

**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)]

October 6, 2020
Meeting to start at 4:30 P.M.

Virtual Meeting

https://rowlandschools-org.zoom.us/webinar/register/WN_CMWJPqTOS1aCJbjHSPsGSw

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.

October 6, 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, October 6, 2020 or adopting the Agenda with the following corrections/modifications for Tuesday, October 6, 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 September 1, 2020. (Ref. 6.1)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

6.2 Approve the revised Personnel Commission's meeting schedule for 2020-2021. (Ref. 6.2)

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# 29751826 in the class of Office Assistant at Step D of Range 17 on the Classified Salary Schedule. (Ref. 7.1a) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

- b. Consider approving the advanced salary step request from Dr. 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. (Ref. 7.1b) & (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 School Office Manager position to a School Office Manager – Bilingual (Spanish) position. (Ref 7.2)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

7.3 Revised Class Description

Receive input from the District Administration and CSEA regarding the revised classification for Storekeeper (7.3a)

- a. Consider approving the revised job description for the classification of Storekeeper.

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. 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)

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

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

- a. 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)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

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

- a. Maintenance Worker (D-19/20-34)
 - ID# 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 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, NOVEMBER 10, 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 SEPTEMBER 1, 2020
MEETING HELD VIRTUALLY VIA ZOOM**

The meeting of the Personnel Commission of the Rowland Unified School District was called to order at 4:37 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
- Maria Davila – Director of Nutrition Services
- Crystal Vahimarae – Personnel Technician

COMMUNICATIONS

- A. CSEA – Mr. Maldonado shared that he was pleased there was discussion with regards to a Classification and Compensation study taking place. Mr. Maldonado mentioned CSEA is in full support of the study being completed, and he agrees with the Personnel Commission that all classifications should be reviewed at once, rather than one at a time.
- B. District Administration – None
- C. Audience Members – None

REPORT FROM THE PERSONNEL DIRECTOR

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

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

Open/Promotional Recruitments

- Senior Account Clerk

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

- Health Assistant / Health Assistant – Bilingual (Spanish) – Remote Written Test
- Library Assistant / Library Assistant – Bilingual (Spanish) – Remote Written Test
- Playground Supervision Aide – Remote Quiz
- Stock Delivery Worker – Written Test / Zoom Structured Interview

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

- Custodian
- District Patrol
- Health Assistant
- Instructional Assistant II - Bilingual (Spanish)
- Maintenance Worker
- Office Assistant
- Senior Custodian

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

- 2 - Behavior Support Assistant
- 1 - Campus Aide
- 1 - Executive Secretary
- 2 - Food Service Assistant I
- 1 - Office Assistant - Bilingual (Spanish)
- 2 - Playground Supervision Aide
- 1 - School Office Manager - Bilingual (Spanish)

Updates/Reminders/Remarks:

Ms. Stiegelmar shared that the 2020 Annual Open Enrollment for benefits is happening virtually from August 20th to October 2nd. Ms. Stiegelmar mentioned appointments can be made by calling American Fidelity or going to the link on the website designed for Rowland USD.

Ms. Stiegelmar mentioned the District’s annual mandated trainings are almost due. Ms. Stiegelmar stated that if any of the Commissioners need the link to complete the trainings, she would be happy to assist.

PERSONNEL COMMISSION

A. Recommendation: Approve the minutes of the regular meeting of August 4, 2020 as submitted.

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

B. Receive the Personnel Commission’s Annual Report for the 2019-2020 fiscal year for future distribution.

ITEMS FOR DISCUSSION AND/OR ACTION

7.1 Advanced Salary Step Placement

a. Recommendation: To consider approving the advanced salary step request from John Martinez, Principal, Rowland Elementary, to employ Applicant ID# 36098897 in the class of Office Assistant – Bilingual Spanish at Step C of Range 17.5 on the Classified Salary Schedule.

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. George Herrera, Principal, Villacorta Elementary, to employ Applicant ID# 41511241 in the class of School Office Manager – Bilingual (Spanish) at Step E of Range 22 on the Classified Salary Schedule.

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

- c. Recommendation: To consider approving the advanced salary step request from Dr. Kevin Despard, Director of Student Services, to employ Applicant ID# 43003160 in the class of Behavior Support Assistant at Step B of Range 17 on the Classified Salary Schedule.

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

- d. Recommendation: To consider approving the advanced salary step request from Dr. Matty Zamora, Assistant Superintendent - Educational Services, to employ Applicant ID# 38055979 in the class of Executive Secretary at Step E of Range 23.5 on the Confidential / Supervisory Salary Schedule.

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

- e. Recommendation: To consider approving the advanced salary step request from Nicole Hernandez, Coordinator of Special Education, to employ Applicant ID# 40061425 in the class of Behavior Support Assistant at Step B of Range 17 on the Classified Salary Schedule.

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

7.2 Revised Class Description

- a. Recommendation: To consider approving the revised job description for the classification of School Office Manager and School Office Manager – Bilingual (Spanish) as amended.

Ms Lee inquired if the District had reviewed and approved the changes because the approval form was not signed. Ms. Stiegelmar clarified that she had discussed the revisions with Mr. Bixler, Assistant Superintendent - Human Resources, and he agreed with the changes. Ms. Stiegelmar also mentioned she had discussed the revisions with the CSEA President, Marco Maldonado. Ms Stiegelmar also shared that she reached out to all the incumbents who are currently in the classification and reviewed their concerns, recommendations, and applied them as needed.

Mr. Maldonado, CSEA President, shared he was informed of the changes and appreciates that Ms. Stiegelmar took the time to reach out to the incumbents. Mr. Maldonado mentioned he believes the changes are a positive move for current employees and creates a career ladder for current employees to apply for and attain a higher position.

Ms. Nieh inquired if the portion mentioning mental health referrals on the School Office Manager classification is needed. Ms. Nieh stated that she believes this should be handled by a principal or a school psychologist.

Ms. Stiegelmar clarified that the School Office Manager does not recommend or approve the mental health referrals, but instead acts as a liaison in ensuring the paperwork is completed in its entirety and is sent to the requested location for review and approval.

Ms. Lee requested clarification on the term “mental health”.

Ms. Stiegelmar mentioned the term is broad and covers anything from behavior conditions to overall mental health.

Ms. Lee suggested the word mental may create a stigma for a student.

Ms. Landin, Personnel Analyst, suggested the word “mental” be removed and it would not change the context of the sentence.

Ms. Stiegelmar confirmed the word “mental” will be removed.

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 revised job description for the classification of Administrative Secretary and Administrative Secretary – Bilingual (Spanish) as amended.

Ms. Fernandez requested clarification on who the employees will be reporting to.

Ms. Stiegelmar stated that the incumbents would be reporting to a District or site-level administrator or designee.

Ms. Lee inquired if Administrative Secretaries help Directors and Principals.

Ms. Fernandez suggested that the reporting relationship should state “reports to a District level administrator” as this would make it clear as the job title is Administrative Secretary.

Ms. Landin mentioned the District’s goal of revising the “reporting to” section is to open the reporting structure to allow the site to hire based on their needs.

Ms. Lee stated she would like to make it as clear as possible so that there is no confusion between an Administrative Secretary and a Secretary.

Ms. Stiegelmar mentioned the District’s goal is to have the site administrators be able to hire either an Administrative Secretary or Secretary based on their needs.

Ms. Fernandez inquired if there is a list to show which administrators currently have a Secretary or Administrative Secretary. Ms. Fernandez asked for confirmation if the Secretarial positions are able to be changed if a new Administrator is hired and would like to change the position.

Ms. Stiegelmar shared a current Director had an Administrative Secretary and when the position became vacant, he decided he no longer needed the higher-level duties associated with an Administrative Secretary based on his needs. Ms. Stiegelmar mentioned the position was then reallocated to an Office Assistant.

Ms. Lee stated while she understands the Administrative Secretary and Secretary need to be written to clearly differentiate the two classifications, she believes the way it is currently stated may confuse some. Ms. Lee inquired if all secretaries work directly under an administrator.

Ms. Stiegelmar advised that both Administrative Secretaries and Secretaries both work under an Administrator, and that the Administrative Secretaries typically report to one administrator and are expected to manage higher level clerical duties as compared to a Secretary.

Ms. Nieh asked for confirmation if the School Office Manager can transfer to an Administrative Secretary.

Ms. Stiegelmar confirmed that a School Office Manager can request a lateral transfer to an Administrative Secretary.

Ms. Nieh asked for confirmation on the job duty in where it mentioned proofreading. Ms. Nieh asked what type of items would an Administrative Secretary be proofreading.

Ms. Stiegelmar mentioned an Administrator may use the Administrative Secretary to assist with proofreading letters, reports, emails, or presentations to double check and have a second set of eyes on documents that would be distributed or presented.

Ms. Nieh inquired about the statement mentioning county regulations. Ms. Nieh stated that the statement is not specific enough as it does not state which county regulations the Administrative Secretary should know.

Ms. Lee stated she does agree with Ms. Nieh in which it should be more specific when mentioning county regulations.

Ms. Landin stated the Administrative Secretary may have to learn a wide variety of regulations based on the department they are working.

Ms. Lee suggested the statement be changed to say “relevant” county regulations.

Ms. Stiegelmar confirmed the statement will now say “relevant” county regulations, rather than county regulations

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

- c. Recommendation: To consider approving the revised job description for the classification of Secretary, Secretary - Bilingual (Spanish), and Secretary – Bilingual / Biliterate (Spanish) as amended.

Ms. Stiegelmar mentioned a revision was recommended to the Summary of Duties, after the agenda was published to add “site level” administrator or designee. Ms. Stiegelmar mentioned there were also some wording that was repeated in the Distinguishing Characteristics section to make the wording clearer and more concise. Ms. Stiegelmar mentioned that the job description also mentions “county regulations”, and can be changed to state “relevant” county regulations as was recommended in the Administrative Secretary class description revision.

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

7.3 New Class Description

- a. Recommendation: To consider approving the revised job description for the classification of Nutrition Services Field Supervisor as amended.

Ms. Stiegelmar clarified there is currently a position named Nutrition Services Supervisor who supervises the operations at the Food Center, and the Nutrition Services Field Supervisor will work out in the field visiting various school sites. Ms. Stiegelmar mentioned the position is being created to replace the Nutrition Services Operations Manager which was recently vacated. Ms. Stiegelmar shared that Ms. Maria Davila, Director of Nutrition Services, needs this position so the department has a dedicated supervisor who will visit the school sites who are serving and preparing food to ensure policies and procedures are being followed.

Ms. Lee inquired if the new classification has been compared to other classifications to ensure this is not a duplicate of an already established position. Ms. Lee asked if the Nutrition Service Operations Manager was the employee who was visiting the sites.

Ms. Landin confirmed the Director of Nutrition Services, Nutrition Services Operations Manager, and the Assistant Director of Nutrition Services were previously visiting sites, but the department found it be best to dedicate one employee for this duty.

Ms. Stiegelmar confirmed that there is not another classification that encompassed these duties and mentioned that the Assistant Director and Manager were visiting at least one kitchen a day. Ms Stiegelmar stated that the Nutrition Services Field Supervisor will have dedicated days and times to visit each site depending on when meals are being prepared and distributed.

Ms. Lee inquired if the Nutrition Services Operations Manager will be filled or eliminated at a later time.

Ms. Fernandez added if a position remains vacant for some time the District may decide to abolish the classification or eliminate the position.

Ms. Stiegelmar confirmed the District can review vacant positions for elimination after two years of having no employees in a classification and recommend that the classification be abolished. Ms. Stiegelmar shared she will reach out to the District to review any classifications that are in need of being abolished.

Ms. Nieh inquired if the Nutrition Services Field Supervisor will be authorized to contact and request services and place orders from vendors as it states in the job description.

Ms Landin confirmed the vendors would be equipment vendors and would more likely be for repair requests rather than purchasing requests. Ms. Landin confirmed the Nutrition Services Field Supervisor will have the ability to recommend purchases to the Director of Nutrition Services, but the Director would have the final approval.

Ms. Davila confirmed that she provides the final approval for all purchases. Ms. Davila mentioned the Nutrition Services Field Supervisor will be able to contact the vendors, but they will need to notify her of the contact and if a purchase requisition needed to be generated.

Ms. Nieh would like the job description to state “contact vendors with prior authorization”.

Ms. Nieh asked if the position would be handling food recalls as stated in the job description.

Ms. Davila confirmed recalls do sometimes happen and the Nutrition Services Field Supervisor will have to know the procedures on handling recalls and ensuring recalled food is not prepared or served.

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

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

C. Recommendation: To ratify the following eligibility list:

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

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

Motion 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 stated she hopes everyone is staying safe. Ms. Lee stated she is pleased to see school has resumed and appreciates the teachers and classified staff for their hard work. Ms. Lee wishes everyone a great rest of the year.

Ms. Fernandez shared that she hopes everyone is well. Ms. Fernandez expressed her thanks to staff who are reporting to their work sites. Ms. Fernandez looks forward to being able to meet with everyone in person in the future.

Ms. Nieh stated that she hopes everyone stays safe. Ms. Nieh shared she also is looking forward to being able to meet with everyone in person in the future.

CLOSED SESSION

Recess to closed session to discuss:

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

Time Recessed: 6:22 p.m. Time Reconvened to Open Session: 7:37 p.m.

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

ADJOURNMENT

To adjourn meeting at 7:38 p.m.

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

Approved by: _____
Judy Nieh
Chair
Personnel Commission

Submitted by: _____
Joan Stiegelmar
Personnel Director
Personnel Commission

THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED FOR TUESDAY, OCTOBER 6, 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.



**ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
October 6, 2020**

BULLETIN

PLEASE POST

For Information

TO: All Classified Employees and Administrative Personnel
FROM: Joan Stiegelmar, Personnel Director
RE: 2020-2021 Personnel Commission Meetings - REVISED

Personnel Commission meetings are typically scheduled on the first Tuesday of each month, except as noted below. Meetings for the 2020-2021 school year are tentatively scheduled as follows:

- July 7, 2020
- August 4, 2020
- September 1, 2020
- October 6, 2020
- *November 10, 2020
- *December 8, 2020
- *January 12, 2021
- February 2, 2021
- March 2, 2021
- April 6, 2021
- May 4, 2021
- *June 8, 2021

NOTE: All meetings to be held via ZOOM or in the Board Room, at the District Office and will begin at 4:30 p.m.

*Meetings changed from the first Tuesday of the month.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
OFFICE ASSISTANT

The Commission is in receipt of a request from Dennis Bixler, Assistant Superintendent - Human Resources, to employ Applicant ID #29751826 as Office 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 an Associates Degree and over four 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.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
CUSTODIAN

The Commission is in receipt of a request from Dr. John Staumont, Principal, Jellick Elementary, to employ Applicant ID #43772892 as Custodian at Step E of Range 18 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has over nine 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 18 on the Classified Salary Schedule.



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

September 15, 2020

TO: Dennis Bixler, Assistant Superintendent – Human Resources



FROM: Joan Stiegelmar, Personnel Director 

RE: **RECOMMENDED REALLOCATION OF A VACANT SCHOOL OFFICE MANAGER POSITION TO A SCHOOL OFFICE MANAGER – BILINGUAL (Spanish) POSITION**

John Martinez, Principal at Rowland Elementary, has requested that we reallocate a vacant School Office Manager position to a School Office Manager – Bilingual (Spanish) position. This reallocation is being requested due to the need for translation services at the site. This change is needed in order to serve Spanish speaking families and create a more responsive service model at the site.

Your input concerning the recommended reallocation is important. The Personnel Commission will consider approving this at the regular meeting on Tuesday, October 6, 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.

	I agree with the recommended reallocation.	I disagree with the reallocation, and recommend the adjustments noted above.
Signature: 	Date: 9/17/20	

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

PC21-049

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

OCTOBER 6, 2020

ITEM 7.3A CONSIDER APPROVING THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF STOREKEEPER

Staff has conducted a job analysis on the Storekeeper classification. The recommended changes in the classification specification are presented in the customary ~~strikeout~~ and **bold/underscore** text format.

Staff met with Maria Davila, Director of Nutrition Services, to review the classification specification. A job analysis was conducted to ensure that the job classification was reflective of the current duties.

The recommended revisions to the Storekeeper 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 Storekeeper.



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

September 28, 2020

TO: Dennis Bixler, Assistant Superintendent – Human Resources

FROM: Joan Stiegelmar, Personnel Director

RE: **REVISED CLASS DESCRIPTION FOR STOREKEEPER**

Attached for your review and comment is the proposed **REVISED** class description for Storekeeper.

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, October 6, 2020.

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

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

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

cc: Alex Flores, Assistant Superintendent – Administrative Services
Maria Davila, Director of Nutrition Services

Attachments: Class Description

PC21-053



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

September 28, 2020

TO: Marco Maldonado, CSEA President

FROM: Joan Stiegelmar, Personnel Director

RE: **REVISED CLASS DESCRIPTION FOR STOREKEEPER**

Attached for your review and comment is the proposed **REVISED** class description for Storekeeper

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, October 6, 2020.

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Signature:	Date:

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

cc:

Attachments: Class Description

PC21-054

STOREKEEPER

SUMMARY OF DUTIES

Under general direction of a ~~Food Center~~ 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 ~~money~~ bags **mail**; **and** maintains warehouse and other storage facilities in an **organized, safe, and** sanitary ~~and safe~~ condition.

DISTINGUISHING CHARACTERISTICS

The incumbent is responsible for maintaining the Food Center warehouse facility and performing duties relating to the processing and storing of food, equipment and supplies requiring heavy manual lifting. Consequence of error in this position may have ~~a~~ District wide impact ~~related to the breakfast and lunch~~ **on the meal** programs at the various sites. The incumbent works closely with the ~~Food Center~~ Supervisor to ensure the Food Center warehouse is sufficiently stocked to meet the needs of the daily breakfast and lunch programs. The incumbent is expected to work with minimal supervision. Interaction with the ~~Food Center~~ Supervisor is for the purpose of advising him/her of stock items which need to be replenished and **for various** special assignments.

The class of Storekeeper is distinguished from the class of Stock Delivery Worker in that the latter spend the majority of their time driving a truck to deliver and pick up a variety of supplies, equipment and mail while the former has responsibility for the Food Center warehouse and spends the majority of his/her time performing storekeeping activities.

EXAMPLES OF DUTIES

- Receives and stores canned, fresh, packaged and frozen foods, materials, equipment and supplies; *E*
- Distributes and arranges for the distribution of stock to various preparation and serving areas; *E*
- **Inputs warehouse stock orders into requisition software indicating school, department, date of purchase, and other information; E**
- Stores stock in warehouse, rotating stock **utilizing the First In, First Out (FIFO) accounting method** ~~to insure stock is used on first in first out basis~~; *E*
- Checks for **and maintains an updated log of product** expiration dates of perishable goods; *E*
- Conducts **perpetual inventory of goods, as well as a** monthly **physical** inventory of Food Center warehouse and other **assigned** storage areas; *E*
- **Establishes, monitors, maintains, and adjusts par levels of warehouse goods; E**
- **Analyzes stock supplies, determines the need for ordering, and determines the quantities to be ordered within existing Nutrition Services department policies; E**
- **Initiates orders for new stock items, as directed, and provides for their introduction into the warehouse inventory; E**
- Inspects shipments of materials, supplies and equipment received including government commodities for conformity to purchase order specifications, noting and reporting shortages, damages or other discrepancies; *E*
- Loads, unloads and shelves supplies and materials; *E*
- **Prints, sorts, and issues warehouse store orders; E** ~~F~~fills orders by retrieving goods according to requisitions submitted **both electronically and manually; E**
- Prepares orders for delivery **well in advance, stages goods by** ~~and~~ groupings them by **in a set staging area for future** delivery location; *E*
- **Communicates delivery errors and notifies of impending product shortages in advance; recommends possible substitutions and/or expected date of receipt, with department management and site kitchen staff; E**

- Tracks usage of USDA commodity foods to ensure they are used within six (6) months of being received; E
- Checks food products upon delivery to confirm they abide by the Buy American Provision; E
- Provides feedback on monthly menu planning, bid planning, and commodity food orders; E
- Investigates complaints from school site kitchens and assists in resolving discrepancies concerning items sent in error; and responds to questions from site kitchen staff regarding materials ordered; E
- Maintains warehouse, docks, refrigerators, freezers, equipment and facilities in a sanitary, safe and functional condition; E
- Confers with supervisor regarding the preparation and revision of delivery schedules, time lines, storage space requirements, optimum stock quantity, and matters relating to the operation of the food center warehouse; E
- Prepares and maintains a log of excess stock for menu planning purposes and for use by site kitchens to ensure the stock is used timely; E
- Coordinates the delivery of special orders; E
- Confers with supervisor regarding scheduling to schedule of food service warehouse personnel for seasonal custodial duties in warehouse food production areas and District kitchens during school recess periods;
- Prepares and confirms food donation log prior to pick up; E
- Records food items to be discarded on Food Discard Log; and submits log to supervisor prior to discard; E
- Notifies management of delivery of goods such as small wares and large equipment; E
- Maintains schedule of maintenance of assigned equipment and notifies supervisor of upcoming maintenance due; E
- Assists with custodial duties in order to maintain a safe and clean warehouse environment; (redundant and added to duty below)
- May drive a District vehicle in order to deliver and picks up food and transport carts, cases of food, supplies, and other commodities goods, to and from various sites; E
- Participates in the performance of seasonal custodial duties at site kitchens, the Food Center, and the Nutrition Services offices in order to maintain a safe and clean environment; E
- Assists with moving large equipment to and from kitchens and school sites; E
- Maintains a variety of related records and reports; E
- May train new employees in proper food center warehouse procedures and explain department policies;
- May assist with minor repairs to carts, food warmers, and other equipment at the Food Center;
- Performs other related duties as directed assigned.

SKATs (Skills, Knowledge, Abilities, Traits)

SKILLS IN:

- Safely operating an 18' to 30' Bobtail truck with a liftgate truck, observing legal and defensive driving practices;
- Operating a variety of warehouse equipment such as forklifts and electric and manual pallet jacks;
- Operating a variety of equipment such as computers, work-related software, printer, scanner, copier, telephone, calculators, two-way radios, and facsimiles.

KNOWLEDGE OF:

- Methods, materials and Hazard Analysis Critical Control Point (HACCP) procedures relating to the receipt, storage and issuance of perishable and staple goods, equipment and supplies;
- Inventory control practices, methods, and systems procedures;
- Principles of good public and interpersonal relations;
- Safe working methods and procedures including related Cal/OSHA laws and regulations;
- Basic mathematics;
- Basic computer functions and inventory software;

- **District purchasing/requisitioning and work order procedures;**
- **Record keeping methods and filing systems;**
- **Office practices, procedures, and equipment;**
- **Warehouse operations, practices, and procedures.**
- Methods of maintaining simple records. (above)

ABILITY TO:

- **Read, U**nderstand and follow oral and written instructions;
- Plan and organize work and establish priorities **and meet schedules and timelines;**
- Communicate effectively both orally and in writing;
- Maintain accurate records **and prepare reports;**
- **Complete work with frequent interruptions;**
- Exercise good judgment **analyzing situations accurately and adopting an effective course of action;**
- Establish and maintain good working relationships;
- Work independently **with minimal direction.**

TRAITS:

- Puts safety first for self and others;
- **Maintaining awareness of potential hazards to self and others;**
- **Effectively manages one's own time, schedules, priorities, and resources;**
- Diligently attends to details and quality;
- Strives to meet customers' needs;
- Is trustworthy and responsible for his/her actions;
- Stays focused and has good work ethic;
- Is punctual and follows through;
- **Willingness to work in inclement weather such as rain, cold, and heat;**
- Easily adapts to situations and changes.

EMPLOYMENT STANDARDS

EDUCATION: Graduation from ~~H~~igh ~~S~~chool or its equivalency is **required** ~~desirable~~. 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.

LICENSE REQUIREMENT:

- A valid, Class C, California Driver's 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.**

WORKING 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 immediate **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.

APPOINTMENT: 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.~~ **(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 ~~21 1/2~~ **21.5**
Revised 5/83, 6/93, 9/10, **10/20**

STOREKEEPER

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.

DISTINGUISHING CHARACTERISTICS

The incumbent is responsible for maintaining the Food Center warehouse facility and performing duties relating to the processing and storing of food, equipment and supplies requiring heavy manual lifting. Consequence of error in this position may have District wide impact on the meal program at the various sites. The incumbent works closely with the supervisor to ensure the Food Center warehouse is sufficiently stocked to meet the needs of the daily breakfast and lunch programs. The incumbent is expected to work with minimal supervision. Interaction with the supervisor is for the purpose of advising him/her of stock items which need to be replenished and for various special assignments.

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EXAMPLES OF DUTIES

- Receives and stores canned, fresh, packaged and frozen foods, materials, equipment and supplies; *E*
- Distributes and arranges for the distribution of stock to various preparation and serving areas; *E*
- Inputs warehouse stock orders into requisition software indicating school, department, date of purchase, and other information; *E*
- Stores stock in warehouse, rotating stock utilizing the First In, First Out (FIFO) accounting method; *E*
- Checks for and maintains an updated log of product expiration dates of perishable goods; *E*
- Conducts perpetual inventory of goods, as well as a monthly physical inventory of Food Center warehouse and other assigned storage areas; *E*
- Establishes, monitors, maintains, and adjusts par levels of warehouse goods; *E*
- Analyzes stock supplies, determines the need for ordering, and determines the quantities to be ordered within existing Nutrition Services department policies; *E*
- Initiates orders for new stock items, as directed, and provides for their introduction into the warehouse inventory; *E*
- Inspects shipments of materials, supplies and equipment received including government commodities for conformity to purchase order specifications, noting and reporting shortages, damages or other discrepancies; *E*
- Loads, unloads and shelves supplies and materials; *E*
- Prints, sorts, and issues warehouse store orders; fills orders by retrieving goods according to requisitions submitted both electronically and manually; *E*
- Prepares orders for delivery well in advance, stages goods by grouping them in a set staging area for future delivery; *E*
- Communicates delivery errors and notifies of impending product shortages in advance; recommends possible substitutions and/or expected date of receipt, with department management and site kitchen staff; *E*
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- Prepares and maintains a log of excess stock for menu planning purposes and for use by site kitchens to ensure the stock is used timely; *E*
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- May drive a District vehicle in order to deliver and picks up food and transport carts, cases of food, supplies, and other goods, to and from various sites; *E*
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- Assists with moving large equipment to and from kitchens and school sites; *E*
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- Basic mathematics;
- Basic computer functions and inventory software;
- District purchasing/requisitioning and work order procedures;
- Record keeping methods and filing systems;
- Office practices, procedures, and equipment;
- Warehouse operations, practices, and procedures.

ABILITY TO:

- Read, understand and follow oral and written instructions;
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- Communicate effectively both orally and in writing;
- Maintain accurate records and prepare reports;
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- Work independently with minimal direction.

TRAITS:

- Maintaining awareness of potential hazards to self and others;
- Effectively manages one's own time, schedules, priorities, and resources;
- Diligently attends to details and quality;
- Strives to meet customers' needs;
- Is trustworthy and responsible for his/her actions;
- Stays focused and has good work ethic;
- Is punctual and follows through;
- Willingness to work in inclement weather such as rain, cold, and heat;
- Easily adapts to situations and changes.

EMPLOYMENT STANDARDS

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.

LICENSE REQUIREMENT:

- 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.

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.

DRAFT

PERSONNEL COMMISSION

ROWLAND UNIFIED SCHOOL DISTRICT

October 6, 2020

ITEM 8.1 EXAM REVIEW

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

Classification	Length of Eligibility List	Number of Positions	Hours / Months	Last Class Description Revision	Tentative Exam Plan
Admin Secretary / Admin Secretary – Bil (SP)	12 months	To fill upcoming vacancies	8 hours / 12 months	9/2020	<ul style="list-style-type: none"> • Written Test • Structured Interview • Computer Testing
Food Service Assistant I	6 months	10	2 to 4 hours / 9.5 months	5/2014	<ul style="list-style-type: none"> • Written Test • Structured Interview
Irrigation Systems Technician	12 months	1	8 hours / 12 months	9/2015	<ul style="list-style-type: none"> • Structured Interview • Performance Test
Nutrition Services Field Supervisor	12 months	1	8 hours /10 months	9/2020	<ul style="list-style-type: none"> • Structured Interview • Technical Project
School Office Manager / School Office Manager – Bil (SP)	12 months	4 Bilingual positions	8 hours / 11 months	9/2020	<ul style="list-style-type: none"> • Written Test • Structured Interview • Computer Testing
Secretary / Secretary – Bil (SP) / Secretary – Bil/Bil (SP)	12 months	2 Secretary	8 hours / 10 months & 8 hours /11 months	9/2020	<ul style="list-style-type: none"> • Written Test • Structured Interview • Computer Testing

Recommendation

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



ROWLAND UNIFIED SCHOOL DISTRICT
Personnel Commission
1830 S. Nogales Street
Rowland Heights, CA 91748
www.rowlandschools.org

INVITES APPLICATIONS FOR THE POSITION OF:

ADMINISTRATIVE SECRETARY
\$3739.00-\$4557.00 Monthly

ADMINISTRATIVE SECRETARY – BILINGUAL (SPANISH)
\$3,835.00 - \$4670.00 Monthly

An Equal Opportunity Employer

OPENING DATE: September 11, 2020

FINAL FILING DATE: October 2, 2020

POSITION

Eligibility lists are being established to hire substitutes and to fill future vacancies for the next 12 months in the classification of **Administrative Secretary and Administrative Secretary - Bilingual (Spanish)**. These positions are typically eight (8) hours a day, 12 months a year.

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

SUMMARY OF DUTIES

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

QUALIFICATIONS

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

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

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

- **Copy of High School Diploma or equivalent or Copy of Official College Transcripts on Letterhead or Copy of Diploma (BA/AA)**

You may upload your documents to your application or email them to cvahimarae@rowlandschools.org. Applications without supporting documents will be considered **incomplete** and will be **disqualified**. Transcripts or diplomas from foreign countries must be certified to meet the US equivalent. *Please Note: Staff is working remotely, so email is the primary method of communication.*

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

WORK ENVIRONMENT: Employees in this classification work primarily inside an office environment, with frequent interruptions, with changing priorities and short deadlines, may be required to drive an automobile to conduct work, and have direct contact with District staff and the public.

PHYSICAL REQUIREMENTS: Employees in this classification stand, walk, sit, stoop/bend, reach overhead, lift and carry up to 15 lbs., use fingers repetitively, use both hands simultaneously, speak clearly, hear normal conversation, and see small details.

FILING PERIOD

Applications for this position will be accepted on-line only, Friday, September 11, 2020 to Friday, October 2, 2020 until 4:30 pm. 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, Computer Performance Exams; and Technical Project, Language Assessment (Spanish)

Classified Salary Range: ADMINISTRATIVE SECRETARY 21.5

ADMINISTRATIVE SECRETARY – BILINGUAL (SPANISH) 22

PROOF OF EDUCATION

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

*For a more detailed job description, including benefits/leave information, please go to www.rowlandschools.org

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



ROWLAND UNIFIED SCHOOL DISTRICT

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

www.rowlandschools.org

EXTENDED

INVITES APPLICATIONS FOR THE POSITION OF:

FOOD SERVICE ASSISTANT I

SALARY

\$13.51 - \$16.42 HOURLY RATE

An Equal Opportunity Employer

OPENING DATE: September 4, 2020

FINAL FILING DATE: October 19, 2020

POSITION

There are currently several positions available, five (5) days per week, nine and a half (9 1/2) months per year. Typical hours for this position are from 2 to 3 hours per day. An eligibility list will be established to hire substitutes and to fill future vacancies.

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

SUMMARY OF DUTIES

Prepares or assists in the preparation of a variety of food at the Food Center or secondary school kitchens; assists in serving food at a school cafeteria; cleans equipment and utensils and maintains food service facilities in a clean and sanitary condition.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is desirable.

EXPERIENCE: Experience in large quantity food preparation and/or serving is desirable.

Email is the primary method of communication at this time. Please email cvahimarae@rowlandschools.org with any questions.

LICENSE/LANGUAGE REQUIREMENTS:

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

ENVIRONMENT:

Employees in this classification work both, inside and outside, in varying temperatures, in contact with machinery with moving parts, sharp metal objects, and cleaning agents, and in contact with students.

PHYSICAL REQUIREMENTS:

Employees in this classification stand, walk, sit, stoop/bend, reach overhead, lift, carry, push and pull up to 50 lbs. without assistance, use fingers repetitively, use wrists or hands repetitively in a chopping or twisting motion, use both hands simultaneously, speak clearly, hear normal conversation, and use a point-of-sale computer terminal.

FILING PERIOD

Applications for this position will be accepted online only, Friday, September 4, 2020 to Monday, October 19, 2020 until 4:30 pm.

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

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

EXAMINATION – OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Job Related Written Examination
- Structured Interview

Salary Range: 12

PROOF OF EDUCATION

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

Candidates who pass all hurdles of the testing process will be placed on an eligibility list in rank order based on final scores including any veteran's / seniority credit. The top three ranks of eligibles who are ready and willing to accept the position shall be referred to the hiring administrator for interview. The eligibility list will be established for six (6) months. All new employees are subject to passing a physical examination, tuberculosis test, background review and must provide satisfactory evidence of authorization to work in the United States. Employment start date is contingent upon fingerprinting and criminal background clearance.

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

PROCESSING FEE

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

VETERANS CREDIT

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

*For a more detailed job description, including benefits/leave information, please go to www.rowlandschools.org

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



ROWLAND UNIFIED SCHOOL DISTRICT

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

INVITES APPLICATIONS FOR THE POSITION OF:

IRRIGATION SYSTEM TECHNICIAN

SALARY

\$3,927.00 - \$4,786.00– MONTHLY
An Equal Opportunity Employer

OPENING DATE: September 18, 2020

FINAL FILING DATE: October 9, 2020

POSITION

There is currently one upcoming (1) full-time Irrigation System Technician position available in the Building Services Department, eight (8) hours per day, five (5) days per week, twelve (12) months per year. The tentative hours are 6:00 a.m. to 2:30 p.m. An eligibility list is being established to hire substitutes and to fill future vacancies for the next twelve months. The upcoming vacancy will be filled December 2020.

SUMMARY OF DUTIES

Under the direction of the Grounds/Construction Supervisor or Director of Maintenance & Operations, designs the layout of irrigation systems; installs sprinkler systems; maintains and repairs automatic sprinkler controls, timing devices, sprinkler heads and valves; installs, repairs, and maintains backflow pressure valves; and operates a backhoe.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is required.

EXPERIENCE: Two years of experience in the planning, installation, maintenance, and repair of large-scale institutional/industrial automatic irrigation and sprinkler systems is required.

LICENSE / CERTIFICATION / TRAINING REQUIREMENTS: A valid, Class C, California Driver's License and a good driving record are required and must be maintained during employment. Certificate of competence in testing backflow devices issued by Los Angeles County is required prior to employment or within five months from the date of appointment.

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 cvahimarae@rowlandschools.org. Applications without supporting documents will be considered **incomplete** and will be **disqualified**.

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

Transcripts or diplomas from foreign countries must be certified to meet the [US equivalent](#).

WORK ENVIRONMENT: Employees in this classification work both inside and outside, in changing temperatures, with sharp objects and machinery with moving parts, fumes, dust, chemicals, toxic materials, explosive substances, strong odors, loud noises, vibrations, in moving vehicles, in direct contact with the public, students, and District personnel, and in the absence of direct supervision.

PHYSICAL REQUIREMENTS: Strength to lift and carry objects weighing up to 50 pounds; climb ladders and stairs; maintain balance; push, pull, stoop, kneel, crawl, and bend repeatedly; repetitively use fingers, wrists, and hands while twisting or applying pressure; simultaneously use both arms, legs, and hands; reach overhead; hear normal voice conversation; speak clearly; have depth perception and color vision, distinguish shades, see small details and long distances, and use a computer and telephone.

09/2020

D-20/21-14

FILING PERIOD

Applications for this position will be accepted on-line only, **Friday, September 18, 2020 to Friday, October 9, 2020 until 4:30 p.m.**

Applicants will be sent notifications via e-mail only

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

- Job Related Written Examination &
- Structured Interview / Performance Examination

Salary Range: 22.5

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 one (1) year.** All new employees are subject to passing a physical examination, tuberculosis test, background review and must provide satisfactory evidence of authorization to work in the United States. Employment start date is contingent upon fingerprinting and criminal background clearance.

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

PROCESSING FEE

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

VETERANS CREDIT

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.*

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



ROWLAND UNIFIED SCHOOL DISTRICT

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

INVITES APPLICATIONS FOR THE POSITION OF:

NUTRITION SERVICES FIELD SUPERVISOR

\$4,710 - \$5,729 MONTHLY
\$56,520 – \$68,748 - ANNUALLY
An Equal Opportunity Employer

OPENING DATE: September 11, 2020

FINAL FILING DATE: October 2, 2020

POSITION

There is one (1) Nutrition Services Field Supervisor position available. The position is eight (8) hours per day, five (5) days per week, ten (10) months per year.

SUMMARY OF DUTIES

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

QUALIFICATIONS

EDUCATION:

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

EXPERIENCE:

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

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

- **Copy of Associate's degree or equivalent from an accredited college or university (Experience may be substituted for the required education)**
- **Food Protection Manager Certificate approved by the state of California**

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, email is the primary method of communication at this time.

CERTICATES/LICENSE/OTHER EMPLOYMENT REQUIREMENTS:

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

WORK ENVIRONMENT: Employees in this classification work both inside and outside in both a kitchen and office environment, with frequent interruptions, with changing priorities and short deadlines, in varying temperatures including extreme heat from direct sunlight and ovens and extreme cold from walk-in refrigerators and freezers, in contact with hot food items, with heavy machinery and equipment, sharp objects including knives and slicers, with exposure to cleaning agents and exposure to air and blood-borne pathogens and germs, bodily fluids and communicable diseases, and have direct contact with the public, District staff, and students. Will be required to drive an automobile or delivery vehicle to conduct work, and work a flexible schedule on-call, which may include evenings, weekends, and/or holidays.

PHYSICAL REQUIREMENTS Employees in this classification stand, walk, sit, stoop, bend, and reach overhead, lift and carry up to 50 pounds without assistance, push, pull, use fingers, wrists and hands repetitively in a slicing or twisting motion or while applying pressure, simultaneously use both hands or both legs, speak clearly, hear normal conversation, have depth perception, color vision, see small details, operate motorized equipment, drive a vehicle, use a computer, and telephone.

FILING PERIOD

Applications for this position will be accepted online only starting Friday, September 11, 2020 until Friday, October 2, 2020.

Applicants will be sent notifications via e-mail only*

OPEN/PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Technical Project
- Structured Interview

Confidential/Supervisory Salary Range: 26

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**

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ROWLAND UNIFIED SCHOOL DISTRICT

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

INVITES APPLICATIONS FOR THE POSITION OF:

SCHOOL OFFICE MANAGER

\$21.57 - \$26.30 – Hourly / \$3,739.00 - \$4,557.00 Monthly

SCHOOL OFFICE MANAGER-BILINGUAL (SPANISH)

\$22.12 - \$26.95 – Hourly / \$3,835.00 - \$4,670.00 Monthly

An Equal Opportunity Employer

OPENING DATE: September 11, 2020

FINAL FILING DATE: October 2, 2020

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

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

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is required.

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

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

- **High School Diploma or equivalent or highest obtained degree if you possess a BA/MA; AND**
- **A valid and current Basic/Standard First Aid Certificate.**

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.*

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

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

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

FILING PERIOD

Applications for these positions will be accepted online only, from Friday, September 11, 2020 to Friday, October 2, 2020 until 4:30 pm. Log on to www.rowlandschools.org, Departments → Personnel Commission → Classified Job Openings.

Applicants will be sent notifications via e-mail only

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

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

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

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

PROOF OF EDUCATION:

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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ROWLAND UNIFIED SCHOOL DISTRICT

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

www.rowlandschools.org

INVITES APPLICATIONS FOR THE POSITION OF:

SECRETARY: \$3,387.00 - \$4,128.00 MONTHLY

SECRETARY-BILINGUAL (SPANISH): \$3,471.00 - \$4,232.00 MONTHLY

SECRETARY-BILINGUAL/BILITERATE (SPANISH): \$3,561.00 - \$4,335.00 MONTHLY

An Equal Opportunity Employer

OPENING DATE: September 4, 2020

FINAL FILING DATE: September 28, 2020

POSITION: There are currently two (2) full-time Secretary positions available, one (1) at Rowland High School, eight (8) hours per day, five (5) days per week, eleven (11) months per year and one (1) at Alvarado Intermediate, eight (8) hours per day, five (5) days per week, ten (10) months per year. Tentative workday hours are 7:30 AM to 4:00 PM. An eligibility list will be established to hire substitutes and fill future vacancies.

SUMMARY OF DUTIES: Under the direction of a District or site-level administrator or designee, provides secretarial support to relieve the administrator of administrative detail; serves as lead person for an assigned activity at a school site such as attendance and guidance; and performs specialized duties in the administration and support of District programs and activities.

QUALIFICATIONS

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

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

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

- **High School Diploma or equivalent;**
- **A valid and current First Aid certificate, comparable to the American Red Cross Standard First Aid certificate.**

Documents may also be submitted via email to cvahimarae@rowlandschools.org. **Applications without the supporting documents will be considered incomplete and will be disqualified.** Transcripts/Diplomas from foreign countries must be certified to meet the US equivalent to be considered.

Email is the primary method of communication at this time. Please email cvahimarae@rowlandschools.org with any questions.

LICENSE / CERTIFICATION / TRAINING REQUIREMENTS: A valid, Class C, California Driver License, a good driving record and use of a private automobile may be required, and if so, must be maintained during employment; A valid first aid certificate, comparable to the American Red Cross Standard First Aid Certificate must be presented at the time of application and maintained during the course of employment; Incumbents in the class of Secretary - Bilingual (Spanish) are required to speak and read Spanish and English; and Incumbents in the class of Secretary – Bilingual/Biliterate (Spanish) are required to speak, read and write Spanish and English.

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

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

FILING PERIOD

Applications for this position will be accepted online only, Friday, September 4, 2020 to Monday, September 28, 2020 until 4:30 pm.

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

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

EXAMINATION – OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Written Examination
- Project / Structured Interview
- Computer Assessment Testing (MS Word, Excel, etc.)

Range 19.5: Secretary

Range 20: Secretary-Bilingual (Spanish)

Range 20.5: Secretary-Bilingual/Biliterate (Spanish)

PROOF OF EDUCATION

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

*For a more detailed job description, including benefits/leave information, please go to www.rowlandschools.org

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**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

October 6, 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
Maintenance Worker (D-19/20-34)	PC Rule 6.1.10.3 – Failure to report for a scheduled interview after certification. • ID# 17380206
Custodian (D-19/20-58)	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. • ID# 25786340
Computer Lab Technician (D-19/20-47)	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. ID# 43255171

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.