

**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 at least 24 hours in advance of the meeting. [Government Code 54954.2 (a) (1)]

DUE TO THE NOVEL CORONAVIRUS (COVID-19) PANDEMIC, RESIDENTS ARE ENCOURAGED TO ATTEND THE PERSONNEL COMMISSION MEETING VIA THE ZOOM APPLICATION.

ZOOM MEETING INFORMATION

WEBSITE: <https://zoom.us/join>

MEETING ID: 124-509-655

<https://zoom.us/j/124509655>

REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE PERSONNEL COMMISSION MEETING BY EMAILING [JSTIEGELMAR@ROWLANDSCHOOLS.ORG](mailto:jstiegelmar@rowlandschools.org) (PRIOR TO 4pm on April 7, 2020) OR VIA ZOOM DURING THE PERSONNEL COMMISSION MEETING WHICH WILL BEGIN AT 4:30 P.M.

Should you choose to participate in the meeting, please contact jstiegelmar@rowlandschools.org for a password.

MEETING CONDUCTED REMOTELY

PLEASE CIRCULATE

VIA ZOOM

WEBSITE: <https://zoom.us/join>

MEETING ID: 124509655

<https://zoom.us/j/124509655>

April 7, 2020

4:30 P.M.

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

2. Roll Call:	Present	Absent
Judy Nieh, Chair	_____	_____
Sharon Fernandez, Vice Chair	_____	_____
Sabrina Lee, Member	_____	_____
 Joan Stiegelmar Personnel Director	 _____	 _____
Jessica Landin, Personnel Analyst	_____	_____
Arlene Zamudio, Senior Personnel Technician	_____	_____

3. **PRELIMINARY**

3.1 Pledge of Allegiance to the Flag

3.2 Consider approving or amending the agenda as submitted.

Motion by: _____

Second by: _____

Vote: Judy Nieh _____

Sharon Fernandez _____

Sabrina Lee _____

3.3 Introduction of Guests

3.4 COMMUNICATIONS

Remarks are limited to three (3) minutes, unless extended further or limited by vote of the Personnel Commission. A maximum of twenty (20) minutes, unless extended by the Personnel Commission, is allocated for each subject discussed. Ordinarily, Personnel Commissioners will not respond to comments and no action can be taken. However, the Personnel Commission may give direction to Staff following a comment.

A. CSEA

B. District Administration

C. Audience members who requested to comment via ZOOM on an item not on the agenda

Questions on items that are on the agenda will be entertained at the time the item is under consideration. Remarks are limited to three (3) minutes, unless extended further or limited by vote of the Personnel Commission. Note: Use the ZOOM application to submit questions during the meeting.

4. REPORT FROM THE PERSONNEL DIRECTOR

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

5. HEARINGS - None

6. PERSONNEL COMMISSION

6.1 Approve the minutes of the regular meeting of March 3, 2020. (Ref. 6.1)

Motion by: _____

Second by: _____

Vote: Judy Nieh _____

Sharon Fernandez _____

Sabrina Lee _____

7. ITEMS FOR DISCUSSION AND/OR ACTION

7.1 Receive for information the proposed Personnel Commission budget for the 2020-2021 fiscal year. (Ref. 7.1) (Ltd. Dist.)

7.2 Authorize the transmittal of the proposed budget to the Board of Education and CSEA for input; and schedule a hearing on the budget for May 5, 2020.

Motion by: _____

Second by: _____

Vote: Judy Nieh _____

Sharon Fernandez _____

Sabrina Lee _____

7.3 Advanced Salary Step Placement

a. Consider approving the advanced salary step request from Dr. Michael Tincup, Director of Special Education, to employ Applicant ID# 21621936 in the class of Career/Vocational Assistant at Step C of Range 19 on the Classified Salary Schedule. (Ref. 7.3a) & (Ltd. Dist.)

Motion by: _____

Second by: _____

Vote: Judy Nieh _____

Sharon Fernandez _____

Sabrina Lee _____

b. Consider approving the advanced salary step request from Dr. Kevin Despard, Director of Student Services, to employ Applicant ID# 8762208 in the class of Behavior Support Assistant at Step E of Range 17 on the Classified Salary Schedule. (Ref. 7.3b) & (Ltd. Dist.)

Motion by: _____

Second by: _____

Vote: Judy Nieh _____

Sharon Fernandez _____

Sabrina Lee _____

7.4 New Class Description

- a. Receive input from District administration and CSEA regarding the new classification for Director of Construction. (Ref. 7.4a)
 - i. Establish the new classification of Director of Construction.
 - ii. Place the new classification of Director of Construction in the Skilled Trades Series job family.
 - iii. Approve the new job description for the classification of Director of Construction.
 - iv. Approve the salary recommendation for the classification of Director of Construction at Range 93 on the District Leadership Team Salary Schedule.

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

- b. Receive input from District administration and CSEA regarding the new classification for Safety Operations Manager. (Ref. 7.4b)
 - i. Establish the new classification of Safety Operations Manager.
 - ii. Place the new classification of Safety Operations Manager in the Safety and Patrol Series job family.
 - iii. Approve the new job description for the classification of Safety Operations Manager.
 - iv. Approve the salary recommendation for the classification of Safety Operations Manager at Range 70 on the District Leadership Team Salary Schedule.

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

- c. Receive input from District administration and CSEA regarding the new classification for Risk and Benefits Supervisor. (Ref. 7.4c)
 - i. Establish the new classification of Risk and Benefits Supervisor.
 - ii. Place the new classification of Risk and Benefits Supervisor in the Risk Management Series job family.
 - iii. Approve the new job description for the classification of Risk and Benefits Supervisor.
 - iv. Approve the salary recommendation for the classification of Risk and Benefits Supervisor at Range 29.5 on the Confidential / Supervisory Salary Schedule.

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

7.5 OPEN DISCUSSION ABOUT THE POSSIBILITY OF CONDUCTING INTERVIEWS REMOTELY USING ZOOM AND THE USE OF ONLINE WRITTEN TESTING

8. EXAMINATIONS/ELIGIBILITY LISTS

8.1 Exam Review and Recruitment Bulletins (Ref. 8.1)

Receive for information, a summary of the following examinations and recruitment bulletins:

- a. Pool Maintenance Worker (D-19/20-57)
- b. Custodian (D-19/20-58)

8.2 Employee Selection Results – Receive the results of examinations held. (Ref. 8.2 Ltd. Dist.)

8.3 Ratification of Eligibility Lists – Ratify the following eligibility lists: (Ref. 8.3 Ltd. Dist.)

- a. Behavior Support Assistant (D-19/20-32)
- b. Behavior Support Assistant – Bilingual (Spanish) (D-19/20-33)
- c. Campus Aide (D-19/20-38)
- d. Senior Office Assistant (D-19/20-44)
- e. Senior Office Assistant – Bilingual (Spanish) (D-19/20-45)
- f. Senior Office Assistant – Bilingual / Biliterate (Spanish) (D-19/20-46)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

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

- a. Campus Aide (D-19/20-38)
 - ID# 34778660; ID# 40061425 – PC Rule 6.1.10.6
- b. Campus Aide (D-19/20-38)
 - ID# 36649546– PC Rule 6.1.10.3

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

9. INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

10. CLOSED SESSION

Recess to closed session to discuss:

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

Time Recessed: _____ Time Reconvened to Open Session: _____

11. **THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED ON TUESDAY, MAY 5, 2020 AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM (OR POSSIBLY VIA ZOOM).**

12. ADJOURNMENT

Time _____

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

Consistent with merit system principles, the mission of the Rowland Unified School District Personnel Commission is to provide the District with the best qualified candidates, reflective of the cultural diversity of the community, to serve the present and future needs of the District and its educational program.

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF MARCH 3, 2020**

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. Patricia Heineke, Interim Personnel Director.

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

Staff Members Present: Patricia Heineke, Interim Personnel Director
Jessica Landin, Personnel Analyst
Arlene Zamudio, Senior Personnel Technician

APPROVAL OF THE AGENDA

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

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

Ms. Sharon Fernandez, Personnel Commissioner, motioned to remove Item 10 – Closed Session.

INTRODUCTION OF GUESTS

- None

COMMUNICATIONS

- A. CSEA – None
- B. District Administration – None
- C. Audience Members – None

REPORT FROM THE PERSONNEL DIRECTOR

An update on Commission staff’s activities since the last meeting was presented by Patricia Heineke.

Recruitments opened since the last Commission meeting include the following classifications:

Open/Promotional Recruitments

- Instructional / Health Care Assistant
- District Safety

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

- Behavior Support Assistant / Behavior Support Assistant Bilingual (Spanish) – Written Exam
- Cafeteria Lead Worker I – Written Exam / Structured Interview
- Campus Aide – Written Exam / Structured Interview
- Sr. Office Asst / Sr. Office Asst Bilingual (Spanish) / Sr. Office Asst Bil/Bil (Spanish) – Written Exam

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

- Cafeteria Lead Worker I
- Office Assistant Bilingual (Spanish)
- Senior Custodian

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

- 1 – Behavior Support Assistant
- 1 – Health Assistant (Substitute)
- 5 – Office Assistant (Substitute)
- 1 – School Bus Driver

Updates/Reminders/Remarks:

- This year's Appreciating Classified Employees event will be held on Tuesday, March 24, 2020. This is an annual event in which the District Leadership Team job shadows their choice of a classified position. The job shadowing will take place in the morning and will be followed by a lunch at Nogales High School.
- The upcoming Annual Classified Employees Day, hosted by the Personnel Commission, will be held on Wednesday, May 20, 2020 from 11:30 to 2:30 p.m. and lunch will be served.

PERSONNEL COMMISSION

A. Recommendation: To approve the minutes of the regular meeting of February 11, 2020.

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

ITEMS FOR DISCUSSION AND/OR ACTION

A. Recommendation: To consider approving the advanced salary step request from Chris Ferraro, Director of Maintenance and Operations to employ Applicant ID# 33775312 in the class of Maintenance Worker at Step E of Range 21 on the Classified Salary Schedule.

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

B. Recommendation: To consider approving the advanced salary step request from Shoshana Yudin, Human Resources Director, to employ Applicant ID# 7269702 in the class of Human Resources / Credentials Analyst at Step E of Range 29.5 on the Classified Salary Schedule.

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

C. Consider approving the recommended reallocation of a vacant Behavior Support Assistant – Bilingual (Spanish) position to Behavior Support Assistant.

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

EXAMINATIONS/ELIGIBILITY LISTS

- A. The Personnel Commission received for information, a summary of the following examination and recruitment bulletin:
 - a. Instructional Assistant I (D-19/20-53)

- b. Instructional Assistant I – Bilingual (Spanish) (D-19/20-54)
- c. Instructional – Health Care Assistant (D-19/20-55)
- d. District Safety (D-19/20-56)

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

C. Recommendation: To ratify the following eligibility lists:

- a. Cafeteria Lead Worker I (D-19/20-23)
- b. Playground Supervision Aide (D-19/20-43)
- c. Senior Custodian (D-19/20-37)

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

INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

- Ms. Lee shared that she attended the CSPCA conference in San Francisco on the weekend of February 20, 2020. Ms. Lee mentioned the conference was a fun event to attend and was very informative and that the event was filled with various workshops where she learned about various selection processes. Ms. Lee also stated she learned about classification studies and other subjects which may be beneficial to the Personnel Commission.
- Ms. Fernandez shared that she also attended the CSPCA conference in San Francisco. Ms. Fernandez stated that it was a great event and she is happy she attended. Ms. Fernandez stated it is always nice to network with commissioners from other districts.
- Ms. Nieh shared that she attended the CSPCA conference in San Francisco and thoroughly enjoyed it. Ms. Nieh mentioned the presentations were very informative and that she came home with information that she will be sharing with Ms. Stiegelmar upon her return to work.

CLOSED SESSION – None

ADJOURNMENT

To adjourn meeting at 4:57 p.m.

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

Approved by: _____
Judy Nieh
Chair
Personnel Commission

Submitted by: _____
Patricia Heineke
Interim Personnel Director
Personnel Commission

THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED FOR TUESDAY, APRIL 7, 2020 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
CAREER/VOCATIONAL ASSISTANT

The Commission is in receipt of a request from Dr. Michael Tincup, Director of Special Education, to employ Applicant ID #21621936 as Career/Vocational Assistant at Step C of Range 19 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has over 3 years of experience and a Bachelor's Degree. The number of years of related work experience and education does qualify this applicant for step placement at Step C based on the formula of one step will be given for two years of additional related experience beyond the employment standards for the classification and 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 C of Range 19 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
BEHAVIOR SUPPORT ASSISTANT

The Commission is in receipt of a request from Dr. Kevin Despard, Director of Student Services to employ Applicant ID #8762208 as Behavior Support Assistant at Step E of Range 17 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has over 10 years of experience and a Bachelor's Degree. The number of years of related work experience and education 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 and 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 E of Range 17 on the Classified Salary Schedule.

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

Item 7.4a – SALARY RECOMMENDATION FOR THE CLASSIFICATION OF DIRECTOR OF CONSTRUCTION

Allocation of the new classification of the Director of Construction is recommended to the District Leadership Team Salary Schedule at Range 93.

Staff recommends this salary range placement based on the following analysis: A comparative analysis was conducted of the internal alignment with the other classified management classifications within the District, as well as the required knowledge, skills, and abilities required to perform the job.

According to Personnel Commission Rule 17.1.4:

17.1.4 COMMISSION SHALL RECOMMEND SALARY SCHEDULES TO BOARD

The Personnel Director shall prepare recommendations for the allocation of classes to salary ranges for approval by the Personnel Commission. The Commission's recommended salary schedule may take into account the following factors:

- 17.1.4.1** The wages and salaries paid by other governmental agencies in the recruitment area.
- 17.1.4.2** The principle of like pay for like work within the classified services.
- 17.1.4.3** Appropriate differentials between related classes to reflect differences in duties and responsibilities as established in the classification plan.
- 17.1.4.4** Such other information as the Commission may require.

REFERENCE: Education Code Sections 45256, 45260, 45261 and 45268

Listed below are the current District Leadership Team salaries from Rowland USD.

Salaries of RUSD Classified Management			
Title	Salary Range	Min Monthly Salary	Max Monthly Salary
Personnel Director	103	\$ 10,544	\$ 11,927
Director of Nutrition Services	99	\$ 10,136	\$ 11,465
Director of Technology Services	99	\$ 10,136	\$ 11,465
Director of Fiscal Services	99	\$ 10,136	\$ 11,465
Risk Manager	93	\$ 9,525	\$ 10,774
Director of Maintenance and Operations	93	\$ 9,525	\$ 10,774
Director of Transportation Services	93	\$ 9,525	\$ 10,774
Director of Construction	93	\$ 9,525	\$ 10,774
Director of Purchasing Services	88	\$ 9,015	\$ 10,198
Assistant Director of Nutrition Services	74	\$ 7,590	\$ 8,584
Technology Services Manager	74	\$ 7,590	\$ 8,584
Public Information Officer	70	\$ 7,183	\$ 8,123
Performing Arts Center Manager	60	\$ 6,164	\$ 6,969
Facilities and Custodial Manager	60	\$ 6,164	\$ 6,969
Nutrition Services Operation Manager	60	\$ 6,164	\$ 6,969

RECOMMENDATION:

The Personnel Commission is requested to approve the salary recommendation for the classification of Director of Construction at Range 93 on the District Leadership Team Schedule.



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

April 1, 2020

TO: Dennis Bixler, Assistant Superintendent – Human Resources

FROM: Joan Stiegelmar, Personnel Director

RE: **NEW CLASS DESCRIPTION FOR DIRECTOR OF CONSTRUCTION**

Attached for your review and comment is the proposed **NEW** class description for Director of Construction, a classification that will be added to the Skilled Trades series job family.

Your input concerning the proposed class description is important. Please provide your concerns or comments, if any, regarding changes for the class description. Changes can be recommended at the Personnel Commission meeting. To proceed timely with recruitment, the Personnel Commission will consider approving this new classification at the regular meeting on Tuesday, April 7, 2020.

Please enter your comments in the space below, sign and date where indicated, and return this form to the Personnel Commission office.

	I agree with the proposed class description and recommended changes as presented.	I disagree with the proposed class description, and recommend the adjustments noted above.
Signature: Approved by Dennis Bixler via email to Joan Stiegelmar	Date: 4/1/20	

As always, please feel welcome to contact me with any concerns or questions in regards to the proposed class description or related matters.

Attachments: Class Description

PC20-294

DIRECTOR OF CONSTRUCTION

SUMMARY OF DUTIES

Under the direction of the Assistant Superintendent, Administrative Services, coordinates and oversees modernization and new construction projects within the District; works closely with contractors, architects, engineers and school site administrators; serves as the field liaison representative between school sites and various contractors, architects, inspectors, and construction management firm personnel; participates in assessing renovation and repair needs which will be addressed by modernization plans and submittals; troubleshoots issues, resolves problems in a positive, proactive manner, and maintains open communications among all stakeholders involved in various projects assigned.

DISTINGUISHING CHARACTERISTICS

The Director of Construction is distinguished from the class of Director of Maintenance and Operations in that the latter is responsible for managing the Maintenance and Operations department, including its budget, goals, and objectives for existing facilities and routine maintenance and upkeep, while the incumbent is responsible for coordination of all aspects of modernization and new construction.

EXAMPLES OF DUTIES

- Oversees district-wide construction projects, capital improvement, deferred maintenance, and modernization programs; *E*
- Oversees major elements of projects, including but not limited to design standards, specifications, budgets, schedules, estimates, timelines, project management, inspections, punch lists, and close-outs; *E*
- Examines District buildings and facilities to assess renovation and repair needs that will be addressed in new construction and modernization plans; *E*
- Meets with site personnel to discuss needs, work procedures and timelines; *E*
- Provides leadership in the preparation of facility master plans, updates, and fee justification studies; *E*
- Prepares design and construction cost estimates for assigned projects; *E*
- Assists in the preparation of project specifications and bid packages; *E*
- Assists in preliminary budget preparation; *E*
- Prepares requisitions for construction and renovation projects; *E*
- Provides clarification and interpretation of contract documents, project plans, and specifications; *E*
- Reviews building plans during project development to ensure proper coordination and practical application of materials and work procedures; *E*
- Complies with Office of Public School Construction, Division of the State Architect, Department of Education, as well as other state and local agencies with respect to school facility construction; *E*
- Coordinates, oversees and examines the work of architects, contractors, subcontractors, inspectors, testing laboratories, and staff engaged in construction, renovation, maintenance and repair projects on District buildings, structures, grounds, and facilities funded by District or State bond funds; *E*
- Establishes and maintains systems of reporting progress on building projects; *E*
- Monitors completion of punch list(s) on assigned projects and recommends progress payments; *E*
- Directs the selection of and monitors the work of construction management teams, architects, engineers, contractors, vendors, inspectors and others to monitor status, quality and adequacy of a variety of projects; *E*
- Inspects buildings and other structures during the construction, modernization, and repair phase of projects; *E*
- Examines work of contractors to ensure compliance with construction documents and specifications; *E*
- Develops short- and long-range strategies related to major maintenance, repairs, and capital improvements; *E*
- Prepares original and amended applications for construction and renovation projects in the state school building program; *E*
- Provides leadership in the preparation of notices of exemption, negative declarations, and other environmental documents; *E*

- Coordinates work with the Inspector of Record (IOR) on required projects; *E*
- Utilizes a geographic information system; *E*
- Maintains inventory control over all District construction drawings; ensures as-built drawings are turned in on each construction project; *E*
- Attends, participates in, and makes presentations at Board, District-wide, and community meetings; *E*
- Attends and participates in construction meetings and documents all communications; *E*
- Communicates with county and city planning departments, County Assessor's Office, and other state and local agencies to gather information; *E*
- Establishes and maintains a thorough record of events for each bond project in accordance with standard District protocol for archival of documents; *E*
- Refers to a variety of reference materials including the California Building Code, California Public Contract Code, and the California Education Code; *E*
- Monitors construction and renovation projects for work progress as well as contract and code compliance; *E*
- Evaluates and supervises department employees as assigned; *E*
- Performs other related duties as assigned.

SKATs (Skills, Knowledge, Abilities, Traits)

SKILL IN:

- Operating a variety of office equipment, such as computers and applicable hardware and software, calculators, copiers, printers, telephones, and fax machines;
- Safely operating a motor vehicle.

KNOWLEDGE OF:

- Principles, methods, and procedures of modern public business administration, organization, management, and planning;
- Management principles/techniques, including planning, budgeting principles, and project management;
- Legal requirements governing formal bidding requirements, contractual agreements, and business functions in the District as contained in the California Education Code, Public Contract Code, and other applicable laws and regulations;
- Generally accepted construction principles and practices and regulations related to public works and schools;
- Building codes, materials, and techniques related to construction and building maintenance;
- Generally accepted construction principles, practices and regulations related to public works and schools;
- Laws, rules, regulations, policies and procedures pertaining to the construction, repair, and maintenance of school facilities;
- Preparation and review of California Environmental Quality Act documents;
- Methods, practices, modern theories, equipment, and materials used in construction, design, maintenance and operations of school facilities;
- Deferred maintenance regulations, procedures, and requirements;
- Laws, rules, regulations, policies and procedures pertaining to hazardous materials;
- Board Policies and Administrative Regulations, Education Code provisions, collective bargaining agreement sections, and Personnel Commission rules;
- Computerized data, information, management, and work order systems;
- Public relations principles;
- Supervisory principles and practices;
- Safe working practices and procedures;
- Correct English grammar use.

ABILITY TO:

- Gather, read and analyze data and adopt an effective course of action;
- Read and interpret architectural drawings and blueprints;
- Prepare engineering, construction, maintenance, and operations reports;

- Prepare construction plans, specifications, and schedules;
- Demonstrate knowledge of Uniform Building Code, California Occupational Safety and Health Act, California Public Contracts Code, Americans with Disabilities Act, state labor laws, including Workers' Compensation, and other related statutes;
- Develop short-term and long-range plans, and strategic planning process;
- Interpret and apply rules, regulations, policies, and procedures;
- Accurately estimate costs of school construction and maintenance projects;
- Work independently and exercise good judgment;
- Work effectively with diverse students, staff, faculty and administrators, both individually and as a team member;
- Plan and organize work for self and others;
- Direct, supervise, train, motivate, evaluate, and discipline personnel;
- Communicate effectively, both orally and in writing;
- Handle difficult and sensitive issues and problems, and resolve conflicts;
- Maintain current knowledge of advances in the construction field;
- Establish and maintain effective working relationships;
- Meet schedules and timelines.

TRAITS:

- Promotes goals and leads by example;
- Works around obstacles and is self-starting;
- Is trustworthy and responsible for his/her actions;
- Strives to meet customers' needs;
- Interpersonal skills using tact, patience, and courtesy;
- Easily adapts to situations and changes;
- Stays focused and has good work ethic;
- Remains steady under pressure.

EMPLOYMENT STANDARDS

EDUCATION: An Associate's degree or equivalent from an accredited college or university in architecture, engineering, planning, construction management, or other directly related field. An additional two years of public agency construction experience, in addition to the required experience indicated below, may be substituted for the required college education on a year for year basis. At a minimum, graduation from high school or equivalency is required.

EXPERIENCE: Five years of full-time management level experience in the planning and construction of facilities is required. Experience in working on projects with the California Division of the State Architect is desirable.

LICENSE/CERTIFICATION/TRAINING REQUIREMENTS: A valid, class C, California Driver License, and a good driving record is required and must be maintained during employment.

WORK ENVIRONMENT: Employees in this classification work both inside and outside, in an office environment, with frequent interruptions, with changing priorities and deadlines, may be required to drive an automobile to conduct work, and may be exposed to construction site and environmental hazards including noise and dust.

PHYSICAL REQUIREMENTS: Employees in this classification stand, walk, sit, stoop/bend, reach overhead, lift and carry up to 50 lbs., use fingers repetitively, use both hands simultaneously, speak clearly, hear normal conversation, see small details, use a computer, and a telephone.

APPOINTMENT: In accordance with Educational Code 45301, an employee appointed to this class must serve a probationary period of one year during which time the employee must demonstrate overall satisfactory performance. No employee shall attain permanent status in the classified service until he or she has completed a probationary period in a class. An employee may be released at any time during the probationary period. This classification is designated at the management level.

District Leadership Team Salary Schedule: Range 93

Established: 04/07/20

DRAFT

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

Item 7.4b – SALARY RECOMMENDATION FOR THE CLASSIFICATION OF SAFETY OPERATIONS MANAGER

Allocation of the new classification of the Safety Operations Manager is recommended to the District Leadership Team Salary Schedule at Range 70.

Staff recommends this salary range placement based on the following analysis: A comparative analysis was conducted of the internal alignment with the other classified management classifications within the District, as well as the required knowledge, skills, and abilities required to perform the job.

According to Personnel Commission Rule 17.1.4:

17.1.4 COMMISSION SHALL RECOMMEND SALARY SCHEDULES TO BOARD

The Personnel Director shall prepare recommendations for the allocation of classes to salary ranges for approval by the Personnel Commission. The Commission's recommended salary schedule may take into account the following factors:

- 17.1.4.1** The wages and salaries paid by other governmental agencies in the recruitment area.
- 17.1.4.2** The principle of like pay for like work within the classified services.
- 17.1.4.3** Appropriate differentials between related classes to reflect differences in duties and responsibilities as established in the classification plan.
- 17.1.4.4** Such other information as the Commission may require.

REFERENCE: Education Code Sections 45256, 45260, 45261 and 45268

Listed below are the current District Leadership Team salaries from Rowland USD.

Salaries of RUSD Classified Management			
Title	Salary Range	Min Monthly Salary	Max Monthly Salary
Personnel Director	103	\$ 10,544	\$ 11,927
Director of Nutrition Services	99	\$ 10,136	\$ 11,465
Director of Technology Services	99	\$ 10,136	\$ 11,465
Director of Fiscal Services	99	\$ 10,136	\$ 11,465
Risk Manager	93	\$ 9,525	\$ 10,774
Director of Maintenance and Operations	93	\$ 9,525	\$ 10,774
Director of Transportation Services	93	\$ 9,525	\$ 10,774
Director of Purchasing Services	88	\$ 9,015	\$ 10,198
Assistant Director of Nutrition Services	74	\$ 7,590	\$ 8,584
Technology Services Manager	74	\$ 7,590	\$ 8,584
Public Information Officer	70	\$ 7,183	\$ 8,123
Safety Operations Manager	70	\$ 7,183	\$ 8,123
Performing Arts Center Manager	60	\$ 6,164	\$ 6,969
Facilities and Custodial Manager	60	\$ 6,164	\$ 6,969
Nutrition Services Operation Manager	60	\$ 6,164	\$ 6,969

RECOMMENDATION:

The Personnel Commission is requested to approve the salary recommendation for the classification of Safety Operations Manager at Range 70 on the District Leadership Team Schedule.

SAFETY OPERATIONS MANAGER

SUMMARY OF DUTIES

Under the direction of the Assistant Superintendent, Administrative Services, organizes, supervises and implements the objectives, activities, and staff of the Safety Department; directly assists with staff development and supervision of safety personnel in accordance with established policies and procedures; conducts staff trainings, establishes shift schedules, conducts performance evaluations; and carries out a variety of supervisory and technical duties relative to the assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

The Safety Operations Manager is the first level of management within the Safety Department. The Safety Operations Manager is distinguished by their entrusted role and demonstrated ability to effectively lead others. The incumbent will confer with the Assistant Superintendent, Administrative Services, and will participate in the identification of department goals and objectives as well as provide the day-to-day coordination of activities within the department. He/she will confer on major procedural changes and sensitive issues with management, otherwise an incumbent in this position will regularly exercise independent judgment such as establishing priorities assigning staff, modifying procedures, and handling individual problems in order to achieve the desired goals and objectives.

EXAMPLES OF DUTIES

- Plans, organizes, directs, and supervises the operations and activities of personnel assigned to field patrol, dispatch services, specialized operations, and general campus safety assignments; *E*
- Coordinates the development and implementation of District-wide school safety protection and crime prevention programs with local law enforcement agencies including truancy sweeps, vehicle patrol of District sites and activities of School Resource Officers stationed at District sites; establishes and maintains ongoing relationships with local law enforcement and fire agencies to facilitate investigations and provide mutual support services; *E*
- Provides overall technical and daily operational direction to safety personnel; *E*
- Supervises and participates in all normal shift duties as assigned, including enforcement of school district policies, state laws and Education Code; *E*
- Conducts briefing sessions and provides pertinent information; *E*
- Participates in professional organizations and attends conferences and meetings that address school district safety issues such as gang prevention, juvenile and adolescent behavior, and criminal activities; *E*
- Engages with staff and provides follow up on problems and complaints; *E*
- Participates in and directs the preparation and maintenance of a variety of reports, records, logs and files including automated dispatch systems, incident reports, training files, and mandated crime reporting requirements; reviews incident reports for accuracy and clarity; *E*
- Supervises and conducts investigations including crimes against persons and property, narcotics, juvenile offenses, and testifies in court; *E*
- Issues and supervises proper maintenance of equipment, and develops uniform policy; *E*
- Evaluates the performance of assigned personnel; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions; confers with department personnel regarding field assignments and work schedules; *E*
- Coordinates and conducts trainings for department personnel including workshops on juvenile behavior, refresher courses on current laws and regulations for school district safety, and State mandated training requirements; *E*
- Communicates with District administrators, personnel, and outside agencies to exchange information, coordinate activities and resolves issues or concerns; provides advice to District personnel regarding students suspected of committing criminal acts; *E*

- Participates in the development and preparation of the department budget; authorizes and controls expenditures; *E*
- Performs other related duties as assigned.

SKATS (Skills, Knowledge, Abilities, Traits)

SKILL IN:

- Safely operating a motor vehicle and emergency equipment;
- Operating communication equipment such as cellular phones, hand held radios, unit radios, water shut-off tool, evidence collection, and storage equipment;
- Operating a variety of office equipment such as computers, and applicable hardware and software, copiers, scanner, printer, calculators, phones, and fax machines.

KNOWLEDGE OF:

- Campus law enforcement;
- Methods and procedures related to patrol, traffic control, investigations and identification techniques;
- Current laws, local and state, local ordinances, pertinent education codes and school district policies particularly with reference to apprehension, search and seizure, evidence and records maintenance, court procedures and traffic control;
- Basic report preparation methods;
- Geography of Rowland Unified School District and layout of District sites;
- Principles and practices of supervision, training and performance evaluation;
- Management principles including planning, organizing, budgeting, and organizational behavior;
- Effective methods of employee training and professional development;
- Problem solving strategies;
- Training concepts and techniques;
- Crowd control techniques;
- Principles of good public relations and customer service.

ABILITY TO:

- Interpret, apply and explain laws, rules and school district policies and procedures;
- Gather, assemble, analyze, evaluate facts and evidence;
- Analyze situation and adopt effective course of action;
- Plan, coordinate and assign activities related to areas of assigned responsibility;
- Effectively supervise, direct, train, and evaluate assigned staff;
- Prepare clear and concise reports;
- Demonstrate effective observation skills;
- Communicate effectively, both orally and in writing;
- Establish and maintain effective and cooperative working relationships;
- Exercise tact and good judgment;
- Maintain confidentiality;
- Plan and organize work, establish priorities, and meet deadlines.

TRAITS:

- Self-starting and effectively manages time, priorities, and resources;
- Is trustworthy and responsible for his/her actions;
- Think clearly, use good judgment and make quick and appropriate decisions in emergency situations;
- Logically grasps and thinks through issues and problems;
- Stays focused and has good work ethic;
- Easily adapts to situations and changes;
- Remains steady under pressure;
- Diligently attends to details and quality;

- Appreciates and respects the cultural, ethnic, and other differences among people;
- Attentive to the needs of students, staff and importance of maintaining order.

CERTIFICATES/LICENSE/OTHER EMPLOYMENT REQUIREMENTS:

- A current SB 1626 Training Certificate in accordance with 832.2 of California Penal Code, compliant with California Education Code Section 38001.5;
- Possession of a valid, Class C, California Driver License and a good driving record is required, and must be maintained during employment;
- Insurability by the District's liability insurance carrier is required;
- Applicants must provide the District with a copy of their current DMV Official Driver Record at the time of application;
- A valid First Aid Certificate, comparable to the American Red Cross Standard First Aid Certificate and a Child and Adult Cardiopulmonary Resuscitation Certificate.

All licenses and certificates listed above are required at the time of appointment. All licenses and certificates must be maintained and remain current during the course of employment.

All incumbents must be free of any record of conviction for any felony, narcotics, or moral offenses, as defined in the Education Code and Penal Code of California.

EMPLOYMENT STANDARDS

EDUCATION: Graduation from high school or equivalency is required, and must be supplemented by training or coursework in public safety, security, patrol methods, and procedures.

EXPERIENCE: Five years of recent experience performing safety, security, or law enforcement work, with at least two (2) years in a supervisory capacity, preferably in a school setting.

ENVIRONMENT: Employees in this classification work in an office, in student homes, classrooms and various community sites; work both inside and outside, in varying weather conditions, with exposure to verbal abuse, harassment, potential physical hazards when intervening in anti-social, illegal activity, and/or physical fights or confrontations, in the absence of immediate supervision, and in direct contact with students, the public, and District personnel. May work over 40 hours a week, and work a flexible schedule on-call, which may include evenings, weekends and/or holidays.

PHYSICAL REQUIREMENTS: Employees in this classification stand, walk, sit, stoop/bend, reach overhead, push/pull, climb stairs and ramps, use both hands and/or legs simultaneously, lift and carry up to 50 lbs., use fingers repetitively, use both hands simultaneously, speak clearly, hear normal conversation, and see small details, drive a vehicle, radio, use a computer, other office equipment, and telephone.

APPOINTMENT: In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time the employee must demonstrate an overall satisfactory performance. No employee shall attain permanent status in the classified service until he or she has completed a probationary period in a class. An employee may be released at any time during the probationary period. This classification is designated at the management level.

District Leadership Team Salary Schedule: Range 70

Established: 04/07/20

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

Item 7.4c – SALARY RECOMMENDATION FOR THE CLASSIFICATION OF RISK AND BENEFITS SUPERVISOR

Allocation of the new classification of the Risk and Benefits Supervisor is recommended to the Confidential/Supervisory Salary Schedule at Range 29.5.

Staff recommends this salary range placement based on the following analysis: A comparative analysis was conducted of the internal alignment with the other classified supervisory classifications within the District, as well as the required knowledge, skills, and abilities required to perform the job.

According to Personnel Commission Rule 17.1.4:

17.1.4 COMMISSION SHALL RECOMMEND SALARY SCHEDULES TO BOARD

The Personnel Director shall prepare recommendations for the allocation of classes to salary ranges for approval by the Personnel Commission. The Commission's recommended salary schedule may take into account the following factors:

17.1.4.1 The wages and salaries paid by other governmental agencies in the recruitment area.

17.1.4.2 The principle of like pay for like work within the classified services.

17.1.4.3 Appropriate differentials between related classes to reflect differences in duties and responsibilities as established in the classification plan.

17.1.4.4 Such other information as the Commission may require.

REFERENCE: Education Code Sections 45256, 45260, 45261 and 45268

Listed below are the current supervisory salaries from Rowland USD.

Salaries of RUSD Classified Supervisors			
Title	Salary Range	Min Monthly Salary	Max Monthly Salary
Personnel Analyst	32.5	\$6,474	\$7,882
Payroll Operations Supervisor	31	\$6,018	\$7,317
Transportation Services Supervisor	31	\$6,018	\$7,317
Mechanical Systems Supervisor	30.5	\$5,869	\$7,139
Structural Supervisor	30.5	\$5,869	\$7,139
Risk and Benefits Supervisor	29.5	\$5,592	\$6801
Nutrition Services Supervisor	26	\$4,710	\$5,729
Grounds/Construction Supervisor	25.5	\$4,599	\$5,592
Reprographics Supervisor	24.5	\$4,381	\$5,326
Plant Supervisor	24	\$4,273	\$5,197
High School Cafeteria Supervisor	21.5	\$3,782	\$4,599

RECOMMENDATION:

The Personnel Commission is requested to approve the salary recommendation for the classification of Risk and Benefits Supervisor at Range 29.5 on the Confidential/Supervisory Salary Schedule.



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

April 1, 2020

TO: Dennis Bixler, Assistant Superintendent – Human Resources

FROM: Joan Stiegelmar, Personnel Director

RE: **NEW CLASS DESCRIPTION FOR Risk and Benefits Supervisor**

Attached for your review and comment is the proposed **NEW** class description for Risk and Benefits Supervisor, a classification that will be added to the Risk Management series job family.

Your input concerning the proposed class description is important. Please provide your concerns or comments, if any, regarding changes for the class description. Changes can be recommended at the Personnel Commission meeting. To proceed timely with recruitment, the Personnel Commission will consider approving this new classification at the regular meeting on Tuesday, April 7, 2020.

Please enter your comments in the space below, sign and date where indicated, and return this form to the Personnel Commission office.

<input type="checkbox"/> I agree with the proposed class description and recommended changes as presented.	<input type="checkbox"/> I disagree with the proposed class description, and recommend the adjustments noted above.
Signature: Approved by Dennis Bixler via email to Joan Stiegelmar	Date: 4/1/20

As always, please feel welcome to contact me with any concerns or questions in regards to the proposed class description or related matters.

Attachments: Class Description

PC20-298



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

April 1, 2020

TO: Marco Maldonado, CSEA President

FROM: Joan Stiegelmar, Personnel Director

RE: **NEW CLASS DESCRIPTION FOR Risk and Benefits Supervisor**

Attached for your review and comment is the proposed **NEW** class description for Risk and Benefits Supervisor, a classification that will be added to the Risk Management series job family.

Your input concerning the proposed class description is important. Please provide your concerns or comments, if any, regarding changes for the class description. Changes can be recommended at the Personnel Commission meeting. To proceed timely with recruitment, the Personnel Commission will consider approving this new classification at the regular meeting on Tuesday, April 7, 2020.

Please enter your comments in the space below, sign and date where indicated, and return this form to the Personnel Commission office.

<input type="checkbox"/> I agree with the proposed class description and recommended changes as presented.	<input type="checkbox"/> I disagree with the proposed class description, and recommend the adjustments noted above.
Signature: _____	Date: _____

As always, please feel welcome to contact me with any concerns or questions in regards to the proposed class description or related matters.

Attachments: Class Description

PC20-299

RISK AND BENEFITS SUPERVISOR

SUMMARY OF DUTIES

Under the direction of the Assistant Superintendent, Administrative Services, performs responsible and professional benefits administration and risk management work related to the District's employee health and welfare insurance benefits programs, and workers' compensation, including life insurance, flexible spending accounts, and retirement benefits and analyzing and monitoring District's risk management and insurance programs to ensure cost effectiveness and ensure programs meet the needs of the District and employees.

DISTINGUISHING CHARACTERISTICS

The Risk and Benefits Supervisor performs highly responsible and professional benefits administration duties related to the District's employee health and welfare insurance benefits programs in addition to overseeing the District's workers' compensation program. An incumbent will assist in reviewing, selecting and negotiating benefit plans, vendors and carriers. Incumbents function well in a client services environment where positive outcomes and customer satisfaction are highly valued and important. While the work is performed under administrative direction, incumbents are expected to exercise independent judgement and initiative.

The class of Risk and Benefits Supervisor is distinguished from the class of Benefits Technician in that the former independently performs more complex administrative functions and provides guidance and training to the latter, while also serving as a supervisor in the department; performs significant analysis of matters pertaining to risk and benefits and works closely on issues of significant financial impact with Assistant Superintendent, Administrative Services.

EXAMPLES OF DUTIES

- Performs highly responsible and professional benefits administration duties related to the District's employee health and welfare insurance benefits programs including medical, dental, vision, Internal Revenue Code (IRC) Section 125 plans, Deferred Compensation 403 (b) and 457(b) plans, retirement and life insurance plans; assure compliance with applicable laws, codes, rules and regulations; ***E***
- Administers the District's workers' compensation program including the supervision of claims administration, payment of temporary or permanent disability benefits, rehabilitation, and employee safety programs related to CAL/OSHA requirements; ***E***
- Analyzes data and trends in benefits and workers' compensation areas (e.g. health benefits usage, claims volumes and disputes, accident causes, effectiveness of plans, etc.) for the purpose of developing recommendations on procedure and plan changes, negotiating issues, and resolving hazardous or dangerous conditions/actions; ***E***
- Participates in the reviewing, selecting and negotiating of benefit plans, vendors and providers; researches, analyzes, costs out and makes formal recommendations regarding proposed bids, rates, contracts and amendments; ***E***
- Assists the Assistant Superintendent, Administrative Services in developing and implementing departmental policy and procedural changes for the purpose of maximizing the effectiveness of the various benefits plans and the performance of the work unit; ***E***
- Serves as a liaison between the District and insurance company representatives, attorneys, agents and vendors; remains current on benefits related policy changes; implement updates pertaining to employee benefit and worker's compensation issues; ***E***
- Complies with State Workers' Compensation Laws, Labor Code, Cal OSHA Rules and Regulations, Education Codes, HIPPA and FEHA/ADA Laws, and California Disability Rating System; ***E***
- Coordinates investigations, responds to legal correspondence, oversees timely responses by industrial clinic, Multiple Provider Network (MPN), and Third Party Administration; ***E***
- Inspects schools/work sites for the purpose of determining OSHA compliance; ***E***

- Interviews workers regarding claims filed for the purpose of obtaining and reporting accurate information for Health, Safety and Workers' Compensation; *E*
- Resolves conflicts with employees and benefit providers for the purpose of ensuring providers perform as expected and to optimize effectiveness of benefit plans/programs for employees; *E*
- Maintains a variety of benefit information (e.g. provider contracts, claim files, employee records, etc.) for the purpose of providing an up-to-date reference and audit trail; *E*
- Participates in and conducts meetings, trainings, workshops, and seminars as assigned (e.g. OSHA, FMLA) for the purpose of conveying and/or gathering information required to perform functions; *E*
- Performs research in the area of safety/workers' compensation, analyzing data and recommending policies, regulations, and operational procedures pertaining to the District's safety/workers' compensation programs; *E*
- Receives, reviews and processes injury and illness medical claims from District employees, students and private individuals; categorizes types of claims and maintains proper and accurate records of claims filed; investigates and verifies the accuracy and completeness claims; *E*
- Interacts with accident and illness-related personnel such as lawyers, insurance administrators, medical facilities and private insurance carriers; advises supervisor of claim details, approvals for settlement and other benefits-related issues; *E*
- Coordinates enrollment into insurance coverages; provides applicants, employees and claimants with information about medical, disability and workers' compensation benefits; informs former employees and retirees regarding benefits rights and procedures under applicable programs and legislation; reviews and verifies completeness of all claims and applications; *E*
- Provides separated employees and dependents guidance regarding COBRA, CAL-COBRA and HIPAA rights and conditions; assure COBRA letters are mailed in a timely manner to eligible participants. *E*
- Participates in the clerical accounting activities of benefit programs and contracts; analyze, calculate and assure accuracy of various fees including medical payments, self-insured program billings, premiums, payroll deductions and legal bills; *E*
- Visits site of work-related accidents and investigates issues and facilities relevant to Workers' Compensation claims; interacts with related staff and medical personnel; periodically visits industrial accident clinic to investigate issues and maintain professional contact with specific medical personnel; *E*
- Assures confidential, quality customer service is provided to employees, dependents, retirees and others seeking assistance with benefits and workers' compensation matters; *E*
- Prepares a variety of written and electronic reports, memos, and letters to appropriate parties for the purpose of documenting activities, responding to inquiries, providing written reference, and/or conveying information; *E*
- Maintains a variety of logs, files, records and reports for injuries, claims, settlements, coverages, and other benefits information; *E*
- Implements the workers' compensation electronic data transfer system; *E*
- Assists with the coordination of the District's disaster drills and coordinates District's Annual Safety In-services designed to promote safe working conditions and reduce loss experience; *E*
- Attends and participates in pertinent workers' compensation and risk management hearings and committees (e.g. JPA Risk Management and Executive committees, Workers' Compensation Appeals Board hearings, etc.); *E*
- Trains and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions; *E*
- Performs other related duties as assigned.

SKATs (Skills, Knowledge, Abilities and Traits)

SKILL IN:

- Operating a variety of office equipment such as computers, and all applicable hardware and software, copiers, scanner, printer, calculators, phones, and fax machines;
- Safely operating a motor vehicle;
- Keyboarding with speed and accuracy.

KNOWLEDGE OF:

- State Workers' Compensation laws, Labor Code, Cal OSHA Rules and Regulations, Education Code, HIPPA, FEHA/ADA Laws, California Disability Rating System;
- District policies, regulations and procedures, collective bargaining agreements and Personnel Commission Rules and Regulations in relation to employee benefits;
- Family and Medical Leave Act (FMLA)/ California Family Rights Act (CFRA), Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), Americans with Disabilities Act (ADA), and Assembly Bill No. 528 (AB528);
- Vendor terminology used in medical, dental and vision records;
- Rules associated with enrollments and use of flexible spending amounts;
- Report writing methods and procedures;
- Techniques for recordkeeping;
- Methods used to post and record financial transactions;
- District's payroll procedures including forms, distribution requirements, salary and fringe benefit rates;
- Modern office practices, procedures and equipment such as filing systems, calendars, tickler files, and rules on retention of legal records.

ABILITY TO:

- Gather, read, analyze and interpret data and adopt an effective course of action;
- Recognize and address potential hazards in the workplace, and encourage and support others to be safe in their work activities;
- Understand and follow oral and written instructions;
- Read, interpret, apply and explain laws, rules, regulations, policies and procedures;
- Direct, supervise, train, motivate, evaluate, and discipline personnel;
- Write clearly and concisely using correct grammar, punctuation, and spelling;
- Present information to groups conveying confidence and expertise;
- Analyze situations accurately and exercise good judgment;
- Plan, organize, and prioritize work to meet schedules and timelines;
- Compose correspondence and written materials independently;
- Establish and maintain effective working relationships;
- Communicate effectively both orally and in writing;
- Compile and verify data, and prepare reports;
- Make basic math computations with accuracy.

TRAITS:

- Trustworthy and responsible for his/her actions;
- Works with discretion and maintains confidentiality of sensitive information;
- Displays patience and courtesy;
- Appreciates and respects the differences among people;
- Strives to meet customers' needs;
- Easily adapts to situations and changes;
- Demonstrates focus, professionalism, and good work ethic;
- Diligently attends to details and accuracy;
- Is punctual and follows through;
- Logically grasps and thinks through issues and problems;
- Effectively manages one's own time, priorities, and resources;
- Works around obstacles and is a self-starter;
- Maintains focus and emotional control in stressful interpersonal situation and in unpleasant environments.

EMPLOYMENT STANDARDS

EDUCATION: An Associate of Arts degree or equivalent from an accredited college or university with a major in business administration, public administration or other closely related field is required. Two years of experience administering risk management programs (employee benefits, workers' compensation, and general liability and property claims) in addition to the required experience indicated below may be substituted for the required education. At a minimum, graduation from high school or equivalency is required.

EXPERIENCE: Four years of recent full-time experience in any of the following areas: payroll, employee benefits, and/or personnel administration.

LICENSE/LANGUAGE 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.

WORK ENVIRONMENT: Employees in this classification work both inside and outside, in an office environment, with frequent interruptions, with changing priorities and short deadlines, 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, reach overhead, lift and carry up to 20 lbs., push, pull, stoop and kneel, balance, bend repeatedly, use fingers repetitively, use both hands simultaneously, manual dexterity to operate a computer keyboard; sitting and operating a keyboard to enter data into a computer terminal for extended periods of time; speak clearly, hear normal conversation, and see near and far, use depth perception, see small details, use a computer, radio, and telephone.

APPOINTMENT:

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months or 130 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.

Confidential/Supervisory Salary Range: 29.5

Established: 04/07/20

PERSONNEL COMMISSION

ROWLAND UNIFIED SCHOOL DISTRICT

April 7, 2020

ITEM 8.1 EXAM REVIEW

The following recruitments were initiated during the month of March 2020:

Classification	Length of Eligibility List	Number of Positions	Hours / Months	Last Class Description Revision	Tentative Exam Plan
Pool Maintenance Worker	12 months	1	8.0 hours / 12.0 months	02/2015	<ul style="list-style-type: none">• Written Exam• Structured Interview
Custodian	12 months	1	Typically 8.0 hours / 12.0 months	04/2012	<ul style="list-style-type: none">• Written Examination• Structured Interview

Recommendation

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



ROWLAND UNIFIED SCHOOL DISTRICT

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

www.rowlandschools.org

INVITES APPLICATIONS FOR THE POSITION OF:

POOL MAINTENANCE WORKER

SALARY

\$3,387.00 - \$4,128.00 Monthly

\$40,644.00 - \$49,536.00 Annually

An Equal Opportunity Employer

OPENING DATE: March 6, 2020

FINAL FILING: March 27, 2020

POSITION

There is currently one (1) full-time Pool Maintenance Worker position available, eight (8) hours per day, five (5) days per week, twelve (12) months per year. Tentative workday hours are 6:00 AM to 2:30 PM. An eligibility list will be established to hire substitutes and fill future vacancies.

SUMMARY OF DUTIES

Under the direction of the Structural Supervisor or Mechanical Systems Supervisor, maintains swimming pools including operating equipment, cleaning filters and testing and treating water; performs a variety of custodial duties such as hosing off decks and picking up trash; and makes minor repairs, such as replacing feeder lines changing pool lamps and treating pool cover racks for rust.

QUALIFICATIONS

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

EXPERIENCE: One year of experience in the operation and maintenance of public or commercial pools and equipment is required.

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

- **High School Diploma or equivalent**

You may upload your documents to your application, email them to cvahimarae@rowlandschools.org, fax them with a cover sheet to (626) 935-8456 or hand deliver them to the Personnel Commission, Rowland USD, 1830 South Nogales Street, Rowland Heights, CA 91748. 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/CERTIFICATE REQUIREMENTS

A valid Class C, California Driver License and a good driving record are required. A valid Pool Maintenance Technician certificate issued by the Los Angeles County Health Department is required and **must be obtained during the initial probationary period**.

All licenses and certificates listed above must be maintained and remain current during the course of employment.

WORK ENVIRONMENT

Employees in this classification work both inside and outside, in varying temperatures, poorly ventilated areas, poor or inadequate lighting, wet or damp areas, confined spaces, with electrical hazards and dangerous machinery with moving parts, fumes, with potential exposure to concentrations of chemicals, acids, odors, toxic materials, explosive substances, loud noises, vibrations, and in direct contact with students, District employees and the public.

PHYSICAL REQUIREMENTS

Employees in this classification stand for extended periods of time, walk, sit, stoop/bend, kneel, crawl in confined spaces, reach overhead, lift, carry, push and pull up to 50 lbs. without assistance, use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, speak clearly, hear normal conversation, have depth perception, and have color vision or the ability to distinguish shades.

FILING PERIOD

Applications for this position will be accepted online only, Friday, March 6, 2020 to Friday, March 27, 2020, 4:30 pm., so interested applicants are encouraged to apply as soon as possible. Log on to www.rowlandschools.org, Departments → Personnel Commission → Classified Job Openings.

For those without computer access, computer terminals are available in the Personnel Commission Office at the District Office, 1830 Nogales Street, Rowland Heights, CA 91748.

Applicants will be sent notifications via e-mail only

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

- Job Related Written Examination
- Structured Interview and Technical Project

Salary Range: 19 1/2

PROOF OF EDUCATION

If you received your education outside of the United States, you **MUST** have your degree/transcripts evaluated by an approved agency transcript evaluation service that certifies that your degree meets the United States equivalent for it to be considered. For more information about organizations who offer this service, please access the following: <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 twelve (12) 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:

CUSTODIAN

SALARY

\$18.15 - \$22.12 – HOURLY
\$3,147.00 - \$3,835.00 - MONTHLY

An Equal Opportunity Employer

OPENING DATE: March 18, 2020

FINAL FILING DATE: April 8, 2020

POSITION

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

**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.

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, Wednesday, March 18, 2020 to Wednesday, April 8, 2020 until 4:30 pm.

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

For those without computer access, computer terminals are available at the Personnel Commission Office located at 1830 S. Nogales Street, Rowland Heights, CA 91748.

Applicants will be sent notifications via e-mail only

EXAMINATION – OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Job Related Written Examination
- Performance / Structured Interview

Salary Range: 18

PROOF OF EDUCATION

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

April 7, 2020

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

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

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

ELIGIBILITY LIST RECRUITMENT NUMBER	PERSON I.D. PERSONNEL COMMISSION RULE REFERENCE
Campus Aide (D-19/20-38)	PC Rule 6.1.10.3– Failure to report for a scheduled interview after certification. • ID# 36649546
Campus Aide (D-19/20-38)	PC Rule 6.1.10.6 – Refusing an employment offer after certification as an eligible and available for appointment. • ID# 34778660; ID# 40061425

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.