

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

March 12, 2024  
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\\_neQFabmCSqSrgiDiABrXMQ](https://rowlandschools-org.zoom.us/webinar/register/WN_neQFabmCSqSrgiDiABrXMQ)

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.

**March 12, 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		_____	_____
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, March 12, 2024, or adopting the Agenda with the following corrections/modifications for Tuesday, March 12, 2024.

*Motion by:* \_\_\_\_\_  
*Second by:* \_\_\_\_\_

*Vote:* Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_  
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 February 6, 2024. (Ref. 7.1)

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

Vote: Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_  
Natalie Moreno \_\_\_\_\_

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Advanced Salary Step Placement

a. Consider approving the advanced salary step 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. (Ref. 8.1a) & (Ltd. Dist.)

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

Vote: Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_  
Natalie Moreno \_\_\_\_\_

b. Consider approving the advanced salary step 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. (Ref. 8.1b) & (Ltd. Dist.)

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

Vote: Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_  
Natalie Moreno \_\_\_\_\_

c. Consider approving the advanced salary step request from 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. (Ref. 8.1c) & (Ltd. Dist.)

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

Vote: Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_  
Natalie Moreno \_\_\_\_\_

d. Consider approving the advanced salary step 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. (Ref. 8.1d) & (Ltd. Dist.)

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

Vote: Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_  
Natalie Moreno \_\_\_\_\_

- e. Consider approving the advanced salary step 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. (Ref. 8.1e) & (Ltd. Dist.)

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

Vote: Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_  
Natalie Moreno \_\_\_\_\_

- f. Consider approving the advanced salary step 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. (Ref. 8.1f) & (Ltd. Dist.)

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

Vote: Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_  
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) 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 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) 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)

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

Vote: Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_  
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)

- 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 by: \_\_\_\_\_  
 Second by: \_\_\_\_\_

Vote: Sharon Fernandez \_\_\_\_\_  
 Sabrina Lee \_\_\_\_\_  
 Natalie Moreno \_\_\_\_\_

10. INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

**THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED ON TUESDAY, APRIL 2, 2024, AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.**

11. ADJOURNMENT

Time \_\_\_\_\_

Motion by: \_\_\_\_\_  
 Second by: \_\_\_\_\_

Vote: Sharon Fernandez \_\_\_\_\_  
 Sabrina Lee \_\_\_\_\_  
 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 FEBRUARY 6, 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 4:31 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  
Jessica Landin, Personnel Analyst

Staff Members Absent: Arlene Zamudio, Senior Personnel Technician

**APPROVAL OF THE AGENDA**

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

- Health Assistant series
- School Bus Driver Trainee
- Community Liaison – Bilingual (Mandarin) (D-23/24-46)
- Cafeteria Lead Worker I
- Locker Room Attendant (Female)

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

- Campus Aide – Structured Interview
- Food Service Assistant I – Structured Interview
- Instructional Assistant II Series – Structured Interview
- Personal Care Assistant – Structured Interview
- School Based Technology Assistant Series - Structured Interview

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

- 1 - Cafeteria Lead Worker I
- 2 - Custodian
- 1 - Nutrition Services Stock Delivery Worker
- 3 - Personal Care Assistant
- 1 - Personal Care Assistant (Substitute)
- 1 - Playground Supervision Aide (Substitute)
- 1 - Senior Account Clerk

Updates/Reminders/Remarks:

- PC Staff held a hiring fair for Classroom Aides on January 29. We had six Personal Care Assistant and nine Instructional Assistant II applicants. We are working with the Special Education department to complete the references and make the job offers.
- Ms. Fernandez, Ms. Moreno, and I will be attending the California Schools Personnel Commission Association (CSPCA) conference in Monterey on March 3, 4, and 5. There will be a Commissioners' Bootcamp Training for Commissioners and many other topics that are of interest for the seasoned Commissioner and/or Director.
- PC staff are in the process of planning the Classified Employees' lunch on Wednesday, May 22. Details of the theme and food will be coming out next month.

**COMMUNICATIONS**

- A. CSEA – Ms. Lita Gallo, CSEA President and School Office Manager at Jellick Elementary  
Ms. Gallo thanked the Personnel Commission for continuing to bring in great classified employees. Ms. Gallo is looking forward to the Classified Employee Celebration in May.
- B. District Administration – Mr. Alex Flores, Deputy Superintendent, Administrative Services  
Mr. Flores thanked the Personnel Commission for all their hard work. Mr. Flores mentioned he recently visited the Building Services/Maintenance Department, and it was nice to see new staff. Mr. Flores shared there is a lot of work that goes unnoticed throughout the district, and he would like to thank staff.
- C. Audience Members – None

**PERSONNEL COMMISSION**

7.1 Recommendation: Approve the minutes of the meeting of January 16, 2024.

Motion made by:	Natalie Moreno	Vote:	Sharon Fernandez	Yes
Seconded by:	Sharon Fernandez		Sabrina Lee	Abstain
			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 Dr. June Sakaue, Principal, Blandford Elementary, to employ Applicant ID #29814843 as Health Assistant at Step D of Range 17 on the Classified Salary Schedule

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

8.1b Recommendation: To consider approving the advanced salary placement request from Carlos Ochoa, Principal, Giano Intermediate, to employ Applicant ID #55230218 as Campus Aide at Step E of Range 12 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 Mitch Brunyer, Principal, Rowland High School to employ Applicant ID #52455531 as Senior Account Clerk at Step B of Range 20.5 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 #50208016 as Personal Care Assistant at Step E of Range 14 on the Classified Salary Schedule.

Motion made by: Natalie Moreno  
Seconded by: Sabrina Lee  
Vote: Sharon Fernandez Yes  
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 #47973326 as Personal Care Assistant at Step B of Range 14 on the Classified Salary Schedule.

Motion made by: Sabrina Lee  
Seconded by: Natalie Moreno  
Vote: Sharon Fernandez Yes  
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 #55168799 as Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule.

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

8.1g Recommendation: To consider approving the advanced salary placement request from Maria Davila, Director, Nutrition Services, to employ Applicant ID #1306702 as Nutrition Services Stock Delivery Worker at Step E of Range 19.5 on the Classified Salary Schedule.

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

**REALLOCATION**

8.2 Recommendation: To consider approving the recommended reallocation of a vacant Community Liaison – Bilingual (Korean) position to Community Liaison – Bilingual (Mandarin).

Ms. Moreno asked if this position is based at the Family Resource Center or if they work outside at various sites. Ms. Moreno also wanted to ensure the needs of the Korean community will still be met.

Ms. Stiegelmar shared the position is a 3-hour position and that Ms. Kim, Director, Family Resource Center, had shared the need for a Korean speaking Community Liaison is no longer needed, but there is a need for the Mandarin speaking community.

Motion made by: Sabrina Lee  
Seconded by: Natalie Moreno  
Vote: Sharon Fernandez Yes  
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) Health Assistant (D-23/24-44)
- b) Health Assistant – Bilingual (Spanish) D-23/24-45
- c) School Bus Driver Trainee (0-13)
- d) Community Liaison – Bilingual (Mandarin) D-23/24-46

Ms. Moreno asked for clarification as to why the details on the 9.1 reference page for School

Bus Driver Trainee recruitment state “not applicable” in some columns.

Ms. Stiegelmar shared the School Bus Driver Trainee recruitment is to attract applicants to apply for the trainee program in the Transportation department. Ms. Stiegelmar mentioned during the time a candidate is in the training program, the Personnel Commission is also ensuring they provide the necessary documents and begin the onboarding process to ensure once they complete their training program, they can apply to be a School Bus Driver or a School Bus Driver (sub) and are ready to begin working.

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

9.3 Recommendation: To ratify the following eligibility list:

a) Campus Aide (D-23/24-05)

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

- Campus Aide (D-23/24-05)
  - ID# 46394381 PC Rule 6.1.10.1
  - ID# 52972897 PC Rule 6.1.10.4
  - ID# 52975676 PC Rule 6.1.10.6
- Senior Account Clerk (D-23/24-32)
  - ID# 2253895 PC Rule 6.1.10.6

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

**INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS**

No Input at this time.

**ADJOURNMENT**

To adjourn the meeting at 4:51 P.M.

Motion made by:	Sabrina Lee	Vote:	Sharon Fernandez	Yes
Seconded by:	Natalie Moreno		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, MARCH 12, 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**  
**ADVANCED SALARY STEP PLACEMENT**  
**FOR**  
**CENTRAL KITCHEN SUPERVISOR**

The Commission is in receipt of a 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 pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has over 26 years of work-related experience. The number of years of related work experience does qualify this applicant for step placement at Step E based on the formula of one step will be given for two years of additional related experience beyond the employment standards for the classification.

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step E of Range 26 on the Confidential / Supervisory Salary Schedule.

**PERSONNEL COMMISSION**  
**ADVANCED SALARY STEP PLACEMENT**  
**FOR**  
**PERSONAL CARE ASSISTANT**

The Commission is in receipt of a 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 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 14 on the Classified Salary Schedule.

**PERSONNEL COMMISSION**  
**ADVANCED SALARY STEP PLACEMENT**  
**FOR**  
**PERSONAL CARE ASSISTANT**

The Commission is in receipt of a request from 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 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 14 on the Classified Salary Schedule.

**PERSONNEL COMMISSION**  
**ADVANCED SALARY STEP PLACEMENT**  
**FOR**  
**INSTRUCTIONAL ASSISTANT II**

The Commission is in receipt of a request from Stacy Berrest, Director, Special Education, to employ Applicant ID #42903540 as Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has an Associate's degree. The number of years of education 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 16 on the Classified Salary Schedule.

**PERSONNEL COMMISSION**  
**ADVANCED SALARY STEP PLACEMENT**  
**FOR**  
**INSTRUCTIONAL ASSISTANT II**

The Commission is in receipt of a 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 pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has an Associate's degree. The number of years of education 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 16 on the Classified Salary Schedule.

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

The Commission is in receipt of a 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 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 16.5 on the Classified Salary Schedule.

**PERSONNEL COMMISSION**  
**ROWLAND UNIFIED SCHOOL DISTRICT**

March 12, 2024

ITEM 9.1 EXAM REVIEW

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

<b>Classification</b>	<b>Length of Eligibility List</b>	<b>Number of Positions</b>	<b>Hours / Months</b>	<b>Last Class Description Revision</b>	<b>Tentative Exam Plan</b>
Cafeteria Lead Worker I	6 months	1	5.5 hours / 9.5 months	10/2021	<ul style="list-style-type: none"> <li>• Structured Interview</li> </ul>
Locker Room Attendant (Female)	6 months	1	8 hours /12 months	10/2015	<ul style="list-style-type: none"> <li>• Remote Written Test</li> <li>• Structured Interview</li> </ul>
Library Assistant / Library Assistant - Bilingual (Spanish)	6 months	1 Bilingual	5.5 hours / 10 months	10/2011	<ul style="list-style-type: none"> <li>• Remote Written Test</li> <li>• Structured Interview</li> </ul>
Playground Supervision Aide	6 months	1	2 hours / 9.5 months	11/2018	<ul style="list-style-type: none"> <li>• Remote Written Quiz</li> </ul>
Senior Account Clerk	6 months	1	8 hours / 12 months	5/2014	<ul style="list-style-type: none"> <li>• Remote Written Test</li> <li>• Structured Interview</li> <li>• Computer Performance Tests</li> </ul>
Custodian	6 months	1	8 hours / 12 months	2/2015	<ul style="list-style-type: none"> <li>• Remote Written Test</li> <li>• Structured Interview</li> </ul>

**Recommendation**

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



ID UNIFIED SCHOOL DISTRICT  
 Personnel Commission  
 1830 S. Nogales Street  
 Rowland Heights, CA 91748  
[www.rowlandschools.org](http://www.rowlandschools.org)

**EXTENDED**

INVITES APPLICATIONS FOR THE POSITION OF:  
**CAFETERIA LEAD WORKER I**  
SALARY  
 \$18.78 - \$22.89 – HOURLY  
*An Equal Opportunity Employer*

OPENING DATE: February 2, 2024	<b>EXTENDED FINAL FILING DATE: March 15, 2024</b>
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**POSITION:**  
 There is currently one (1) immediate Cafeteria Lead Worker I position available at Blandford Elementary. Tentative work hours for this position are split-shift, Breakfast: 6:30 am - 8:30 am = 2.0 hours / Lunch: 10:00 am - 1:30 pm = 3.5 hours, five hours and a half (5.5) hours per day, five (5) days per week, nine and one half (9.5) months per year. An eligibility list is being established to hire substitutes and fill future vacancies for the next six (6) months.

**SUMMARY OF DUTIES:**  
 Serves as lead worker and participates in the operation of a serving kitchen that participates in school meal programs; assists in the preparation and serving of a variety of food; conducts inventory; maintains a variety of records and reports; 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 its equivalency is required.

**EXPERIENCE:** Two years of experience in large quantity food preparation and/or serving is required.

**LICENSE / CERTIFICATION / TRAINING REQUIREMENTS:**

- 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.
- 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.
- USDA Professional Standards: Maintain a minimum of 6 hours of annual continuing education/training in the areas of Child Nutrition Programs and food safety.

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

- **High School Diploma or equivalent (required)**

You may upload your documents to your application or email them to [cvahimarae@rowlandschools.org](mailto: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:** Employees in this classification work primarily inside a 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, carry, push and pull up to 50 lbs. without assistance; 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; dexterity of hands and fingers to operate kitchen equipment; carry, push or pull food trays for pans, carts, materials and supplies; reach overhead, above the shoulders and horizontally; speak clearly; hear normal conversation; and see small details.



## **FILING PERIOD**

Applications for this position will be accepted online only, **EXTENDED until Friday, March 15, 2024, 4:30 PM.**

Visit <http://www.rowlandschools.org/> → Departments → Personnel Commission → Classified Job Openings, to begin creating your application or to edit/update an existing account.

**\*Applicants will be sent notifications via e-mail only\***

## **EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION**

The examination may tentatively consist of the following:

- Job Related Written Examination, Performance Test, and Structured Interview

**Salary Range: 14 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. **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](http://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](http://www.rowlandschools.org)

INVITES APPLICATIONS FOR THE POSITION OF:

### **LOCKER ROOM ATTENDANT (FEMALE)**

**HOURLY RATE: \$22.34 - \$27.22**  
**MONTHLY SALARY: \$3,873.00 - \$4,720.00**

*An Equal Opportunity Employer*

**OPENING DATE:** February 2, 2024

**FINAL FILING DATE:** February 26, 2024

#### **POSITION**

There is one position available, eight (8) hours per day, five (5) days per week, twelve (12) months per year. Hours for this position are from 7:15 am to 3:45 pm. An eligibility list is being established to fill current vacancies for the next six (6) months.

*Gender is a bona fide occupational qualification for this classification due to the majority of the work being performed in the female locker room and is therefore restricted to female candidates only.*

#### **SUMMARY OF DUTIES**

Under the direction of the Plant Supervisor, sweeps, washes, waxes, dusts, scours, cleans and disinfects female locker rooms and related offices; receives, marks, issues, records, maintains and makes minor repairs to sports equipment; washes, dries, folds uniforms, and monitors student behavior in the locker room.

#### **QUALIFICATIONS**

**EDUCATION:** Graduation from high school or its equivalency is desirable but not required.

**EXPERIENCE:** Experience in performing custodial, equipment repair or uniform maintenance is desirable.

Please email Jasmine Portillo at [jasmine.portillo@rowlandschools.org](mailto:jasmine.portillo@rowlandschools.org) or call 626-854-8577 with any questions.

**LICENSES/LANGUAGE/CERTIFICATE REQUIREMENTS:** A valid Class C, California Driver License and a good driving record may be required for some positions in this class and if so, must be maintained during employment.

*Gender is a bona fide occupational qualification for this classification due to the majority of the work being performed in the female locker room.*

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

**PHYSICAL REQUIREMENTS:** Employees in this classification stand, walk, push, pull, lift, and carry up to 50 pounds; climb ladders and stairs; maintain balance; stoop, kneel, crawl, and bend repeatedly; repetitively use fingers, wrists, and hands while twisting or applying pressure; simultaneously use both arms, legs, and hands; reach overhead; have rapid muscular coordination; hear normal voice conversation; speak clearly; have depth perception and color vision, see small details; operate an electric vehicle; use a telephone and radio.

## **FILING PERIOD**

Applications for this position will be **accepted online only** starting **Friday, February 2, 2024 to Monday, February 26, 2024 until 4:30 pm.**

For more information, please visit [www.rowlandschools.org](http://www.rowlandschools.org), Departments → Personnel Commission → Classified Job Openings.

**\*Applicants will be sent notifications via e-mail only\***

## **EXAMINATION – PROMOTIONAL WITH DUAL CERTIFICATION**

- Written exam
- Structured Interview / Performance Exams

**Salary Range: 18**

## **PROOF OF EDUCATION**

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

## **ADVANCED SALARY STEP PLACEMENT**

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

## **APPOINTMENT**

Candidates who pass all hurdles of the testing process will be placed on an eligibility list in rank order based on final scores including any veteran's / seniority credit. The top three ranks of eligibles who are ready and willing to accept the position shall be referred to the hiring administrator for interview. **The eligibility list will be established for 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](http://www.rowlandschools.org)*

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## ROWLAND UNIFIED SCHOOL DISTRICT

Personnel Commission  
1830 S. Nogales Street  
Rowland Heights, CA 91748  
[www.rowlandschools.org](http://www.rowlandschools.org)

INVITES APPLICATIONS FOR THE POSITION OF:

**LIBRARY ASSISTANT: \$21.24 - \$25.90 HOURLY**

**LIBRARY ASSISTANT-BILINGUAL (SPANISH): \$21.78 - \$26.54 HOURLY**

*An Equal Opportunity Employer*

**OPENING DATE: February 9, 2024**

**FINAL FILING DATE: March 1, 2024**

### **POSITION:**

There is one (1) immediate vacancy for the position of **Library Assistant Bilingual (Spanish)**, 5.5 hours per day, five (5) days per week, ten (10) months a year. Tentative hours are 8:30 a.m. - 2:30 p.m. The eligibility list is being established to fill current vacancies, hire substitutes and to fill future vacancies for the next six (6) months.

### **SUMMARY OF DUTIES**

Provides assistance to students and teachers in locating materials and using library resources; handles circulation (e.g., checking books in/out, receiving/shelving); operates a computer to maintain circulation/inventory records; works in a resource center providing assistance to teachers in locating instructional materials.

### **QUALIFICATIONS**

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

**EXPERIENCE:** Six months of clerical experience or experience working with school-age children.

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

- A copy of your High School Diploma or equivalent (HS Diploma, GED, AA, BA, MA) is required.

You may upload your documents to your application or email them to [cvahimarae@rowlandschools.org](mailto: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](#). Please Note: Email

is the preferred method of communication.

### **WORK ENVIRONMENT:**

Employees in this classification work primarily inside a school library or resource center environment, with constant interruptions, and have direct contact with students and the public.

### **PHYSICAL REQUIREMENTS:**

Employees in this classification stand, walk, sit, stoop/bend, lift and carry up to 25 lbs. or up to 50 lbs. with assistance, use fingers repetitively, use wrists or hands repetitively in a twisting motion; use both hands simultaneously, speak clearly, hear normal conversation, and see small details.

## **FILING PERIOD**

Applications for these positions will be accepted online only, from **Friday, February 9, 2024, to Friday, March 1, 2024, until 4:30 pm.**

Please visit [www.rowlandschools.org](http://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.

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## **EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION**

The examination may consist of the following:

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

**Salary Range: Library Assistant: 17 – Library 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.

*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 go to [www.rowlandschools.org](http://www.rowlandschools.org)

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ROWLAND UNIFIED SCHOOL DISTRICT  
Personnel Commission  
1830 S. Nogales Street  
Rowland Heights, CA 91748  
[www.rowlandschools.org](http://www.rowlandschools.org)

INVITES APPLICATIONS FOR THE POSITION OF:  
**PLAYGROUND SUPERVISION AIDE**

**\$17.41 Hourly**  
*An Equal Opportunity Employer*

**OPENING DATE: Friday, February 16, 2024**

**FINAL FILING DATE: Monday, March 11, 2024**

**POSITION**

Hours for this job range from one (1) hour per day to three (3) hours per day, five (5) days per week, nine and a half (9 1/2) months per year. Reporting hours will vary in these positions. An eligibility list will be established to fill current vacancies, hire substitutes, and fill future vacancies within the next 6 months.

**SUMMARY OF DUTIES**

Under the direction of the principal or designee, performs a variety of assignments monitoring and overseeing students in the cafeterias, lunch areas, restrooms, playgrounds, school hallways, parking lots, or grounds during breakfast, lunch, or other non-instructional times; assists school staff in the safety and well-being of students; and intercedes in potentially harmful situations in accordance with school and organizational procedures.

**QUALIFICATIONS**

**EDUCATION:** Graduation from high school or its equivalency is desirable.

**EXPERIENCE:** Six months of experience in supervising or working with students in an organized setting is desirable.

Please email Jasmine Portillo at [jasmine.portillo@rowlandschools.org](mailto:jasmine.portillo@rowlandschools.org) or call 626-854-8577 with any questions.

**WORK ENVIRONMENT:** Employees in this classification will work indoors and outdoors; in seasonal heat and cold or adverse weather conditions, in direct contact with the public, students, and District personnel, and in the absence of direct supervision.

**HAZARDS:** Exposure to verbal abuse and harassment, potential physical hazards involved in intervening in anti-social, illegal, and violent behavior; possible fights and confrontations.

**PHYSICAL REQUIREMENTS:** Employees in this classification stand for extended periods of time, walk, sit, stoop/bend, reach overhead, lift and carry up to 20 lbs., simultaneously use both arms, legs, and hands; reach overhead; hear normal voice conversation; speak clearly; have depth perception and color vision, distinguish shades, see small details and long distances, and use a radio and telephone.



## **FILING PERIOD**

Applications for this position will be accepted starting on **Friday, February 16, 2024, until Monday, March 11, 2024 at 4:30 p.m.**

\*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 Quiz

## **Classified Salary Range: 9 Schedule M\***

*\*Playground Supervision Aide is a non-represented classification and the salary schedule has only one step. Staff employed in this classification do not receive annual increases.*

## **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.**

## **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](http://www.rowlandschools.org)

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ROWLAND UNIFIED SCHOOL DISTRICT  
Personnel Commission  
1830 S. Nogales Street  
Rowland Heights, CA 91748  
[www.rowlandschools.org](http://www.rowlandschools.org)

INVITES APPLICATIONS FOR THE POSITION OF:

**SENIOR ACCOUNT CLERK**

**\$25.29 - \$30.77 Hourly**

**\$4,382.00 - \$5,335.00 Monthly**

*An Equal Opportunity Employer*

**OPENING DATE: February 21, 2024**

**FINAL FILING DATE: March 12, 2024**

**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 equivalent.

**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](mailto: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, **Wednesday, February 21, 2024, to Tuesday, March 12, 2024, until 4:30 p.m.**

**\*Applicants will be sent notifications via e-mail only\***

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## **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**

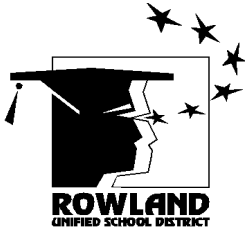
New employees will be charged a processing fee (approximately \$64) for the cost of fingerprinting. This fee must be paid at the time of processing appointment, with a MONEY ORDER ONLY, payable to RUSD.

### **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](http://www.rowlandschools.org)

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**ROWLAND UNIFIED SCHOOL DISTRICT**

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

[www.rowlandschools.org](http://www.rowlandschools.org)

INVITES APPLICATIONS FOR THE POSITION OF:

**CUSTODIAN (FULL-TIME AND / OR SUBSTITUTE)**

**SALARY**

\$22.34 - \$27.22 – HOURLY  
 \$3,873.00 - \$4,720.00 – MONTHLY

*An Equal Opportunity Employer*

OPENING DATE: March 1, 2024	FINAL FILING DATE: March 22, 2024
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**POSITION**

Most positions in this class are assigned to work eight (8) hours per day, five (5) days a week, twelve (12) months a year. Most newly hired employees in the class are assigned to work in the evening. An eligibility list is being established to fill current vacancies, hire substitutes and to fill future vacancies.

**CURRENT VACANCIES**

LOCATION	HOURS/MONTHS	TENTATIVE HOURS	BENEFITS?
Nutrition Services	40 Hrs/Wk, 12 Mo/Yr	8:30 AM – 5:00 PM	YES

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

**SUMMARY OF DUTIES**

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

**QUALIFICATIONS**

**EDUCATION:** Graduation from high school or equivalency is desirable.

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

*Please contact Crystal Vahimarae at [cvahimarae@rowlandschools.org](mailto:cvahimarae@rowlandschools.org) if you have any questions.*

**LICENSE/LANGUAGE REQUIREMENTS:**

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

**ENVIRONMENT:**

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

**PHYSICAL REQUIREMENTS:**

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

## **FILING PERIOD**

Applications for this position will be accepted online only, **Friday, March 1, 2024, to Friday, March 22, 2024, until 4:30 pm.**

Log on to [www.rowlandschools.org](http://www.rowlandschools.org) →Departments→Personnel Commission→Classified Job Openings to begin creating your application or to edit / update an existing account.

**\*Applicants will be sent notifications via e-mail only\***

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## **EXAMINATION – OPEN / PROMOTIONAL WITH DUAL CERTIFICATION**

The examination may consist of the following:

- Job Related Written Examination
- Performance / Structured Interview

**Salary Range: 18**

## **PROOF OF EDUCATION**

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

## **ADVANCED SALARY STEP PLACEMENT**

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

## **APPOINTMENT**

Candidates who pass all hurdles of the testing process will be placed on an eligibility list in rank order based on final scores including any veteran's / seniority credit. The top three ranks of eligibles who are ready and willing to accept the position shall be referred to the hiring administrator for interview. **The eligibility list will be established for 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 log on to [www.rowlandschools.org](http://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**  
 March 12, 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
Senior Account Clerk (D-23/24-32)	6.1.10.4 A written request by the eligible for removal <ul style="list-style-type: none"> <li>• ID# 34665045</li> </ul> 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"> <li>• ID# 53582882</li> </ul> 6.1.10.6 Refusing an employment offer after certification as an eligible and available for the appointment. <ul style="list-style-type: none"> <li>• ID# 24893850</li> </ul>
Custodian (D-23/24-22)	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"> <li>• ID# 46523867</li> <li>• ID# 4133839</li> <li>• ID# 55017433</li> <li>• ID# 37898364</li> <li>• ID# 54490399</li> </ul>
Library Assistant – Bilingual (Spanish) (D-23/24-19)	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"> <li>• ID# 34160381</li> </ul>
Personal Care Assistant (D-23/24-06)	6.1.10.4 A written request by the eligible for removal <ul style="list-style-type: none"> <li>• ID# 43644694</li> <li>• ID# 34152713</li> <li>• ID# 53721233</li> <li>• ID# 55168799</li> </ul>
Instructional Assistant II (D-23/24-02)	6.1.10.8 Failure to satisfactorily complete all pre-employment and background reviews, including reference checks conducted by the Appointing Authority <ul style="list-style-type: none"> <li>• ID# 56028457</li> </ul> 6.1.10.4 A written request by the eligible for removal <ul style="list-style-type: none"> <li>• ID# 48220498</li> </ul>
Food Service Assistant I (D-23/24-07)	6.1.10.6 Refusing an employment offer after certification as an eligible and available for the appointment. <ul style="list-style-type: none"> <li>• ID# 35972068</li> </ul>
Campus Aide (D-23/24-05)	6.1.10.4 A written request by the eligible for removal <ul style="list-style-type: none"> <li>• ID# 53252014</li> </ul>

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.