

**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)]

October 2, 2023
Meeting to start at 4:30 P.M.

In – Person:
1830 S. Nogales Street, Board Room
Rowland Heights, California 91748

View the meeting virtually via ZOOM

Virtual: https://rowlandschools-org.zoom.us/webinar/register/WN_k2-MfuSxQvKWFRUa7S7OfQ

Anyone wishing to attend may do so in person or virtually by accessing the link listed above.

Please note: Public comments must be provided in person. If unable to attend, comments may be submitted to the Personnel Commission’s Office, Attn: Joan Stiegelmar, and a copy will be provided to the Commission.

If you are attending in person, you can fill out a comment card before the meeting. During Public Comments you will be invited to share your comments.

Please be advised that this meeting is being audio recorded.

October 2, 2023
4:30 P.M.

PLEASE CIRCULATE

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	_____	_____
Arlene Zamudio, Senior Personnel Technician	_____	_____

3. **PRELIMINARY**

3.1 Pledge of Allegiance to the Flag

3.2 Consider adopting the Agenda as submitted for Monday, October 2, 2023, or adopting the Agenda with the following corrections/modifications for October 2, 2023.

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

4. REPORT FROM THE PERSONNEL DIRECTOR

Receive an update on Commission staff's activities during the last month.

5. PUBLIC COMMENTS

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

6. APPEALS - None

7. PERSONNEL COMMISSION

7.1 Approve the minutes of the meeting of September 5, 2023. (Ref. 7.1)

Motion by: _____
Second by: _____

Vote:	Judy Nieh	<u>ABSTAIN</u>
	Sharon Fernandez	_____
	Sabrina Lee	_____

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Advanced Salary Step Placement

a. Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID #44655403 as Senior Account Clerk at Step C of Range 20.5 on the Classified Salary Schedule. (Ref. 8.1a) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote:	Judy Nieh	_____
	Sharon Fernandez	_____
	Sabrina Lee	_____

b. Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID #28323269 as Speech-Language Pathology Assistant at Step B of Range 24.5 on the Classified Salary Schedule. (Ref. 8.1b) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote:	Judy Nieh	_____
	Sharon Fernandez	_____
	Sabrina Lee	_____

c. Consider approving the advanced salary step request from Jason Garcia, Principal, Oswalt Academy, to employ Applicant ID #53631298 as Campus Aide at Step B of Range 12 on the Classified Salary Schedule. (Ref. 8.1c) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote:	Judy Nieh	_____
	Sharon Fernandez	_____
	Sabrina Lee	_____

9. EXAMINATIONS/ELIGIBILITY LISTS

9.1 Exam Review and Recruitment Bulletins (Ref. 9.1)

Receive for information, a summary of the following examination and recruitment bulletin(s):

- a) Senior Office Assistant (D-23/24-28)
- b) Senior Office Assistant – Bilingual (Spanish) (D-23/24-29)
- c) Nutrition Services Stock Delivery Worker (D-23/24-30)

- d) Athletic Trainer (D-23/24-31)
- e) Senior Account Clerk (D-23/24-32)
- f) Career Vocational Assistant (D-23/24-33)
- g) Food Service Assistant III (D-23/24-34)

9.2 Employee Selection Results – Receive the results of examinations held. (Ref. 9.2 Ltd. Dist.)

9.3 Ratification of Eligibility Lists – Ratify the following eligibility lists: (Ref. 9.3 Ltd. Dist.)

- a) Campus Aide (D-23/24-05)
- b) Food Service Assistant I (D-23/24-07)
- c) Health Assistant (D-23/24-10)
- d) Health Assistant – Bilingual (Spanish) (D-23/24-11)
- e) Instructional Assistant II (D-23/24-02)
- f) Instructional Assistant II – Bilingual (Spanish) (D-23/24-03)
- g) Personal Care Assistant (D-23/24-06)
- h) Playground Supervision Aide (D-23/24-20)

Motion by: _____
 Second by: _____

Vote: Judy Nieh _____
 Sharon Fernandez _____
 Sabrina Lee _____

9.4 Removal of Names from the Eligibility List – Ratify the removal of the names from the following eligibility lists: (Ref. 9.4)

- District Safety (D-22/23-65)
 - ID# 17056190– PC Rule 6.1.10.1
- Food Service Assistant I (D-22/23-13)
 - ID# 41514603– PC Rule 6.1.10.4
- Library Assistant (D-22/23-44)
 - ID# 32332580– PC Rule 6.1.10.6
- Office Assistant (D-22/23-55)
 - ID# 46084117– PC Rule 6.1.10.4
- Instructional Assistant II (D-23/24-02) & Instructional Assistant II – Bil (Spanish) (D-23/24-03)
 - ID# 25292639– PC Rule 6.1.10.6
- Behavior Support Assistant (D-22/23-58)
 - ID# 34270855– PC Rule 6.1.10.6

Motion by: _____
 Second by: _____

Vote: Judy Nieh _____
 Sharon Fernandez _____
 Sabrina Lee _____

10. INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED ON TUESDAY, NOVEMBER 7, 2023, AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.

11.. 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 SEPTEMBER 5, 2023
MEETING HELD IN-PERSON AND VIA ZOOM**

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 Ms. Sharon Fernandez, Personnel Commissioner.

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

Members Absent: Judy Nieh, Chair

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, September 5, 2023.

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

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:

- Behavior Support Assistant Series
- Custodian
- District Patrol
- District Safety
- Grounds Construction Worker
- Library Assistant Series
- Maintenance Coordinator
- Office Assistant Series
- Playground Supervision Aide

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

- Behavior Support Assistant Series – Structured Interview
- Maintenance Coordinator – Technical Project and Structured Interview
- School Bus Driver – Structured Interview
- Instructional Assistant I and II – Assessment Testing
- Food Service Assistant I – Written Test
- Speech Language Pathology Assistant – Structured Interview
- Health Assistant – Written Test

Since the last Commission meeting, new employees were processed into the following classifications:

- 1 – Cook
- 1 – Custodial Supervisor
- 1 – Grounds / Custodial Coordinator

- 1 – Instructional Assistant I
- 3 – Instructional Assistant II
- 1 – Office Assistant – Bilingual (Spanish)
- 1 – Office Assistant (Provisional)
- 3 – Personal Care Assistant
- 1 – School Bus Driver
- 1 – Senior Account Clerk
- 1 – Senior Network Analyst
- 1 – Technology Help Desk Technician

Updates/Reminders/Remarks:

- PC Staff are working with Nutritional Services to expedite the hiring of Food Service Assistant I employees since they have many part-time vacancies. We had 12 applicants who passed the written test last week who will be invited to an in-person interview at the Testing Center on Wednesday, September 13 and Thursday, September 14. If they pass, they will move on to the final interview with the hiring authority. We hope this will fast track the process to interview, offer jobs, and complete fingerprinting on the same day.
- On Monday, September 18 we are having a Hiring Fair for Personal Care Assistants and Instructional Assistant II staff and we are working with the Special Education team for this event.
- PC Staff will be participating in Rio Hondo College’s job fair on September 12 and Mt. Sac’s job fair on September 27. We hope to advertise our part-time vacancies at the job fair and to attract students that are interested in working part-time.
- I want to welcome our newest Personnel Technician, Jasmine Portillo, who started on August 14, 2023. We are happy to welcome her to the Personnel Commission department.

COMMUNICATIONS

A. CSEA – Lita Gallo, CSEA President

Ms. Gallo thanked the Personnel Commission for assisting in ensuring schools have adequate staff for the new school year. Ms. Gallo also mentioned the Personnel Commission is appreciated for the hard work they do. Ms. Gallo shared since the recent completion of the Classification and Compensation study, there have been some classifications which needed updates, such as salary and job duties. Ms. Gallo mentioned the District had agreed to bring the recommended changes forward during negotiations and thanked the Personnel Commission for ensuring these changes are taken care of correctly and timely.

B. District Administration – Kevin Despard, Director, Human Resources

Mr. Despard mentioned since the recent Classification and Compensation study was completed, it was found there were several classifications which needed to be updated. Mr. Despard mentioned the recommended changes will be reviewed on the Personnel Commission agenda and thanked the Personnel Commission for reviewing the items.

C. Audience Members –

- Carlos Toscano, Computer Lab Technician – Bilingual (Spanish), Northam Elementary

Mr. Toscano mentioned he is requesting a salary study be done for his current classification as the workload for the classification has increased.

- Estela Gonzales – Computer Lab Technician – Bilingual / Biliterate (Sp), Villacorta Elementary

Ms. Gonzales mentioned she would also like a salary study be done for the classification of Computer Lab Technician. Ms. Gonzalez shared in her 20 plus years as a Computer Lab Technician the duties have not only changed due to technological advances, but they have also increased.

Ms. Sharon Fernandez, Personnel Commissioner, asked if Personnel Commission Staff can look at the classification and begin a salary study.

Ms. Stiegelmar, Personnel Director, agreed to review and get back to the Commission.

PERSONNEL COMMISSION

7.1 Recommendation: Approve the minutes of the meeting of August 8, 2023.

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

7.2 The Personnel Commission received the Annual Report for the 2022-2023 fiscal year to review for future distribution

ITEMS FOR DISCUSSION AND/OR ACTION

Advanced Salary Step Placement

8.1a Recommendation: To consider approving the advanced salary placement request from Stacy Berrest, Director, Special Education, to employ Applicant ID #22851577 as Personal Care Assistant at Step E of Range 14 on the Classified Salary Schedule.

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

8.1b Recommendation: To consider approving the advanced salary placement request from Stacy Berrest, Director, Special Education, to employ Applicant ID #54291979 as Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule.

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

8.1c Recommendation: To consider approving the advanced salary placement request from Stacy Berrest, Director, Special Education, to employ Applicant ID #12885652 as Instructional Assistant II – Bilingual (Spanish) at Step B of Range 16.5 on the Classified Salary Schedule.

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

8.1d Recommendation: To consider approving the advanced salary placement request from Latoya Brown, Administrator, Rowland Adult and Community Education, to employ Applicant ID #21381590 as Custodian at Step D of Range 18 on the Classified Salary Schedule.

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

8.1e Recommendation: To consider approving the advanced salary placement request from Stacy Berrest, Director, Special Education, to employ Applicant ID #42620026 as Instructional Assistant II at Step E of Range 16 on the Classified Salary Schedule.

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

8.1f Recommendation: To consider approving the advanced salary placement request from Stacy Berrest, Director, Special Education, to employ Applicant ID #52489925 as Instructional Assistant II at Step D of Range 16 on the Classified Salary Schedule.

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

8.1g Recommendation: To consider approving the advanced salary placement request from Stacy Berrest, Director, Special Education, to employ Applicant ID #54273859 as Instructional Assistant II at Step E of Range 16 on the Classified Salary Schedule.

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

8.1h Recommendation: To consider approving the advanced salary placement request from Stacy Berrest, Director, Special Education, to employ Applicant ID #50213323 as Personal Care Assistant at Step B of Range 14 on the Classified Salary Schedule.

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

Class Description Revision

8.2 Recommendation: To consider approving the revised class description for the classification of Athletic Trainer.

Ms. Lee asked for confirmation if the only change is to remove the NATA Certification.

Ms. Stiegelmar confirmed removing the NATA Certification is the only change being made. Ms. Stiegelmar also shared the NATA Certification is more like a membership than an actual certification. Ms. Stiegelmar mentioned previous applicants who have applied will be notified of the update.

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

Class Description Revision and Classification Title Revision

8.3a Recommendation: To consider approving the revised class description of Stock Delivery Worker and revising the title to Nutrition Services Stock Delivery Worker.

Ms. Lee asked if the requirement listed mentioning 6 hours of training in the areas of Child Nutrition Programs and food safety was previously a requirement.

Ms. Stiegelmar shared this was previously on the job description. Ms. Stiegelmar mentioned since there were Stock Delivery Workers in both Nutrition Services and Purchasing, it was important to mention the training was only for Stock Delivery Workers assigned to Nutrition Services. Ms. Stiegelmar shared this item should not be removed as the new classification only applies to Stock Delivery Workers assigned to Nutrition Services.

Ms. Fernandez asked if it is best to have the sentence mentioning the training removed.

Ms. Stiegelmar agreed to remove the sentence.

Ms. Lee motioned to remove the first sentence which states, "Positions employed by the Nutrition Services Department ONLY", and will now only read as, "USDA Professional Standards: Maintain a

minimum of 6 hours of annual continuing education/training in the areas of Child Nutrition Programs and food safety.”

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

8.3b Recommendation: To consider approving the revised class description of Computer Lab Technician, Computer Lab Technician – Bilingual (Spanish), and Computer Lab Technician – Bilingual / Biliterate (Spanish) and revising the title to School-Based Technology Assistant, School-Based Technology Assistant – Bilingual (Spanish), and School-Based – Bilingual / Biliterate (Spanish).

Ms. Lee mentioned she noticed many strikeouts to words such as computers, etc, and it now states “educational technology”. Ms. Lee asked if the description can be more specific rather than broad based.

Ms. Stiegelmar shared that she researched the term “educational technology” and found it to be a broad term that relates to anything needed to teach in classrooms such as tablets, chrome books, etc. Ms. Stiegelmar mentioned using the broad-based term allows the job description to apply to any technology changes, such as a product becoming obsolete or a vendor change.

Ms. Lee asked the attending Computer Lab Technicians if they agreed with the use of the broad-based term of “educational technology”.

Ms. Estella Gonzales stated she believes it to be a better term as technology changes rapidly.

Ms. Lee asked for clarification on the sentence on page 5 of 7 which states, “Performs basic support and updates via the mobile device management (MDM) system.

Ms. Jessica Landin, Personnel Analyst, clarified while meeting with the Technology staff they shared the MDM system allows them to update software on devices in bulk rather than one by one. Ms. Landin shared the term “mobile” does not relate to mobile telephones only.

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

New Class Description

8.4 Recommendation: To consider approving the establishment of the new classification of Warehouse Stock Delivery Worker and reallocate four Stock Delivery Worker employees in the Purchasing department into this new classification with an effective date of July 1, 2023, in accordance with the Memorandum of Understanding dated August 1, 2023.

Ms. Lee asked if this classification belongs to the Warehouse series and reports to Purchasing. Ms. Lee also asked if the Nutrition Services Stock Delivery Worker classification reports to the Purchasing Department.

Ms. Fernandez confirmed the Nutrition Services Stock Delivery Worker reports to the Nutrition Services Department.

Ms. Stiegelmar mentioned the reporting structure can be compared to the Office Assistant series as they all report to different locations.

Ms. Lee asked for clarification on the salary as the Warehouse Stock Delivery Worker is increasing in pay.

Ms. Stiegelmar shared the Warehouse Stock Delivery Workers take care of several other tasks not associated with the Nutrition Services Stock Delivery Worker, which entails higher level responsibility and a higher level criticality of error.

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

Reclassification

- 8.5 Recommendation: To consider approving the reclassification of six Technology Specialist I positions, and the current incumbents, to the classification of Technology Specialist II with an effective date of July 1, 2023, in accordance with the Memorandum of Understanding dated August 1, 2023.

Ms. Lee mentioned it was shared with her by Ms. Stiegelmar that the reclassification was initiated by the Technology Specialist I employees. Ms. Lee mentioned she is aware that staff took the time to meet with the Technology Specialist I employees to gather information related to their duties. Ms. Lee thanked Ms. Landin for providing a comparison in duties between the Technology Specialist I and Technology Specialist II positions.

Ms. Landin shared in reviewing the duties in both classifications it was found the duties that were listed in the Technology Specialist I were very similar to the duties listed on the Technology Specialist II classification.

Ms. Stiegelmar shared that the six Technology Specialist I employees were originally hired when the classification was established in 2016 and are still currently employed in their positions. Ms. Stiegelmar shared that there have been many changes to the workload throughout the years, especially during the pandemic, they realized they were taking on many of the higher-level responsibilities of the Technology Specialist II employees.

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

Reallocation

- 8.6a Recommendation: To consider approving the recommended reallocation of an Administration Secretary position to an Administrative Secretary - Bilingual – (Spanish) along with the incumbent.

Ms. Lee asked for confirmation if reallocating a position with an incumbent is allowed in a merit district. Ms. Lee asked for details on why the position is needed to be reallocated and why the Office Assistant position is being reallocated as well and if two positions are needed to speak Spanish in the office.

Ms. Stiegelmar shared that when reviewing requests, the Personnel Commission ensures they are abiding by not only The Merit System, but also the Education Code. Ms. Stiegelmar mentioned if a Director/Administrator finds there is a need for someone to speak another language, they want to ensure they are paid accordingly. Ms. Stiegelmar mentioned the Nutrition Services department previously employed a Senior Office Assistant who was bilingual/biliterate in Spanish. Since the position was never filled, there is now a need to have someone speak Spanish to assist students and parents. Ms. Stiegelmar shared the request is for both the Administrative Secretary and the Office Assistant to ensure there is always coverage, whether it be during breaks and lunches or when the Office Assistant is off calendar as the position is 10 months a year.

Ms. Lee shared her concern of reallocating the position with the incumbent as it could possibly take away an opportunity for other Administrative Secretaries.

Ms. Stiegelmar shared the current employee has been in the position for over 10 years and the Nutrition Services Director is not looking to displace her.

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

8.6b Recommendation: To consider approving the recommended reallocation of an Office Assistant position to an Office Assistant - Bilingual (Spanish) along with the incumbent.

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

8.6c Recommendation: To consider approving recommended reallocation of an Office Assistant position to an Office Assistant - Bilingual / Biliterate (Mandarin) along with the incumbent.

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

EXAMINATIONS/ELIGIBILITY LISTS

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

- a. Instructional Assistant I (D-23/24-13)
- b. Instructional Assistant I – Bilingual (Spanish) (D-23/24-14)
- c. Office Assistant (D-23/24-15)
- d. Office Assistant – Bilingual (Spanish) (D-23/24-16)
- e. Office Assistant – Bilingual / Biliterate (Spanish) (D-23/24-17)
- f. Library Assistant (D-23/24-18)
- g. Library Assistant – Bilingual (Spanish) (D-23/24-19)
- h. Playground Supervision Aide (D-23/24-20)
- i. District Safety (D-23/24-21)
- j. Custodian (D-23/24-22)
- k. District Patrol (D-23/24-23)
- l. Grounds Construction Worker (D-23/24-24)
- m. Maintenance Coordinator (D-23/24-25)
- n. Behavior Support Assistant (D-23/24-26)
- o. Behavior Support Assistant – Bilingual (Spanish) (D-23/24-27)

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

9.3 Recommendation: To ratify the following eligibility lists:

- a) Behavior Support Assistant (D-22/23-58)
- b) Behavior Support Assistant – Bilingual (Spanish) (D-22/23-26)
- c) Cook (D-22/23-85)
- d) Food Service Assistant I (D-23/24-07)
- e) Instructional Assistant II (D-23/24-02)
- f) Instructional Assistant II – Bilingual (Spanish) (D-23/24-03)
- g) Personal Care Assistant (D-23/24-06)
- h) Playground Supervision Aide (D-22/23-86)
- i) School Bus Driver (D-23/24-01)
- j) Senior Network Analyst (D-22/23-79)
- k) Speech Language Pathology Assistant (D-23/24-09)

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

9.4 Removal of Names from the Eligibility Lists – Ratify the removal of the names from the following

eligibility lists:

- Food Service Assistant I (D-22/23-13)
 - ID# 53713073– PC Rule 6.1.10.8
- Office Assistant – Bilingual (Spanish) (D-22/23-56)
 - ID# 16587066– PC Rule 6.1.10.1
 - ID# 50500807 – PC Rule 6.1.10.1
- Instructional Assistant I (D-22/23-03)
 - ID# 50757213– PC Rule 6.1.10.4
- Instructional Assistant I – Bilingual (Spanish) (D-22/23-04)
 - ID# 50757213– PC Rule 6.1.10.4
- Custodian (D-22/23-66)
 - ID# 53298268– PC Rule 6.1.10.2 & 4.4.11
- Library Assistant (D-22/23-44)
 - ID# 46681900– PC Rule 6.1.10.4
- Library Assistant – Bilingual (Spanish) (D-22/23-45)
 - ID# 46681900– PC Rule 6.1.10.4
- Speech/Language Pathology Assistant (D-22/23-09)
 - ID# 54598901– PC Rule 6.1.10.4
- Campus Aide (D-22/23-09)
 - ID# 46362502– PC Rule 6.1.10.1
- Behavior Support Assistant – Bilingual (Spanish) (D-22/23-59)
 - ID# 38471665– PC Rule 6.1.10.4
- Behavior Support Assistant (D-22/23-58)
 - ID# 46565018– PC Rule 6.1.10.4

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

INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

Ms. Lee shared she hopes everyone has a successful school year. Ms. Lee thanked staff for their hard work and for being available for her questions.

Ms. Fernandez thanked the Personnel Commission staff for their hard work in reviewing the reclassifications and reallocations. Ms. Fernandez mentioned she would like to emphasize there is a protocol that has to be followed for MOU’s and thanked the Personnel Commission staff for being able to review and ensure the process goes smoothly and in a timely manner.

ADJOURNMENT

To adjourn the meeting at 5:32 p.m.

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

Approved by: _____
Sharon Fernandez
Vice-Chair
Personnel Commission

Submitted by: _____
Joan Stiegelmar
Personnel Director
Personnel Commission

THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED FOR TUESDAY, OCTOBER 3, 2023, 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.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
SENIOR ACCOUNT CLERK

The Commission is in receipt of a request from Stacy Berrest, Director, Special Education, to employ Applicant ID #44655403 as Senior Account Clerk at Step C of Range 20.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant a Bachelor's degree and has over 4 years of experience. The number of years of education and related work experience does qualify this applicant for step placement at Step C 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 C of Range 20.5 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
SPEECH-LANGUAGE PATHOLOGY ASSISTANT

The Commission is in receipt of a request from Stacy Berrest, Director, Special Education, to employ Applicant ID #28323269 as Speech-Language Pathology Assistant at Step B of Range 24.5 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. The number of years of education does 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 24.5 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
CAMPUS AIDE

The Commission is in receipt of a request from Jason Garcia, Principal, Oswalt Academy, to employ Applicant ID #53631298 as Campus Aide at Step B of Range 12 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. The number of years of education does 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 12 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT

October 2, 2023

ITEM 9.1 EXAM REVIEW

The following recruitments were initiated since the last Personnel Commission meeting:

Classification	Length of Eligibility List	Number of Positions	Hours / Months	Last Class Description Revision	Tentative Exam Plan
Senior Office Assistant & Senior Office Assistant - Bilingual (Spanish)	6 months	1	8 hours / 11 months	6/1995	<ul style="list-style-type: none"> • Remote Written Exam • Structured Interview
Nutrition Services Stock Delivery Worker	6 months	1	4 hours / 10 months	9/2023	<ul style="list-style-type: none"> • Remote Written Exam • Structured Interview
Athletic Trainer	6 months	2	6 hours / 9.5 months	9/2023	<ul style="list-style-type: none"> • Structured Interview
Senior Account Clerk	6 months	1	8 hours / 12 months	5/2014	<ul style="list-style-type: none"> • Remote Written Exam • Structured Interview • Computer Testing
Career Vocational Assistant	6 months	1	5.5 hours / 9.5 months	2/2017	<ul style="list-style-type: none"> • Structured Interview
Food Service Assistant III	6 months	1	8 hours / 10 months	4/2022	<ul style="list-style-type: none"> • 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:

SENIOR OFFICE ASSISTANT
\$22.58 - \$27.49 Hourly / \$3,909.00 - \$4,766 Monthly
SENIOR OFFICE ASSISTANT- BILINGUAL (SPANISH)
\$23.17 - \$28.18 Hourly / \$4,011 - \$4,883 Monthly

An Equal Opportunity Employer

OPENING DATE: Friday, September 1, 2023

FINAL FILING DATE: Monday, September 25, 2023

POSITION

There is currently one (1) **Senior Office Assistant / Senior Office Assistant Bilingual (Spanish)** position available at Nogales High School. The position is eight (8) hours a day, five (5) days a week, eleven (11) months per year and **includes benefits**. Eligibility lists in all classifications will be established to fill current and future vacancies and hire substitutes, for the next six (6) months.

SUMMARY OF DUTIES

Performs a variety of specialized clerical functions in support of an assigned school or District office function; administers budgets for an individual school; monitors expenditures of special programs serving as liaison between County and State agencies and site personnel; works in Special Program offices at the comprehensive high schools performing a variety of clerical duties such as payroll and personnel; serves as registrar and lead worker; works directly with teachers, students and community members coordinating activities with outside districts and agencies; operates a computer full time at a comprehensive high school to generate master schedules, report cards, lists, labels, test scores and reports which have school-wide impact, and performs other related duties as required.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is required. College courses in office management, business or public administration or other related fields are desirable.

EXPERIENCE: One year of full-time general clerical experience is required.

LICENSE / CERTIFICATION / TRAINING REQUIREMENTS: A valid Class C, California driver's license, a good driving record and use of a private automobile may be required, and if so, must be maintained during employment. The ability to speak, read and write a language, in addition to English, is desirable for the class of Senior Office Assistant. The ability to speak and read Spanish and English is required for the class of Senior Office Assistant Bilingual (Spanish). A valid and current first aid certificate, comparable to the American Red Cross Standard First Aid Certificate must be presented to the Personnel Department prior to or within 90 days of employment.

Applicants must provide a copy of the following at the time of application (you may upload the documents to your profile):

- **High School Diploma or equivalent or highest obtained degree if you possess an AA/BA/MA**

Documents may be emailed to jasmine.portillo@rowlandschools.org. **Applications without the supporting documents will be considered incomplete and will be disqualified.** Transcripts/Diplomas from foreign countries must be certified to meet the US equivalent to be considered. Transcripts or diplomas from foreign countries must be certified to meet the [US equivalent](#).

Please Note: If you need assistance with your application, please contact Jasmine Portillo at jasmine.portillo@rowlandschools.org.

WORK ENVIRONMENT: Office environment; Driving a vehicle to conduct work as required.

PHYSICAL REQUIREMENTS: Strength to perform average lifting up to fifteen (15) pounds; good speaking and hearing ability; manual dexterity to operate a computer keyboard; ability to bend, kneel, crouch and reach overhead, above the shoulders and horizontally.

Persons with limited lumbar movement, hearing impairment with correctable hearing aid, missing digits, may be capable of performing the duties of the class. Such determination must be made on an individual basis by the District's medical examiner taking into account the nature of the handicap, prosthetic aid and the duties of the position.

FILING PERIOD

Applications for this position will be accepted on-line only, from **Friday, September 1, 2023, through Monday, September 25, 2023, until 4:30 p.m.**

Log on to www.rowlandschools.org, Departments → Personnel Commission → Classified Job Openings

Applicants will be sent notifications via e-mail only

OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination will tentatively consist of the following:

- Job Related Written
- Structured Interview / Computer Performance Exams
- Bilingual Evaluation - Ability to speak Spanish

Salary Range:

Senior Office Assistant: 18.5

Sr. Office Assistant-Bilingual (Spanish): 19

PROOF OF EDUCATION:

If you received your education outside of the United States, you must have your degree/transcripts evaluated by a 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 [https://www.ctc.ca.gov/credentials/leaflets/foreign-transcript-evaluation-\(cl-635\)](https://www.ctc.ca.gov/credentials/leaflets/foreign-transcript-evaluation-(cl-635)). **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 six (6) months.** 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. **Veteran's credit can only be applied upon initial hire.**

*For a more detailed job description, including benefits/leave information, please go 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.



ROWLAND UNIFIED SCHOOL DISTRICT

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

INVITES APPLICATIONS FOR THE POSITION OF:
NUTRITION SERVICES STOCK DELIVERY WORKER

\$23.71 - \$28.90 – HOURLY
\$4,110.00-\$5,010.00 – MONTHLY

An Equal Opportunity Employer

OPENING DATE: September 8, 2023

FINAL FILING DATE: September 29, 2023

POSITION

There is currently ONE POSITION that is vacant: 4 hours a day / 10 months a year with work hours of 12 p.m. to 4 p.m. Most Nutrition Services Stock Delivery Worker positions are typically eight (8) hours per day, five (5) days per week, ten (10) months per year. An eligibility list will be established to hire substitutes and fill future vacancies for the next six (6) months.

SUMMARY OF DUTIES

Under the direction of the assigned supervisor, receives, stores, and distributes a variety of perishable and staple goods, equipment, and supplies; drives a truck following designated routes; loads and unloads food carts; picks up money bags and delivers department mail, and District property.

QUALIFICATIONS

EDUCATION: Graduation from high school or its equivalency is required.

EXPERIENCE: One (1) year of full-time experience in receiving, storing, and/or issuing stock, including at least six (6) months of experience driving a box truck weighing at least 7 tons is required. A forklift operator certificate is desirable.

Applicants must provide a copy of the following documents at the time of application.

- Copy of **High School Diploma** or equivalent is required.

You may upload your documents to your application (preferred), email them to Jasmine Portillo at jasmine.portillo@rowlandschools. Applications without the supporting documents will be considered incomplete and will be disqualified. Transcripts/Diplomas from foreign countries must be certified to meet the US equivalent to be considered.

LICENSE/LANGUAGE REQUIREMENTS:

- A valid Class C, California Driver License and a good driving record is required and must be maintained during employment.
- USDA Professional Standards: Maintain a minimum of 6 hours of annual continuing education/training in the areas of Child Nutrition Programs and food safety.

PHYSICAL REQUIREMENTS: Employees in this classification will require the strength to frequently lift and carry objects weighing up to 75 pounds, over 75 pounds with assistance, push/pull heavy objects, maintain balance stoop/bend, kneel, crouch, bend repeatedly, reach overhead, repetitively use fingers, repetitively use wrists or hand in a twisting motion or while applying pressure, use both hands/legs simultaneously, have rapid muscular coordination, stamina to stand and walk for long periods of time, speak clearly, hear normal voice conversation, have depth perception, color vision, see small details, see long distances, operate motorized equipment, drive a vehicle, drive a forklift, use a computer, and a telephone.

FILING PERIOD

Applications for this position will be accepted online only starting Friday, September 8, 2023 to Friday, September 29, 2023.

Applicants will be sent notifications via e-mail only

Please visit www.rowlandschools.org and navigate to: Departments → Personnel Commission → Classified Job Openings

EXAMINATION – OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Job Related Written Examination
- Structured Interview / Performance Exercise

Range 19 1/2

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: [https://www.ctc.ca.gov/credentials/leaflets/foreign-transcript-evaluation-\(cl-635\)](https://www.ctc.ca.gov/credentials/leaflets/foreign-transcript-evaluation-(cl-635)). **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 six (6) months.** 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, please visit 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.



ROWLAND UNIFIED SCHOOL DISTRICT
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**REVISED MINIMUM
QUALIFICATIONS**

INVITES APPLICATIONS FOR THE POSITION OF:

ATHLETIC TRAINER
\$26.17 - \$31.92 Hourly Rate

An Equal Opportunity Employer

OPENING DATE: September 8, 2023

FINAL FILING DATE: September 29, 2023

POSITION

There are currently two (2) positions available for Athletic Trainer at Nogales High School and Rowland High School. The positions are six (6) hours a day, nine and half (9.5) months a year. **This position includes benefits.** The reporting hours will vary due to the scheduling of games. An eligibility list is being established to fill the current vacancies and hire substitutes for the next six (6) months.

SUMMARY OF DUTIES

Under the direction of the High School Principal or designee, performs a variety of activities involved in the prevention, recognition, evaluation, management, treatment, and rehabilitation of injuries; administers preventative or rehabilitative treatment to students and athletes engaged in various school sports; provides information, in-service, and guidance to coaches and faculty; serves as a liaison between the students, parents, coaches, and physicians in evaluation, management, treatment, and long-term rehabilitation of athletic injuries; and works a flexible schedule.

QUALIFICATIONS

EDUCATION: A Bachelor's degree in physical education, athletic training, health or a directly related field from an accredited college is required.

EXPERIENCE: One year of paid experience providing first aid, preventative and rehabilitative treatment to athletes is required.

LICENSE/CERTIFICATION/TRAINING REQUIREMENT:

- A valid, **Class C, California Driver License** and a good driving record and use of a private automobile may be required and must be maintained during employment; and
- A valid **Athletic Trainer Certification (ATC)** issued by the Board of Certification (BOC) for the Athletic Trainer. Certification must be maintained as a condition of employment; and
- A valid **First Aid Certificate**, comparable to the American Red Cross Standard First Aid Certificate and a **Cardiopulmonary Resuscitation (CPR) Certificate**.

*Applicants must provide a copy of the above referenced documents at the time of application by uploading the documents to their profile. Documents may also be emailed to cvahimarae@rowlandschools.org. Applications without the supporting documents will be considered **incomplete** and will be **disqualified**. Transcripts/Diplomas from foreign countries must be certified to meet the **US equivalent** to be considered.*

Please email Crystal Vahimarae at cvahimarae@rowlandschools.org with any questions or call (626) 854-8388.

WORKING ENVIRONMENT

Employees in this classification work in an indoor and outdoor work environment in seasonal heat and cold or adverse weather conditions; with direct contact with students, staff and public; with exposure to adverse weather conditions; with continuous interruptions and changing priorities; respond to emergency medical situations; drive an automobile to conduct work; may work alone without guidance from supervisor and may work over 40 hours a week, and work a flexible schedule which may include evenings, weekends and/or holidays.

PHYSICAL REQUIREMENTS

Employees in this classification stand and sit for extended periods of time, walk, kneel, crouch, stoop/bend repeatedly; lift, carry, push and/or pull up to 50 pounds unassisted, and over 50 pounds with assistance, use both hands and legs simultaneously, reach overhead, pull hand over hand, use fingers repetitively twisting or applying pressure with wrists or hands; have rapid mental/muscular coordination; maintain balance; have depth perception, color vision, distinguish shades, and ability to see and read small print and long distances; have dexterity of hands and fingers needed to operate a variety of specialized health care equipment, adaptive tools, and a computer keyboard; speak clearly and hear normal voice conversation; use telephone and a computer; and physically able to provide rapid response to emergency situation. Incumbents in this class may be exposed to bodily fluids, bloodborne pathogens, and communicable diseases.

FILING PERIOD

Applications for this position will be accepted online only, from **Friday, September 8, 2023, until Friday, September 29, 2023.**

Applicants will be sent notifications via e-mail only

OPEN/PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Structured Interview

Salary Range: 21.5

PROOF OF EDUCATION:

If you received your education outside of the United States, you must have your degree/transcripts evaluated by a 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: [https://www.ctc.ca.gov/credentials/leaflets/foreign-transcript-evaluation-\(cl-635\)](https://www.ctc.ca.gov/credentials/leaflets/foreign-transcript-evaluation-(cl-635)). **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 six (6) months.** 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 the 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 to receive such credit. **Veteran's credit can only be applied upon initial hire.**

*For a more detailed job description, including benefits information, please visit 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.



ROWLAND UNIFIED SCHOOL DISTRICT
Personnel Commission
1830 S. Nogales Street
Rowland Heights, CA 91748
www.rowlandschools.org

INVITES APPLICATIONS FOR THE POSITION OF:

SENIOR ACCOUNT CLERK

\$24.94 - \$30.35 Hourly

\$4,322.00 - \$5,261.00 Monthly

An Equal Opportunity Employer

OPENING DATE: September 8, 2023

FINAL FILING DATE: September 29, 2023

POSITION

There is currently one (1) Senior Account Clerk position available in the Fiscal Department. Tentative hours are 8:00 am to 4:30 pm. Senior Account Clerk positions are typically eight (8) hours per day, five (5) days per week, twelve (12) months a year. An eligibility list is being established to fill the current vacancy, fill future vacancies and hire substitutes.

SUMMARY OF DUTIES

Performs complex account clerical work in the preparation, processing, and maintenance of budget, accounting and financial records and reports, or payroll, student attendance and fringe benefit documents requiring interpretive ability, independent judgment, and initiative within established accounting practices/procedures.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency.

EXPERIENCE: Two years of experience in financial record keeping. Two years (48 semester or 72 quarter units) of college-level coursework including coursework in accounting, business administration or a closely related field may be substituted for up to one year of the required experience.

Applicants must provide a copy of the following documents at the time of application:

- Copy of **High School Diploma** or equivalent; or
- Copy of **Official Transcripts** on letterhead/watermarked paper, or **Bachelor's degree** (if you wish to supplement education for experience)

You may upload your documents to your application or email them to cvahimarae@rowlandschools.org. Applications without supporting documents will be considered **incomplete** and will be **disqualified**. Transcripts or diplomas from foreign countries must be certified to meet the [US equivalent](#).

LICENSE/OTHER REQUIREMENTS

A valid, Class C, California Driver's License, a good driving record and use of a private vehicle may be required for some positions. The ability to speak, read and write a language in addition to English is desirable.

WORKING ENVIRONMENT

Employees in this classification work primarily inside an office environment, with frequent interruptions, with changing priorities and short deadlines, and may be required to drive an automobile to conduct work.

PHYSICAL REQUIREMENTS

Employees in this classification stand, walk, sit, stoop/bend, reach overhead, lift and carry up to 15 lbs., use fingers repetitively, use both hands simultaneously, speak clearly, hear normal conversation, and see small details.

FILING PERIOD

Applications for this position will be accepted online only, **Friday, September 8, 2023, to Friday, September 29, 2023, until 4:30 p.m.**

Applicants will be sent notifications via e-mail only

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

- Job Related Written Examination
- Structured Interview / Technical Project / Computer Performance Examination.

Salary Range: 20 ½

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 six (6) months.** 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. **Veteran's credit can only be applied upon initial hire.**

*For a more detailed job description, including benefits/leave information, please visit 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.



ROWLAND UNIFIED SCHOOL DISTRICT

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

INVITES APPLICATIONS FOR THE POSITION OF:

CAREER/VOCATIONAL ASSISTANT

Salary: \$23.17 - \$28.18 Hourly Rate

An Equal Opportunity Employer

OPENING DATE: September 8, 2023

FINAL FILING DATE: September 29, 2023

POSITION

There is currently one (1) part time Career/Vocational Assistant position available, five and one half (5.5) hours per day, five (5) days per week, nine and a half (9 1/2) months per year. The reporting hours are tentatively set from 8:30 am to 2:30 pm. An eligibility list is being established to fill current and future vacancies and hire substitutes for the next six months.

SUMMARY OF DUTIES

Under the general direction of the Coordinator of Special Education or Site Principal, assists students with physical and/or learning disabilities, as determined by the Individual Education Plan, to successfully seek and gain employment in the community; contacts employers to identify possible employment opportunities for students; provides support to students in work experience jobs; serves as liaison between teachers, students and employers; maintains records and completes reports; performs a variety of clerical and record keeping activities; and assists students with instructional and physical needs in the classroom as needed.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency and a minimum of 24 semester or 36 quarter units of college coursework is required. Coursework in special education, sociology or psychology is desirable.

EXPERIENCE: One year of experience working with students in an educational setting is required. Experience working with special education students is desirable.

Please email Jasmine at jasmine.portillo@rowlandschools.org or call 626 854-8577 with any questions.

LICENSE/CERTIFICATION/TRAINING REQUIREMENTS: A valid, Class C, California Driver's License, a good driving record and use of a private automobile may be required, and if so, must be maintained during employment.

A valid First Aid Certificate, comparable to the American Red Cross Standard First Aid Certificate and an Adult Cardiopulmonary Resuscitation Certificate is required for all positions and must be maintained during employment.

Successful completion of Crisis Prevention Intervention (CPI) 12 hour training is required during the probationary period.

Applicants must provide a copy of the following, at the time of application (you may upload the documents to your profile):

- **High School Diploma** or equivalent;
- **Proof of college coursework:** A copy of transcripts on watermarked paper or completed AA/BA/MA degree (Reflecting a minimum of 24 semester units or 36 quarter units);
- A valid and current **First Aid Certificate**; and
- An **Adult Cardiopulmonary Resuscitation (CPR) Certificate**.

Applications without the supporting document(s) will be considered incomplete and will be disqualified. Transcripts/Diplomas from foreign countries must be certified to meet the US equivalent to be considered.

FILING PERIOD

Applications for this position will be accepted online only, from **Friday, September 8, 2023, to Friday, September 29, 2023 until 4:30 pm.**

Please visit www.rowlandschools.org to begin creating your application or to edit/update an existing account and/or application.

Applicants will be sent notifications via e-mail only

EXAMINATION – OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Structured Interview / Performance Exercise

Classified Salary Range: 19

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 six (6) months.** 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 visit www.rowlandschools.org → Departments → Personnel Commission → Classified Job Openings**

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.



ROWLAND UNIFIED SCHOOL DISTRICT

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

INVITES APPLICATIONS FOR THE POSITION OF:

FOOD SERVICE ASSISTANT III (Including Benefits):

\$18.08 - \$22.03 Hourly
\$3,135.00 - \$3,820.00 Monthly

An Equal Opportunity Employer

OPENING DATE: September 22, 2023

FINAL FILING DATE: October 13, 2023

POSITION:

There is currently one (1) full-time position available (including benefits) in the Nutrition Services Department, eight (8) hours a day, five (5) days a week, ten (10) months a year. The tentative hours are 5:00 AM to 1:30 PM. An eligibility list is being established to fill current and future vacancies and to hire substitutes for the next six months.

SUMMARY OF DUTIES

Under the direction of assigned supervisor serves as a lead worker and assists in the preparation of a variety of food at a high school kitchen which offers school meal programs including breakfast and lunch, as a lead worker with responsibilities over an area of food service production at the central kitchen, or as an employee that independently operates a small serving kitchen; serves and sells lunch and a la carte items; conducts inventory; completes a variety of records, forms and logs in compliance with federal, state, and local laws; requisitions food and supplies; cleans equipment and utensils, and maintains food service facilities in a clean and sanitary condition.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is required.

EXPERIENCE: A minimum of one (1) year of full-time experience in large quantity food preparation and service in a central kitchen, restaurant, or large institutional setting is required.

Applicants must provide a copy of the following documents at the time of application:

- **Proof of education** - (At minimum - HS diploma or equivalent or a copy of the highest completed degree - GED, AA, BA, MA)

You may upload your documents to your application or email them to cvahimarae@rowlandschools.org. Applications without supporting documents will be considered incomplete and will be disqualified. Transcripts or diplomas from foreign countries must be certified to meet the [US equivalent](#).

LICENSE / CERTIFICATION / TRAINING REQUIREMENTS:

- A valid Class C, California Driver License, and use of a private automobile are required and must be maintained during employment.
- A valid and current Food Safety Manager Certificate approved by the State of California is required and shall be obtained during the initial probationary period and must be maintained during employment.
- USDA Professional Standards: Maintain a minimum of 6 hours of annual continuing education/training in the areas of the Child Nutrition Programs and food safety.

<http://publichealth.lacounty.gov/eh/business/certified-food-handler-manager.htm> (frequently asked questions)

A listing of Accredited Organizations can be found at the American National Standards Institute (ANSI) website at: www.ansi.org.

Please contact cvahimarae@rowlandschools.org if you need assistance or have any questions.

WORK ENVIRONMENT: Employees in this classification work primarily inside a central kitchen, school kitchen or cafeteria environment, with frequent interruptions, changing priorities and short deadlines, in varying temperatures including extreme heat from ovens and steamers and extreme cold from walk-in refrigerators and freezers, in contact with hot food items, with heavy machinery and sharp objects such as knives and slicers, with exposure to chemical agents and fumes from cleaning agents, use a computer, point-of-sale system and telephone, and may be required to drive an automobile to conduct work.

PHYSICAL REQUIREMENTS: Employees in this classification lift and carry up to 50 lbs. without assistance, push and pull moderately heavy items; stand and walk for extended periods of time; sit, stoop, bend at the waist; use fingers, wrists and/or hands repetitively in a slicing or twisting motion or while applying pressure; use both hands simultaneously; carry, push or pull food trays, carts, materials and supplies; reach overhead, above shoulders and horizontally; speak clearly; hear normal conversation, and see small details, use a telephone, and may drive a vehicle.

FILING PERIOD

Applications for this position will be accepted online only, **from Friday, September 22, 2023 to Friday, October 13, 2023, until 4:30 pm.** Please contact cvahimarae@rowlandschools.org if you need assistance or have any questions.

Visit www.rowlandschools.org, Departments → Personnel Commission → Classified Job Openings.

Applicants will be sent notifications via e-mail only

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination **may** consist of the following:

- Structured Interview / Technical Project

Salary Range: 14

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: [https://www.ctc.ca.gov/credentials/leaflets/foreign-transcript-evaluation-\(cl-635\)](https://www.ctc.ca.gov/credentials/leaflets/foreign-transcript-evaluation-(cl-635)). **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 **six (6) months**. 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.

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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 visit 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**

October 2, 2023

ITEM 9.4 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
District Safety (D-22/23-65)	6.1.10.1 Failure to respond within five (5) working days following the date that a written notice regarding the eligible's availability for employment was sent. <ul style="list-style-type: none">• ID# 17056190
Food Service Assistant I (D-22/23-13)	6.1.10.4 A written request by the eligible for removal. <ul style="list-style-type: none">• ID# 41514603
Library Assistant (D-22/23-44)	6.1.10.6 Refusing an employment offer after certification as an eligible and available for the appointment <ul style="list-style-type: none">• ID# 32332580
Office Assistant (D-22/23-55)	6.1.10.4 A written request by the eligible for removal. <ul style="list-style-type: none">• ID# 46084117
Instructional Assistant II (D-23/24-02) Instructional Assistant II – Bilingual (Spanish) (D-23/24-03)	6.1.10.6 Refusing an employment offer after certification as an eligible and available for the appointment <ul style="list-style-type: none">• ID# 25292639
Behavior Support Assistant (D-22/23-58)	6.1.10.6 Refusing an employment offer after certification as an eligible and available for the appointment <ul style="list-style-type: none">• ID# 34270855

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.