

**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 (760) 523-3248 at least 24 hours in advance of the meeting. [Government Code 54954.2 (a) (1)]

September 1, 2020  
Meeting to start at 4:30 P.M.

Virtual Meeting

[https://rowlandschools-org.zoom.us/webinar/register/WN\\_9NhYGk\\_BRDyOONKG28alnQ](https://rowlandschools-org.zoom.us/webinar/register/WN_9NhYGk_BRDyOONKG28alnQ)

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

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

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

Please be advised that this meeting is being audio recorded.

**September 1, 2020**  
**4:30 P.M.**

**PLEASE CIRCULATE**

1. Meeting called to order by the Presiding Chair \_\_\_\_\_ at \_\_\_\_ p.m.

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

3. **PRELIMINARY**

3.1 Pledge of Allegiance to the Flag

3.2 Consider adopting the Agenda as submitted for Tuesday, September 1, 2020 or adopting the Agenda with the following corrections/modifications for Tuesday, September 1, 2020.

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. Should you wish to provide Public Comment, please submit your request prior to 4:30 p.m. on the date of the meeting at <https://forms.gle/SLSpqdjHknRG34tf8>.

Questions on items that are on the agenda will be entertained at the time the item is under consideration. Remarks are limited to three (3) minutes, unless extended further or limited by vote of the Personnel Commission.

4. REPORT FROM THE PERSONNEL DIRECTOR

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

5. HEARINGS - None

6. PERSONNEL COMMISSION

6.1 Approve the minutes of the regular meeting of August 4, 2020. (Ref. 6.1)

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

Vote: Judy Nieh \_\_\_\_\_  
Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_

6.2 Receive the Personnel Commission's Annual Report for the 2019-2020 fiscal year for future distribution. (Ltd. Dist.)

7. ITEMS FOR DISCUSSION AND/OR ACTION

7.1 Advanced Salary Step Placement

a. Consider approving the advanced salary step request from John Martinez, Principal, Rowland Elementary to employ Applicant ID# 36098897 in the class of Office Assistant – Bilingual Spanish at Step C of Range 17.5 on the Classified Salary Schedule. (Ref. 7.1a) & (Ltd. Dist.)

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

Vote: Judy Nieh \_\_\_\_\_  
Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_

b. Consider approving the advanced salary step request from Dr. George Herrera, Principal, Villacorta Elementary, to employ Applicant ID# 41511241 in the class of School Office Manager – Bilingual Spanish at Step E of Range 22 on the Classified Salary Schedule. (Ref. 7.1b) & (Ltd. Dist.)

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

Vote: Judy Nieh \_\_\_\_\_  
Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_

- c. Consider approving the advanced salary step request from Dr. Kevin Despard, Director of Student Services, to employ Applicant ID# 43003160 in the class of Behavior Support Assistant at Step B of Range 17 on the Classified Salary Schedule. (Ref. 7.1c) & (Ltd. Dist.)

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

Vote: Judy Nieh \_\_\_\_\_  
 Sharon Fernandez \_\_\_\_\_  
 Sabrina Lee \_\_\_\_\_

- d. Consider approving the advanced salary step request from Dr. Matty Zamora, Assistant Superintendent, Educational Services, to employ Applicant ID# 38055979 in the class of Executive Secretary at Step E of Range 23.5 on the Confidential / Supervisory Salary Schedule. (Ref. 7.1d) & (Ltd. Dist.)

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

Vote: Judy Nieh \_\_\_\_\_  
 Sharon Fernandez \_\_\_\_\_  
 Sabrina Lee \_\_\_\_\_

- e. Consider approving the advanced salary step request from Nicole Hernandez, Coordinator of Special Education to employ Applicant ID# 40061425 in the class of Behavior Support Assistant at Step B of Range 17 on the Classified Salary Schedule. (Ref. 7.1e) & (Ltd. Dist.)

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

Vote: Judy Nieh \_\_\_\_\_  
 Sharon Fernandez \_\_\_\_\_  
 Sabrina Lee \_\_\_\_\_

7.2 Revised Class Description

- a. Receive input from the District Administration and CSEA regarding the revised classification for School Office Manager and School Office Manager – Bilingual (Spanish) (Ref. 7.2a)

- i. Consider approving the revised job description for the classification of School Office Manager and School Office Manager – Bilingual (Spanish).

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

Vote: Judy Nieh \_\_\_\_\_  
 Sharon Fernandez \_\_\_\_\_  
 Sabrina Lee \_\_\_\_\_

- b. Receive input from the District Administration and CSEA regarding the revised classification for Administrative Secretary and Administrative Secretary – Bilingual (Spanish) (7.2b)

- i. Consider approving the revised job description for the classification of Administrative Secretary and Administrative Secretary – Bilingual (Spanish).

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

Vote: Judy Nieh \_\_\_\_\_  
 Sharon Fernandez \_\_\_\_\_  
 Sabrina Lee \_\_\_\_\_

- c. Receive input from the District Administration and CSEA regarding the revised classification of Secretary (Ref 7.2c)

- i. Consider approving the revised job description for the classification of Secretary, Secretary - Bilingual (Spanish), and Secretary - Bilingual/Biliterate (Spanish).

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

Vote: Judy Nieh \_\_\_\_\_  
 Sharon Fernandez \_\_\_\_\_  
 Sabrina Lee \_\_\_\_\_

7.3 New Class Description

Receive input from District Administration regarding the new classification of Nutrition Services Field Supervisor (Ref 7.3)

- a. Establish the new classification of Nutrition Services Field Supervisor.
- b. Place the new classification of Nutrition Services Field Supervisor in the Nutrition Services Series job family.
- c. Approve the new job description for the classification of Nutrition Services Field Supervisor.
- d. Approve the salary recommendation for the classification of Nutrition Services Field Supervisor at Range 26 on the Confidential / Supervisory Salary Schedule.

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

Vote: Judy Nieh \_\_\_\_\_  
Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_

8. EXAMINATIONS/ELIGIBILITY LISTS

8.1 Exam Review and Recruitment Bulletins (Ref. 8.1)

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

- a. Senior Account Clerk (D-20/21-04)

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 list: (Ref. 8.3 Ltd. Dist.)

- a. Custodian (D-19/20-06)

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

Vote: Judy Nieh \_\_\_\_\_  
Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_

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

- a. Maintenance Worker (D-19/20-34)
  - ID# 25854953 – PC Rule 6.1.10.1
- b. Behavior Support Assistant (D-19/20-32) and Behavior Support Assistant - Bilingual (Spanish) (D-19/20-33)
  - ID# 43308665– PC Rule 6.1.10.1

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, OCTOBER 6, 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 AUGUST 4, 2020  
MEETING HELD VIRTUALLY VIA ZOOM**

The meeting of the Personnel Commission of the Rowland Unified School District was called to order at 4:32 p.m., with the Pledge of Allegiance led by Ms. Judy Nieh, Chair.

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

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

Absent: Jessica Landin, Personnel Analyst

**APPROVAL OF THE AGENDA**

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

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

**INTRODUCTION OF GUESTS**

- Marco Maldonado – CSEA President
- Adriana Juarez – CSEA Treasurer
- Rosanna Mcleod – Director of Purchasing

**COMMUNICATIONS**

A. CSEA – Mr. Maldonado expressed his appreciation to the Personnel Commission Staff. Mr. Maldonado mentioned he would like to commend Ms. Stiegelmar and her staff for all the hard work being done since staff was dismissed in March to a remote work situation. Mr. Maldonado shared CSEA managed to negotiate an early retirement incentive package for its members. Mr. Maldonado mentioned he appreciates how the Personnel Commission staff has been working swiftly to ensure positions do not remain vacant by providing candidates to be interviewed and selected for the positions. Mr. Maldonado expressed thanks to the Personnel Commission for worked diligently to ensure recruitments are still being conducted during this time.

B. District Administration – None

C. Audience Members – None

**REPORT FROM THE PERSONNEL DIRECTOR**

An update on Commission staff's activities since the last meeting was presented by Joan Stiegelmar.

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

**Open/Promotional Recruitments**

- Grounds Construction Worker
- High School Kitchen Supervisor

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

- Custodian – Remote Written Examination / Zoom Structured Interview
- District Patrol – Remote Technical Project / Zoom Structured Interview
- Personal Care Assistant – Zoom Structured Interview
- Playground Supervision Aide - Remote Quiz

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

- Grounds Construction Worker (Substitute)
- School Office Manager Bilingual - Spanish
- Senior Custodian – Multiple Vacancies

A new employee was processed into the following classification since the last Commission meeting:

1 – Pool Maintenance Worker (Substitute)

### **Updates/Reminders/Remarks:**

Ms. Stiegelmar shared the District had a virtual employee welcome back event for the 2020-2021 school year. Ms. Stiegelmar mentioned that although it was different than in previous years, it was nice to get everyone together virtually. Ms. Stiegelmar shared that everyone is adapting well to the new working and learning environment for students, staff, and administrators. Ms. Stiegelmar shared the District will start the new school year on August 10<sup>th</sup> and will be 100% virtual learning using the new school model.

Ms. Stiegelmar share that the Personnel Commission staff is working diligently to convert the current written examinations to remote models. Ms. Stiegelmar mentioned that in order for the examinations to be conducted online, staff must re-write the test items and input them into a database. Ms. Stiegelmar mentioned the Custodian and Playground Supervision Aide remote examinations were both conducted successfully. Ms. Stiegelmar shared there are several other recruitments which will have remote testing take place in the near future. Ms. Stiegelmar shared she believes investing in the remote testing program was a positive move and the Personnel Commission would like to continue to use the remote testing program into next year and beyond.

Ms. Nieh inquired if all new hires who are filling the vacancies for any early retirees will be starting on Monday, August 10<sup>th</sup>.

Ms. Stiegelmar mentioned that some new hires began working prior to school starting based on the needs of the site.

Ms. Stiegelmar shared the District currently is holding off on filling some vacant positions due to virtual learning taking place.

Ms. Stiegelmar mentioned that while the District is not actively filling some vacancies, the Personnel Commission is still working on recruitments to ensure there are eligibles available to interview when needed.

Ms. Fernandez inquired if performance tests are still conducted.

Ms. Stiegelmar mentioned performance tests will still be conducted for positions for Building Services and possibly other recruitments, where there is a need to ensure the candidates are able to perform the necessary “hands on” portion of the essential job duties.

Ms. Fernandez inquired how will performance exams be conducted if staff is working remotely.

Ms. Stiegelmar mentioned that both she and Ms. Landin are working closely with subject matter experts, as well as Human Resources, to establish ways to conduct performance examinations on site while following current safety guidelines.

- **PERSONNEL COMMISSION**

A. Recommendation: Approve the minutes of the regular meeting of July 7, 2020 as amended

Ms. Lee mentioned the minutes should be updated to mention she inquired, instead of Ms. Nieh, about the ability to lift 50 pounds requirement for the High School Kitchen Supervisor classification on page 4 of 6 of the minutes from the June 2, 2020 Personnel Commission Meeting.

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**

7.1 **Advanced Salary Step Placement**

a. Recommendation: To consider approving the advanced salary step request from Chris Ferraro, Director of Maintenance and Operations, to employ Applicant ID# 27787199 in the class of Custodian at Step C of Range 18 on the Classified Salary Schedule.

Ms. Lee inquired on why the memo was approved in April, but not presented until the July meeting.

Ms. Stiegelmar mentioned the employee was not comfortable starting while the stay at home order was in effect due to Covid-19. Ms. Stiegelmar mentioned the employee contacted the office advising he was ready to begin working in July.

Ms. Lee mentioned she believes it is a good idea to have the memo signed closer to the approval date to avoid any issues.

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 Dr. Andrea Brumbaugh, Principal, Nogales High School, to employ Applicant ID# 26723558 in the class of Senior Office Assistant -Bilingual (Spanish) at Step E of Range 19 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. Recommendation: To consider approving the advanced salary step request from Dr. Andrea Brumbaugh, Principal, Nogales High School, to employ Applicant ID# 44012422 in the class of District Safety at Step E of Range 20 on the Classified Salary Schedule.

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



7.2 Salary Study Recommendation

Recommendation: To consider approving the salary study recommendation for Director of Purchasing Services from Salary Range 88 to Salary Range 93 on the District Leadership Team Salary Schedule.

Ms. Lee shared she believes the District should look into conducting an overall salary study to ensure employees salaries aren't reviewed on an individual basis. Ms. Lee mentioned she believes it is unfair to other employees who don't speak up about their salary to not have the option of having it reviewed. Ms. Lee mentioned the District has been advised of the need for a salary study for all positions and they have yet to compete it. Ms. Lee advised not conducting a salary study could leave the District open to employees coming forward with concerns about their salaries. Ms. Lee asked Ms. Stiegelmar to relay the message to the District about having a salary study completed in a timely manner.

Ms. Fernandez mentioned she believed some employees may view the salary increases in a negative way if increases are only being approved for some employees rather than the whole District.

Ms. Nieh shared she also would like a salary study done soon. Ms. Nieh mentioned she believes it is not good practice to be reviewing salaries on an individual basis. Ms. Nieh also believes not having a salary study in place may cause conflict or other negative issues amongst employees and managers.

Ms. Stiegelmar inquired if Ms. Nieh would like to schedule a meeting with Dr. Julie Mitchell, Superintendent, and Alex Flores, Assistant Superintendent to discuss conducting a salary study.

Ms. Nieh stated she is open to attend a meeting to discuss a plan to establish both a salary study and a policy for salary increases.

Ms. Lee mentioned she would like Ms. Stiegelmar to discuss the issue with Dr. Julie Mitchell, Superintendent, and share the Personnel Commissioners concerns. Ms. Lee advised this is not the first time a salary study has been requested and she believes the issue needs to be pushed further.

Ms. Stiegelmar mentioned she agrees with Ms. Lee in regards to a policy being in place when an employee comes forward requesting a salary study.

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. High School Kitchen Supervisor (D-20/21-02)
  - b. Grounds Construction Worker (D-20/21-03)
  - c. School Bus Driver (D-20/21-01)
  
- B. The Personnel Commission received the results of the examinations held.
  
- C. Recommendation: To ratify the following eligibility lists:
  - a. District Patrol (D-19/20-64)
  - b. Personal Care Assistant (D-19/20-63)
  - c. Playground Supervision Aide (D-19/20-67)

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

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

- a. Campus Aide (D-19/20-38)
  - ID# 41983111 – PC Rule 6.1.10.1
- b. School Office Manager (D-19/20-14) and School Office Manager – Bilingual (Spanish) (D-19/20-15)
  - ID# 28190834– PC Rule 6.1.10.4

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

**INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS**

Ms. Lee shared she attended the District’s virtual staff meeting on July 16<sup>th</sup>. She received a lot of information from the Superintendent. Ms. Lee shared she appreciates Dr. Mitchell for sharing an abundance of information in such a short time. Ms. Lee mentioned she also attended the District’s welcome back event on August 4<sup>th</sup>. Ms. Lee shared she enjoyed the event and it was a positive experience. Ms. Lee would like everyone to remain safe and she is looking forward to the new school year starting.

Ms. Fernandez shared she is hoping the new school year is a successful one. Ms. Fernandez expressed her appreciation to the Personnel Commission staff for always working hard. Ms. Fernandez also was pleased that Ms. Stiegelmar and staff received compliments from CSEA for her hard work during this time. Ms. Fernandez congratulated the employees who are part of the retirement incentive. Ms. Fernandez reiterated the need for a salary study to be completed. Ms. Fernandez wished everyone a great beginning of the new school year.

Ms. Nieh shared she is very pleased to hear such positive remarks made about the Personnel Commission. Ms. Nieh shared she believes the Personnel Commission staff has done excellent work during this time. Ms. Nieh mentioned she hopes everyone stays safe.

**CLOSED SESSION**

Recess to closed session to discuss:

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

Time Recessed: 5:09 p.m. Time Reconvened to Open Session: 7:10 p.m.

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

**ADJOURNMENT**

To adjourn meeting at 7:11 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: \_\_\_\_\_  
Joan Stiegelmar  
Personnel Director  
Personnel Commission

**THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED FOR TUESDAY, SEPTEMBER 1, 2020 AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM (OR POSSIBLY VIA ZOOM)**

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

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

The Commission is in receipt of a request from John Martinez, Principal, Rowland Elementary, to employ Applicant ID #36098897 as Office Assistant – Bilingual (Spanish) at Step C of Range 17.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

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

**PERSONNEL COMMISSION**  
**ADVANCED SALARY STEP PLACEMENT**  
**FOR**  
**SCHOOL OFFICE MANAGER – BILINGUAL (SPANISH)**

The Commission is in receipt of a request from Dr. George Herrera, Principal, Villacorta Elementary, to employ Applicant ID #41511241 as School Office Manager – Bilingual (Spanish) at Step E of Range 22 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has over twelve years of related work 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 education beyond the employment standards for the classification and one step will be given for two years of additional related experience beyond the employment standards for the classification.

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step E of Range 22 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 #43003160 as Behavior Support Assistant at Step B of Range 17 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 and one step will be given for two years of additional related experience beyond the employment standards for the classification.

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step B of Range 17 on the Classified Salary Schedule.

**PERSONNEL COMMISSION**  
**ADVANCED SALARY STEP PLACEMENT**  
**FOR**  
**EXECUTIVE SECRETARY**

The Commission is in receipt of a request from Dr. Matty Zamora, Assistant Superintendent, Educational Services, to employ Applicant ID #38055979 as Executive Secretary at Step E of Range 23.5 on the Confidential / Supervisory Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has over nineteen years of related work 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 education beyond the employment standards for the classification and one step will be given for two years of additional related experience beyond the employment standards for the classification.

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step E of Range 23.5 on the Confidential / Supervisory Salary Schedule.

**PERSONNEL COMMISSION**  
**ADVANCED SALARY STEP PLACEMENT**  
**FOR**  
**BEHAVIOR SUPPORT ASSISTANT**

The Commission is in receipt of a request from Nicole Hernandez, Coordinator of Special Education, to employ Applicant ID #40061425 as Behavior Support Assistant at Step B of Range 17 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 and one step will be given for two years of additional related experience beyond the employment standards for the classification.

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step B of Range 17 on the Classified Salary Schedule.

**PERSONNEL COMMISSION  
ROWLAND UNIFIED SCHOOL DISTRICT**

SEPTEMBER 1, 2020

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ITEM 7.2A    CONSIDER APPROVING THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF SCHOOL OFFICE MANAGER & SCHOOL OFFICE MANAGER – BILINGUAL (SPANISH)

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Staff emailed all incumbents, as well as their supervisors, advising and requesting input on all changes. The recommended changes in the class description are presented in the customary strikeout and bold/underscore text format.

The recommended revisions to the School Office Manager and School Office Manager – Bilingual (Spanish) classification serve to better clarify the job duties, and minimum qualifications, as well as to update standard wording in all class descriptions in reference to the working environment section of the document. Changes to the duties do not increase responsibilities or workload and, therefore, do not reflect an increase in compensation.

**RECOMMENDATION:**

The Personnel Commission is requested to approve the recommended revisions to the job description for the classification of School Office Manager and School Office Manager – Bilingual (Spanish)





ROWLAND UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
MEMORANDUM

August 26, 2020

TO: Dennis Bixler, Assistant Superintendent – Human Resources

FROM: Joan Stiegelmar, Personnel Director

RE: **REVISED CLASS DESCRIPTION FOR SCHOOL OFFICE MANAGER & SCHOOL OFFICE MANAGER – BILINGUAL (SPANISH)**

Attached for your review and comment is the proposed **REVISED** class description for School Office Manager & School Office Manager – Bilingual (Spanish)

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, September 1, 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

PC21-027



ROWLAND UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
MEMORANDUM

August 26, 2020

TO: Marco Maldonado, CSEA President

FROM: Joan Stiegelmar, Personnel Director

RE: **REVISED CLASS DESCRIPTION FOR SCHOOL OFFICE MANAGER & SCHOOL OFFICE MANAGER – BILINGUAL (SPANISH)**

---

Attached for your review and comment is the proposed REVISED class description for School Office Manager & School Office Manager – Bilingual (Spanish)

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, September 1, 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

PC21-031

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

**SCHOOL OFFICE MANAGER**  
**SCHOOL OFFICE MANAGER - BILINGUAL (SPANISH)**

**SUMMARY OF DUTIES**

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

**DISTINGUISHING CHARACTERISTICS**

Due to the great variety of school services provided and the many problems/issues which arise, incumbents in this class must possess knowledge of a variety of policies, regulations, Education Code sections and procedures on school operations as well as purchasing, payroll, personnel, building services, information services and discipline. Incumbents must be able to deal with a wide variety of tasks, at times simultaneously while maintaining a smooth and efficient office environment.

The class of School Office Manager is distinguished from the class of Administrative Secretary in that the former performs a variety of assignments, provides secretarial support and serves in a lead worker capacity at a school site while the latter provides primary secretarial support for a department or District administrator at the level of Director.

The class of School Office Manager is distinguished from the class of Secretary in that the former performs a variety of assignments, provides secretarial support and serves in a lead worker capacity for an elementary, intermediate, or comprehensive high school. Incumbents in the class of Secretary provide secretarial services and/or serve in a lead capacity for designated High School or District level administrator below the level of Director or Principal.

**EXAMPLES OF DUTIES**

- Coordinates and manages a variety of office activities to relieve the Principal or Assistant Principal of administrative detail; *E*
- Serves in a lead capacity in a school office providing training and work direction to other employees; *E*
- Schedules appointments, staff meetings, coordinating facilities, **receives and initiates phone calls, email correspondence,** and maintains calendars; *E*
- Prepares and accurately maintains a variety of reports, records and files related to students, staff, **supervisor,** and volunteers, and operations and activities; *E*
- Manages the front office of a school; organizes office functions, systems, and procedures; *E*
- Coordinates communication between the school office and faculty, students, parents, and outside organizations; *E*
- Greets visitors and serves as receptionist assisting parents, students, District Office staff, etc.; *E*
- Supervises students sent to the office; *E*
- ~~Receives and initiates telephone calls;~~ *E* (*added above in 3<sup>rd</sup> duty*)
- Provides information concerning school policies, procedures, actions, activities, programs and schedules; requests necessary information and takes and transmits messages as appropriate; *E*
- ~~Composes correspondence independently;~~ *E* (*noted in ability*)
- Types from rough drafts or verbal instructions a variety of materials such as letters, memoranda, bulletins, agendas, reports and statistical data; duplicates and disseminates materials as appropriate; *E*
- Compiles information and prepares a variety of State, Federal, and District reports; *E*
- Reviews and edits reports and other documents for accuracy and completeness; *E*
- Maintains confidentiality of information as appropriate; *E*
- **Submits purchase requisitions, Maintains** budget records, reconciles **account balances, recommends budget transfers,** and resolves discrepancies; makes recommendations as appropriate; *E*
- Assists in the selection of staff; *E*

- Trains, assigns, monitors work, and provides input for the evaluation of clerical staff; *E*
- Assures secure maintenance of school keys; issues and retrieves keys **and alarm cards** according to established procedures; *E*
- Requisitions, receives, stores and distributes school supplies and office materials; maintains material and equipment inventories; *E*
- Submits and follows up on maintenance and technology work orders and requests; *E*
- **Submits paperwork for student mental referrals to Family Resource Center, community liaison, outside support services, or other appropriate agency; E**
- Monitors and assures classroom coverage; contacts ~~Personnel~~ **the Human Resources** Department to arrange for substitute teachers; provides directions, instructions, lesson plans, keys, and schedules; *E*
- **Inputs, P**rocesses, and tracks personnel requisitions and other documentation related to the employment of **certificated**, classified, and non-classified employees; *E*
- Maintains employee attendance records; prepares payroll reports and distributes payroll warrants; *E*
- Performs routine first aid procedures; assists in screening ill or injured students in accordance with ~~school law~~ **established procedures** and District regulations; contacts parents and provides health information; *E*
- Receives and counts money; prepares receipts and makes bank deposits; *E*
- Assists employees with work-related injury or illness; provides proper forms and information related to Worker's Compensation; *E*
- Assists in the enrollment of new students; providing enrollment packets and forms; explains procedures and requirements; assists in the completion of enrollment forms; *E*
- Receives, sorts, and routes mail; *E*
- Performs other related duties as **assigned**. ~~directed~~.

### **SKATs (Skills, Knowledge, Abilities and Traits)**

#### **SKILL IN:**

- Keyboarding with speed and accuracy;
- Operating a variety of office equipment, including computers and all applicable hardware and software, copiers, printers, calculators, hand-held two-way radios, scanners, telephones, and fax machines;

#### **KNOWLEDGE OF:**

- School office terminology, practices and procedures;
- Correct English usage, grammar, spelling, punctuation and vocabulary;
- Applicable sections of State **California** Education Code and other applicable laws;
- Good public relations principles;
- ~~Interpersonal skills using tact, patience and courtesy; (*see below in ability*)~~
- Telephone techniques and etiquette;
- ~~Modern office practices, procedures and equipment; (*noted below*)~~
- **Office practices and equipment, including filing systems, receptionist and telephone techniques, letter and report writing, proofreading, and office equipment;**
- Record-keeping and filing methods;
- Health and safety regulations;
- District organization, operations, policies, and objectives;
- First aid procedures and basic medical terminology.

#### **ABILITY TO:**

- Manage the front office of an assigned school site;
- Understand and interpret rules and written directions and apply them to specific situations;
- Gather, read, comprehend, analyze, and interpret data;
- Prepare correspondence and written materials independently using correct vocabulary, grammar, and punctuation;

- Operate a computer using a variety of software, such as spreadsheets, word processors, project scheduling tools, databases, etc.;
- Exercise tact and judgment in meeting and dealing with sensitive, complex, and confidential issues;
- ~~Train and p~~Provide **training and** work direction to other clerical staff;
- Establish and maintain effective working relationships;
- Plan and organize work for self and others and establish priorities with respect to importance and timelines;
- Work effectively within established time schedules and with minimal direction;
- Maintain accurate records and prepare reports;
- Communicate effectively, both orally and in writing;
- Make arithmetical calculations with speed and accuracy;
- Understand and follow oral and written instructions.

**TRAITS:**

- Appreciates and respects the differences among people;
- Maintains confidentiality;
- Strives to meet customers' needs;
- Easily adapts to situations and changes;
- Stays focused and has good work ethic;
- Logically grasps and thinks through issues and problems;
- Diligently attends to details and quality **of work**;
- Is trustworthy and responsible for his/her actions;
- Remains steady under pressure;
- Works around obstacles and is self-starting;
- Effectively manages one's own time, priorities, and resources.

**EMPLOYMENT STANDARDS**

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

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

**LICENSES/LANGUAGE/CERTIFICATE REQUIREMENTS:** A valid, Class C, California **Driver License** driver's license, a good driving record and use of a private automobile may be required, and if so, must be maintained during employment. ~~The ability to speak, read and write a language, in addition to English, is desirable for the class of School Office Manager.~~ The ability to speak and read Spanish and English is required for the class of School Office Manager - Bilingual (Spanish). A valid first aid certificate, comparable to the American Red Cross Standard First Aid Certificate, is required for all positions.

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

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

**APPOINTMENT:** **In accordance with Education Code Section 45301,** ~~A~~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.

**Classified Salary Ranges:**

School Office Manager: 21.5

School Office Manager – Bilingual (Spanish): 22

Revised 10/74, 11/79, 7/87, 11/89, 6/95, 5/11, 6/17, **9/20**

DRAFT

**SCHOOL OFFICE MANAGER**  
**SCHOOL OFFICE MANAGER - BILINGUAL (SPANISH)**

**SUMMARY OF DUTIES**

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

**DISTINGUISHING CHARACTERISTICS**

Due to the great variety of school services provided and the many problems/issues which arise, incumbents in this class must possess knowledge of a variety of policies, regulations, Education Code sections and procedures on school operations as well as purchasing, payroll, personnel, building services, information services and discipline. Incumbents must be able to deal with a wide variety of tasks, at times simultaneously while maintaining a smooth and efficient office environment.

The class of School Office Manager is distinguished from the class of Administrative Secretary in that the former performs a variety of assignments, provides secretarial support and serves in a lead worker capacity at a school site while the latter provides primary secretarial support for a department or District administrator at the level of Director.

The class of School Office Manager is distinguished from the class of Secretary in that the former performs a variety of assignments, provides secretarial support and serves in a lead worker capacity for an elementary, intermediate, or comprehensive high school. Incumbents in the class of Secretary provide secretarial services and/or serve in a lead capacity for designated High School or District level administrator below the level of Director or Principal.

**EXAMPLES OF DUTIES**

- Coordinates and manages a variety of office activities to relieve the Principal or Assistant Principal of administrative detail; ***E***
- Serves in a lead capacity in a school office providing training and work direction to other employees; ***E***
- Schedules appointments, staff meetings, coordinating facilities, receives and initiates phone calls, email correspondence, and maintains calendars; ***E***
- Prepares and accurately maintains a variety of reports, records and files related to students, staff, supervisor, volunteers, operations and activities; ***E***
- Manages the front office of a school; organizes office functions, systems, and procedures; ***E***
- Coordinates communication between the school office and faculty, students, parents, and outside organizations; ***E***
- Greets visitors and serves as receptionist assisting parents, students, District Office staff, etc.; ***E***
- Supervises students sent to the office; ***E***
- Provides information concerning school policies, procedures, actions, activities, programs and schedules; requests necessary information and takes and transmits messages as appropriate; ***E***
- Types from rough drafts or verbal instructions a variety of materials such as letters, memoranda, bulletins, agendas, reports and statistical data; duplicates and disseminates materials as appropriate; ***E***
- Compiles information and prepares a variety of State, Federal, and District reports; ***E***
- Reviews and edits reports and other documents for accuracy and completeness; ***E***
- Maintains confidentiality of information as appropriate; ***E***
- Submits purchase requisitions, maintains budget records, reconciles account balances, recommends budget transfers, and resolves discrepancies; makes recommendations as appropriate; ***E***
- Assists in the selection of staff; ***E***
- Trains, assigns, monitors work, and provides input for the evaluation of clerical staff; ***E***

- Assures secure maintenance of school keys; issues and retrieves keys and alarm cards according to established procedures; *E*
- Requisitions, receives, stores and distributes school supplies and office materials; maintains material and equipment inventories; *E*
- Submits and follows up on maintenance and technology work orders and requests; *E*
- Submits paperwork for student mental referrals to Family Resource Center, community liaison, outside support services, or other appropriate agency; *E*
- Monitors and assures classroom coverage; contacts the Human Resources Department to arrange for substitute teachers; provides directions, instructions, lesson plans, keys, and schedules; *E*
- Inputs, processes, and tracks personnel requisitions and other documentation related to the employment of certificated, classified, and non-classified employees; *E*
- Maintains employee attendance records; prepares payroll reports and distributes payroll warrants; *E*
- Performs routine first aid procedures; assists in screening ill or injured students in accordance with established procedures and District regulations; contacts parents and provides health information; *E*
- Receives and counts money; prepares receipts and makes bank deposits; *E*
- Assists employees with work-related injury or illness; provides proper forms and information related to Worker's Compensation; *E*
- Assists in the enrollment of new students; providing enrollment packets and forms; explains procedures and requirements; assists in the completion of enrollment forms; *E*
- Receives, sorts, and routes mail; *E*
- Performs other related duties as assigned.

### **SKATs (Skills, Knowledge, Abilities and Traits)**

#### **SKILL IN:**

- Keyboarding with speed and accuracy;
- Operating a variety of office equipment, including computers and all applicable hardware and software, copiers, printers, calculators, hand-held two-way radios, scanners, telephones, and fax machines;

#### **KNOWLEDGE OF:**

- School office terminology, practices and procedures;
- Correct English usage, grammar, spelling, punctuation and vocabulary;
- Applicable sections of California Education Code and other applicable laws;
- Good public relations principles;
- Telephone techniques and etiquette;
- Office practices and equipment, including filing systems, receptionist and telephone techniques, letter and report writing, proofreading, and office equipment;
- Record-keeping and filing methods;
- Health and safety regulations;
- District organization, operations, policies, and objectives;
- First aid procedures and basic medical terminology.

#### **ABILITY TO:**

- Manage the front office of an assigned school site;
- Understand and interpret rules and written directions and apply them to specific situations;
- Gather, read, comprehend, analyze, and interpret data;
- Prepare correspondence and written materials independently using correct vocabulary, grammar, and punctuation;
- Operate a computer using a variety of software, such as spreadsheets, word processors, project scheduling tools, databases, etc.;
- Exercise tact and judgment in meeting and dealing with sensitive, complex, and confidential issues;



- Provide training and work direction to other clerical staff;
- Establish and maintain effective working relationships;
- Plan and organize work for self and others and establish priorities with respect to importance and timelines;
- Work effectively within established time schedules and with minimal direction;
- Maintain accurate records and prepare reports;
- Communicate effectively, both orally and in writing;
- Make arithmetical calculations with speed and accuracy;
- Understand and follow oral and written instructions.

**TRAITS:**

- Appreciates and respects the differences among people;
- Maintains confidentiality;
- Strives to meet customers' needs;
- Easily adapts to situations and changes;
- Stays focused and has good work ethic;
- Logically grasps and thinks through issues and problems;
- Diligently attends to details and quality of work;
- Is trustworthy and responsible for his/her actions;
- Remains steady under pressure;
- Works around obstacles and is self-starting;
- Effectively manages one's own time, priorities, and resources.

**EMPLOYMENT STANDARDS**

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

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

**LICENSES/LANGUAGE/CERTIFICATE REQUIREMENTS:** A valid, Class C, California Driver License, a good driving record and use of a private automobile may be required, and if so, must be maintained during employment. The ability to speak and read Spanish and English is required for the class of School Office Manager - Bilingual (Spanish). A valid first aid certificate, comparable to the American Red Cross Standard First Aid Certificate, is required for all positions.

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

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

**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.

**Classified Salary Ranges:**

School Office Manager: 21.5

School Office Manager – Bilingual (Spanish): 22

Revised 10/74, 11/79, 7/87, 11/89, 6/95, 5/11, 6/17, 9/20

**PERSONNEL COMMISSION  
ROWLAND UNIFIED SCHOOL DISTRICT**

SEPTEMBER 1, 2020

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ITEM 7.2B    CONSIDER APPROVING THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF ADMINISTRATIVE SECRETARY & ADMINISTRATIVE SECRETARY- BILINGUAL (SPANISH)

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Staff emailed all incumbents, as well as their supervisors, advising and requesting input on all changes. The recommended changes in the class description are presented in the customary strikeout and bold/underscore text format.

The recommended revisions to the Administrative Secretary and Administrative Secretary – Bilingual (Spanish) classification serve to better clarify the job duties, and minimum qualifications, as well as to update standard wording in all class descriptions in reference to the working environment section of the document. Changes to the duties do not increase responsibilities or workload and, therefore, do not reflect an increase in compensation.

**RECOMMENDATION:**

The Personnel Commission is requested to approve the recommended revisions to the job description for the classification of Administrative Secretary and Administrative Secretary – Bilingual (Spanish)



ROWLAND UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
MEMORANDUM

August 26, 2020

TO: Dennis Bixler, Assistant Superintendent – Human Resources

FROM: Joan Stiegelmar, Personnel Director

RE: **REVISED CLASS DESCRIPTION FOR ADMINISTRATIVE SECRETARY &  
ADMINISTRATIVE SECRETARY – BILINGUAL (SPANISH)**

---

Attached for your review and comment is the proposed **REVISED** class description for Administrative Secretary & Administrative Secretary – Bilingual (Spanish)

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, September 1, 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

PC21-028



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

August 26, 2020

TO: Marco Maldonado, CSEA President

FROM: Joan Stiegelmar, Personnel Director

RE: **REVISED CLASS DESCRIPTION FOR ADMINISTRATIVE SECRETARY & ADMINISTRATIVE SECRETARY – BILINGUAL (SPANISH)**

Attached for your review and comment is the proposed **REVISED** class description for Administrative Secretary & Administrative Secretary – Bilingual (Spanish)

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, September 1, 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

PC21-032

**ADMINISTRATIVE SECRETARY**  
**ADMINISTRATIVE SECRETARY - BILINGUAL (SPANISH)**

**SUMMARY OF DUTIES**

Under the direction of an assigned Director-level administrator, communicates with other departments, managers, offices and community groups to coordinate the activities of the assigned office; performs various duties including purchasing, budgeting, payroll and personnel; compiles data and prepares specialized and comprehensive reports; coordinates projects, systems and activities; and serves as lead worker directing clerical employees.

**DISTINGUISHING CHARACTERISTICS**

**The class of Administrative Secretary is distinguished from the class of School Office Manager in that the former provides primary secretarial support for a department or District administrator at the level of Director. Incumbents in the class of School Office Manager perform a variety of assignments, provides secretarial support and serves in a lead worker capacity for an elementary, intermediate, or comprehensive high school.**

The class of Administrative Secretary is distinguished from the class of Secretary in that the former reports to a Director-level administrator and serves an office which provides a wider scope of services. **Incumbents in the class of Secretary provide secretarial services and/or serve in a lead capacity for designated High School or District level administrator below the level of Director or Principal.**

**EXAMPLES OF DUTIES**

- Plans, organizes and coordinates activities to relieve the Director of routine administrative duties; *E*
- Organizes office functions, systems, and procedures; *E*
- Oversees the flow of clerical work training staff, assigning, directing and checking work and assuring deadlines are met; *E*
- Serves as receptionist and coordinates activities with a variety of offices; greets and screens visitors, explains procedures, policies and programs, provides direction and relays information from managers; *E*
- Coordinates payroll for employees (certificated, classified, non-classified, and special programs); *E*
- Schedules meetings, conferences and appointments as assigned; maintains calendar, arranges for meeting facilities; *E*
- Coordinates, compiles and prepares Board of Education agenda items; *E*
- Prepares and types agendas and minutes; copies and distributes; *E*
- Assists in the preparation of the department or program budgets compiling and providing input, monitoring expenditures, maintaining records, reconciling account balances, and recommending transfers as needed; *E*
- Maintains a variety of personnel records, time sheets, lists, files, **databases**, and records, including confidential materials; *E*
- Coordinates communications between supervisor and other District staff and the public; *E*
- Responds to inquiries from staff, District personnel or the community according to established procedures, on sensitive or confidential issues; provides information or directs to appropriate personnel; *E*
- Makes travel arrangements; prepares proper forms for reimbursement; *E*
- Identifies need and orders supplies preparing warehouse orders, purchase requisitions, buy-out forms and petty cash; receives supplies and checks against requisition; *E*
- Performs specialized tasks within the department which have potentially significant consequences within the District or have wide community impact such as receiving and processing subpoenas **legal documents**, preparing, and maintaining legal records; *E*
- **Inputs, Pprocesses,** and tracks personnel requisitions; coordinates departmental interviews and hiring process; **tracks department vacancies; and communicates staff selection to the** arranges for employee processing

- with Personnel Commission or Human Resources departments; *E*
- Compiles data, summarizes, lays out and completes a variety of specialized reports which may reflect District-wide activities; *E*
- Assures secure maintenance of District keys; issues and retrieves keys, alarm cards, and computer equipment to staff and vendors according to established procedures; *E***
- Composes **and proofreads** correspondence, **memorandums, letters, newsletters and distributes to staff, students, or the community**; conducts and responds to surveys; maintains logs and lists; resolves **addresses** community complaints; *E*
- Tracks professional development units, expiring certifications of staff, and informs the supervisor that recertification is needed; *E***
- Maintains and submits documentation on industrial injuries to Risk Management; *E***
- Assures timely completion of performance evaluations for employees within the department; *E*
- Performs other related duties as **assigned**. ~~required.~~

### **SKATs (Skills, Knowledge, Abilities and Traits**

#### **SKILL IN:**

- Keyboarding/typing at a rate of 50 net words per minute **with speed and accuracy**;
- Operating a variety of office equipment such as typewriters, **including** copiers, calculators, **scanners**, fax machines, printers, and computers and all applicable hardware and software.

#### **KNOWLEDGE OF:**

- Applicable sections of the ~~State~~ **California** Education Code and other applicable laws;
- Operations, procedures, specific rules of the office/department;
- Computers including data entry techniques;
- Basic budgeting practices regarding monitoring and control;
- Correct English usage, grammar, spelling, punctuation and vocabulary;
- Good public relations **principles**;
- District organization, operations, and objectives;
- District policies/ **and** regulations, County regulations, employee **collective bargaining** agreements, **Personnel Commission Rules**, operating procedures, and laws regarding a wide variety of departments/subjects;
- ~~Modern office practices, procedures and equipment; (noted below)~~
- Office practices and equipment, including filing systems, receptionist and telephone techniques, and office equipment**;
- Interpersonal skills using tact, patience and courtesy;
- Business correspondence, minutes, record keeping, filing methods, letter and report preparation, proofreading, and composition**;
- ~~Record-keeping and filing methods; (noted above)~~
- Principles and practices of assigning, training and work monitoring.

#### **ABILITY TO:**

- Understand and follow oral and written instructions;
- Read, interpret, apply and explain rules, regulations, policies and procedures;
- Plan and organize work for self and others **and establish priorities with respect to importance** ~~to meet~~ schedules and time lines;
- Analyze situations accurately and exercise good judgment;
- Operate a computer using a variety of software, such as spreadsheets, word processors, project scheduling tools, databases, etc.**;
- Exercise tact and judgment in meeting and dealing with sensitive, complex, and confidential issues**;
- Prepare correspondence and written materials independently using correct vocabulary, grammar, and punctuation**;

- **Takes action to implement solutions and improvements;**
- Communicate effectively, both orally and in writing;
- Gather, read, **comprehend**, analyze, and interpret data;
- Establish and maintain effective working relationships;
- ~~Train and p~~Provide **training and** work direction to other clerical staff;
- Exercise good judgment;
- Work effectively within established time schedules and with minimal direction;

#### **TRAITS:**

- Appreciates and respects the differences among people;
- **Maintains confidentiality;**
- Strives to meet customers' needs;
- Easily adapts to **situations and** changes;
- Stays focused and has good work ethic;
- Logically grasps and thinks through issues and problems;
- Diligently attends to details and quality **of work;**
- Remains steady under pressure;
- **Is trustworthy and responsible for his/her actions;**
- **Works around obstacles and is self-starting;**
- Effectively manages one's own time, priorities, and resources.

#### **EMPLOYMENT STANDARDS**

**EDUCATION:** Graduation from high school or **its** equivalency **is required.** ~~and one year (24 semester or 36 quarter units) of college-level coursework including coursework in secretarial science, office management, business administration, public administration or a closely related field. An additional year of clerical experience at a level equivalent to that of Secretary at Rowland Unified School District may be substituted for the required college coursework.~~

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

**LICENSE/LANGUAGE REQUIREMENTS:** A valid, Class C, California Driver's License, a good driving record, and use of a private automobile may be required, and if so, must be maintained during employment. The ability to speak and read Spanish and English is required for the class of Administrative Secretary - Bilingual (Spanish).

**WORK-ENVIRONMENT:** Employees in this classification work primarily inside 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, stoop/bend, reach overhead, lift and carry up to ~~45~~ **20** lbs., use fingers repetitively, use both hands simultaneously, speak clearly, hear normal conversation, ~~and~~ see small details, **drive a vehicle, use a computer, 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.** ~~during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.~~

**Classified** Salary Ranges:

Administrative Secretary: ~~21½~~ **21.5**

Administrative Secretary – Bilingual (Spanish): 22

Revised 10/74, 11/74, 3/78, 11/79, 12/81, 7/87, 6/95, 4/12, **9/20**

Bilingual Class Established 8/97

DRAFT



**ADMINISTRATIVE SECRETARY**  
**ADMINISTRATIVE SECRETARY - BILINGUAL (SPANISH)**

**SUMMARY OF DUTIES**

Under the direction of an assigned Director-level administrator, communicates with other departments, managers, offices and community groups to coordinate the activities of the assigned office; performs various duties including purchasing, budgeting, payroll and personnel; compiles data and prepares specialized and comprehensive reports; coordinates projects, systems and activities; and serves as lead worker directing clerical employees.

**DISTINGUISHING CHARACTERISTICS**

The class of Administrative Secretary is distinguished from the class of School Office Manager in that the former provides primary secretarial support for a department or District administrator at the level of Director. Incumbents in the class of School Office Manager perform a variety of assignments, provides secretarial support and serves in a lead worker capacity for an elementary, intermediate, or comprehensive high school.

The class of Administrative Secretary is distinguished from the class of Secretary in that the former reports to a Director-level administrator and serves an office which provides a wider scope of services. Incumbents in the class of Secretary provide secretarial services and/or serve in a lead capacity for designated High School or District level administrator below the level of Director or Principal.

**EXAMPLES OF DUTIES**

- Plans, organizes and coordinates activities to relieve the Director of routine administrative duties; *E*
- Organizes office functions, systems, and procedures; *E*
- Oversees the flow of clerical work training staff, assigning, directing and checking work and assuring deadlines are met; *E*
- Serves as receptionist and coordinates activities with a variety of offices; greets and screens visitors, explains procedures, policies and programs, provides direction and relays information from managers; *E*
- Coordinates payroll for employees (certificated, classified, non-classified, and special programs); *E*
- Schedules meetings, conferences and appointments as assigned; maintains calendar, arranges for meeting facilities; *E*
- Coordinates, compiles and prepares Board of Education agenda items; *E*
- Prepares and types agendas and minutes; copies and distributes; *E*
- Assists in the preparation of the department or program budgets compiling and providing input, monitoring expenditures, maintaining records, reconciling account balances, and recommending transfers as needed; *E*
- Maintains a variety of personnel records, time sheets, lists, files, databases, and records, including confidential materials; *E*
- Coordinates communications between supervisor and other District staff and the public; *E*
- Responds to inquiries from staff, District personnel or the community according to established procedures, on sensitive or confidential issues; provides information or directs to appropriate personnel; *E*
- Makes travel arrangements; prepares proper forms for reimbursement; *E*
- Identifies need and orders supplies preparing warehouse orders, purchase requisitions, buy-out forms and petty cash; receives supplies and checks against requisition; *E*
- Performs specialized tasks within the department which have potentially significant consequences within the District or have wide community impact such as receiving and processing legal documents, preparing, and maintaining legal records; *E*
- Inputs, processes, and tracks personnel requisitions; coordinates departmental interviews and hiring process; tracks department vacancies; and communicates staff selection to the Personnel Commission or Human Resources departments; *E*
- Compiles data, summarizes, lays out and completes a variety of specialized reports which may reflect District-

- wide activities; *E*
- Assures secure maintenance of District keys; issues and retrieves keys, alarm cards, and computer equipment to staff and vendors according to established procedures; *E*
- Composes and proofreads correspondence, memorandums, letters, newsletters and distributes to staff, students, or the community; conducts and responds to surveys; maintains logs and lists; addresses community complaints; *E*
- Tracks professional development units, expiring certifications of staff, and informs the supervisor that recertification is needed; *E*
- Maintains and submits documentation on industrial injuries to Risk Management; *E*
- Assures timely completion of performance evaluations for employees within the department; *E*
- Performs other related duties as assigned.

## **SKATs (Skills, Knowledge, Abilities and Traits)**

### **SKILL IN:**

- Keyboarding with speed and accuracy;
- Operating a variety of office equipment including copiers, calculators, scanners, fax machines, printers, and computers and all applicable hardware and software.

### **KNOWLEDGE OF:**

- Applicable sections of the California Education Code and other applicable laws;
- Operations, procedures, specific rules of the office/department;
- Computers including data entry techniques;
- Basic budgeting practices regarding monitoring and control;
- Correct English usage, grammar, spelling, punctuation and vocabulary;
- Good public relations principles;
- District organization, operations, and objectives;
- District policies and regulations, County regulations, collective bargaining agreements, Personnel Commission Rules, operating procedures, and laws regarding a wide variety of departments/subjects;
- Office practices and equipment, including filing systems, receptionist and telephone techniques, and office equipment;
- Interpersonal skills using tact, patience and courtesy;
- Business correspondence, minutes, record keeping, filing methods, letter and report preparation, proofreading, and composition;
- Principles and practices of assigning, training and work monitoring.

### **ABILITY TO:**

- Understand and follow oral and written instructions;
- Read, interpret, apply and explain rules, regulations, policies and procedures;
- Plan and organize work for self and others and establish priorities with respect to importance and time lines;
- Analyze situations accurately and exercise good judgment;
- Operate a computer using a variety of software, such as spreadsheets, word processors, project scheduling tools, databases, etc.;
- Exercise tact and judgment in meeting and dealing with sensitive, complex, and confidential issues;
- Prepare correspondence and written materials independently using correct vocabulary, grammar, and punctuation;
- Take action to implement solutions and improvements;
- Communicate effectively, both orally and in writing;
- Gather, read, comprehend, analyze, and interpret data;
- Establish and maintain effective working relationships;
- Provide training and work direction to other clerical staff;
- Exercise good judgment;

- Work effectively within established time schedules and with minimal direction;

**TRAITS:**

- Appreciates and respects the differences among people;
- Maintains confidentiality;
- Strives to meet customers' needs;
- Easily adapts to situations and changes;
- Stays focused and has good work ethic;
- Logically grasps and thinks through issues and problems;
- Diligently attends to details and quality of work;
- Remains steady under pressure;
- Is trustworthy and responsible for his/her actions;
- Works around obstacles and is self-starting;
- Effectively manages one's own time, priorities, and resources.

**EMPLOYMENT STANDARDS**

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

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

**LICENSE/LANGUAGE REQUIREMENTS:** A valid, Class C, California Driver's License, a good driving record, and use of a private automobile may be required, and if so, must be maintained during employment. The ability to speak and read Spanish and English is required for the class of Administrative Secretary - Bilingual (Spanish).

**WORK-ENVIRONMENT:** Employees in this classification work primarily inside 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, stoop/bend, reach overhead, lift and carry up to 20 lbs., use fingers repetitively, use both hands simultaneously, speak clearly, hear normal conversation, see small details, drive a vehicle, use a computer, and telephone.

**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.

**Classified Salary Ranges:**

Administrative Secretary: 21.5

Administrative Secretary – Bilingual (Spanish): 22

Revised 10/74, 11/74, 3/78, 11/79, 12/81, 7/87, 6/95, 4/12, 9/20

Bilingual Class Established 8/97

**PERSONNEL COMMISSION  
ROWLAND UNIFIED SCHOOL DISTRICT**

SEPTEMBER 1, 2020

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ITEM 7.2C    CONSIDER APPROVING THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF SECRETARY, SECRETARY – BILINGUAL (SPANISH) AND SECRETARY – BILINGUAL/BILITERATE (SPANISH)

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Staff emailed all incumbents, as well as their supervisors, advising and requesting input on all changes. The recommended changes in the class description are presented in the customary strikeout and bold/underscore text format.

The recommended revisions to the Secretary, Secretary – Bilingual (Spanish), and Secretary – Bilingual/Biliterate (Spanish) classification serve to better clarify the job duties, and minimum qualifications, as well as to update standard wording in all class descriptions in reference to the working environment section of the document. Changes to the duties do not increase responsibilities or workload and, therefore, do not reflect an increase in compensation.

**RECOMMENDATION:**

The Personnel Commission is requested to approve the recommended revisions to the job description for the classification of Secretary, Secretary – Bilingual (Spanish), and Secretary – Bilingual/Biliterate (Spanish)



ROWLAND UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
MEMORANDUM

August 26, 2020

TO: Dennis Bixler, Assistant Superintendent – Human Resources

FROM: Joan Stiegelmar, Personnel Director

RE: **REVISED CLASS DESCRIPTION FOR SECRETARY, SECRETARY – BILINGUAL (SPANISH) & SECRETARY – BILINGUAL/BILITERATE (SPANISH)**

Attached for your review and comment is the proposed **REVISED** class description for Secretary, Secretary – Bilingual (Spanish) & Secretary – Bilingual / Biliterate (Spanish)

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, September 1, 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

PC21-029



**SECRETARY**  
**SECRETARY - BILINGUAL (SPANISH)**  
**SECRETARY - BILINGUAL/BILITERATE (SPANISH)**

**SUMMARY OF DUTIES**

Under the direction of a District-level coordinator or specialist, an Vice Assistant Principal, or other manager, provides secretarial support to relieve the administrator of administrative detail; serves as lead person for an assigned activity at a school site such as attendance and guidance; **and** performs specialized duties in the administration and support of District programs and activities, ~~and performs other related duties as required.~~

**DISTINGUISHING CHARACTERISTICS**

A Secretary spends most of the time performing general office support duties as well as assisting the manager by performing a variety of specialized administrative duties related to the individual program or activity. A Secretary is expected to possess journey-level secretarial expertise and make recommendations on or independently implement a variety of approaches or ideas pertaining to the clerical or record-keeping aspects of projects. Secretaries may report to an Vice Assistant Principal and may provide lead direction to a clerical staff involved in such activities as attendance and guidance. Secretaries may also report to District-level management personnel typically at the level of specialist or coordinators and provide broad office support services on behalf of the administrator.

The class of Secretary is distinguished from the class of Senior Office Assistant in that the latter tends to perform specialized activities requiring detailed knowledge of program guidelines and/or operating procedures within a specialized program where the intent of the work is directed more to specified clerical functions than to coordinating overall office functions on behalf of the manager. The Secretary class provides services for the office of the assigned manager, provides secretarial support duties for the manager, and coordinates overall office functions.

**EXAMPLES OF DUTIES**

- Plans, organizes, and coordinates activities to relieve the administrator of routine administrative duties; *E*
- Serves as receptionist and greets and screens visitors, explains procedures, policies and programs, provides direction and relays information from managers; *E*
- Composes, revises, or modifies correspondence independently or from brief verbal instructions or notes; *E*
- Serves as a lead worker providing direction and training to clerical employees, students, and substitute and temporary personnel; *E*
- Prepares notices, newsletters, flyers; duplicates and distributes information and materials to parents, teachers and administrators; *E*
- Types and prepares correspondence, memoranda, reports, requisitions, work orders, and other related materials; *E*
- Compiles data from a variety of sources; completes various financial and statistical records; *E*
- Prepares periodic reports, develops and update lists, logs, cards and databases bank; *E*
- Establishes and maintains filing systems which may contain sensitive and confidential data; *E*
- Maintains calendar and schedule for supervisor, office, committees, and manages various deadlines; *E*
- Prepares agendas for meetings; arranges for meeting facilities; transmits reminders; and types minutes; *E*
- Types a variety of forms and follows procedures to coordinate payroll, maintains budget data, processes mileage and conference requests; *E*
- Orders, processes, and receives office supplies and equipment; *E*
- Answers phones and provides information; directs calls to appropriate personnel; *E*
- Organizes specialized programs and performs a variety of specialized activities; *E*
- Assists in coordinating the flow of program communications with parents, public, and District personnel;
- May administer first aid to students as needed;
- Performs other related duties as ~~required~~ **assigned**.

## SKATs (Skills, Knowledge, Abilities and Traits)

### SKILL IN:

- Keyboarding/Typing at a rate of 50 words per minute **with speed and accuracy**;
- Operating a variety of office equipment such as typewriters, **including** copiers, calculators, scanners, fax machines, printers, and computers and all applicable hardware and software.

### KNOWLEDGE OF:

- Applicable sections of the State **California** Education Code and other applicable laws;
- ~~Computer related equipment and specified software; **(below in ability)**~~
- ~~Computer word processing software, email applications, and work related online applications; **(below in ability)**~~
- ~~Modern office practices, procedures and equipment; **(noted below)**~~
- **Office practices and equipment, including filing systems, receptionist and telephone techniques, letter and report writing, proofreading, and office equipment;**
- Correct English usage, grammar, spelling, punctuation and vocabulary;
- Basic research methods;
- Basic budgeting practices regarding monitoring and control;
- ~~Laws, rules and regulations related to assigned activities; **(above in 1<sup>st</sup> bullet and noted below)**~~
- Policies and objectives of assigned program and activities;
- Good public relations **principles**;
- Financial and statistical record-keeping techniques;
- Telephone techniques and etiquette;
- **Business correspondence, minutes, record keeping, report preparation, and composition;**
- ~~A variety of District policies, procedures, regulations, rules, laws, County regulations, and employee agreement; **(noted below)**~~
- District policies, **and** regulations, County regulations, employee **collective bargaining** agreements, Commission Rules, operating procedures, and laws regarding a wide variety of departments/subjects;
- District organization, operations, and objectives;
- Interpersonal skills using tact, patience and courtesy;
- Record-keeping and filing methods.

### ABILITY TO:

- Understand and follow oral and written instructions;
- Plan and organize work for self and others **and establish priorities with respect to importance** ~~to meet schedules and time lines;~~
- Read, interpret, apply and explain rules, regulations, policies, and procedures;
- Analyze situations accurately and adopt an effective course of action;
- **Exercise tact and judgment in meeting and dealing with sensitive, complex, and confidential issues;**
- ~~Plan and organize work for self and others; **(Noted above)**~~
- **Operate a computer using a variety of software, such as spreadsheets, word processors, project scheduling tools, databases, etc.;**
- Establish and maintain cooperative and effective working relationships;
- ~~Write clearly and concisely using good grammar, spelling and punctuation; **(Noted below)**~~
- **Prepare correspondence and written materials independently using correct vocabulary, grammar, and punctuation;**
- Compile and verify data and prepare reports.
- **Communicate effectively, both orally and in writing;**
- ~~Train and provide **training and** work direction to other clerical staff;~~
- Exercise good judgment;
- Work effectively within established time schedules and with minimal direction;
- Gather, read, **comprehend**, analyze, and interpret data;



- Administer first aid as ~~appropriate~~ **needed**.

### **TRAITS:**

- Easily adapts to **situations and** changes;
- Maintains confidentiality;
- Appreciates and respects the differences among people;
- Remains steady under pressure;
- Effectively manages one's own time, priorities, and resources.
- Diligently attends to details and quality **of work**;
- Logically grasps and thinks through issues and problems;
- **Stays focused and has good work ethic**;
- **Is trustworthy and responsible for his/her actions**;
- **Works around obstacles and is self-starting**;
- Strives to meet customers' needs.

### **EMPLOYMENT STANDARDS**

**EDUCATION:** A high school diploma, General Educational Development (G.E.D.), or recognized equivalent is required. **Graduation from high school or its equivalency is required.**

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

### **LICENSES/LANGUAGE/CERTIFICATE 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.
- ~~A 50 net WPM typing certificate issued during the last two years from an accredited school or agency, excluding on-line agencies.~~
- A valid first aid certificate, comparable to the American Red Cross Standard First Aid Certificate must be presented at the time of application and maintained during the course of employment.
- Incumbents in the class of Secretary - Bilingual (Spanish) are required to speak and read Spanish and English.
- Incumbents in the class of Secretary – Bilingual/Biliterate (Spanish) are required to speak, read and write Spanish and English.

### **ENVIRONMENT:**

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

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

**APPOINTMENT:** **In accordance with Education Code Section 45301,** ~~An~~ 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.

**Classified** Salary Ranges:

Secretary: ~~19 1/2~~ **19.5**

Secretary – Bilingual (Spanish): 20

Secretary – Bilingual/Biliterate (Spanish): ~~20½~~ **20.5**

J.D. #103

Revised 7/87, 11/89, 6/95, 1/13, **9/20**

DRAFT

**SECRETARY**  
**SECRETARY - BILINGUAL (SPANISH)**  
**SECRETARY - BILINGUAL/BILITERATE (SPANISH)**

**SUMMARY OF DUTIES**

Under the direction of a District-level coordinator or specialist, an Assistant Principal, or other manager, provides secretarial support to relieve the administrator of administrative detail; serves as lead person for an assigned activity at a school site such as attendance and guidance; and performs specialized duties in the administration and support of District programs and activities.

**DISTINGUISHING CHARACTERISTICS**

A Secretary spends most of the time performing general office support duties as well as assisting the manager by performing a variety of specialized administrative duties related to the individual program or activity. A Secretary is expected to possess journey-level secretarial expertise and make recommendations on or independently implement a variety of approaches or ideas pertaining to the clerical or record-keeping aspects of projects. Secretaries may report to an Assistant Principal and may provide lead direction to a clerical staff involved in such activities as attendance and guidance. Secretaries may also report to District-level management personnel typically at the level of specialist or coordinators and provide broad office support services on behalf of the administrator.

The class of Secretary is distinguished from the class of Senior Office Assistant in that the latter tends to perform specialized activities requiring detailed knowledge of program guidelines and/or operating procedures within a specialized program where the intent of the work is directed more to specified clerical functions than to coordinating overall office functions on behalf of the manager. The Secretary class provides services for the office of the assigned manager, provides secretarial support duties for the manager, and coordinates overall office functions.

**EXAMPLES OF DUTIES**

- Plans, organizes, and coordinates activities to relieve the administrator of routine administrative duties; *E*
- Serves as receptionist and greets and screens visitors, explains procedures, policies and programs, provides direction and relays information from managers; *E*
- Composes, revises, or modifies correspondence independently or from brief verbal instructions or notes; *E*
- Serves as a lead worker providing direction and training to clerical employees, students, substitute and temporary personnel; *E*
- Prepares notices, newsletters, flyers; duplicates and distributes information and materials to parents, teachers and administrators; *E*
- Types and prepares correspondence, memoranda, reports, requisitions, work orders, and other related materials; *E*
- Compiles data from a variety of sources; completes various financial and statistical records; *E*
- Prepares periodic reports, develops and update lists, and databases; *E*
- Establishes and maintains filing systems which may contain sensitive and confidential data; *E*
- Maintains calendar and schedule for supervisor, office, committees, and manages various deadlines; *E*
- Prepares agendas for meetings; arranges for meeting facilities; transmits reminders; and types minutes; *E*
- Types a variety of forms and follows procedures to coordinate payroll, maintains budget data, processes mileage and conference requests; *E*
- Orders, processes, and receives office supplies and equipment; *E*
- Answers phones and provides information; directs calls to appropriate personnel; *E*
- Organizes specialized programs and performs a variety of specialized activities; *E*
- Assists in coordinating the flow of program communications with parents, public, and District personnel;
- May administer first aid to students;
- Performs other related duties as assigned.

## **SKATs (Skills, Knowledge, Abilities and Traits)**

### **SKILL IN:**

- Keyboarding with speed and accuracy;
- Operating a variety of office equipment including copiers, calculators, scanners, fax machines, printers, and computers and all applicable hardware and software.

### **KNOWLEDGE OF:**

- Applicable sections of the California Education Code and other applicable laws;
- Office practices and equipment, including filing systems, receptionist and telephone techniques, letter and report writing, proofreading, and office equipment;
- Correct English usage, grammar, spelling, punctuation and vocabulary;
- Basic research methods;
- Basic budgeting practices regarding monitoring and control;
- Policies and objectives of assigned program and activities;
- Good public relations principles;
- Financial and statistical record-keeping techniques;
- Telephone techniques and etiquette;
- Business correspondence, minutes, record keeping, report preparation, and composition;
- District policies, and regulations, County regulations, collective bargaining agreements, Commission Rules, operating procedures, and laws regarding a wide variety of departments/subjects;
- District organization, operations, and objectives;
- Interpersonal skills using tact, patience and courtesy;
- Record-keeping and filing methods.

### **ABILITY TO:**

- Understand and follow oral and written instructions;
- Plan and organize work for self and others and establish priorities with respect to importance and time lines;
- Read, interpret, apply and explain rules, regulations, policies, and procedures;
- Analyze situations accurately and adopt an effective course of action;
- Exercise tact and judgment in meeting and dealing with sensitive, complex, and confidential issues;
- Operate a computer using a variety of software, such as spreadsheets, word processors, project scheduling tools, databases, etc.;
- Establish and maintain cooperative and effective working relationships;
- Prepare correspondence and written materials independently using correct vocabulary, grammar, and punctuation;
- Compile and verify data and prepare reports.
- Communicate effectively, both orally and in writing;
- Provide training and work direction to clerical staff;
- Exercise good judgment;
- Work effectively within established time schedules and with minimal direction;
- Gather, read, comprehend, analyze, and interpret data;
- Administer first aid as needed.

### **TRAITS:**

- Easily adapts to situations and changes;
- Maintains confidentiality;
- Appreciates and respects the differences among people;
- Remains steady under pressure;
- Effectively manages one's own time, priorities, and resources.
- Diligently attends to details and quality of work;

- Logically grasps and thinks through issues and problems;
- Stays focused and has good work ethic;
- Is trustworthy and responsible for his/her actions;
- Works around obstacles and is self-starting;
- Strives to meet customers' needs.

## **EMPLOYMENT STANDARDS**

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

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

## **LICENSES/LANGUAGE/CERTIFICATE 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.
- A valid first aid certificate, comparable to the American Red Cross Standard First Aid Certificate must be presented at the time of application and maintained during the course of employment.
- Incumbents in the class of Secretary - Bilingual (Spanish) are required to speak and read Spanish and English.
- Incumbents in the class of Secretary – Bilingual/Biliterate (Spanish) are required to speak, read and write Spanish and English.

## **ENVIRONMENT:**

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

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

## **Classified Salary Ranges:**

Secretary: 19.5

Secretary – Bilingual (Spanish): 20

Secretary – Bilingual/Biliterate (Spanish): 20.5

Revised 7/87, 11/89, 6/95, 1/13, 9/20

**PERSONNEL COMMISSION  
ROWLAND UNIFIED SCHOOL DISTRICT**

September 1, 2020

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ITEM 7.3ABC CONSIDER APPROVING THE ESTABLISHMENT OF THE NEW CLASS DESCRIPTION OF NUTRITION SERVICES FIELD SUPERVISOR; PLACING THE NEW CLASSIFICATION OF NUTRITION SERVICES FIELD SUPERVISOR IN THE NUTRITION SERVICES JOB FAMILY; APPROVING THE NEW JOB DESCRIPTION FOR THE CLASSIFICATION OF NUTRITION SERVICES FIELD SUPERVISOR

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The Personnel Commission Rules and Regulations prescribe the process for classifying a position when the Board of Education approves new job duties. Rule 3.2.5 provides the following:

When the Board of Education creates a new position, it shall submit the duties officially assigned to the position, in writing, to the Personnel Director. The proposed class specification and a salary recommendation shall be presented by the Personnel Director to the immediate supervisor, administrators within the chain of command, and Superintendent or designee for input. For all Bargaining Unit positions the proposed class specification and salary recommendation shall be presented to the CSEA Chapter President and representative(s) for input.

The Personnel Director shall submit the proposed class specification and recommended salary allocation to the Personnel Commission. No person shall be appointed to a position in the classified service until the classification of the position has been approved by the Personnel Commission. The Board of Education may recommend minimum educational and work experience requirements for new classes.

The Personnel Director shall place the new position in an existing class or if a determination is made a new class is needed, the Personnel Director shall present recommendations to the Commission for action. The Personnel Commission shall:

- 3.2.5.1** Classify the position and determine whether the position should be allocated to an existing class or whether a new class should be established.
- 3.2.5.2** Allocate the position for salary placement on the appropriate classified salary schedule. Designate the position as executive, administrative, supervisory, technical, or police.
- 3.2.5.3** Direct the Personnel Director to notify the Board of Education of the Personnel Commission's action.

**RATIONALE FOR ESTABLISHMENT OF THE CLASSIFICATION OF NUTRITION SERVICES FIELD SUPERVISOR**

Nutrition Services has requested the creation of the class description of Nutrition Services Field Supervisor to meet the needs of the department in providing overall support and supervision to school site satellite kitchens. This supervisory-level position will provide training and guidance to Food Service Assistant and Cafeteria Lead Worker employees, and will be a support for department management, in maintaining compliance with child nutrition program regulations and ensuring that all site kitchen staff are following standardized procedures. This position will replace the management-level Nutrition Services Operation Manager position which is currently vacant.

**RECOMMENDATION:**

The Personnel Commission is requested to approve the establishment of the new class description of Nutrition Services Field Supervisor; place the new classification in the Nutrition Services Series job family; and approve the salary recommendation for Nutrition Services Field Supervisor at Range 26 on the Confidential / Supervisory Salary Schedule.

**PERSONNEL COMMISSION  
ROWLAND UNIFIED SCHOOL DISTRICT**

September 1, 2020

**Item 7.3d – SALARY RECOMMENDATION FOR THE CLASSIFICATION OF NUTRITION SERVICES FIELD SUPERVISOR**

Allocation of the new classification of the Nutrition Services Field Supervisor is recommended to the Confidential/Supervisory Salary Schedule at Range 26.

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.

<b>Salaries of RUSD Classified Supervisors</b>			
<b>Title</b>	<b>Salary Range</b>	<b>Min Monthly Salary</b>	<b>Max Monthly Salary</b>
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
<b>Nutrition Services Field Supervisor</b>	<b>26.0</b>	<b>\$4,710</b>	<b>\$5,729</b>
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 Nutrition Services Field Supervisor at Range 26 on the Confidential/Supervisory Salary Schedule.



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

August 26, 2020

TO: Dennis Bixler, Assistant Superintendent – Human Resources

FROM: Joan Stiegelmar, Personnel Director

RE: **NEW CLASS DESCRIPTION FOR NUTRITION SERVICES FIELD SUPERVISOR**

Attached for your review and comment is the proposed **NEW** class description for Nutrition Services Field Supervisor.

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, September 1, 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.

cc: Alex Flores  
Assistant Superintendent - Administrative Services

Attachments: Class Description

PC21-030





## **NUTRITION SERVICES FIELD SUPERVISOR**

### **SUMMARY OF DUTIES**

Under the general direction of the assigned supervisor, assists in planning, organizing, coordinating and supervising activities related to District-wide food service programs and operations; assures compliance with quality control in serving kitchens; directs and participates in the preparation of a variety of reports; monitors, trains, and evaluates the performance of assigned food service personnel; assists with coordinating summer meal programs; assures compliance with District, federal, state, local laws and regulations, policies, and procedures related to the food service program; and ensures the work of the site lead staff is completed in their absence

### **DISTINGUISHING CHARACTERISTICS WITHIN THE JOB FAMILY**

The class of Nutrition Services Field Supervisor is distinguished from the class of Assistant Director of Nutrition Services in that the Nutrition Services Field Supervisor receives technical and supervisory direction, and is responsible for specific components within the food service program, and has only limited authority to establish work procedures.

The class of Nutrition Services Field Supervisor is distinguished from the class of Nutrition Services Supervisor in that the latter is responsible for overseeing the majority of the activities of the central kitchen including the ordering, receipt, inventory and warehousing, cooking, baking, packaging and delivering of food to various school sites. A Nutrition Services Field Supervisor is responsible for overseeing the majority of the satellite serving kitchens and site-based Nutrition Services personnel and operations, whereas the Nutrition Services Supervisor oversees all central kitchen operations

### **EXAMPLES OF DUTIES**

- Assists in planning, organizing, coordinating, and overseeing the District-wide food service kitchens and operations; ***E***
- Visits school kitchens to monitor procedures; instructs employees in new techniques to improve productivity and enhance service; discusses concerns with assigned staff and assists in the resolution; suggests new or revised procedures; ***E***
- Conducts on-site inspections and visits school kitchens to monitor food production, portion control, preparation, presentation, safety, and sanitation; ensures compliance with federal and state regulations; ***E***
- Maintains current knowledge of reimbursable meal requirements and nutrition practices; ensures compliance with all planned menus, to provide quality, nutritionally balanced meals according to federal and state guidelines for school meals; ***E***
- Provides technical assistance and training in basic food service activities such as food preparation, sanitation procedures, and the safe operation of equipment, to food service personnel; ***E***
- Assists with the development and standardization of recipes; ***E***
- Interviews, selects, trains, supervises and evaluates the performance of assigned staff; develops and reviews employee work schedules and production standards, recommends transfers, reassignments, terminations, and disciplinary action; ***E***
- Assists in planning in-service training and orientation programs; provides information to staff regarding various personnel issues and questions; ***E***
- Substitutes for school kitchen leads on an emergency-basis, and recommends substitute employees for assigned staff; ensures that the work of food service personnel is completed in their absence; ***E***
- Assures food service equipment is operated and maintained properly; ***E***
- Maintains related files of food service equipment; contacts vendors and service representatives and generates recommendations for repair or replacement, taking into account cost; ***E***
- Maintains high sanitation levels by ensuring cleaning schedules are followed and required maintenance work is properly and promptly performed; ***E***
- Assists with the planning, coordination, and implementation of the summer meal and child care meal programs; ***E***

- Orders food and supplies according to established procedures; *E*
- Plans and participates in Nutrition Advisory Councils or similar student meetings, to gain input on acceptable student menu items; *E*
- Assists in representing the department at public meetings and meets with various groups to discuss goals, objectives, and methods to improve services; *E*
- Maintains liaison with principals, parents, students, and staff to obtain input or address concerns regarding food service related items such as menus, food quality, student allergies, and serving schedules; *E*
- Reviews site paperwork and records including daily food production and student participation records; *E*
- Assists in the preparation of food and supply cost budget data; *E*
- Conducts taste tests and reviews student acceptance of food items and generates reports of such findings; *E*
- Plans, coordinates, and participates in food service catering and student special events such as luncheons, dinners, banquets, BBQ's, and pizza parties; *E*
- Assists in the planning and remodeling activities for kitchen and food service facilities; recommends revisions of programs, facilities and service; and prepares related reports; *E*
- Attends conferences, meetings, and workshops to maintain current knowledge of school food service programs;
- Assists with handling of food recalls; *E*
- Prepares a variety of reports, memos, production records, and procedures; *E*
- Maintains Safety Data Sheets at each school site and trains and implements safety procedures to food service staff; *E*
- Drives vehicle to work sites and transports food and supplies when needed; *E*
- May perform other related duties as assigned.

### **SKATs (Skills, Knowledge, Abilities and Traits)**

#### **SKILL IN:**

- Safely operating a motor vehicle;
- Safely operating a variety of equipment such as ovens, choppers, slicers, mixers, can openers, steamers, food pumps, stoves, food carts, kettles, manual and power pallets, gas grills, boiler, and packaging machine;
- Operating a variety of office equipment such as computers, and applicable hardware and software such as word processing, spreadsheets, point of sale, lunch application processing software, calculators, copiers, printers, telephones, and fax machines.

#### **KNOWLEDGE OF:**

- Current federal and state laws, codes, regulations, and rules related to school district food service operations;
- Variety of District rules, policies and procedures applicable to the food service program and administrative support services;
- USDA menu requirements, basic and nutrition standards for school meals;
- Methods, principles, procedures used to prepare, cook, deliver, store, inventory, and serve large quantities of food;
- Health and safety rules and regulations pertaining to food establishments, including safe working practices, sanitation, and maintenance regulations;
- Principles and practices of discipline, supervision and training;
- Principles of good public relations;
- Correct English usage, including spelling, grammar, and punctuation;
- Basic math, including calculations involving fractions, percentages, and ratios;
- Basic record keeping techniques.

#### **ABILITY TO:**

- Assist in planning, developing, organizing, and administering the District-wide food services program;
- Gather, read, analyze, and interpret oral, written, visual and statistical data;
- Read, understand, interpret and follow policies, laws, rules, and regulations;
- Analyze situations accurately and adopt an effective course of action;

- Recognize and correct safety hazards;
- Work with a high level of independence and minimal direct supervision;
- Exercise good judgment;
- Plan and organize work for self and others;
- Communicate effectively both orally and in writing;
- Write clearly and concisely using proper grammar, punctuation, and spelling;
- Supervise, train, motivate, counsel and evaluate personnel;
- Establish and maintain good working relationships.

**TRAITS:**

- Promotes goals and leads by example;
- Effectively manages one's own time, priorities, and resources;
- Appreciates and respects the differences among people;
- Is trustworthy and responsible for his/her actions;
- Easily adapts to situations and changes;
- Diligently attends to details and quality;
- Remains steady under pressure;
- Works collaboratively to implement goals and objectives;
- Strives to meet customers' needs.

**EMPLOYMENT STANDARDS**

**EDUCATION:** An Associate's degree or equivalent from an accredited college or university with a major in institution management, dietetics, food and nutrition, hotel and restaurant management, business or public administration or other closely related field. Two years of experience in large quantity (500 or more meals) institutional food preparation, distribution and/or service in addition to the required experience indicated below may be substituted for the required education.

**EXPERIENCE:** Two years of recent full-time experience including one year of supervisory experience in large quantity institutional food preparation, distribution and or service is required. *Note: Recent experience is defined as experience obtained within the last five years.*

**LICENSE/REGISTRATION/LANGUAGE REQUIREMENTS:**

- A valid, Class C, California Driver License, and use of a private automobile are required and must be maintained during employment.
- A valid, Food Protection Manager certificate approved by the State of California.
- USDA Professional Standards: Maintain a minimum of 10 hours of annual continuing education/training in the areas of the Child Nutrition Programs and food safety.

**ENVIRONMENT:** Employees in this classification work both inside and outside in both a kitchen and office environment, with frequent interruptions, with changing priorities and short deadlines, in varying temperatures including extreme heat from direct sunlight and ovens and extreme cold from walk-in refrigerators and freezers, in contact with hot food items, with heavy machinery and equipment, sharp objects including knives and slicers, with exposure to cleaning agents and exposure to air and blood-borne pathogens and germs, bodily fluids and communicable diseases, and have direct contact with the public, District staff, and students. Will be required to drive an automobile or delivery vehicle to conduct work, 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, and reach overhead, lift and carry up to 50 pounds without assistance, push, pull, use fingers, wrists and hands repetitively in a slicing or twisting motion or while applying pressure, simultaneously use both hands or both legs, speak clearly, hear normal conversation, have depth perception, color vision, see small details, operate motorized equipment, drive a vehicle, use a computer, and telephone.

**APPOINTMENT:** In accordance with Education Code Section 45302, 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.

DRAFT

**Confidential/Supervisory Salary Schedule:** Range 26

Approved by Personnel Commission: 9/20

PERSONNEL COMMISSION

ROWLAND UNIFIED SCHOOL DISTRICT

September 1, 2020

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ITEM 8.1 EXAM REVIEW

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The following recruitments were initiated during the month of August, 2020:

<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>
Senior Account Clerk	12 months	1	8 hours / 12 months	5/2014	<ul style="list-style-type: none"><li>• Written Test</li><li>• Structured Interview</li><li>• Computer Testing</li></ul>

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

INVITES APPLICATIONS FOR THE POSITION OF:

**SENIOR ACCOUNT CLERK**

**\$3,561.00 - \$4,335.00 Monthly**  
**\$42,732.00 – 52,020.00 Annually**

*An Equal Opportunity Employer*

**OPENING DATE: AUGUST 21, 2020**

**FINAL FILING DATE: SEPTEMBER 14, 2020**

**POSITION**

There is one (1) immediate vacancy for the position of Senior Account Clerk in the Special Projects department, eight (8) hours per day, five (5) days per week, twelve (12) months a year. Tentative hours are 8:00 AM - 4:30 PM. An eligibility list is being established to hire substitutes and to fill future vacancies. Interested applicants are encouraged to apply as soon as possible.

**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, initiative within established accounting practices/procedures and coordinates the placement of substitute employees.

**QUALIFICATIONS**

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

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

**Applicants must provide the Personnel Commission with 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 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.

08/20

D-20/21-04

## FILING PERIOD

Applications for this position will be accepted on-line only, **Friday, August 21, 2020 to Monday, September 14, 2020 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 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 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.*



**PERSONNEL COMMISSION  
ROWLAND UNIFIED SCHOOL DISTRICT**

September 1, 2020

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

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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
Maintenance Worker (D-19/20-34)	PC Rule 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# 25854953</li></ul>
Behavior Support Assistant and Behavior Support Assistant - Bilingual (Spanish) (D-19/20-32) & (D-19/20-33)	PC Rule 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# 43308665</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.