

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT
AGENDA**

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Personnel Commission Office, 1830 Nogales Street, Rowland Heights, CA 91748.

Persons requiring accommodation in order to view the agenda or participate in the meeting, may make the request for accommodation to the Personnel Director by emailing jstiegelmar@rowlandschools.org or calling (760) 523-3248 at least 24 hours in advance of the meeting. [Government Code 54954.2 (a) (1)]

November 10, 2020
Meeting to start at 4:30 P.M.

Virtual Meeting

https://rowlandschools-org.zoom.us/webinar/register/WN_EhSjlXnSRDCI rzkKPfmB6g

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.

November 10, 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, November 10, 2020 or adopting the Agenda with the following corrections/modifications for Tuesday, November 10, 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/SLSpqdiHknRG34tf8>.

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 October 6, 2020. (Ref. 6.1)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

7. ITEMS FOR DISCUSSION AND/OR ACTION

7.1 Advanced Salary Step Placement

a. Consider approving the advanced salary step request from Dennis Bixler, Assistant Superintendent - Human Resources, to employ Applicant ID# 31890723 in the class of Personnel Technician at Step B of Range 19 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 Mitch Brunyer, Principal, Rowland High School, to employ Applicant ID# 43359623 in the class of Instructional Assistant II – Bilingual (Spanish) at Step C of Range 16.5 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 Maria Davila, Director of Nutrition Services, to employ Applicant ID# 34417442 in the class of Stock Delivery Worker at Step E of Range 19.5 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 Chris Ferraro, Director of Maintenance and Operations, to employ Applicant ID# 23863409 in the class of Maintenance Worker at Step E of Range 21 on the Classified 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 Chris Ferraro, Director of Maintenance and Operations, to employ Applicant ID# 21858288 in the class of Grounds Construction Worker at Step E of Range 23 on the Classified Salary Schedule. (Ref. 7.1e) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

- f. Consider approving the advanced salary step request from Maria Davila, Director of Nutrition Services, to employ Applicant ID# 2595062 in the class of Stock Delivery Worker at Step E of Range 19.5 on the Classified Salary Schedule. (Ref. 7.1f) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

- g. Consider approving the advanced salary step request from John Martinez, Principal, Rowland Elementary, to employ Applicant ID# 31307001 in the class of Library Assistant at Step E of Range 17 on the Classified Salary Schedule. (Ref. 7.1g) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

- h. Consider approving the advanced salary step request from Annette Ramirez, Principal, Ybarra Academy, to employ Applicant ID# 41261276 in the class of Library Assistant at Step D of Range 17 on the Classified Salary Schedule. (Ref. 7.1h) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

7.2 Reallocation

Consider approving the recommended re-allocation of a vacant Office Assistant position to an Office Assistant – Bilingual / Biliterate (Mandarin) position. (Ref 7.2)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

7.3 Revised Class Descriptions

- a. Receive input from the District Administration and CSEA regarding the revised classification for Account Clerk. (7.3a)
 - i. Consider approving the revised job description for the classification of Account Clerk and changing the title from Account Clerk to ASB Account Clerk.

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 Senior Buyer. (7.3b)
 - i. Consider approving the revised job description for the classification of Senior Buyer and changing the title from Senior Buyer to Purchasing Supervisor.

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

- c. Receive input from the District Administration and CSEA regarding the revised classification for Reprographics Supervisor. (7.3c)
 - i. Consider approving the revised job description for the classification of Reprographics Supervisor.

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

7.4 Extension of Eligibility Lists

- a. Ratify the extension of the following eligibility list for another six months per PC Rule 6.1.5.
 - i. District Safety (D-19/20-56)
 - Previous expiration date: 12/1/20
 - New expiration date: 6/1/21

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 examinations and recruitment bulletins:

- a. Office Assistant (D-20/21-16)
- b. Office Assistant – Bilingual (Spanish) (D-20/21-17)
- c. Office Assistant – Bilingual / Biliterate (Spanish) (D-20/21-18)
- d. Office Assistant – Bilingual / Biliterate (Mandarin) (D-20/21-19)
- e. School Bus Driver Trainee (#5)
- f. Storekeeper (D-20/21-15)

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. High School Kitchen Supervisor (D-20/21-02)

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. Pool Maintenance Worker (D-19/20-73)

- ID# 21735989 – PC Rule 6.1.10.6

b. Computer Lab Technician (D-19/20-47)

- ID# 43290355 – PC Rule 6.1.10.4
- ID# 42488093 – PC Rule 6.1.10.4

c. Computer Lab Technician – Bilingual (Spanish) (D-19/20-48)

- ID# 42488093 – PC Rule 6.1.10.4

d. District Safety (D-19/20-56)

- ID# 5409596 – 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, DECEMBER 8, 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 OCTOBER 6, 2020
MEETING HELD VIRTUALLY VIA ZOOM**

The meeting of the Personnel Commission of the Rowland Unified School District was called to order at 4:31 p.m., with the Pledge of Allegiance led by Ms. Judy Nieh, Chair.

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

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

APPROVAL OF THE AGENDA

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

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
- Maria Davila – Director of Nutrition Services
- Crystal Vahimarae – Personnel Technician

COMMUNICATIONS

- A. CSEA – Mr. Maldonado shared that he appreciates the hard work of the Personnel Commission staff. Mr. Maldonado shared the Personnel Commission has worked diligently to ensure critical positions are not remaining vacant. Mr. Maldonado shared CSEA has an upcoming Professional Development day in which Ms. Stiegelmar offered to lead a class in which employees may gain skills on how to “Climb the Career Ladder” in the District and also to provide insight on what the Personnel Commission does for the District employees. Mr. Maldonado mentioned that CSEA is in full support of a Classification study being completed for the District.
- 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

- Administrative Secretary Series
- Food Service Assistant I
- Irrigation Systems Technician
- Nutrition Services Field Supervisor
- School Office Manager Series
- Secretary Series

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

- Grounds Construction Worker – Performance Test / Structured Interview
- Health Assistant / Health Assistant – Bilingual (Spanish) – Zoom Structured Interview
- Library Assistant / Library Assistant – Bilingual (Spanish) – Zoom Structured Interview
- Pool Maintenance Worker – Zoom Structured Interview
- Stock Delivery Worker – Written Test / Zoom Structured Interview

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

- Custodian
- District Patrol
- Food Service Assistant I (Multiple Vacancies)
- Grounds Construction Worker
- Health Assistant
- Pool Maintenance Worker
- Stock Delivery Worker
- Senior Custodian
- Translator - Spanish

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

- 2 - Custodian
- 2 - Food Service Assistant I
- 1 - Instructional Assistant II - Bilingual (Spanish)
- 1 - Office Assistant

Updates/Reminders/Remarks:

Ms. Stiegelmar shared the Annual Report for the Personnel Commission will be distributed throughout the District by the end of the month. Ms. Stiegelmar mentioned some highlights which include: Conducting 74 recruitments with over 4,200 applications received; hiring 69 new employees, promoting 38 employees; creating 5 new classifications and revising 3 classifications.

Ms. Stiegelmar shared the Personnel Commissioners and Staff will be attending a virtual PCASC workshop via Zoom on Friday, October 16th to find out the latest legal challenges and learn important lessons from selected case law decisions.

Ms. Stiegelmar mentioned the Board of Education intends to take action at the November 12, 2020 Board of Education Meeting to reappoint Ms. Judy Nieh as the Board appointed Personnel Commissioner. Ms. Stiegelmar shared Judy Nieh has served as a Personnel Commissioner since February 2016 and prior to her service as a Commissioner, she served as a member on the Board of Education. Ms. Stiegelmar advised there will be a Public Hearing for members of the community to provide any input regarding this pending appointment. Ms. Stiegelmar shared the Board of Education will take formal action following the Public Hearing.

PERSONNEL COMMISSION

A. Recommendation: Approve the minutes of the regular meeting of September 1, 2020 as submitted.

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

B. Recommendation: Approve the revised Personnel Commission's meeting schedule for 2020-2021.

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 Dennis Bixler, Assistant Superintendent - Human Resources, to employ Applicant ID# 29751826 in the class of Office Assistant at Step D of Range 17 on the Classified Salary Schedule

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

- b. Recommendation: To consider approving the advanced salary step request from Dr. John Staumont, Principal, Jellick Elementary, to employ Applicant ID# 43772892 in the class of Custodian at Step E of Range 18 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 Re-Allocation

- a. Recommendation: To consider approving the recommended re-allocation of a vacant School Office Manager position to a School Office Manager – Bilingual (Spanish) position.

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

7.3 Revised Class Description

- a. Recommendation: To consider approving the revised job description for the classification of Storekeeper as presented.

Ms. Lee inquired on page one of the revision where it states, "Changes to the duties did not increase responsibilities or workload and, therefore, do not reflect an increase in compensation." Ms. Lee noticed that additional duties are shown to be added and wonders why there is not an increase in salary. Ms. Lee would like to ensure the District is being fair on how they compensate the employee. Ms. Lee also mentioned in the "Knowledge Section" it states that the employee must know how to use inventory software, but does not clearly state what kind of software. Ms. Lee also mentioned the job description states the employee must also know the District programs and procedures, but does not see how an outside person would be able to have that knowledge.

Ms. Stiegelmar mentioned it has been more than ten years since the job description was revised, and while more duties have been added to the description, the current employee was already handling the duties. Ms. Stiegelmar mentioned the class description is more detailed in listing the duties the new employee will be performing.

Ms. Stiegelmar shared when revising a job description, the main area of focus are the minimum qualifications. Ms. Stiegelmar shared when revising the Storekeeper's minimum qualifications, the only item that was updated was the experience of at least 6 months of driving a box truck which weighs at least seven tons. Ms. Stiegelmar shared while the employee will not be driving the truck regularly, they may drive when another employee is on vacation, leave of absence, or the position is vacant. Ms. Stiegelmar mentioned it is important that the employee has the experience since they will be driving around students while on campus.

Ms. Stiegelmar mentioned she did email the revised description to Mr. Bixler and Mr. Maldonado and received approval from both of them. Ms. Stiegelmar went on to share Mr. Maldonado did express that CSEA had a concern of the position needing at least six months experience operating a box truck. Ms. Stiegelmar shared the importance of having the experience as a minimum qualification, using the job description when evaluating an employee, and the importance of listing all the job duties.

Ms. Stiegelmar mentioned she reached out to Ms. Davila to confirm the inventory program used. Ms. Stiegelmar mentioned after discussing with Ms. Davila, it was found that listing an exact program name in the job description may create issues since the District may change the program used to another vendor. Ms. Stiegelmar mentioned that applicants are not assessed on one specific program during the testing process, but they may be tested on data entry and computer skills which can be applied to usage of any inventory program.

Ms. Stiegelmar shared the District's purchasing and work order procedures is something the employee will be trained on when entering the position. Ms. Stiegelmar stated that the employee is expected to become knowledgeable in that area within six months of working in the position. Ms. Stiegelmar advised the testing portion will not include any specific programs or procedures of the District, but will touch on some general aspects of inventory or purchasing procedures.

Ms. Lee asked if the "knowledge section" of the job description lists items someone needs to know to be qualified or if they are skills that are taught on the job. Ms. Lee stated it may be confusing to the applicant since it does not state they can be learned while on the job.

Ms. Landin advised when the Personnel Commission posts a job, the SKATS (Skills, Knowledge, Abilities, and Traits) are not listed on the job announcement. Ms. Landin mentioned that staff determines if the candidate qualifies and if they meet the minimum requirements.

Ms. Lee asked if the candidate is able review the job description online and if the SKATS are listed.

Ms. Landin confirmed the candidate may view the description online if they would like to review more detailed information about the job. Ms. Landin mentioned not only is the job description used as a tool for the candidate to review when they are considering applying, but it is also a tool used when evaluating the employee to ensure they are working at the desired level.

Ms. Lee stated that she appreciates Ms. Landin confirming the details of the job description and how it is used.

Ms. Fernandez states she is pleased with how the description was updated. Ms. Fernandez stated it is important to list all of the job duties so the District attracts quality employees. Ms. Fernandez shared that while the description may be listing additional duties, she agrees it is more than likely those duties were being performed by the employee.

Ms. Nieh asked for confirmation that only the minimum qualifications are listed and screened when reviewing an applicant for qualification.

Ms. Stiegelmar confirmed this is correct. Ms. Stiegelmar mentioned there are three performance evaluations done within the first six months, and this gives the new hire an opportunity to review their job performance with their supervisor.

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. Administrative Secretary (D-20/21-11)
- b. Administrative Secretary - Bilingual (Spanish) (D-20/21-12)
- c. Food Service Assistant I (D-20/21-05)
- d. Irrigation Systems Technician (D-20/21-14)
- e. Nutrition Services Field Supervisor (D-20/21-13)
- f. School Office Manager (D-20/21-09)
- g. School Office Manager - Bilingual (Spanish) (D-20/21-10)
- h. Secretary (D-20/21-06)
- i. Secretary - Bilingual (Spanish) (D-20/21-07)
- j. Secretary – Bilingual / Biliterate (Spanish) (D-20/21-08)

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

C. Recommendation: To ratify the following eligibility lists:

- a. Grounds Construction Worker (D-20/21-03)
- b. Health Assistant (D-19/20-68)
- c. Health Assistant - Bilingual (Spanish) (D-19/20-69)
- d. Library Assistant (D-19/20-65)
- e. Library Assistant - Bilingual (Spanish) (D-19/20-66)
- f. Pool Maintenance Worker (D-19/20-73)
- g. School Bus Driver (D-20/21-01)
- h. Stock Delivery Worker (D-19/20-70)

Ms. Lee inquired if the Grounds Construction Worker hiring authority was okay with having only two ranks on the eligibility list.

Ms. Stiegelmar mentioned when the referral is sent to the hiring site with less than three ranks, they are encouraged to interview those ranks, and if they do not want to hire from the ranks provided, that a new recruitment can be opened to provide them with at least three ranks.

Ms. Lee also mentioned the Pool Maintenance Worker has less than three ranks.

Ms. Landin shared that this recruitment has been open continuously due to the need to have experience working with public pools.

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. Maintenance Worker (D-19/20-34)
 - ID# 17380206 – PC Rule 6.1.10.3
- b. Custodian (D-19/20-58)
 - ID# 25786340 – PC Rule 6.1.10.1
- c. Computer Lab Technician (D-19/20-47)
 - ID# 43255171 – PC Rule 6.1.10.1

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 congratulated Ms. Nieh on her future appointment as the Personnel Commissioner for the upcoming year. Ms. Lee stated that since the flu season is coming, she encouraged everyone to stay safe. Ms. Lee shared she is looking forward to attending the Legal Update training being provided by PCASC (Personnel Commissions Association of Southern California).

Ms. Fernandez congratulated Ms. Nieh on her future appointment as the Personnel Commissioner for the upcoming year. Ms. Fernandez congratulated the Personnel Commission staff for remaining successful in recruiting and filling positions during this time. Ms. Fernandez shared she hopes that everyone stays safe and remains positive.

Ms. Nieh stated she is thrilled that Mr. Maldonado is pleased with the work the Personnel Commission is doing during this time. Ms. Nieh expressed her gratitude to Ms. Stiegelmar for her leadership during this time. Ms. Nieh is pleased the Personnel Commission will be collaborating with CSEA on its Professional Development training. Ms. Nieh shared she is pleased that Ms. Stiegelmar registered the Commissioners and the Personnel Commission staff for the Legal Update Zoom training. Ms. Nieh shared that she also is looking forward to being able to move forward on the Classification and Compensation study in the near future.

CLOSED SESSION

Recess to closed session to discuss:

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

Time Recessed: 5:21 p.m.

Time Reconvened to Open Session: 6:52 p.m.

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

ADJOURNMENT

To adjourn meeting at 6:53 p.m.

Motion made by: Sharon Fernandez
Seconded by: Sabrina Lee

Vote: Judy Nieh Yes
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, NOVEMBER 10, 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
PERSONNEL TECHNICIAN

The Commission is in receipt of a request from Dennis Bixler, Assistant Superintendent - Human Resources, to employ Applicant ID# 31890723 as Personnel Technician at Step B of Range 19 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has over five years of related work experience. The number of years of related work experience 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 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 19 on the Classified Salary Schedule.

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

The Commission is in receipt of a request from Mitch Brunyer, Principal, Rowland High School, to employ Applicant ID# 43359623 as Instructional Assistant II – Bilingual (Spanish) at Step C of Range 16.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has over five years of related work experience. The number of years of 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 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 16.5 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
STOCK DELIVERY WORKER

The Commission is in receipt of a request from Maria Davila, Director of Nutrition Services, to employ Applicant ID# 34417442 as Stock Delivery Worker at Step E of Range 19.5 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 and over eleven years of related work experience. The education and 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 19.5 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
MAINTENANCE WORKER

The Commission is in receipt of a request from Chris Ferraro, Director of Maintenance and Operations, to employ Applicant ID #23863409 as Maintenance Worker at Step E of Range 21 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has voluntarily presented evidence that the salary received by the most recent employer is greater than the first step of the salary for the position offered. This evidence of salary from the most recent employer does qualify this applicant for step placement at Step E.

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step E of Range 21 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
GROUND CONSTRUCTION WORKER

The Commission is in receipt of a request from Chris Ferraro, Director of Maintenance and Operations, to employ Applicant ID #21858288 as Grounds Construction Worker at Step E of Range 23 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has over thirteen 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 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 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
STOCK DELIVERY WORKER

The Commission is in receipt of a request from Maria Davila, Director of Nutrition Services, to employ Applicant ID #2595062 as Stock Delivery Worker at Step E of Range 19.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has over fourteen 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 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 19.5 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
LIBRARY ASSISTANT

The Commission is in receipt of a request from John Martinez, Principal, Rowland Elementary, to employ Applicant ID #31307001 as Library Assistant at Step E of Range 17 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant a Master's degree and has over 10 years of experience. The number of years of education and 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 17 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
LIBRARY ASSISTANT

The Commission is in receipt of a request from Annette Ramirez, Principal, Ybarra Academy, to employ Applicant ID #41261276 as Library Assistant at Step D 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 Master's Degree and over six years of related work experience. The number of years of related work experience does qualify this applicant for step placement at Step D 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 D of Range 17 on the Classified Salary Schedule.



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

October 30, 2020

TO: Dennis Bixler, Assistant Superintendent – Human Resources


FROM: Joan Stiegelmar, Personnel Director

RE: **RECOMMENDED REALLOCATION OF A VACANT OFFICE ASSISTANT POSITION TO AN OFFICE ASSISTANT – BILINGUAL/BILITERATE (Mandarin) POSITION**

Mitch Brunyer, Principal at Rowland High School, has requested that we reallocate a vacant Office Assistant position to an Office Assistant – Bilingual/Biliterate (Mandarin) position. Rowland High School serves a diverse community with a large number of families that have a language other than English as their primary language in the home. One group that is above the 15% mark, and therefore requiring communication in their native language as stated in California Education Code 48985, is our Mandarin speaking population. To support these families of our school community, Rowland High School would like to reallocate the vacant Office Assistant position.

Your input concerning the recommended reallocation is important. The Personnel Commission will consider approving this at the regular meeting on Tuesday, November 10, 2020.

Kindly enter your concerns and/or comments in the space below, then sign and date where indicated, and return this form to my office.

<input checked="checked" type="checkbox"/> I agree with the recommended reallocation.	<input type="checkbox"/> I disagree with the reallocation, and recommend the adjustments noted above.
Signature: 	Date: 10-30-2020

As always, please feel welcome to contact me with any concerns or questions.

PC21-085

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

NOVEMBER 10, 2020

ITEM 7.3A CONSIDER APPROVING THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF ACCOUNT CLERK AND CHANGING THE TITLE FROM ACCOUNT CLERK TO ASB ACCOUNT CLERK.

Staff conducted a job analysis on the Account Clerk classification. The recommended changes in the classification specification are presented in the customary strikeout and bold/underscore text format. Due to an upcoming retirement, and the class description not being revised since July, 1993, it was time for a revision since some duties and processes have changed during this time.

Staff spoke with Mitch Brunyer, Principal, Rowland High School, Andrea Brumbaugh, Principal, Nogales High School, Joseph Archival, Assistant Principal, Nogales High School, and an incumbent, Barbara Mathews, to discuss the revisions of the classification specification. A job analysis was conducted to ensure that the job classification was reflective of the current duties. After some discussion, it was recommended to change the title to "ASB" Account Clerk from Account Clerk due to the primary function of this position supporting the ASB. This also serves to give a clearer understanding to applicants of the type of accounting they will be performing, and the stakeholders they will be working with such as students, teachers, advisors, and administration at the high school level.

The recommended revisions to the Account Clerk 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 did 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 Account Clerk and change the title from Account Clerk to ASB Account Clerk.



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

November 3, 2020

TO: Dennis Bixler, Assistant Superintendent – Human Resources


FROM: Joan Stiegelmar, Personnel Director 

RE: **REVISED CLASS DESCRIPTION FOR ACCOUNT CLERK**

Attached for your review and comment is the proposed **REVISED** class description for Account Clerk. As noted on the class description draft attached, it is recommended to change the title to ASB Account Clerk.

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, November 10, 2020.

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

<input checked="checked" 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: 11/04/2020

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

cc: Mitch Brunyer, Principal, Rowland High School
Andrea Brumbaugh, Principal, Nogales High School

Attachments: Class Description



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

November 3, 2020

TO: Marco Maldonado, CSEA President

FROM: Joan Stiegelmar, Personnel Director

RE: **REVISED CLASS DESCRIPTION FOR ACCOUNT CLERK**

Attached for your review and comment is the proposed **REVISED** class description for Account Clerk. As noted on the class description draft attached, it is recommended to change the title to ASB Account Clerk.

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, November 10, 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

PC21-076

ASB ACCOUNT CLERK

SUMMARY OF DUTIES

Under the direction of an assigned supervisor, Performs routine account clerical work in the preparation, processing and maintenance of accounting records related to **Associated Student Body (ASB)** ~~student body~~ activities, school budgets, accounts payable, and accounts receivable; monitors and reconciles accounts; **and** prepares financial and statistical reports.; ~~and performs related work as required.~~

DISTINGUISHING CHARACTERISTICS

This is the entry level class into the accounting series. ~~Incumbents in the class of Account Clerk are assigned tasks pertaining to the receiving/counting/receipting of money, posting, adding, computing and recomputing, comparing and filing of financial or statistical information.~~

The ASB Account Clerk maintains a broad variety of financial accounts in support of student organizations, activities and events and is responsible for receiving, counting, receipting the money, posting, comparing and filing of financial or statistical information; preparing monthly financial statements, reports, and making deposits for student organizations with ASB accounts.

Incumbents are expected to learn and follow well established accounting procedures. Once such knowledges are acquired, incumbents **demonstrate a high level of initiative, independence of operation and responsibility, receiving minimal on-site technical guidance from site administrators where receiving, selling, balancing, making deposits, issuing checks, and meeting timelines is required.** ~~work independently; however, supervisory/technical assistance is readily available to solve problems and answer procedural questions.~~

The class of **ASB** Account Clerk is distinguished from the class of Senior Account Clerk in that the **former is focused on providing financial accounting support to student organizations and activities and the primary work performed is limited in scope in comparison to the latter.** ~~latter is required to follow and interpret rules, policies and guidelines, and expected to work independently and solve a variety of problems related to records maintained.~~

EXAMPLES OF DUTIES

- **Performs financial duties in accounting for the receipt and disbursement of student body funds at District high schools; E**
- **Advises school administrators, coaches, student body officers, and student organizations on proper accounting policies and procedures concerning financial transactions such as expenditures, donations, and fundraising of student body funds; E**
- **Delivers ASB cash and checks collected to the District office and/or bank; E**
- Operates a computer terminal to input warrants, budget transfers, account inquiries, accounts payable, and to post financial activity; **E**
- Types cash clearing checks for monies deposited, obtains authorized signature, and maintains ledger; **E**
- **Assists with the ordering of supplies for sport teams, clubs, student organizations, and the student store; E**
- Reviews utility bills for accuracy, posts in log, **and** calculates totals; **E**
- Processes bill and invoices for payment verifying account numbers, recalculating extensions, and reviewing for authorized signatures; **E**
- Assembles, matches, sorts, tabulates, checks, posts and files financial documents; **E**
- Counts cash, ~~✓~~ checks, **and credit card transactions** received.; matches to appropriate source documents prepares receipts and bank deposit slips; **E**

- Verifies extensions on invoices and / bills, matching to purchase order, prepares ~~check request~~ **purchase requisition** for payment, and mails checks upon receipt; *E*
- Maintains, **in order to provide evidence of**, a variety of financial and statistical records, reports, and files; *E*
- Types correspondence, schedules, lists, reports, purchase orders, etc.; *E*
- ~~Sells insurance, ASB cards, dance tickets, and other school fund raising items, and M~~may sell tickets at events; *E (see below)*
- **Conducts financial transactions for ASB cards, dance tickets, fund raising money, donations, and other student-centered fiscal needs; E**
- Compiles data and prepares reports on income and expenditures and potential revenue; *E*
- Monitors account activity and reconciles against Fiscal Services computer printouts **on a monthly basis;** and identifies and resolves discrepancies; *E*
- Performs general clerical duties including filing, ~~duplicating~~ **copying**, and answering the telephone; *E*
- **Performs other related duties as assigned.**

SKATs (Skills, Knowledge, Abilities and Traits)

SKILLS IN:

- Typing to complete occasional statistical reports, forms, lists, prepare **correspondence**, memoranda, and input information on a computer terminal;
- ~~Operating various office equipment including calculators, telephones, copiers, computers and printers.~~
- **Operating a variety of office equipment including calculators, telephones, copiers, computers and applicable software, scanners, and fax machines;**
- **Safely operating a motor vehicle.**

Account Clerk

Page 2

KNOWLEDGE OF:

- ~~District accounting/purchasing procedures;~~
- **District's accounting and purchasing procedures and policies, including the County's role in the accounting and fiscal management of District funds;**
- **Preparation and format of financial documents, statements, reports, reconciliations, summaries, etc.;**
- Basic accounting terminology;
- Standard office practices including safeguarding of records and monies, filing, information distribution procedures, etc.;
- Sources of information to obtain accurate data including handbooks, manuals, computer printouts, and reports, etc.;
- **Correct English usage, grammar, spelling, punctuation, and vocabulary;**
- A variety of school operations, programs, policies and procedures.

ABILITY TO:

- Learn and follow procedures regarding accounting, bookkeeping, budget preparation, etc.;
- **Compile and analyze data from a variety of sources for reports, information, etc.;**
- Prepare routine financial documents;
- Accurately post and maintain data;
- Accurately count, ~~and~~ receipt, **and deposit** monies;
- **Make arithmetical calculations with speed and accuracy;**
- Plan and organize work and meet deadlines;
- Compare names and numbers rapidly and accurately;
- **Maintain a variety of records, reports, and documents in an orderly manner for easy reference;**

- Speak clearly and concisely;
- Understand and carry out oral and written instructions;
- **Communicate effectively in oral and written form;**
- Establish and maintain good working relationships.

TRAITS:

- ~~Flexibility to respond to shifts in work priorities or to handle special assignments;~~
- **Strives to meet customers' needs;**
- **Effectively manages one's own time, priorities, and resources;**
- **Remains steady under pressure;**
- **Easily adapts to changes;**
- Accuracy;
- **Diligently attends to details and quality;**
- Honesty;
- **Is trustworthy and responsible for his/her actions;**
- ~~Trustworthy to receive monies or process financial documents; (redundant with above)~~
- ~~Willingness to perform routine repetitive duties involving considerable amounts of paperwork.~~
- **Stays focused and has good work ethic.**

EMPLOYMENT STANDARDS

EDUCATION: Graduation from high school or its equivalency is required. Courses in bookkeeping or accounting are desirable.

EXPERIENCE: Equivalent to two years of **recent** full-time clerical experience including **which includes one year of financial record keeping** purchasing or accounting or financial record keeping experience is required.

Note: Recent experience is defined as experience obtained within the last five years.

~~Any other combination of training and/or experience that could likely provide the desired skills, knowledge, abilities and traits may be considered.~~

LICENSE/LANGUAGE REQUIREMENTS: A valid, Class C, California ~~d~~**Driver's** ~~L~~**License** and a good driving record and use of a private automobile may be required and must be maintained during employment. The ability to speak, read and write a language in addition to English is desirable.

Account Clerk

Page 3

WORK ENVIRONMENT

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

PHYSICAL REQUIREMENTS:

Employees in this classification stand, walk, sit, reach, lift and carry up to 15 pounds, push, pull, stoop/kneel, balance, bend repeatedly, repetitively use fingers, repetitively twist or apply pressure using wrists or hands, use both hands simultaneously, use rapid mental/muscular coordination simultaneously, speak clearly, hear normal voice conversation, see near and far, use depth perception, see small details, use a computer, telephone, and may drive a vehicle to conduct work.

Strength to perform average lifting up to fifteen (15) pounds; good speaking and hearing ability; ability to bend, stoop and reach; etc.

Persons with handicaps such as limited lumbar movement; wheelchair bound; limp; hearing impairment correctable by an aid; etc., may be capable of performing the duties of the position in this class. Such determination must be made on an individual basis by the District's medical examiner taking into consideration the nature of the handicap, prosthetic aid and duties of the position.

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.** ~~In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six months 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 Schedule: Range 18.5

~~Salary Range: 18½~~

J.D. #27

Revised 9/83, 2/93, 7/93, **11/20**

ASB ACCOUNT CLERK

SUMMARY OF DUTIES

Under the direction of an assigned supervisor, performs routine account clerical work in the preparation, processing and maintenance of accounting records related to Associated Student Body (ASB) activities, school budgets, accounts payable, and accounts receivable; monitors and reconciles accounts; and prepares financial and statistical reports.

DISTINGUISHING CHARACTERISTICS

This is the entry level class into the accounting series.

The ASB Account Clerk maintains a broad variety of financial accounts in support of student organizations, activities and events and is responsible for receiving, counting, receipting the money, posting, comparing and filing of financial or statistical information; preparing monthly financial statements, reports, and making deposits for student organizations with ASB accounts.

Incumbents are expected to learn and follow well established accounting procedures. Once such knowledges are acquired, incumbents demonstrate a high level of initiative, independence of operation and responsibility, receiving minimal on-site technical guidance from site administrators where receiving, selling, balancing, making deposits, issuing checks, and meeting timelines is required.

The class of ASB Account Clerk is distinguished from the class of Senior Account Clerk in that the former is focused on providing financial accounting support to student organizations and activities and the primary work performed is limited in scope in comparison to the latter.

EXAMPLES OF DUTIES

- Performs financial duties in accounting for the receipt and disbursement of student body funds at District high schools; *E*
- Advises school administrators, coaches, student body officers, and student organizations on proper accounting policies and procedures concerning financial transactions such as expenditures, donations, and fundraising of student body funds; *E*
- Delivers ASB cash and checks collected to the District office and/or bank; *E*
- Operates a computer terminal to input warrants, budget transfers, account inquiries, accounts payable, and to post financial activity; *E*
- Types cash clearing checks for monies deposited, obtains authorized signature, and maintains ledger; *E*
- Assists with the ordering of supplies for sport teams, clubs, student organizations, and the student store; *E*
- Reviews bills for accuracy, posts in log, and calculates totals; *E*
- Processes bill and invoices for payment verifying account numbers, recalculating extensions, and reviewing for authorized signatures; *E*
- Assembles, matches, sorts, tabulates, checks, posts and files financial documents; *E*
- Counts cash, checks, and credit card transactions received; matches to appropriate source documents prepares receipts and bank deposit slips; *E*
- Verifies extensions on invoices and bills, matching to purchase order, prepares purchase requisition for payment, and mails checks upon receipt; *E*
- Maintains, in order to provide evidence of, a variety of financial and statistical records, reports, and files; *E*
- Types correspondence, schedules, lists, reports, purchase orders, etc.; *E*
- May sell tickets at events;
- Conducts financial transactions for ASB cards, dance tickets, fund raising money, donations, and other student-centered fiscal needs; *E*

- Compiles data and prepares reports on income and expenditures and potential revenue; *E*
- Monitors account activity and reconciles against Fiscal Services computer printouts on a monthly basis; and identifies and resolves discrepancies; *E*
- Performs general clerical duties including filing, copying, and answering the telephone; *E*
- Performs other related duties as assigned.

SKATs (Skills, Knowledge, Abilities and Traits)

SKILLS IN:

- Typing to complete occasional statistical reports, forms, lists, prepare correspondence, and input information on a computer terminal;
- Operating a variety of office equipment including calculators, telephones, copiers, computers and applicable software, scanners, and fax machines;
- Safely operating a motor vehicle.

KNOWLEDGE OF:

- District's accounting and purchasing procedures and policies, including the County's role in the accounting and fiscal management of District funds;
- Preparation and format of financial documents, statements, reports, reconciliations, summaries, etc.;
- Basic accounting terminology;
- Standard office practices including safeguarding of records and monies, filing, information distribution procedures, etc.;
- Sources of information to obtain accurate data including handbooks, manuals, computer printouts, and reports;
- Correct English usage, grammar, spelling, punctuation, and vocabulary;
- A variety of school operations, programs, policies and procedures.

ABILITY TO:

- Learn and follow procedures regarding accounting, bookkeeping, budget preparation;
- Compile and analyze data from a variety of sources for reports, information, etc.;
- Prepare routine financial documents;
- Accurately post and maintain data;
- Accurately count, receipt, and deposit monies;
- Make arithmetical calculations with speed and accuracy;
- Plan and organize work and meet deadlines;
- Compare names and numbers rapidly and accurately;
- Maintain a variety of records, reports, and documents in an orderly manner for easy reference;
- Speak clearly and concisely;
- Understand and carry out oral and written instructions;
- Communicate effectively in oral and written form;
- Establish and maintain good working relationships.

TRAITS:

- Strives to meet customers' needs;
- Effectively manages one's own time, priorities, and resources;
- Remains steady under pressure;
- Easily adapts to changes;
- Diligently attends to details and quality;
- Is trustworthy and responsible for his/her actions;
- Stays focused and has good work ethic.

EMPLOYMENT STANDARDS

EDUCATION: Graduation from high school or its equivalency is required. Courses in bookkeeping or accounting are desirable.

EXPERIENCE: Equivalent to two years of recent full-time clerical experience which includes one year of financial record keeping 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 License and a good driving record and use of a private automobile may be required and must be maintained during employment.

WORK ENVIRONMENT

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

PHYSICAL REQUIREMENTS

Employees in this classification stand, walk, sit, reach, lift and carry up to 15 pounds, push, pull, stoop/kneel, balance, bend repeatedly, repetitively use fingers, repetitively twist or apply pressure using wrists or hands, use both hands simultaneously, use rapid mental/muscular coordination simultaneously, speak clearly, hear normal voice conversation, see near and far, use depth perception, see small details, use a computer, telephone, and may drive a vehicle to conduct work.

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 Schedule: Range 18.5

Revised 9/83, 2/93, 7/93, 11/20

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

NOVEMBER 10, 2020

ITEM 7.3B CONSIDER APPROVING THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF SENIOR BUYER AND CHANGING THE TITLE FROM SENIOR BUYER TO PURCHASING SUPERVISOR.

Staff conducted a job analysis on the Senior Buyer classification. The recommended changes in the classification specification are presented in the customary strikeout and bold/underscore text format. Due to an upcoming retirement, and the class description not being revised since July, 2010, it was time for a revision since some duties and processes have changed during this time.

Staff spoke with Rosana McLeod, Director of Purchasing Services, and the current incumbent, Stephanie Rutenbeck, to discuss the revisions of the classification specification. A job analysis was conducted to ensure that the job classification was reflective of the current duties. After the meeting, it was recommended to change the title to Purchasing Supervisor from Senior Buyer due to it not being evident, by the title, that the Senior Buyer was a supervisory class. The District has many other classifications with the word "Senior" in the title such as: Senior Account Clerk, Senior Custodian, Senior Office Assistant, Senior Server Analyst, and Senior Technology Specialist, all of which are not supervisory. This will be a better indicator to those who apply during the recruitment process that this is a supervisory position, and will help in our effort to attract quality applicants.

The recommended revisions to the Senior Buyer 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 did 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 Senior Buyer and change the title from Senior Buyer to Purchasing Supervisor.



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

November 2, 2020

TO: Dennis Bixler, Assistant Superintendent – Human Resources


FROM: Joan Stiegelmar, Personnel Director

RE: **REVISED CLASS DESCRIPTION FOR SENIOR BUYER**

Attached for your review and comment is the proposed **REVISED** class description for Senior Buyer. As noted on the class description draft attached, it is recommended to change the title to Purchasing 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, November 10, 2020.

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

<input checked="checked" 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: 11-4-2020

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
Rosana McLeod, Director of Purchasing Services

Attachments: Class Description

PC21-083



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

November 2, 2020

TO: Marco Maldonado, CSEA President

FROM: Joan Stiegelmar, Personnel Director

RE: **REVISED CLASS DESCRIPTION FOR SENIOR BUYER**

Attached for your review and comment is the proposed **REVISED** class description for Senior Buyer. As noted on the class description draft attached, it is recommended to change the title to Purchasing 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, November 10, 2020.

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

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

PC21-082

SENIOR-BUYER PURCHASING SUPERVISOR

SUMMARY OF DUTIES

Under the general direction of the Director of Purchasing Services, serves as a working supervisor assisting in coordinating the day-to-day operation of the Purchasing Department; assists ~~manager~~ **the Director** and employees District-wide in obtaining effective materials and services at a reasonable price; receives and reviews purchase requisitions; obtains bids from vendors for products and services; identifies the lowest and most responsible bidder which will meet user needs and places order; coordinates the delivery/distribution of goods; ~~schedules maintenance of District equipment~~; resolves problems regarding the ordering and distribution of goods or scheduling of service; supervises **Purchasing staff** ~~clerical and professional personnel~~; substitutes for the Director of Purchasing **Services** in the latter's absence.

DISTINGUISHING CHARACTERISTICS

A ~~Senior Buyer~~ **Purchasing Supervisor** supervises **purchasing staff** ~~a group of clerical and professional personnel~~ engaged in the purchasing of virtually all services, commodities and equipment used by the District. The incumbent reports to the Director of Purchasing Services keeping the latter advised of the day-to-day activities on an as-needed basis. A ~~Senior Buyer~~ **Purchasing Supervisor** will confer with the Director of Purchasing Services providing input and making recommendations on short and long-term goals. Once established, the incumbent will submit periodic progress reports. Incumbents are evaluated based upon the quality of services provided. Consequence of error may not only result in the excessive expenditure of funds and failure to meet user needs, but may also create legal liability.

The class of ~~Senior Buyer~~ **Purchasing Supervisor** is distinguished from the class of Director of Purchasing Services in that the former may temporarily substitute for the latter, but the latter is ultimately and regularly responsible not only for the purchasing function but for the entire department including the Warehouse and Reprographics units which necessitates policy development, budget, staffing, etc. The class of ~~Senior Buyer~~ **Purchasing Supervisor** is distinguished from the class of Buyer in that the latter has no formal supervisory responsibility and deals with tasks of less complexity.

EXAMPLES OF DUTIES

- Meets with **administrators, and** ~~budget managers, program managers~~ and committees of users to discuss and evaluate the level and quality of products and services provided; *E*
- Meets with vendors to discuss specifications and may attend vendor demonstrations of products; *E*
- Receives and reviews requisitions; *E*
- Identifies reputable vendors and investigates usage of cooperative contracts established by other public agencies; *E*
- Places orders with vendors and ensures goods are properly delivered; *E*
- **Assists with** ~~Ppreparing~~ **ing** formal bids by developing specifications and bid proposals; *E*
- Opens and analyzes bids and makes recommendations to the Board of Education; *E*
- ~~Identifies reputable vendors and investigates usage of cooperative contracts established by other public agencies; *E*~~
- Obtains oral and written bids computing the net cost of the bid, compliance with specifications, ability to meet timeframes, etc.; *E*
- Recommends awards and prepares purchase orders; *E*
- Resolves problems with shortages, substitutes, late deliveries, incorrect charges, etc.; *E*
- Researches sources, solicits bids and issues contracts for the maintenance of ~~d~~ District wide equipment; *E*
- Researches and solicits bids of high complexity regarding purchases of equipment and technology; *E*
- Evaluates contracts and maintains contract records on leased equipment for the duration of the contract; *E*

- Reviews product information to ensure that Federal/State health and safety requirements for equipment and supplies are followed when purchasing products and services; *E*
- Maintains and updates a variety of both paper and electronic records, logs and information; *E*
- Supervises, ~~trains, evaluates~~ professional and clerical **Purchasing** staff engaged in the ordering and receipt of services, supplies and equipment; *E*
- Directs staff in various projects organizing necessary personnel, planning procedures, training/directing staff, obtaining progress reports, reviewing completed work; *E*
- Responds to inquiries from the public, contractors and District staff concerning purchasing policies, bid process and practices of the District; *E*
- ~~Operates a personal computer to input warehouse inventory data, generate reports, develop forms, prepare bids, catalogs and correspondence; *E* (see below under skills)~~
- Compiles data and prepares specialized reports which may reflect District wide activities; *E*
- Attends various meetings, association conferences, etc.;
- May assist in the preparation of the annual budget proposing changes in procedures, identifying problem areas, etc.;
- ~~May~~ **Coordinates** the ordering of warehouse materials ensuring the catalog is reflective of available materials; *E*
- ~~May~~ **Coordinates** and reconciles annual physical warehouse inventory; *E*
- Substitutes for the Director of Purchasing **Services** in the latter's absence; *E*
- Performs other related duties as **assigned**. ~~directed.~~

SKATS (Skills, Knowledge, Abilities, Traits)

SKILLS IN:

- Safely operating a motor vehicle;
- Operating a variety of office equipment **such as a computer** including ~~computers and~~ applicable software, **copiers, telephones, scanner,** calculators, and fax machine;
- **Keyboarding with speed and accuracy to input data on a computer.**

KNOWLEDGE OF:

- Federal/State health and safety requirements **as it pertains to District purchases;**
- State, County and District rules, regulations, policies, procedures and laws applicable to the purchasing function of a school district;
- Commodity markets, vendor reputations, labor costs, price trends, product availability;
- Purchasing terminology;
- **Inventory planning and procedures;**
- **Public works requirements for construction projects;**
- Record keeping principles;
- Purchasing principles and practices including bid process, specification writing, receiving goods, etc.;
- **Purchasing requisitions software systems and financial software;**
- ~~Automated data management, storage and retrieval systems;~~
- Office practices, procedures, and equipment;
- Principles of good public relations;
- Supervisory principles and practices;
- Employee agreement, Personnel Commission Rules, and Board Policies;
- Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

- Gather, read, and analyze oral, written, and statistical data;
- Exercise good judgment;
- Plan and organize work for self and others;

- Understand and follow oral and written instructions;
- Communicate effectively, both orally and in writing;
- Evaluate software functions and provide input regarding software selection;
- Evaluate situations and resolve client and vendor issues using problem solving skills;
- Establish and maintain effective working relationships;
- Work effectively in a fast-paced environment, with the challenge of multiple projects and deadlines;
- Make arithmetical calculations with speed and accuracy.

TRAITS:

- Diligently attends to details and quality;
- Strives to meet customers' needs;
- Stays focused and has good work ethic;
- Is punctual and follows through;
- Easily adapts to situations and changes;
- Is trustworthy and responsible for his/her actions;
- Promotes goals and leads by example.

EMPLOYMENT STANDARDS

EDUCATION: Two years (i.e., 60 semester or 90 quarter units) of college coursework with a major in purchasing, business, public administration or other related field. A bachelor's degree in one of the areas noted is desirable. **Note: A minimum of graduation from high school or its equivalency is required.**

Additional years of ~~professional~~ experience in purchasing, inventory control, or other related field beyond the required three years indicated below may be substituted for the required education on a year for year basis.

EXPERIENCE: Three years of ~~professional~~ experience in purchasing, inventory control, or other related field. Supervisory experience is desirable.

LICENSE REQUIREMENT: A valid, ~~e~~Class C, California ~~d~~Driver's ~~L~~License and a good driving record is required and must be maintained during employment.

WORK ENVIRONMENT: Employees in this classification work primarily inside an office environment, with constant interruptions, and have direct contact with the public.

PHYSICAL REQUIREMENTS: Employees in this classification stand, walk, sit, stoop/bend, reach overhead, lift and carry up to 15 lbs., use fingers repetitively, use both hands simultaneously, speak clearly, hear normal conversation, see small details, use a computer and a 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 without right of appeal.~~ This class is designated as supervisory.

Confidential/Supervisory Salary Schedule: Range 26.5

Salary Range: 26 ½

Reestablished June, 1985 (Previous title Purchasing Assistant II), Revised 7/93, 7/10, **11/20**

PURCHASING SUPERVISOR

SUMMARY OF DUTIES

Under the general direction of the Director of Purchasing Services, serves as a working supervisor assisting in coordinating the day-to-day operation of the Purchasing Department; assists the Director and employees District-wide in obtaining effective materials and services at a reasonable price; receives and reviews purchase requisitions; obtains bids from vendors for products and services; identifies the lowest and most responsible bidder which will meet user needs and places order; coordinates the delivery/distribution of goods; resolves problems regarding the ordering and distribution of goods or scheduling of service; supervises Purchasing staff substitutes for the Director of Purchasing Services in the latter's absence.

DISTINGUISHING CHARACTERISTICS

A Purchasing Supervisor supervises purchasing staff engaged in the purchasing of virtually all services, commodities and equipment used by the District. The incumbent reports to the Director of Purchasing Services keeping the latter advised of the day-to-day activities on an as-needed basis. A Purchasing Supervisor will confer with the Director of Purchasing Services providing input and making recommendations on short and long-term goals. Once established, the incumbent will submit periodic progress reports. Incumbents are evaluated based upon the quality of services provided. Consequence of error may not only result in the excessive expenditure of funds and failure to meet user needs, but may also create legal liability.

The class of Purchasing Supervisor is distinguished from the class of Director of Purchasing Services in that the former may temporarily substitute for the latter, but the latter is ultimately and regularly responsible not only for the purchasing function but for the entire department including the Warehouse and Reprographics units which necessitates policy development, budget, staffing, etc. The class of Purchasing Supervisor is distinguished from the class of Buyer in that the latter has no formal supervisory responsibility and deals with tasks of less complexity.

EXAMPLES OF DUTIES

- Meets with administrators, and managers, and committees of users to discuss and evaluate the level and quality of products and services provided; *E*
- Meets with vendors to discuss specifications and may attend vendor demonstrations of products; *E*
- Receives and reviews requisitions; *E*
- Identifies reputable vendors and investigates usage of cooperative contracts established by other public agencies; *E*
- Places orders with vendors and ensures goods are properly delivered; *E*
- Assists with preparing formal bids by developing specifications and bid proposals; *E*
- Opens and analyzes bids and makes recommendations to the Board of Education; *E*
- Obtains oral and written bids computing the net cost of the bid, compliance with specifications, ability to meet timeframes, etc.; *E*
- Recommends awards and prepares purchase orders; *E*
- Resolves problems with shortages, substitutes, late deliveries, incorrect charges, etc.; *E*
- Researches sources, solicits bids and issues contracts for the maintenance of District wide equipment; *E*
- Researches and solicits bids of high complexity regarding purchases of equipment and technology; *E*
- Evaluates contracts and maintains contract records on leased equipment for the duration of the contract; *E*
- Reviews product information to ensure that Federal/State health and safety requirements for equipment and supplies are followed when purchasing products and services; *E*
- Maintains and updates a variety of both paper and electronic records, logs and information; *E*
- Supervises, trains, evaluates Purchasing staff engaged in the ordering and receipt of services, supplies and equipment; *E*

- Directs staff in various projects organizing necessary personnel, planning procedures, training/directing staff, obtaining progress reports, reviewing completed work; *E*
- Responds to inquiries from the public, contractors and District staff concerning purchasing policies, bid process and practices of the District; *E*
- Compiles data and prepares specialized reports which may reflect District wide activities; *E*
- Attends various meetings, association conferences, etc.;
- May assist in the preparation of the annual budget proposing changes in procedures, identifying problem areas, etc.;
- Coordinates the ordering of warehouse materials ensuring the catalog is reflective of available materials; *E*
- Coordinates and reconciles annual physical warehouse inventory; *E*
- Substitutes for the Director of Purchasing Services in the latter's absence; *E*
- Performs other related duties as assigned.

SKATS (Skills, Knowledge, Abilities, Traits)

SKILLS IN:

- Safely operating a motor vehicle;
- Operating a variety of office equipment such as a computer including applicable software, copiers, telephones, scanner, calculators, and fax machine;
- Keyboarding with speed and accuracy to input data on a computer.

KNOWLEDGE OF:

- Federal/State health and safety requirements as it pertains to District purchases;
- State, County and District rules, regulations, policies, procedures and laws applicable to the purchasing function of a school district;
- Commodity markets, vendor reputations, labor costs, price trends, product availability;
- Purchasing terminology;
- Inventory planning and procedures;
- Public works requirements for construction projects;
- Record keeping principles;
- Purchasing principles and practices including bid process, specification writing, receiving goods, etc.;
- Purchasing requisitions software systems and financial software;
- Office practices, procedures, and equipment;
- Principles of good public relations;
- Supervisory principles and practices;
- Employee agreement, Personnel Commission Rules, and Board Policies;
- Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

- Gather, read, and analyze oral, written, and statistical data;
- Exercise good judgment;
- Plan and organize work for self and others;
- Understand and follow oral and written instructions;
- Communicate effectively, both orally and in writing;
- Evaluate software functions and provide input regarding software selection;
- Evaluate situations and resolve client and vendor issues using problem solving skills;
- Establish and maintain effective working relationships;
- Work effectively in a fast-paced environment, with the challenge of multiple projects and deadlines;
- Make arithmetical calculations with speed and accuracy.

TRAITS:

- Diligently attends to details and quality;
- Strives to meet customers' needs;
- Stays focused and has good work ethic;
- Is punctual and follows through;
- Easily adapts to situations and changes;
- Is trustworthy and responsible for his/her actions;
- Promotes goals and leads by example.

EMPLOYMENT STANDARDS

EDUCATION: Two years (i.e., 60 semester or 90 quarter units) of college coursework with a major in purchasing, business, public administration or other related field. A bachelor's degree in one of the areas noted is desirable. Note: A minimum of graduation from high school or its equivalency is required.

Additional years of experience in purchasing, inventory control, or other related field beyond the required three years indicated below may be substituted for the required education on a year for year basis.

EXPERIENCE: Three years of experience in purchasing, inventory control, or other related field. Supervisory experience is desirable.

LICENSE REQUIREMENT: A valid, Class C, California Driver License and a good driving record is required and must be maintained during employment.

WORK ENVIRONMENT

Employees in this classification work primarily inside an office environment, with constant interruptions, and have direct contact with the public.

PHYSICAL REQUIREMENTS

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

Confidential/Supervisory Salary Schedule: Range 26.5

Reestablished June, 1985 (Previous title Purchasing Assistant II), Revised 7/93, 7/10, 11/20

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

NOVEMBER 10, 2020

**ITEM 7.3C CONSIDER APPROVING THE REVISED JOB DESCRIPTION FOR THE
CLASSIFICATION OF REPROGRAPHICS SUPERVISOR.**

Staff conducted a job analysis on the Reprographics Supervisor classification. The recommended changes in the classification specification are presented in the customary strikeout and bold/underscore text format. Due to an upcoming retirement, and the class description not being revised since May, 1999, it was time for a revision since several processes and equipment used have changed during this time.

Staff spoke with Rosana McLeod, Director of Purchasing Services, and the current incumbent, David Grasso, to discuss the revisions of the classification specification. A job analysis was conducted to ensure that the job classification was reflective of the current duties. One of the primary changes that have taken place in the last twenty years is to move away from the offset presses, the lithographic camera, and film processors to high speed digital copiers and using computerized graphics, layout, and design utilizing Photoshop, InDesign, Illustrator, and Acrobat Pro.

The recommended revisions to the Reprographics Supervisor 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 did not increase responsibilities or workload and, therefore, do not reflect an increase in compensation.

RECOMMENDATION:

The Personnel Commission has requested to approve the recommended revisions to the job description for the classification of Reprographics Supervisor.



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

November 2, 2020

TO: Dennis Bixler, Assistant Superintendent – Human Resources


FROM: Joan Stiegelmar, Personnel Director

RE: **REVISED CLASS DESCRIPTION FOR REPROGRAPHICS SUPERVISOR**

Attached for your review and comment is the proposed **REVISED** class description for Reprographics 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, November 10, 2020.

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

<input checked="checked" 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: 11.4.2020

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
Rosana Mc Leod, Director of Purchasing Services

Attachments: Class Description

PC21-079



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

November 2, 2020

TO: Marco Maldonado, CSEA President

FROM: Joan Stiegelmar, Personnel Director

RE: **REVISED CLASS DESCRIPTION FOR REPROGRAPHICS SUPERVISOR**

Attached for your review and comment is the proposed **REVISED** class description for Reprographics 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, November 10, 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

PC21-078

REPROGRAPHICS SUPERVISOR

SUMMARY OF DUTIES

Under the direction of the Director of Purchasing Services, ~~P~~**plans, organizes, supervises, and participates in the operation of the District's work of a reprographics unit; performs skilled tasks in setting up, operating, and maintaining high speed digital high speed digital copiers and related equipment;** evaluates requests for services to determine in-house capabilities or contracting with outside vendor(s); schedules and assigns work to ensure maximum production and efficiency of work; ~~sets up, operates and maintains offset presses, lithographic camera, film processor and related printing equipment;~~ **and** maintains a variety of records; ~~and performs other duties as required.~~

DISTINGUISHING CHARACTERISTICS

~~This is a one position class who reports to the Director of Purchasing Services. The incumbent~~ **Reprographics Supervisor** is expected to run the reprographics operation independently with minimal supervision and exercise good judgment in establishing work priorities, scheduling, assigning and ensuring a safe working environment. Supervisory interaction is primarily for the purpose of discussing employee problems, workload, priorities, equipment needs/problems and budget. The majority of the incumbent's time is spent in planning and scheduling the department's work as well as assigning, training, monitoring and evaluating work performed by a small staff. The incumbent must possess good public relations skills as ~~he/she interacts~~ **due to interaction** with ~~administrative, certificated, classified~~ **various levels of staff,** employees, community members and vendors. ~~He/she~~ **The incumbent** is evaluated based on the department's ability to meet the needs of the District by producing quality work in a timely manner with an emphasis on customer service orientation.

The class of Reprographics Supervisor is distinguished from the class of Reprographics ~~Operator/Camera Technician~~ in that the latter's primary function is to **perform more advanced reprographics duties requiring more in-depth knowledge of conventional and digital printing technology and methodologies and** ~~operate offset presses, camera equipment and related printing equipment,~~ does not have formal supervisory responsibility, and is not responsible for planning and organizing the work of others.

EXAMPLES OF DUTIES

- **Supervises, coordinates, and participates in the activities of the District's reprographics unit; E**
- Plans and implements the layout of the department to achieve the highest efficiency of work flow and ensure the safety of employees; ***E***
- Evaluates individual requests for services to determine in-house capabilities or contracting with outside vendor(s); ***E***
- Establishes work priorities and schedules work to ensure deadlines are met and maximum production is achieved; ***E***
- Reviews completed projects to ensure compliance with quality standards and user specifications; ***E***
- **Assists in the design, format, and layout of forms, booklets, teacher guides, flyers, and other related materials; E**
- Trains staff on proper operation and maintenance of a variety of ~~print shop and darkroom~~ **peripheral** equipment; ***E***
- ~~Instructs staff in various methods used to prepare copy, desensitize, develop plates and techniques of press work such as job formatting and reduction layouts; E~~
- Prepares employee performance evaluations and counsels employees; ***E***
- Writes memos on work performance and recommends disciplinary action; ***E***
- Prepares and maintains a variety of records on work flow, production costs, payroll, purchase requisitions and warehouse requisitions; ***E***
- Requisitions supplies, materials and equipment; ***E***

- Calculates charge for jobs completed determining costs for time and material and prepares monthly billing for each school and department; *E*
- Estimates specific job cost including time and materials and costs for outside vendors; ~~(e.g., typesetting)~~ *E*
- Meets and confers with ~~d~~**D**istrict employees to discuss job requirements, costs, due dates, and makes suggestions ~~to users~~ regarding layout, art work, design, and materials; *E*

Reprographics Supervisor

Page 2

- Coordinates regular and preventive maintenance programs on all **reprographics** equipment; *E*
- Confers with sales and service personnel on new equipment and products and makes recommendations regarding purchases and service contracts; *E*
- **Performs other related duties as assigned.**
- ~~Sets up, operates, and maintains offset duplicating, graphics camera and related equipment.~~

SKATs (Skills, Knowledge, Abilities, Traits)

SKILLS IN:

- Operating a variety of print shop equipment including ~~offset presses, plate makers, plate processor, collators, copiers~~ **copy machines**, light table, folder(s), **paper drills, padders, paper cutters, bostitchers, binders, numbering machines, shrink wrappers, laminating machines, and wide-format printers;** etc.
- ~~Operating dark room equipment including lithographic camera and film processor;~~
- Operating a variety of office equipment such as ~~a Macintosh and IBM personal computers~~ **including applicable graphic software, telephones, fax, scanner**, and calculators.

KNOWLEDGE OF:

- Supervisory principles/practices including training, evaluating, **and** directing employees;
- Personnel practices/procedures including employee agreement, **Personnel** Commission rules, and Board policies;
- **State and Federal copyright law;**
- Organization and physical layout of an efficient reprographics department;
- **Principles, methods, and techniques of printing digital formats and graphic arts;**
- **Artistic principles such as layout, design, contrast, and color schemes;**
- Computer software programs including Desktop Publishing, Adobe PageMaker, and Office 97 **Microsoft Word, PowerPoint, Publisher, InDesign, Illustrator, Photoshop, Acrobat Pro, etc.;**
- Supplies and equipment used in reprographics work including equipment capability;
- General operation and routine maintenance of a variety of print shop equipment; ~~and darkroom equipment;~~
- **Rulers and other measuring devices;**
- **Proper English usage, spelling, grammar, and punctuation;**
- **Basic math including addition, subtraction, multiplication, division, and fractions;**
- Various printing processes **copying processes, including direct digital print,** and techniques;
- ~~Safe working practices and procedures. (noted below)~~
- **Safety hazards and safe working practices including OSHA regulations;**
- **Simple record keeping and record management;**
- **Typical paper stocks used in direct digital print;**
- **Mailing procedures Postal regulations for bulk and other mailing classes.**

ABILITY TO:

- Utilize computers and computer software to ensure digital files are print ready in accordance with customer requirements;
- Follow and apply OSHA standards for safe work practices, methods, and procedures, including proper lifting techniques;
- Plan and organize the work of self and others; a small unit;
- Exercise good judgment;
- Establish and maintain good working relationships;
- Read, Gather, comprehend, analyze, and interpret data;
- Write and speak clearly and concisely;
- Communicate effectively, both orally and in writing;
- Maintain accurate records;
- Perform mathematical computations;
- Understand and Follow written and oral instructions.

TRAITS:

- Leadership Promote goals and leads by example;
- Initiative Works around obstacles and is a self-starter;
- ~~Patience, objectivity and sensitivity in directing employees~~ Patience, objectivity, and sensitivity in directing employees;
- Maintaining awareness of potential hazards to self and others;
- ~~Sensitivity and awareness of cultural difference. (noted above)~~
- Be trustworthy and responsible for his/her actions;
- Remains steady under pressure;
- Logically grasps and understands issues and problems;
- Effectively manages one's own time, priorities, and resources;
- Puts safety first for self and others;
- Easily adapts as situations arise;
- Diligently attends to details and quality of work.

EMPLOYMENT STANDARDS

EDUCATION: Graduation from high school or its equivalency is required. Courses in supervision, management and printing technology, graphic design, or graphic communication are desirable.

Reprographics Supervisor

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EXPERIENCE: Three years of experience in the operation of high-speed digital copiers and related reprographic equipment, and computerized graphics, layout, and design using Photoshop, InDesign, Illustrator, and Acrobat Pro is required. Three years of full-time journey level experience in operating small offset presses (11" x 17") and related equipment including experience working with multiple ink colors, close registration and variety of paper stocks is required. Experience operating lithographic camera and darkroom equipment is required. Experience in a supervisory capacity is desirable.

~~Any other combination of training, education and/or experience that could likely provide the desired skills, knowledge, abilities and traits may be considered.~~

LICENSE/LANGUAGE REQUIREMENTS: A valid, Class C, California Driver's License, a good driving record and use of a private vehicle is required and must be maintained during employment. ~~The ability to speak, read and write a language in addition to English is desirable but not required.~~

WORK ENVIRONMENT:

Employees in this classification work primarily inside, with frequent interruptions, changing priorities and short deadlines, and may be exposed to fumes, airborne particles, harmful chemicals, and prolonged periods of loud noise.

PHYSICAL REQUIREMENTS: **Employees in this classification stand, walk, sit, lift, and Strength to perform average lifting and carrying up to fifty (50) pounds without assistance, use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, stoop and bend, reach overhead, push and pull moderately heavy items, have rapid muscular coordination, speak clearly, hear normal conversation, distinguish shades, have depth perception and color vision, see small details, use a computer, telephone, copier, and drive a vehicle; ability to bend, stoop, reach, pull and push; good vision, good hearing, sense of smell, hand manipulation skills, etc. Exposure to fumes/gases/odors from chemicals and solvents as well as paper dust; extreme noise conditions. (noted above)**

~~Persons with handicaps such as missing digits, hard of hearing corrected by an aid, speech impediment, etc., may be capable of performing the duties of the class. Such determination must be made on an individual basis by the District's medical examiner taking into account the nature of the handicap, prosthetic aid, the duties of the position and reasonable accommodations.~~

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 the employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.~~ **This class is designated as supervisory.**

J.D. #84

Confidential/Supervisory Salary Schedule: Range: 24.5
Salary Range: 24.5

Revised 10/74, 10/80, 10/81, 12/86, 10/93, 5/99, **11/20**

REPROGRAPHICS SUPERVISOR

SUMMARY OF DUTIES

Under the direction of the Director of Purchasing Services, plans, organizes, supervises, and participates in the operation of the District's reprographics unit; performs skilled tasks in setting up, operating, and maintaining high speed digital high speed digital copiers and related equipment; evaluates requests for services to determine in-house capabilities or contracting with outside vendor(s); schedules and assigns work to ensure maximum production and efficiency of work; and maintains a variety of records.

DISTINGUISHING CHARACTERISTICS

The Reprographics Supervisor is expected to run the reprographics operation independently with minimal supervision and exercise good judgment in establishing work priorities, scheduling, assigning and ensuring a safe working environment. Supervisory interaction is primarily for the purpose of discussing employee problems, workload, priorities, equipment needs/problems and budget. The majority of the incumbent's time is spent in planning and scheduling the department's work as well as assigning, training, monitoring and evaluating work performed. The incumbent must possess good public relations skills due to interaction with various levels of staff, community members and vendors. The incumbent is evaluated based on the department's ability to meet the needs of the District by producing quality work in a timely manner with an emphasis on customer service orientation.

The class of Reprographics Supervisor is distinguished from the class of Reprographics Technician in that the latter's primary function is to perform more advanced reprographics duties requiring more in-depth knowledge of conventional and digital printing technology and methodologies and does not have formal supervisory responsibility, and is not responsible for planning and organizing the work of others.

EXAMPLES OF DUTIES

- Supervises, coordinates, and participates in the activities of the District's reprographics unit; *E*
- Plans and implements the layout of the department to achieve the highest efficiency of work flow and ensure the safety of employees; *E*
- Evaluates individual requests for services to determine in-house capabilities or contracting with outside vendor(s); *E*
- Establishes work priorities and schedules work to ensure deadlines are met and maximum production is achieved; *E*
- Reviews completed projects to ensure compliance with quality standards and user specifications; *E*
- Assists in the design, format, and layout of forms, booklets, teacher guides, flyers, and other related materials; *E*
- Trains staff on proper operation and maintenance of a variety of peripheral equipment; *E*
- Prepares employee performance evaluations and counsels employees; *E*
- Writes memos on work performance and recommends disciplinary action; *E*
- Prepares and maintains a variety of records on work flow, production costs, payroll, purchase requisitions and warehouse requisitions; *E*
- Requisitions supplies, materials and equipment; *E*
- Calculates charge for jobs completed determining costs for time and material and prepares monthly billing for each school and department; *E*
- Estimates specific job cost including time and materials and costs for outside vendors; *E*
- Meets and confers with District employees to discuss job requirements, costs, due dates, and makes suggestions regarding layout, art work, design, and materials; *E*

- Coordinates regular and preventive maintenance programs on all reprographics equipment; **E**
- Confers with sales and service personnel on new equipment and products and makes recommendations regarding purchases and service contracts; **E**
- Performs other related duties as assigned.

SKATs (Skills, Knowledge, Abilities, Traits)

SKILLS IN:

- Operating a variety of print shop equipment including collators, copy machines, light table, folder(s), paper drills, padders, paper cutters, bostitchers, binders, numbering machines, shrink wrappers, laminating machines, and wide-format printers;
- Operating a variety of office equipment such as a computer including applicable graphic software, telephones, fax, scanner, and calculators.

KNOWLEDGE OF:

- Supervisory principles/practices including training, evaluating, and directing employees;
- Personnel practices/procedures including employee agreement, Personnel Commission rules, and Board policies;
- State and Federal copyright law;
- Organization and physical layout of an efficient reprographics department;
- Principles, methods, and techniques of printing digital formats and graphic arts;
- Artistic principles such as layout, design, contrast, and color schemes;
- Computer software programs including Microsoft Word, PowerPoint, Publisher, InDesign, Illustrator, Photoshop, Acrobat Pro, etc.;
- Supplies and equipment used in reprographics work including equipment capability;
- General operation and routine maintenance of a variety of print shop equipment;
- Rulers and other measuring devices;
- Proper English usage, spelling, grammar, and punctuation;
- Basic math including addition, subtraction, multiplication, division, and fractions;
- Various copying processes, including direct digital print, and techniques;
- Safety hazards and safe working practices including OSHA regulations;
- Simple record keeping and record management;
- Typical paper stocks used in direct digital print;
- Postal regulations for bulk and other mailing classes.

ABILITY TO:

- Utilize computers and computer software to ensure digital files are print ready in accordance with customer requirements;
- Follow and apply OSHA standards for safe work practices, methods, and procedures, including proper lifting techniques;
- Plan and organize the work of self and others;
- Exercise good judgment;
- Establish and maintain good working relationships;
- Read, gather, comprehend, analyze, and interpret data;
- Write and speak clearly and concisely;
- Communicate effectively, both orally and in writing;
- Maintain accurate records;
- Perform mathematical computations;
- Understand and follow written and oral instructions.

TRAITS:

- Promote goals and leads by example;
- Works around obstacles and is a self-starter;
- Patience, objectivity, and sensitivity in directing employees;
- Maintaining awareness of potential hazards to self and others;
- Be trustworthy and responsible for his/her actions;
- Remains steady under pressure;
- Logically grasps and understands issues and problems;
- Effectively manages one's own time, priorities, and resources;
- Puts safety first for self and others;
- Easily adapts as situations arise;
- Diligently attends to details and quality of work.

EMPLOYMENT STANDARDS

EDUCATION: Graduation from high school or its equivalency is required. Courses in supervision, graphic design, or graphic communication are desirable.

EXPERIENCE: Three years of experience in the operation of high-speed digital copiers and related reprographic equipment, and computerized graphics, layout, and design using Photoshop, InDesign, Illustrator, and Acrobat Pro is required. Experience in a supervisory capacity is desirable.

LICENSE REQUIREMENTS: A valid, Class C, California Driver License, a good driving record and use of a private vehicle is required and must be maintained during employment.

WORK ENVIRONMENT

Employees in this classification work primarily inside, with frequent interruptions, changing priorities and short deadlines, and may be exposed to fumes, airborne particles, harmful chemicals, and prolonged periods of loud noise.

PHYSICAL REQUIREMENTS

Employees in this classification stand, walk, sit, lift, and carry up to (50) pounds without assistance, use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, stoop and bend, reach overhead, push and pull moderately heavy items, have rapid muscular coordination, speak clearly, hear normal conversation, distinguish shades, have depth perception and color vision, see small details, use a computer, telephone, copier, and drive a vehicle.

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. This class is designated as supervisory.

Confidential/Supervisory Salary Schedule: Range: 24.5

Revised 10/74, 10/80, 10/81, 12/86, 10/93, 5/99, 11/20

PERSONNEL COMMISSION

ROWLAND UNIFIED SCHOOL DISTRICT

November 10, 2020

ITEM 8.1 EXAM REVIEW

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

Classification	Length of Eligibility List	Number of Positions	Hours / Months	Last Class Description Revision	Tentative Exam Plan
Office Assistant Office Assistant Bil (SP) Office Assistant Bil/Bil (SP) Office Assistant Bil/Bil (Mandarin)	12 months	5	7 to 8 hours / 10 to 11 months	9/2011	<ul style="list-style-type: none">• Written Test• Structured Interview• Computer Testing
School Bus Driver Trainee	N/A	Training Class	N/A	6/2014	<ul style="list-style-type: none">• School Bus Driver Training Program handled by Transportation
Storekeeper	12 months	1	8 hours / 12 months	10/2020	<ul style="list-style-type: none">• Written Test• Training and Experience Evaluation• Technical Project• Structured Interview

Recommendation

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



ROWLAND UNIFIED SCHOOL DISTRICT

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

INVITES APPLICATIONS FOR THE POSITION OF:

OFFICE ASSISTANT: \$17.26 - \$21.05 HOURLY

OFFICE ASSISTANT-BILINGUAL (SPANISH): \$17.70 - \$21.57 HOURLY

OFFICE ASSISTANT-BILINGUAL/BILITERATE (SPANISH OR MANDARIN): \$18.15 - \$22.12 HOURLY

An Equal Opportunity Employer

OPENING DATE: October 16, 2020

FINAL FILING DATE: November 6, 2020

POSITION

There are several Office Assistant positions available, and Eligibility lists are being established to hire substitutes and to fill future vacancies throughout the year. Due to upcoming retirements, we anticipate the following full-time vacancies that may need to be filled in January, 2021 with hours that range from 7 to 8 hours a day and 10 to 11 months per year.

- (1) Office Assistant;
- (2) Office Assistant-Bilingual (Spanish); and
- (1) Office Assistant-Bilingual / Biliterate (Mandarin).

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

SUMMARY OF DUTIES

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

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is required.

EXPERIENCE: Clerical experience is desirable.

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

- **At minimum, copy of your HS Diploma or equivalent. If submitting a copy of your AA/BA/MA they must be on watermarked/letterhead paper or a copy of the actual diploma (unofficial versions will not be accepted); AND**
- **A valid and current First Aid Certificate, comparable to the American Red Cross Standard First Aid Certificate (copy front & back).**

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

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

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

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

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

FILING PERIOD

Applications for these positions will be accepted on-line only, from **Friday, October 16, 2020 to Friday, November 6, 2020 until 4:30 p.m.**

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

Applicants will be sent notifications via e-mail only

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Job Related Written Exam / Structured Interview / Technical Project / Computer Performance Exams

Salary Range: Off. Assistant: 17, Off. Asst-Bilingual (Spanish): 17.5, Off. Asst-Bil/Bil (Spanish or Mandarin): 18

PROOF OF EDUCATION:

If you received your education outside of the United States, you must have your degree/transcripts evaluated by a transcript evaluation service that certifies that your degree meets the United States equivalent for it to be considered. For more information about organizations who offer this service, please access the following: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>. *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

Consistent with merit system principles, the mission of the Personnel Commission is to provide the best qualified candidates, representative of the cultural diversity of our community, to support the district's present and future educational programs.



ROWLAND UNIFIED SCHOOL DISTRICT
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INVITES APPLICATIONS FOR THE POSITION OF:

SCHOOL BUS DRIVER TRAINEE

An Equal Opportunity Employer

OPENING DATE: October 2, 2020

FINAL FILING DATE : OCTOBER 23, 2020

POSITION:

The purpose of the recruitment is to attract applicants for the District's School Bus Driver training program. This opportunity is unpaid however, successful candidates who complete this program will have the credentials required to apply for a position as a School Bus Driver with any school district. The program is free of charge and a candidate will only have to pay for the fees associated with obtaining the licenses. Approximate out of pocket cost for the trainee is \$299.00 (ie. DMV, CHP, DOT Medical, Dept. of Justice Fees).

***NOTE: By applying for this opening you are applying to take part in the Bus Driver Training program which MAY ultimately lead to employment in substitute or permanent position.*

SUMMARY OF DUTIES

Under immediate supervision of the Bus Driver Instructor, receives instruction to acquire the necessary skills needed to operate a school bus over designated routes within established time schedules; to transport students to and from school and on special event trips; to perform daily inspections of a school bus or other transportation vehicle; and to prepare reports concerning repair needs.

DISTINGUISHING CHARACTERISTICS

The class of School Bus Driver Trainee is distinguished from the class of School Bus Driver in that the latter is a fully-qualified school bus driver with the license and certifications required by the State of California whereas the former is still receiving training and currently in the process of becoming a fully-qualified school bus driver.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is desirable.

EXPERIENCE: No experience required.

LICENSE/CERTIFICATE/LANGUAGE REQUIREMENTS: Possession of a valid California Driver License is required.

All school bus driver trainee positions are designated as safety-sensitive in accordance with the Code of Federal Regulations, Title 49 (Public Law 102-143) and require pre-employment drug testing as well as a continued drug-free lifestyle for continued employment.

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

- **Valid CA Driver License**
- **Current DMV Official Driver Record** (Dated within the last 30 days)

You may upload your documents to your application or email them to azamudio@rowlandschools.org. Applications without supporting documents will be considered incomplete and will be disqualified. *Please note: Staff is working remotely, therefore email is the best method of communication.*

WORKING ENVIRONMENT: Employees in this training program will be in a training environment both inside and outside, in varying temperatures, in contact with fuel and exhaust fumes, dust, odors, moving vehicles, and in direct contact with District personnel.

PHYSICAL REQUIREMENTS: Employees in the classification sit for extended periods of time, push, pull, climb stairs, stoop/bend, use fingers repetitively, twist or apply pressure with wrists or hands repetitively, use both hands and/or legs simultaneously, speak clearly, hear normal voice conversation, have depth perception, have color vision and/or the ability to distinguish shades, see small details and for long distances, operate mobile motorized equipment, and drive a vehicle.

FILING PERIOD:

Applications for this position will be accepted online only, Friday, October 2, 2020 to Friday, October 23, 2020 at 4:30 pm.

* APPLICANTS WILL BE SENT NOTIFICATIONS BY E-MAIL ONLY

TRAINING INFORMATION:**Remote Training via Google Classroom: November 6, 2020 to November 20, 2020 from 7:00 am to 11:30 am**

The **on-line training course** will prepare you to take the DMV test for a Commercial Learner's Permit (CLP). You are required to attend a minimum of 20 hours of classroom training, obtain First Aid Certification (not included in the 20 hours), and pass a final exam. Rowland USD will provide all materials and cover the cost of training for those selected for the program. You are responsible for attending **ALL** classes. After completion of the classroom course, trainees will be selected for behind-the-wheel training in order of their scores on the final exam.

Tools/Equipment Needed to Participate: Access to the internet, a device with a mic and camera (to confirm your attendance), and a Google account.

Behind-The-Wheel Training: December 14, 2020 and will continue through January 2021

Possession of a valid Class B California Commercial Learner's Permit (CLP) with Passenger, School Bus, and Air Brakes Endorsements by the California Department of Motor Vehicles is required prior to the start of the behind-the-wheel portion or the training program.

After passing the DMV/CHP test and completing a medical examination, fingerprinting, and drug testing, candidates will be selected to participate in the behind-the-wheel training portion. Behind-the-wheel training is a minimum of 20 hours of one-on-one training time with your instructor. Your training schedule will be dependent on the schedule of your instructor, but effort will be made to reasonably accommodate your schedule as much as possible. After your behind-the-wheel training you will be taken by your instructor to the CHP to obtain a Commercial Driver License and become a certified School Bus Driver!

Note: All School Bus Driver Trainees are responsible for covering the cost of obtaining their CA Commercial Driver License and CA Special Driver Certificate (approximately \$299 in total) from the DMV/CHP at the appropriate time in the training schedule.

SUPPLEMENTAL INFORMATION**A SCHOOL BUS DRIVER MUST:**

- Have a genuine care and concern for children
- Be a positive role model
- Be a defensive driver and always put safety first
- Be able to remain calm under pressure and respond properly in an emergency
- Have an understanding of the role of a school bus driver in relation to the entire educational system
- Have a good driving record
- Stay drug free at all times and alcohol free on the job.

RATE OF PAY AFTER COMPLETION OF PROGRAM:

If you are selected for hire, Substitute School Bus Drivers are paid at a rate of \$19.54 per hour on an "on-call, as-needed" basis.

Substitute School Bus Drivers will also be able to test for permanent School Bus Driver positions as they become available. Permanent School Bus Driver positions are paid at a rate of \$19.54 - \$23.81 per hour, receive health and welfare benefits, and are guaranteed a minimum of four (4) hours of work per day.

***For a more detailed job description, please log on to: www.rowlandschools.org → Our District → Personnel Commission → Classified Job Openings**

Consistent with merit system principles, the mission of the Personnel Commission is to provide the best qualified candidates, representative of the cultural diversity of our community, to support the district's present and future educational programs.



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INVITES APPLICATIONS FOR THE POSITION OF:

STOREKEEPER
\$3,739 - \$4,557 MONTHLY
\$44,868 – \$54,684 - ANNUALLY
An Equal Opportunity Employer

OPENING DATE: OCTOBER 9, 2020

FINAL FILING DATE: OCTOBER 30, 2020

POSITION

There is one (1) Storekeeper position available. The position is eight (8) hours per day, five (5) days per week, twelve (12) months per year. Tentative work hours are 5:00 a.m. - 1:30 p.m. An eligibility list is being established to hire substitutes and fill future vacancies.

SUMMARY OF DUTIES

Under general direction of a Supervisor or Manager, maintains an adequate Food Center warehouse stock supply; receives, stores and prepares for distribution a variety of food, equipment and supplies; processes requisitions; may drive established route to deliver, pick up food carts, supplies and mail; and maintains warehouse and other storage facilities in an organized, safe, and sanitary condition.

QUALIFICATIONS

EDUCATION:

Graduation from high school or its equivalency is required. Courses in warehousing are desirable.

EXPERIENCE:

Two years of experience in receiving, storing, and issuing stock, including at least six (6) months of experience driving a box truck weighing at least 7 tons is required. Experience in the operation of a truck, forklift, and pallet jack are desirable.

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

- **Copy of High School Diploma or equivalent**

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

Please Note: Staff is working remotely, so email is the primary method of communication.

CERTIFICATES/LICENSE/OTHER EMPLOYMENT REQUIREMENTS:

- A valid, Class C, California Driver License and a good driving record is required and must be maintained during employment.
- USDA Professional Standards: Maintain a minimum of 6 hours of annual continuing education/training in the areas of Child Nutrition Programs, food safety, and warehouse/inventory control.
- Obtain a forklift certification within the first six months of employment and maintain it during the course of employment

WORK ENVIRONMENT: Employees in this classification work both inside and outside, in varying temperatures above 90° and below 50°, with sharp objects, dust, chemicals, odors, in contact with machinery with moving parts (motors, gears, pulleys, etc.), in poor or inadequate lighting, moving vehicles, in the absence of direct supervision with constant interruptions and tight deadlines, in cramped or tight spaces, on ladders or lifts, and in contact with the public, and District staff.

PHYSICAL REQUIREMENTS Employees in this classification stand, walk, sit, stoop/bend, kneel, crouch, bend repeatedly, reach overhead, lift and carry objects weighing up to 75 lbs. without assistance, push/pull heavy objects, use fingers repetitively, use wrists or hands repetitively in a twisting motion, use both hands/legs simultaneously, have rapid muscular coordination, stamina to stand and walk for long periods of time, climb into a truck and climb and maintain balance on ladders, move large equipment, work in narrow and tight spaces, speak clearly, hear normal voice conversation, have depth perception, color vision, see small details, see long distances, operate motorized equipment, drive a vehicle, drive a forklift, use a computer, radio, and a telephone.

FILING PERIOD

Applications for this position will be accepted online only starting **Friday, October 9, 2020 until Friday, October 30, 2020.**

Applicants will be sent notifications via e-mail only*

OPEN/PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Written Exam
- Structured Interview/ Technical Project

Salary Range: 21.5

PROOF OF EDUCATION

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

Candidates who pass all hurdles of the testing process will be placed on an eligibility list in rank order based on final scores including any veteran's / seniority credit. The top three ranks of eligibles who are ready and willing to accept the position shall be referred to the hiring administrator for interview. The eligibility list will be established for **twelve (12) months**. All new employees are subject to passing a physical examination, tuberculosis test, background review and must provide satisfactory evidence of authorization to work in the United States. Employment start date is contingent upon fingerprinting and criminal background clearance.

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

PROCESSING FEE

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

VETERANS CREDIT

For entry level classes, veterans with thirty (30) days or more of active service (during a time of war or national emergency) who obtain a passing score shall be allowed an additional credit of five (5) points and disabled veterans receive ten (10) additional points. Entry-level positions are defined as all positions within the classified service when the eligible is first employed by the District, except for positions designated management or senior management. Veterans must supply a copy of their Form DD214 along with their application in order to receive such credit. *Veterans credit can only be applied once, upon initial hire.*

***For a more detailed job description, including benefits / leave information, please log on to www.rowlandschools.org. → Departments → Personnel Commission → Classified Job Openings**

Consistent with merit system principles, the mission of the Personnel Commission is to provide the best qualified candidates, representative of the cultural diversity of our community, to support the district's present and future educational programs.

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

November 10, 2020

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

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

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

ELIGIBILITY LIST RECRUITMENT NUMBER	PERSON I.D. PERSONNEL COMMISSION RULE REFERENCE
Pool Maintenance Worker (D-19/20-73)	PC Rule 6.1.10.6 - Refusing an employment offer after certification as an eligible and available for the appointment. <ul style="list-style-type: none">• ID# 21735989
Computer Lab Technician (D-19/20-47)	PC Rule 6.1.10.4 - A written request by the eligible for removal. <ul style="list-style-type: none">• ID# 43290355 and ID# 42488093
Computer Lab Technician - Bilingual (Spanish) (D-19/20-48)	PC Rule 6.1.10.4 - A written request by the eligible for removal. <ul style="list-style-type: none">• ID# 42488093
District Safety (D-19/20-56)	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">• ID# 5409596

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.