM)

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.



**ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
May 4, 2021**

BULLETIN

PLEASE POST

For Information

TO: All Classified Employees and Administrative Personnel
FROM: Joan Stiegelmar, Personnel Director
RE: 2021-2022 Personnel Commission Meetings

Personnel Commission meetings are typically scheduled on the first Tuesday of each month, except as noted below. Meetings for the 2021-2022 school year are tentatively scheduled as follows:

July 6, 2021

August 3, 2021

September 7, 2021

October 5, 2021

November 2, 2021

December 7, 2021

January 11, 2022

February 1, 2022

March 1, 2022

April 5, 2022

May 3, 2022

June 7, 2022

NOTE: All meetings to be held in the Board Room or via ZOOM, at the District Office and will begin at 4:30 p.m.

*Meetings changed from the first Tuesday of the month.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
MECHANIC

The Commission is in receipt of a request from Ventura Carrera, Director, Transportation Services, to employ Applicant ID #45982226 as Mechanic at Step E of Range 26.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has over twenty-nine years of work-related experience. The number of years of related work experience does qualify this applicant for step placement at Step E based on the formula of one step will be given for two years of additional related experience beyond the employment standards for the classification.

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step E of Range 26.5 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
OFFICE ASSISTANT – BILINGUAL (SPANISH)

The Commission is in receipt of a request from Rocky Bettar, Director, Rowland Adult and Community Education, to employ Applicant ID #45486198 as Office Assistant – Bilingual (Spanish) at Step B of Range 17.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has an Associate's degree. The number of years of education qualify this applicant for step placement at Step B based on the formula of one step will be given for two years of additional education beyond the employment standards for the classification.

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step B of Range 17.5 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
INSTRUCTIONAL ASSISTANT I – BILINGUAL (SPANISH)

The Commission is in receipt of a request from Carlos Ochoa, Principal, Giano Intermediate, to employ Applicant ID # 43922730 as Instructional Assistant I – Bilingual (Spanish) at Step D of Range 15.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has a Bachelor's degree and over four years of related work experience. The number of years of education and related work experience does qualify this applicant for step placement at Step D based on the formula of one step will be given for two years of additional education beyond the employment standards for the classification and one step will be given for two years of additional related experience beyond the employment standards for the classification.

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step D of Range 15.5 on the Classified Salary Schedule.

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

May 4, 2021

ITEM 7.2 FIRST READING - PROPOSED AMENDMENT TO RULE 9.2.2 – CHANGE IN WORKING HOURS.

A review of the rules revealed a discrepancy between the Personnel Commission Rules and the CSEA Bargaining Agreement for rule 9.2.2 when it came to giving written notice of a change in working hours for employees. The Personnel Commission Rule 9.2.2 is written as “five (5) work days” and the CSEA Bargaining Agreement 10.17.1 is written as “10 days prior to the change”.

The Personnel Commission Rules need to be in alignment with the CSEA Bargaining Agreement.

PERSONNEL COMMISSION RULES

9.2.2 CHANGE IN WORKING HOURS:

Except in the case of employees covered by a bargaining unit agreement, the District shall have the right to assign and reassign daily hours of work and shifts of the employee, to meet the operational needs of the District. Matters of this nature involving employees covered by a bargaining unit agreement shall be handled in accordance with that agreement. Written notice of a change in working hours shall be provided to an employee ~~five (5)~~ **ten (10)** work days prior to the effective date of the change.

CSEA BARGAINING AGREEMENT

10.17.1 In other circumstances, where there is a need to change the starting and ending time of an employee’s assignment, the District shall ask for volunteers first. If there are no volunteers, the least senior employee in the classification shall be assigned the change. Said employees shall be notified about the change at least **10** days prior to the change. The time change shall not affect the employee’s hours of service.

RECOMMENDATION:

The Personnel Commission is receiving for the First Reading the proposed amendments to Chapter 9, Rule 9.2.2 – Change in Working Hours, from five (5) to ten (10) as noted above in order to be in alignment with the CSEA Bargaining Agreement.

PERSONNEL COMMISSION

ROWLAND UNIFIED SCHOOL DISTRICT

May 4, 2021

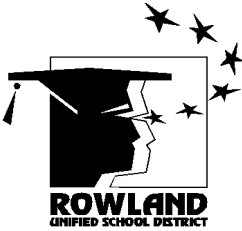
ITEM 8.1 EXAM REVIEW

The following recruitments were initiated during the month of April, 2021:

Classification	Length of Eligibility List	Number of Positions	Hours / Months	Last Class Description Revision	Tentative Exam Plan
Custodian	12 months	Substitutes needed	As needed	2/2015	<ul style="list-style-type: none">• Remote Written Test• Zoom Structured Interview

Recommendation

The Personnel Commission is providing this examination review summary for information only.



ROWLAND UNIFIED SCHOOL DISTRICT

Personnel Commission
1830 S. Nogales Street
Rowland Heights, CA 91748

www.rowlandschools.org

INVITES APPLICATIONS FOR THE POSITION OF:

CUSTODIAN

SALARY

\$18.15 - \$22.12 – HOURLY

An Equal Opportunity Employer

OPENING DATE: April 23, 2021

FINAL FILING DATE: May 14, 2021

POSITION

Most positions in this class are assigned to work eight (8) hours per day. Hours may include evenings and weekends. There is currently a need to fill substitute / on-call positions. An eligibility list is being established to hire substitutes and to fill future vacancies. Therefore, availability and willingness to serve as a substitute on a consistent basis is extremely important.

**Some positions in the job classification require the incumbent to possess a valid California Driver License for which selective certification may apply (Education Code 45277).*

SUMMARY OF DUTIES

Under the direction of an assigned supervisor, cleans and maintains buildings and facilities, including restrooms, classrooms, offices, cafeterias, and libraries; performs general grounds and building maintenance; makes minor mechanical repairs; and secures buildings and facilities.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is desirable.

EXPERIENCE: Custodial experience and/or custodial training is highly desirable.

Please Note: Staff is working remotely, email is the primary method of communication at this time. If you need assistance with your application, please contact Crystal Vahimarae at cvahimarae@rowlandschools.org.

LICENSE/LANGUAGE REQUIREMENTS:

- A valid Class C, California Driver License, and use of a private automobile may be required for some positions in this class, and if required must be maintained during employment.

ENVIRONMENT:

Employees in this classification work both inside and outside in changing temperatures, including temperatures below 50° and over 90°, in dry atmospheric conditions, poorly ventilated areas, with inadequate lighting, wet or damp areas, confined spaces, at heights using ladders or scaffolding, with electrical hazards and machinery with moving parts, sharp objects, fumes, moderate to high concentrations of silica or allergenic dust, lead, gases, chemicals, odors, vibrations, hands in water, exposure to minor contagious illnesses (cold, flu, etc.), exposure to contagious illnesses (tuberculosis, measles, mumps, chicken pox, hepatitis, etc.), in direct contact with the public, students, and District personnel, and in the absence of direct supervision.

PHYSICAL REQUIREMENTS:

Employees in this classification stand, walk, push, pull, lift, and carry up to 50 lbs. (up to 100 lbs. with assistance); climb ladders and stairs; maintain balance; stoop, kneel, crawl, and bend repeatedly; repetitively use fingers, wrists, and hands while twisting or applying pressure; simultaneously use both arms, legs, and hands; reach overhead; have rapid muscular coordination; hear normal voice conversation; speak clearly; operate an electric vehicle; use a telephone and radio.

4/2021

D-20/21-56

FILING PERIOD

Applications for this position will be accepted online only, **Friday, April 23, 2021 to Friday, May 14, 2021 until 4:30 pm.**

Log on to www.rowlandschools.org →Our District→Personnel Commission→Classified Job Openings to begin creating your application or to edit / update an existing account.

Applicants will be sent notifications via e-mail only

EXAMINATION – OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Job Related Written Examination
- Performance / Structured Interview

Salary Range: 18

PROOF OF EDUCATION

If you received your education outside of the United States, you **MUST** have your degree/transcripts evaluated by an approved agency transcript evaluation service that certifies that your degree meets the United States equivalent for it to be considered. For more information about organizations who offer this service, please access the following: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>. *RUSD will only accept evaluations from agencies listed within the document.*

ADVANCED SALARY STEP PLACEMENT

New employees are normally placed at Step A of the appropriate salary range for this classification. If the hiring authority requests advanced salary step placement to the Personnel Director, the new employee's eligibility will be determined in accordance with Personnel Commission Rule and Regulation 17.2.1. The Personnel Commission shall have final approval on any advanced salary step placement requests. Contact the Personnel Commission office for further information if you are hired. *Advanced salary placement is only available to employees upon their initial hire.*

APPOINTMENT

Candidates who pass all hurdles of the testing process will be placed on an eligibility list in rank order based on final scores including any veteran's / seniority credit. The top three ranks of eligibles who are ready and willing to accept the position shall be referred to the hiring administrator for interview. **The eligibility list will be established for one (1) year.** All new employees are subject to passing a physical examination, tuberculosis test, background review and must provide satisfactory evidence of authorization to work in the United States. Employment start date is contingent upon fingerprinting and criminal background clearance.

In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of six (6) months or 130 working days of paid service, whichever is longer. No employee shall attain permanent status in the classified service until s/he has completed a probationary period in a class. An employee may be released at any time during the probationary period.

PROCESSING FEE

New employees will be charged a processing fee (approximately \$64) for the cost of fingerprinting. This fee must be paid at the time of processing appointment, with a MONEY ORDER ONLY, payable to RUSD.

VETERANS CREDIT

For entry level classes, veterans with thirty (30) days or more of active service (during a time of war or national emergency) who obtain a passing score shall be allowed an additional credit of five (5) points and disabled veterans receive ten (10) additional points. Entry-level positions are defined as all positions within the classified service when the **eligible is first employed** by the District, except for positions designated management or senior management. Veterans must supply a copy of their Form DD214 along with their application in order to receive such credit. *Veterans credit can only be applied once, upon initial hire.*

*For a more detailed job description, including benefits / leave information, please log on to www.rowlandschools.org.

Consistent with merit system principles, the mission of the Personnel Commission is to provide the best qualified candidates, representative of the cultural diversity of our community, to support the district's present and future educational programs.

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

May 4, 2021

ITEM 8.4 DISQUALIFICATION OF ELIGIBLES AND REMOVAL OF NAMES FROM ELIGIBILITY LISTS

Personnel Commission Rule 6.1.10 provides that an eligible's name may be removed from an eligibility list by the Personnel Director, subject to ratification by the Personnel Commission, for specified reasons.

Written notification was sent by the Personnel Director to the following eligibles of their disqualification and removal from the following eligibility lists:

ELIGIBILITY LIST RECRUITMENT NUMBER	PERSON I.D. PERSONNEL COMMISSION RULE REFERENCE
Assistant Director of Nutrition Services (D-20/21-37)	PC Rule 6.1.10.6 Refusing an employment offer after certification as an eligible and available for the appointment • ID# 30419460
Food Service Assistant I (D-20/21-27)	PC Rule 6.1.10.2 Any of the causes listed in Rule 4.4. 4.4.11 Making a false statement or intentionally omitting a statement of a material fact requested on the application form. • ID# 45958760
Food Service Assistant I (D-20/21-05)	PC Rule 6.1.10.2 Any of the causes listed in Rule 4.4. 4.4.11 Making a false statement or intentionally omitting a statement of a material fact requested on the application form. • ID# 44329714 PC Rule 6.1.10.6 Refusing an employment offer after certification as an eligible and available for the appointment. • ID# 38174219
Custodian (D-20/21-27)	PC Rule 6.1.10.2 Any of the causes listed in Rule 4.4. 4.4.11 Making a false statement or intentionally omitting a statement of a material fact requested on the application form. • ID# 24632494

A copy of the written notification to the eligible(s) is provided to the Personnel Commission in the Personnel Commission Office.

Recommendation

The Personnel Commission is requested to ratify removal of the foregoing eligible(s) from the eligibility list(s) specified herein.