

**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)]

April 9, 2024
Meeting to start at 4:30 P.M.

In – Person:
TESTING CENTER (Back of District Office)
1830 S. Nogales Street
Rowland Heights, California 91748

View the meeting virtually via ZOOM

Virtual: https://rowlandschools-org.zoom.us/webinar/register/WN_PriZiXUhSBSifvZ4HSBodw

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.

April 9, 2024
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	_____	<u>ABSENT</u>
Natalie Moreno, 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, April 9, 2024, or adopting the Agenda with the following corrections/modifications for Tuesday, April 9, 2024.

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee ABSENT
Natalie Moreno _____

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 March 12, 2024. (Ref. 7.1)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee ABSENT
Natalie Moreno _____

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Receive for information the proposed Personnel Commission budget for the 2024-2025 fiscal year. (Ref. 8.1) (Ltd. Dist.)

8.2 Authorize the transmittal of the proposed budget to the Board of Education and CSEA for input; and schedule a hearing on the budget on May 7, 2024.

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee ABSENT
Natalie Moreno _____

9. 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) School Office Manager (D-23/24-55)
- b) School Office Manager – Bilingual (Spanish) (D-23/24-56)
- c) Office Assistant – Bilingual / Biliterate (Mandarin) (D-23/24-57)
- d) Instructional Assistant I – Bilingual (Mandarin) (D-23/24-58)
- e) Health Assistant (D-23/24-59)
- f) Health Assistant – Bilingual (Spanish) (D-23/24-60)

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) Community Liaison – Bilingual (Mandarin) (D-23/24-46)
- c) Playground Supervision Aide (D-23/24-52)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee ABSENT
Natalie Moreno _____

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

- Behavior Support Assistant (D-23/24-26)
 - ID# 25362672 - PC Rule 6.1.10.6

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee ABSENT
Natalie Moreno _____

10. INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED ON TUESDAY, MAY 7, 2024, AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.

11. ADJOURNMENT

Time _____

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee ABSENT
Natalie Moreno _____

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 MARCH 12, 2024
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, Chair
Sabrina Lee, Vice Chair
Natalie Moreno, Member

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

Staff Members Absent: Jessica Landin, Personnel Analyst

APPROVAL OF THE AGENDA

A. The Personnel Commission took action to approve the agenda as submitted for Tuesday, March 12, 2024.

Motion made by:	Natalie Moreno	Vote:	Sharon Fernandez	Yes
Seconded by:	Sabrina Lee		Sabrina Lee	Yes
			Natalie Moreno	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:

- Library Assistant series
- Playground Supervision Aide
- Senior Account Clerk
- Custodian
- School Office Manager series

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

- Food Service Assistant I – Remote Written Test
- Behavior Support Assistant – Structured Interview
- Translator (Mandarin) – Performance Test
- Office Assistant series – Structured Interview / Computer Testing
- Grounds Maintenance Worker – Remote Written Test / Structured Interview
- Health Assistant series – Remote Written Test / Structured Interview / Computer Testing
- Locker Room Attendant (Female) – Written Test

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

- 1 - Accompanist (Provisional)
- 1 - Campus Aide
- 1 - Central Kitchen Supervisor
- 1 - Food Service Assistant I
- 1 - Health Assistant
- 4 - Instructional Assistant II
- 1 - Instructional Assistant II - Bilingual (Spanish)

- 3 - Personal Care Assistant
- 1 - Personal Care Assistant (Substitute)
- 1 - Playground Supervision Aide

Updates/Reminders/Remarks:

- I was excited to participate in the Read Across America program for three classrooms at Rowland Elementary ranging in grades TK to first grade on Friday, March 1 and to first and third grade classrooms at Jellick Elementary on Friday, March 8. I wore my Dr. Seuss shirt and my Cat in the Hat. It was fun and I received a homemade card from Ms. Masada’s first grade class at Rowland Elementary. There was a lot of energy in all the classrooms and the students were so receptive and respectful while I was reading the books.
- Ms. Fernandez, Ms. Moreno, and I attended the California Schools Personnel Commission Association (CSPCA) conference in Monterey on March 3, 4, and 5. The workshops that I attended consisted of the following: Artificial Intelligence; Approved Leave of Absences; Creation of a Job Classification; Difficult Conversations with Employees; Preparing the Workforce for Change; Classified Layoff procedures; and a Legal Update.
- PC Staff attended the Rio Hondo Community College Job Fair on Tuesday, March 5 and the table was busy from 9 a.m. to 1 p.m. The goal was to attract applicants to the vacancies for Food Services, Paraprofessionals, Campus Aides, Custodians, and Playground Supervision Aides.
- PC Staff will hold another hiring fair for Classroom Aides on Monday, April 8. We are making progress with the vacancies due to the collaborative effort between the Personnel Commission staff and Special Education.
- PC staff are gathering monetary and prize donations for the Classified Employees’ lunch on Wednesday, May 22. Ms. Zamudio has created a flyer that will be emailed to all classified employees to “Save the Date.” The theme will be “Under the Big Top” celebrating the Greatest Classified Staff on Earth!

COMMUNICATIONS

A. CSEA – None

B. District Administration – Mr. Alex Flores, Deputy Superintendent, Administrative Services
 Mr. Alex Flores thanked the Personnel Commission for all their hard work. Mr. Flores mentioned over the years there have been several Safety staff hired in the District. Mr. Flores stated he believed the safety of students and staff are of the utmost importance. Mr. Flores shared the District is now fully staffed in the Safety department, which now allows coverage at the Elementary schools.

Ms. Fernandez asked if the Safety staff covers the exterior of sites as well as the interior.

Mr. Flores shared Safety staff is present at both exterior and interior. Mr. Flores mentioned there is coverage at both drop off and pick up times at the school sites to ensure children are safely entering and exiting school. Mr. Flores also mentioned Safety staff is also present during after school programs and at night.

C. Audience Members – None

PERSONNEL COMMISSION

7.1 Recommendation: Approve the minutes of the meeting of February 6, 2024.

Motion made by:	Natalie Moreno	Vote:	Sharon Fernandez	Yes
Seconded by:	Sharon Fernandez		Sabrina Lee	Yes
			Natalie Moreno	Yes

ITEMS FOR DISCUSSION AND/OR ACTION

Advanced Salary Step Placement

8.1a Recommendation: To consider approving the advanced salary placement request from Maria Davila, Director, Nutrition Services, to employ Applicant ID #3977147 as Central Kitchen Supervisor at Step E of Range 26 on the Confidential/Supervisory Salary Schedule.

Motion made by:	Sabrina Lee	Vote:	Sharon Fernandez	Yes
Seconded by:	Natalie Moreno		Sabrina Lee	Yes
			Natalie Moreno	Yes

8.1b Recommendation: To consider approving the advanced salary placement request from Stacy Berrest, Director, Special Education, to employ Applicant ID #54727483 as Personal Care Assistant at Step B of Range 14 on the Classified Salary Schedule.

Motion made by:	Sabrina Lee	Vote:	Sharon Fernandez	Yes
Seconded by:	Natalie Moreno		Sabrina Lee	Yes
			Natalie Moreno	Yes

8.1c Recommendation: To consider approving the advanced salary placement request Stacy Berrest, Director, Special Education to employ Applicant ID #7031713 as Personal Care Assistant at Step B of Range 14 on the Classified Salary Schedule.

Motion made by:	Natalie Moreno	Vote:	Sharon Fernandez	Yes
Seconded by:	Sabrina Lee		Sabrina Lee	Yes
			Natalie Moreno	Yes

8.1d Recommendation: To consider approving the advanced salary placement request from Stacy Berrest, Director, Special Education Department, to employ Applicant ID #42903540 as Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule.

Motion made by:	Sabrina Lee	Vote:	Sharon Fernandez	Yes
Seconded by:	Natalie Moreno		Sabrina Lee	Yes
			Natalie Moreno	Yes

8.1e Recommendation: To consider approving the advanced salary placement request from Stacy Berrest, Director, Special Education to employ Applicant ID #52078056 as Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule.

Motion made by:	Sabrina Lee	Vote:	Sharon Fernandez	Yes
Seconded by:	Natalie Moreno		Sabrina Lee	Yes
			Natalie Moreno	Yes

8.1f Recommendation: To consider approving the advanced salary placement request from Stacy Berrest, Director, Special Education, to employ Applicant ID #56521437 as Instructional Assistant II – Bilingual (Spanish) at Step B of Range 16.5 on the Classified Salary Schedule.

Motion made by:	Sharon Fernandez	Vote:	Sharon Fernandez	Yes
Seconded by:	Natalie Moreno		Sabrina Lee	Yes
			Natalie Moreno	Yes

EXAMINATIONS/ELIGIBILITY LISTS

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

- a) Cafeteria Lead Worker I (D-23/24-48)
- b) Locker Room Attendant (Female) (D-23/24-49)
- c) Library Assistant (D-23/24-50)
- d) Library Assistant – Bilingual (Spanish) (D-23/24-51)

- e) Playground Supervision Aide (D-23/24-52)
- f) Senior Account Clerk (D-23/24-53)
- g) Custodian (D-23/24-54)

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

9.3 Recommendation: To ratify the following eligibility list:

- a) Behavior Support Assistant (D-23/24-26)
- b) Behavior Support Assistant – Bilingual (Spanish) (D-23/24-27)
- c) Food Service Assistant I (D-23/24-07)
- d) Grounds Maintenance Worker (D-23/24-43)
- e) Health Assistant (D-23/24-44)
- f) Health Assistant – Bilingual (Spanish) (D-23/24-45)
- g) Instructional Assistant II (D-23/24-02)
- h) Instructional Assistant II - Bilingual (Spanish) (D-23/24-03)
- i) Office Assistant (D-23/24-40)
- j) Office Assistant – Bilingual (Spanish) (D-23/24-41)
- k) Office Assistant – Bilingual / Biliterate (Spanish) (D-23/24-42)
- l) Personal Care Assistant (D-23/24-06)
- m) School Based Technology Assistant (D-23/24-38)
- n) School Based Technology Assistant – Bilingual (Spanish) (D-23/24-47)

Ms. Moreno asked for clarification on what “TG” stands for on the reference material for item 9.2.

Ms. Stiegelmar clarified ‘TG’ stands for Test Genius, which is the online testing platform used for recruitment examinations.

Motion made by:	Natalie Moreno	Vote:	Sharon Fernandez	Yes
Seconded by:	Sabrina Lee		Sabrina Lee	Yes
			Natalie Moreno	Yes

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

- Senior Account Clerk (D-23/24-32)
 - ID# 34665045 - PC Rule 6.1.10.4
 - ID# 53582882 - PC Rule 6.1.10.1
 - ID# 24893850 - PC Rule 6.1.10.6
- Custodian (D-23/24-22)
 - ID# 46523867 - PC Rule 6.1.10.1
 - ID# 4133839 - PC Rule 6.1.10.1
 - ID# 55017433 - PC Rule 6.1.10.1
 - ID# 37898364 - PC Rule 6.1.10.1
 - ID# 54490399 - PC Rule 6.1.10.1
- Library Assistant – Bilingual (Spanish) (D-23/24-19)
 - ID# 34160381 - PC Rule 6.1.10.1
- Personal Care Assistant (D-23/24-06)
 - ID# 43644694 - PC Rule 6.1.10.4
 - ID# 34152713 - PC Rule 6.1.10.4
 - ID# 53721233 - PC Rule 6.1.10.4
 - ID# 55168799 - PC Rule 6.1.10.4
- Instructional Assistant II (D-23/24-02)
 - ID# 56028457 - PC Rule 6.1.10.8
 - ID# 48220498 - PC Rule 6.1.10.4
- Food Service Assistant I (D-23/24-07)
 - ID# 35972068 - PC Rule 6.1.10.6
- Campus Aide (D-23/24-05)

- ID# 53252014 – PC Rule 6.1.10.4

Motion made by: Sabrina Lee
Seconded by: Natalie Moreno

Vote: Sharon Fernandez Yes
Sabrina Lee Yes
Natalie Moreno Yes

INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

Ms. Natalie Moreno – Ms. Moreno shared she recently attended the CSPCA Conference in Monterey. Ms. Moreno mentioned she attended and learned a lot at the “bootcamp” for the new Commissioners training. Ms. Moreno stated she was pleased to be able to meet other Commissioners from neighboring districts.

Ms. Sharon Fernandez – Ms. Fernandez shared she also attended the CSPCA Conference and took part in several trainings. Ms. Fernandez mentioned she enjoyed attending the Artificial Intelligence training and the Service and Emotional Support Pets breakout rooms. Ms. Fernandez shared she was able to attend a round table session with other Commissioners which allowed her to learn about other Personnel Commissions.

Ms. Sabrina Lee – Ms. Lee was pleased Ms. Moreno and Ms. Fernandez attended the CSPCA Conference as she was not able to attend this time. Ms. Lee mentioned she is looking forward to the upcoming Classified Employee Appreciation luncheon.

ADJOURNMENT

To adjourn the meeting at 4:54 P.M.

Motion made by: Sabrina Lee
Seconded by: Natalie Moreno

Vote: Sharon Fernandez Yes
Sabrina Lee Yes
Natalie Moreno 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, APRIL 2, 2024, 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
ROWLAND UNIFIED SCHOOL DISTRICT

April 9, 2024

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 on Revision	Tentative Exam Plan
School Office Manager & School Office Manager – Bilingual (Spanish)	6 months	To fill future vacancies and substitutes	Typically 8 hours / 11 months	9/2020	<ul style="list-style-type: none"> • Remote Written Test • Structured Interview • Computer Testing
Office Assistant – Bilingual/Biliterate (Mandarin)	6 months	1	8 hours / 10 months	9/2011	<ul style="list-style-type: none"> • Remote Written Test • Structured Interview • Computer Testing
Instructional Assistant I – Bilingual (Mandarin)	6 months	1	5.5 hours / 9.5 months	11/2013	<ul style="list-style-type: none"> • Remote Assessment Test • Structured Interview
Health Assistant & Health Assistant – Bilingual (Spanish)	6 months	1	5 hours / 10 months	12/2012	<ul style="list-style-type: none"> • Remote Written Test • Structured Interview • Computer Testing

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:

SCHOOL OFFICE MANAGER

\$26.54 - \$32.37 Hourly / \$4,600.00 - \$5,607.00 Monthly

SCHOOL OFFICE MANAGER-BILINGUAL (SPANISH)

\$27.22 - \$33.17 Hourly / \$4,720.00 - \$5,747.00 Monthly

An Equal Opportunity Employer

OPENING DATE: March 8, 2024

FINAL FILING DATE: April 1, 2024

POSITION: Eligibility lists are being established to fill current and future vacancies and to hire substitutes for the next six months for the classification of **School Office Manager and School Office Manager - Bilingual (Spanish)**. Typical hours are eight (8) hours per day, five (5) days a week, eleven (11) months per year.

SUMMARY OF DUTIES: Under the direction of the Principal or designee, performs a wide variety of clerical and secretarial duties to manage school office activities and to relieve the Principal or designee of a variety of administrative detail; serves as a lead worker; performs public relations and communications services; and assures smooth operations of the school.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is required.

EXPERIENCE: Equivalent to three years of recent full-time clerical experience is required. *Note: Recent experience is defined as experience obtained within the last five years.*

Applicants must provide a copy of the following documents 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 a Bachelor's Degree or Master's Degree; AND**
- **A valid and current Basic/Standard First Aid Certificate.**

You may upload your documents to your application or email them to jasmine.portillo@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, 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 and read Spanish and English is required for the class of School Office Manager - Bilingual (Spanish). A valid first aid certificate, comparable to the American Red Cross Standard First Aid Certificate, is required for all positions.

WORK ENVIRONMENT: Employees in this classification work primarily inside an office environment, with frequent interruptions, with changing priorities and short deadlines, may be exposed to air and blood-borne pathogens and germs, bodily fluids and communicable diseases, may be required to drive an automobile to conduct work, and have direct contact with District staff, students and the public.

PHYSICAL REQUIREMENTS: Employees in this classification stand, walk, sit, stoop/bend, reach overhead, lift and carry up to 20 lbs., use fingers repetitively, use both hands simultaneously, speak clearly, hear normal conversation, see small details, drive a vehicle, use a computer, and telephone.

FILING PERIOD

Applications for these positions will be accepted online only, from Friday, March 8, 2024, to Monday, April 1, 2024 until 4:30 p.m.

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

Applicants will be sent notifications via e-mail only

NOTE: If you wish to be considered for the **BILINGUAL** position, please indicate that in the supplemental questions you will be asked at the end of the application process. You will be tested for your ability to speak in the second language as part of the testing process.

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Job Related Written Exam/Structured Interview and Technical Project/Computer Performance Exams/Language Assessment (Sp)

Salary Range: School Office Manager: 21.5 – School Office Manager-Bilingual (Spanish): 22

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 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:

OFFICE ASSISTANT-BILINGUAL / BILITERATE (MANDARIN) INCLUDING BENEFITS

\$22.34 – \$27.22 Hourly
\$3873.00 - \$4720.00 Monthly

An Equal Opportunity Employer

OPENING DATE: March 19, 2024

FINAL FILING DATE: April 9, 2024

POSITION

There is currently one (1) immediate Office Assistant-Bilingual/Biliterate (Mandarin) position available at Killian Elementary School, **eight (8) hours per day**, five (5) days per week, ten (10) months a year (**including benefits**). The tentative work hours are **7:30 AM to 4:00 PM**. An eligibility list is being established for Office Assistant - Bilingual/Biliterate (Mandarin) to hire substitutes and to fill future vacancies.

NOTE: This position requires the ability to speak, read, and write in Mandarin.

- You will be tested for your ability to speak in the second language as part of the testing process.

SUMMARY OF DUTIES

Under the direction of an administrator, counselor, department chair or teacher, performs clerical duties such as typing, filing, duplicating and answering phones; serves as receptionist and/or switchboard operator and assists students, parents, employees or community members; prepares and processes a variety of paperwork; maintains records and files; registers students; administers first aid; requisitions supplies and materials; operates a computer; generates reports; and performs other related duties as required.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is required.

EXPERIENCE: Clerical experience is desirable.

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

- **Proof of Education** (High School Diploma or equivalent, highest completed degree - AA/BA/MA)
- **A valid and current First Aid Certificate**, comparable to the American Red Cross Standard First Aid Certificate (copy front & back)

You may upload your documents to your application, email them to Crystal Vahimarae at 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.

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

HAZARDS: Some positions in this class may be exposed to blood-borne pathogens, body fluids and communicable diseases.

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 starting **Tuesday, March 19, 2024, to Tuesday, April 9, 2024, until 4:30 p.m.**

Please 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:

- Job Related Written Exam
- Structured Interview / Technical Project / Computer Performance Exams
- Bilingual / Biliterate Mandarin evaluation

Salary Range: Off. Asst-Bil/Bil (Mandarin): 18

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:

<http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

PLEASE NOTE: RUSD will only accept evaluation of foreign transcripts 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 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:

INSTRUCTIONAL ASSISTANT I – BILINGUAL/BILITERATE (MANDARIN)

\$19.76 - \$24.04 Hourly Rate

An Equal Opportunity Employer

OPENING DATE: March 19, 2024

FINAL FILING DATE: April 9, 2024

POSITION

There is currently one (1) part-time Instructional Assistant I-Bilingual (Mandarin) position available based out of the District Office and assigned various locations as needed. The position is five and one half (5.5) hours per day, five (5) days per week and nine and one half (9.5) months a year. An eligibility list is being established for the position of Instructional Assistant-Bilingual (Mandarin) to hire substitutes and to fill future vacancies.

NOTE: This position requires the ability to speak, read, and write in Mandarin.

- You will be tested for your ability to speak in the second language as part of the testing process.

SUMMARY OF DUTIES

Under the direction of an assigned supervisor, reinforces teacher's lesson plans working with students in small groups or on a one-to-one basis; provides classroom support activities; maintains student discipline; scores tests using key and records data; and performs other related duties as required. Positions in the specialized language classes require incumbents to assist non and limited English-speaking students in their primary language.

QUALIFICATIONS

EDUCATION: The No Child Left Behind Act of 2001 requires all paraprofessionals who provide instructional assistance to possess a high school diploma or equivalent along with one of the following:

1. A minimum of 48 semester or 72 quarter units of college coursework.
2. An Associate or higher degree from an accredited college or university.
3. Pass an assessment administered by the Rowland Unified Personnel Commission that demonstrates knowledge of the ability to assist in teaching, reading, writing and mathematics.

EXPERIENCE: Six (6) months of experience working with students or school-aged children in a school or structured setting is required.

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

- **High School Diploma or equivalent is required** or copy of highest completed degree (AA/BA/MA). Transcripts must be on letterhead or watermarked.

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 to be considered.**

If you need assistance with your application, please contact Crystal Vahimarae at cvahimarae@rowlandschools.org.

FILING PERIOD

Applications for this position will be accepted online only, **Tuesday, March 19, 2024, to Tuesday, April 9, 2024, until 4:30 pm.**

Please 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:

- Assessment Written Exam (if only provided HS Diploma)
- Structured Interview
- Bilingual / Biliterate Mandarin evaluation

Salary Range: 15.5 Instructional Assistant I - Bilingual (Man)

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>.

PLEASE NOTE: RUSD will only accept evaluation of foreign transcripts 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 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:

HEALTH OFFICE ASSISTANT: \$21.24 - \$25.90 HOURLY
HEALTH OFFICE ASSISTANT-BILINGUAL (SPANISH): \$21.78 - \$26.54 HOURLY

An Equal Opportunity Employer

OPENING DATE: March 20, 2024

FINAL FILING DATE: April 10, 2024

POSITION

There is currently one (1) **Health Office Assistant – Bilingual (Spanish)** position available at Hollingworth Elementary. An eligibility list is being established to fill the current vacancy, hire substitutes and to fill future vacancies for the next six months. Typical hours for the position are 5 hours a day / 10 months a year.

CURRENT VACANCIES

LOCATION	HOURS/MONTHS	TENTATIVE HOURS	Bilingual (Span)
Hollingworth	5 Hrs / Wk, 10 Mo / Yr	8:30 AM – 1:30 PM	Yes

Health Office Assistant is a modification of the official classification title of Health Assistant. The change was made to assist with attracting more applicants to this recruitment.

NOTE: If you wish to be considered for the **BILINGUAL** position, please indicate that in the supplemental questions you will be asked at the end of the application process. You will be tested for your ability to speak in the second language as part of the testing process.

SUMMARY OF DUTIES

Provides health care services to students by listening to concerns and making preliminary findings; identifying problems and providing basic first aid techniques; calls for professional assistance as needed; maintains related health records; assists nurses in screening students for various health concerns; advises parents of legal requirements such as immunizations and available community services; and performs other related duties as required.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is required. Course work in health, biology, physiology, or a related field is desirable.

EXPERIENCE: Clerical experience is desirable.

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

- **A copy of your High School Diploma or equivalent**
- **A current and valid Standard/Basic First Aid Card (copy front and back)**
- **A current and valid Child and Adult CPR card (copy front and back)**

You may upload your documents to your application or email them to jasmine.portillo@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](#).

WORK ENVIRONMENT: Employees in this classification work primarily inside an office environment, with frequent interruptions, with changing priorities and short deadlines, may be exposed to air and blood-borne pathogens and germs, bodily fluids and communicable diseases, may be required to drive an automobile to conduct work, and have direct contact with students and the public.

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 on-line only, from **Wednesday, March 20, 2024, to Wednesday, April 10, 2024, until 4:30 p.m.**

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

Applicants will be sent notifications via e-mail only

NOTE: If you wish to be considered for the **BILINGUAL** position, please indicate that in the supplemental questions you will be asked at the end of the application process. You will be tested for your ability to speak in the second language as part of the testing process.

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Job Related Written Exam / Structured Interview / Computer Performance Exams / Bilingual Evaluation

Salary Range: Health Assistant: 17 – Health Assistant-Bilingual (Sp): 17 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.

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PROCESSING FEE

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

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**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

April 9, 2024

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
Behavior Support Assistant (D-23/24-26)	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# 25362672

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.