

**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)]

December 8, 2020
Meeting to start at 4:30 P.M.

Virtual Meeting

https://rowlandschools-org.zoom.us/webinar/register/WN_osJOhcK5Qp293p07dWrJ2g

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.

December 8, 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 Take action to re-appoint Ms. Judy Nieh to the Personnel Commission as the Board of Education Appointee for a three year term from December 1, 2020 to December 1, 2023.

Motion by: _____
Second by: _____

Vote: Judy Nieh ABSTAIN
Sharon Fernandez _____
Sabrina Lee _____

3.3 Oath of Office presented by Ms. Sharon Fernandez to Ms. Ms. Judy Nieh, Board of Education Appointee. (Ref. 3.3)

3.4 Take action to nominate and elect a chairperson for the term from December 1, 2020 to December 1, 2021.

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

3.5 Take action to nominate and elect a vice-chairperson for the term from December 1, 2020 to December 1, 2021.

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

3.6 Consider adopting the Agenda as submitted for Tuesday, December 8, 2020 or adopting the Agenda with the following corrections/modifications for Tuesday, December 8, 2020.

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

3.7 Introduction of Guests

3.8 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 November 10, 2020. (Ref. 6.1)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

7. ITEMS FOR DISCUSSION AND/OR ACTION

7.1 Advanced Salary Step Placement

- a. Consider approving the advanced salary step request from Maria Davila, Director of Nutrition Services, to employ Applicant ID# 28713725 in the class of Stock Delivery Worker at Step B of Range 19.5 on the Classified Salary Schedule. (Ref. 7.1a) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

7.2 Reallocation

- a. Consider approving the recommended re-allocation of a vacant School Office Manager – Bilingual (Spanish) position to a School Office Manager position. (Ref. 7.2a)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

- b. Consider approving the recommended re-allocation of an Administrative Secretary, along with the incumbent, to an Administrative Secretary – Bilingual (Spanish) position. (Ref. 7.2b)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

7.3 Revised Class Descriptions

Receive input from the District Administration and CSEA regarding the revised classification for Facilities and Custodial Manager.

Consider approving the revised job description for the classification of Facilities and Custodial Manager. (Ref. 7.3)7

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. Computer Lab Technician (D-20/21-20)
- b. Computer Lab Technician – Bilingual (Spanish) (D-20/21-21)
- c. ASB Account Clerk (D-20/21-22)
- d. Reprographics Technician (D-20/21-23)
- e. Purchasing Supervisor (D-20/21-24)

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

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

- a. Instructional Assistant I (D-19/20-53)
- b. Instructional Assistant I – Bilingual (Spanish) (D-19/20-54)
- c. Instructional Assistant I – Bilingual / Biliterate (Spanish) (D-20/21-25)
- d. Irrigation Systems Technician (D-19/20-14)
- 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)
- k. Senior Account Clerk (D-20/21-04)

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. Custodian (D-19/20-58)
 - ID# 25672951; ID# 35817835 – PC Rule 6.1.10.8

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, JANUARY 12, 2021 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.

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CA 91748
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SUPERINTENDENT
Julie Sayler Mitchell, Ed.D.



PERSONNEL COMMISSION

MEMBERS

Sharon Fernandez
Sabrina Lee
Judy Nieh

PERSONNEL DIRECTOR

Joan Stiegelmar

OATH OF OFFICE

“I, JUDY NIEH, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.”

Ref. 3.3

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

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF NOVEMBER 10, 2020
MEETING HELD VIRTUALLY VIA ZOOM**

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

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

Staff Members Present: Joan Stiegelmar, Personnel Director
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 (joined after introductions)

COMMUNICATIONS

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

REPORT FROM THE PERSONNEL DIRECTOR

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

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

Open/Promotional Recruitments

- Storekeeper
- Office Assistant (Series)
- Computer Lab Technician / Computer Lab Tech – Bil (SP)

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

- Instructional Assistant I Series – Remote Assessment Test / Zoom Structured Interview
- Instructional Assistant II Series – Remote Assessment Test
- High School Kitchen Supervisor – Zoom Structured Interview
- Senior Account Clerk – Remote Written Test
- Secretary Series – Remote Written Test
- School Office Manager Series – Remote Written Test
- Administrative Secretary Series – Remote Written Test
- Nutrition Services Field Supervisor – Training and Experience Evaluation
- Irrigation System Technician – Zoom Structured Interview

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

- Computer Lab Technician
- Custodian - Multiple Vacancies
- Food Service Assistant I
- High School Kitchen Supervisor
- Locker Room Attendant (Female)
- Personnel Technician
- Stock Delivery Worker

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

- 2 - Food Service Assistant I
- 1 - Grounds Construction Worker
- 1 - Health Assistant
- 2 - Library Assistant
- 1 - Maintenance Worker
- 1 - Stock Delivery Worker
- 1 - Translator - Provisional (Spanish)

Updates/Reminders/Remarks:

Ms. Stiegelmar shared she was invited to collaborate with Mt. San Antonio College Career and Transfer Services for a Student Meeting on Tuesday, October 20. Ms. Stiegelmar mentioned several students, staff, and a professor attended the meeting where Ms. Stiegelmar explained the type of jobs that the Personnel Commission recruits for, how to apply, and the students were given help in answering interview questions.

Ms. Stiegelmar shared her appreciation of the Personnel Commission staff, who are doing great work with multi-tasking multiple recruitments, creating exam materials, developing new processes for conducting remote testing. Ms. Stiegelmar stated the whole staff has been collaborating on new ways to collect data from applicants including using Google Drive to help organize the data. Ms. Stiegelmar expressed her gratitude to Ms. Landin, Personnel Analyst, who is leading the charge, along with the rest of the staff which includes Ms. Zamudio, Ms. Vahimarae, and Ms. Cisneros.

PERSONNEL COMMISSION

- A. Recommendation: Approve the minutes of the regular meeting of October 6, 2020 as submitted.

Motion made by: Sharon Fernandez
Seconded by: Sabrina Lee

Vote:	Judy Nieh	Yes
	Sharon Fernandez	Yes
	Sabrina Lee	Yes

ITEMS FOR DISCUSSION AND/OR ACTION

ADVANCED SALARY STEP PLACEMENT

- A. Recommendation: To consider approving the advanced salary step request from Dennis Bixler, Assistant Superintendent - Human Resources, to employ Applicant ID# 31890723 in the class of Personnel Technician at Step B of Range 19 on the Classified Salary Schedule.

Motion made by: Sharon Fernandez
Seconded by: Sabrina Lee

Vote:	Judy Nieh	Yes
	Sharon Fernandez	Yes
	Sabrina Lee	Yes

- B. Recommendation: To consider approving the advanced salary step request from Mitch Brunyer, Principal, Rowland High School, to employ Applicant ID# 43359623 in the class of Instructional Assistant II – Bilingual (Spanish) at Step C of Range 16.5 on the Classified Salary Schedule.

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 Maria Davila, Director of Nutrition Services, to employ Applicant ID# 34417442 in the class of Stock Delivery Worker at Step E of Range 19.5 on the Classified Salary Schedule

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 Chris Ferraro, Director of Maintenance and Operations, to employ Applicant ID# 23863409 in the class of Maintenance Worker at Step E of Range 21 on the Classified Salary Schedule

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 Chris Ferraro, Director of Maintenance and Operations, to employ Applicant ID# 21858288 in the class of Grounds Construction Worker at Step E of Range 23 on the Classified Salary Schedule.

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

- F. Recommendation: To consider approving the advanced salary step request from Maria Davila, Director of Nutrition Services, to employ Applicant ID# 2595062 in the class of Stock Delivery Worker at Step E of Range 19.5 on the Classified Salary Schedule.

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

- G. Recommendation: To consider approving the advanced salary step request from John Martinez, Principal, Rowland Elementary, to employ Applicant ID# 31307001 in the class of Library Assistant at Step E of Range 17 on the Classified Salary Schedule

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

- H. Recommendation: To consider approving the advanced salary step request from Annette Ramirez, Principal, Ybarra Academy, to employ Applicant ID# 41261276 in the class of Library Assistant at Step D of Range 17 on the Classified Salary Schedule.

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

RE-ALLOCATION

Recommendation: To consider approving the recommended re-allocation of a vacant Office Assistant position to an Office Assistant – Bilingual / Biliterate (Mandarin) position

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

REVISED CLASS DESCRIPTIONS

- A. Recommendation: To consider approving the revised job description for the classification of Account Clerk and the name change from Account Clerk to ASB Account Clerk as presented.

Ms. Lee inquired if the incumbents in the Account Clerk position are employed at different locations, other than a High School, since the recommendation is to change the title to ASB Account Clerk.

Ms. Stiegelmar mentioned the District only has two Account Clerks which only handle ASB Accounting duties. Ms. Stiegelmar shared the ASB accounting position is an entry level position in the Accounting Series. Ms. Stiegelmar shared the next level position would be the Senior Account Clerk. Ms. Stiegelmar mentioned both her and Ms. Landin reviewed the duties of the current Account Clerk, and it was found the primary duties were ASB related. Ms. Stiegelmar also shared Ms. Landin researched other Districts and most of the classifications with these duties were had ASB in the title which will be helpful when recruiting for this position.

Ms. Lee inquired on who would this position report to.

Ms. Landin advised this position usually reports to the Assistant Principals who are in charge of student activities at the High Schools. Ms. Landin mentioned the classification may also report to other supervisors as the need arises.

Ms. Fernandez inquired if the District can put together an organizational chart for each series so they have more information when reviewing changes to classifications.

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 Senior Buyer and the name change from Senior Buyer to Purchasing Supervisor as presented.

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 Reprographics Supervisor as presented.

Ms. Lee inquired about the statement where it states the staff may perform more advanced duties than the supervisor.

Ms. Stiegelmar mentioned while the Reprographics Supervisor is in a higher position, they may not be knowledgeable in how to perform the duties of their staff. Ms. Stiegelmar recommended removing the term "more advanced duties". Ms. Stiegelmar re-stated that the distinguishing characteristics section will be revised to, "perform reprographics duties requiring in-depth knowledge of conventional and digital printing technology and methodologies and does not have formal supervisory responsibility, and is not responsible for planning and organizing the work of others."

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

EXTENSION OF ELIGIBILITY LISTS

- A. Recommendation: To ratify the extension of the following eligibility list for another six months per PC Rule 6.1.5.

- District Safety (D-19/20-56)
 - Previous expiration date: 12/1/20
 - New expiration date: 6/1/21

Ms. Stiegelmar mentioned the Personnel Commission confirmed the eligibles on the list are still interested in remaining on the eligibility list.

Ms. Lee inquired if the vacancies were not filled due to the pandemic.

Ms. Stiegelmar confirmed the vacancies were put on hold due to the pandemic. Ms. Stiegelmar also shared the position itself is difficult to recruit for and extending the list would be the best decision at this time.

Ms. Nieh inquired if recommendations of this sort will be requested in the future.

Ms. Stiegelmar stated at this time this would seem to be the only one to consider extending. Ms. Stiegelmar also shared most lists are created for 12 months, while this one was originally created as a 6-month list.

Ms. Nieh thanked Ms. Stiegelmar for the clarification.

Motion made by: Sharon Fernandez
Seconded by: Sabrina Lee

Vote:	Judy Nieh	Yes
	Sharon Fernandez	Yes
	Sabrina Lee	Yes

EXAMINATIONS/ELIGIBILITY LISTS

A. The Personnel Commission received for information, a summary of the following examinations and recruitment bulletins:

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

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

C. Recommendation: To ratify the following eligibility lists:

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

Motion made by: Sabrina Lee
Seconded by: Sharon Fernandez

Vote:	Judy Nieh	Yes
	Sharon Fernandez	Yes
	Sabrina Lee	Yes

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

- a. Pool Maintenance Worker (D-19/20-73)
 - ID# 21735989 – PC Rule 6.1.10.6
- b. Computer Lab Technician (D-19/20-47)
 - ID# 43290355 – PC Rule 6.1.10.4
 - ID# 42488093 – PC Rule 6.1.10.4
- c. Computer Lab Technician – Bilingual (Spanish) (D-19/20-48)
 - ID# 42488093 – PC Rule 6.1.10.4

- d. District Safety (D-19/20-56)
- ID# 5409596 – PC Rule 6.1.10.1

Motion made by: Sabrina Lee
Seconded by: Sharon Fernandez

Vote:	Judy Nieh	Yes
	Sharon Fernandez	Yes
	Sabrina Lee	Yes

INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

Ms. Lee shared she attended the remote session for the PCASC Legal Updates and was pleased because it was very informative. Ms. Lee also was happy to hear there is a now a Covid-19 vaccine being made and hopefully it will help with the current pandemic. Ms. Lee also wished everyone a safe and Happy Thanksgiving.

Ms. Fernandez shared that she also attended the remote session for the PCASC Legal Updates and also enjoyed it. Ms. Fernandez thanked the Personnel Commission staff for remaining positive and working hard to get everything done. Ms. Fernandez wished everyone a Happy Thanksgiving.

Ms. Nieh mentioned that she also attended the remote session for the PCASC Legal Updates and was pleased with the information which was shared. Ms. Nieh shared she believes it is crucial to be knowledgeable about the legalities in the workplace. Ms. Nieh mentioned she is sad to hear students will not be returning at the beginning of next semester. Ms. Nieh stated that she hopes that everything will be returned to normal soon.

CLOSED SESSION

Recess to closed session to discuss:

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

Time Recessed: 5:21 p.m. Time Reconvened to Open Session: 6:12 p.m.

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

ADJOURNMENT

To adjourn meeting at 6:13 p.m.

Motion made by: Sharon Fernandez
Seconded by: Sabrina Lee

Vote:	Judy Nieh	Yes
	Sharon Fernandez	Yes
	Sabrina Lee	Yes

Approved by: _____

Judy Nieh
Chair
Personnel Commission

Submitted by: _____

Joan Stiegelmar
Personnel Director
Personnel Commission

THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED FOR TUESDAY, DECEMBER 8, 2020 AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM (OR POSSIBLY VIA ZOOM).

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
STOCK DELIVERY WORKER

The Commission is in receipt of a request from Maria Davila, Director of Nutrition Services, to employ Applicant ID #28713725 as Stock Delivery Worker at Step B of Range 19.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has over 3 years of work related experience. The number of years of related work experience does qualify this applicant for step placement at Step B based on the formula of one step will be given for two years of additional related experience beyond the employment standards for the classification.

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step B of Range 19.5 on the Classified Salary Schedule.



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

November 18, 2020

TO: Dennis Bixler, Assistant Superintendent – Human Resources


FROM: Joan Stiegelmar, Personnel Director

RE: **RECOMMENDED REALLOCATION OF A VACANT SCHOOL OFFICE MANAGER
- BILINGUAL POSITION TO A SCHOOL OFFICE MANAGER POSITION.**

Sarah Opatkiewicz, Principal, Shelyn Elementary, has requested a reallocation of a School Office Manager – Bilingual (Spanish) position to a School Office Manager position. Due to the upcoming retirement of the current School Office Manager, Ms. Opatkiewicz reviewed the current staffing in the school office, and there is currently Office Assistant staff that are classified as bilingual that can handle the volume of translation duties needed.

Your input concerning the recommended reallocation is important. The Personnel Commission will consider approving this at the regular meeting on Tuesday, December 8, 2020.

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

<input checked="checked" type="checkbox"/> I agree with the recommended reallocation.	<input type="checkbox"/> I disagree with the reallocation, and recommend the adjustments noted above.
Signature: 	Date: 11-20-2020

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

PC21-107



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

November 18, 2020

TO: Dennis Bixler, Assistant Superintendent – Human Resources

FROM: Joan Stiegelmar, Personnel Director

RE: **RECOMMENDED REALLOCATION OF AN ADMINISTRATIVE SECRETARY
POSITION TO AN ADMINISTRATIVE SECRETARY – BILINGUAL POSITION
WITH THE INCUMBENT**

The incumbent has requested, and Cabinet has approved, a reallocation of an Administrative Secretary position to an Administrative Secretary – Bilingual (Spanish) position along with the incumbent that currently has the ability to speak Spanish. The Education Services – Elementary Division serves a diverse community with a large number of families that have a language other than English as their primary language in the home. In order to support the families of our school community, the Educational Services – Elementary Division would like to reallocate the Administrative Secretary position.

Your input concerning the recommended reallocation is important. The Personnel Commission will consider approving this at the regular meeting on Tuesday, December 8, 2020.

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

<input checked="checked" type="checkbox"/> I agree with the recommended reallocation.	<input type="checkbox"/> I disagree with the reallocation, and recommend the adjustments noted above.
Signature: 	Date: 11-20-2020

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

PC21-105

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

DECEMBER 8, 2020

**ITEM 7.3 CONSIDER APPROVING THE REVISED JOB DESCRIPTION FOR THE
CLASSIFICATION OF FACILITIES AND CUSTODIAL MANAGER.**

Staff conducted a job analysis on the Facilities and Custodial Manager classification. The recommended changes in the classification specification are presented in the customary strikeout and bold/underscore text format. Due to an upcoming retirement, it was time for a review since the class description had not been revised since November, 2009.

Staff spoke with Chris Ferraro, Director of Maintenance and Operations, and the current incumbent to discuss the revisions of the classification specification. A job analysis was conducted to ensure that the job classification was reflective of the current duties. One of the changes that have taken place during the past ten years was to remove the responsibility for overseeing the use of school facilities by external organizations and moving this task to the Fiscal Services department.

The recommended revisions to the Facilities and Custodial Manager 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 Facilities and Custodial Manager.



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

November 30, 2020

TO: Dennis Bixler, Assistant Superintendent – Human Resources

FROM: Joan Stiegelmar, Personnel Director

RE: **REVISED CLASS DESCRIPTION FOR FACILITIES AND CUSTODIAL MANAGER**

Attached for your review and comment is the proposed **REVISED** class description for Facilities and Custodial Manager.

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, December 8, 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
Chris Ferraro, Director of Building Services

Attachments: Class Description

PC21-081



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

November 30, 2020

TO: Marco Maldonado, CSEA President

FROM: Joan Stiegelmar, Personnel Director

RE: **REVISED CLASS DESCRIPTION FOR FACILITIES AND CUSTODIAL MANAGER**

Attached for your review and comment is the proposed **REVISED** class description for Facilities and Custodial Manager.

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, December 8, 2020.

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

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

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

Attachments: Class Description

PC21-080

FACILITIES AND CUSTODIAL MANAGER

SUMMARY OF DUTIES

Under the direction of the Director of ~~Building Services~~ **Maintenance and Operations**, oversees and supervises the cleanliness of the District's facilities; ~~coordinates and monitors the use of the District's facilities by outside groups/agencies~~; supervises, trains and evaluates custodial staff in coordination with site administrators; monitors and inspects the cleanliness/usability of all District facilities; performs a variety of supervisory and administrative duties; **and** maintains a variety of records and prepares reports.; ~~and performs other related duties as required.~~

DISTINGUISHING CHARACTERISTICS

The incumbent reports to the Director of ~~Building Services~~ **Maintenance and Operations**. Meetings are held on a regular basis to discuss the status of the District's facilities in terms of use and cleanliness. However, the incumbent must be a high energy self-starter and exercise good judgment to effectively handle the daily activities under limited direction. The incumbent will be required to work a flexible schedule including evening hours, weekends and on-call assignments to inspect facilities; **and** monitor and coordinate custodial activities.; ~~use of facilities, and to respond to security issues.~~

The class of Facilities and Custodial Manager is distinguished from the class of Plant Supervisor in that the latter supervises custodial operations at the comprehensive high schools and the former is responsible for ~~the~~ District-wide custodial operations at all school sites and facilities with the exception of direct supervision of custodians assigned to the comprehensive high schools.

EXAMPLES OF DUTIES

- Supervises, trains, and evaluates all Senior Custodians and Custodians at all District facilities excluding comprehensive high schools; *E*
- Trains and provides professional guidance to Plant Supervisors; *E*
- Develops and oversees custodial operations budget; **monitors and approves custodial overtime; E**
- Inspects District facilities to ensure they meet district cleanliness standards, state mandated clean restroom standards, security standards and provisions of the "Williams Lawsuit" settlement; *E*
- **Accompanies the Williams inspector during the annual Williams Facilities Inspections; E**
- ~~Oversees the use of school facilities by external organizations by reviewing all rental and use of school property agreements, additional custodial demands, special setups and security arrangements; E~~
- ~~Maintains a master schedule of facilities usage by outside groups/agencies;~~
- Meets and confers with administrators to resolve problems regarding cleanliness; *E*
- Develops recommendations to reduce/prevent loss or damage to District facilities; *E*
- Coordinates graffiti removal, vandalism clean-up and security repairs in response to incidents of vandalism, burglary, fire and other emergencies at District sites; *E*
- **Assesses custodial equipment conditions; researches and chooses new equipment, as needed, to maintain a proficient custodial program; E**
- Assists in the inspection of facilities to ensure energy conservation steps are being implemented; *E*
- Provides recommendations on energy conservation measures to the **supervisor** ~~Energy Management Coordinator~~ as it relates to facilities ~~and use of facilities by outside groups; E~~
- Confers with District and school site administrators to develop uniform cleaning procedures and standards; resolves complaints regarding custodial services; *E*
- **Monitors, coordinates, and responds to indoor pest control concerns at all District facilities; E**
- Implements the District's K-12 custodial staffing formula and makes adjustments as site/facility enrollment, usage, and status change; prepares custodial staffing annual report with recommendations for Cabinet review; *E*

- Monitors and utilizes the substitute system daily in conjunction with school site administrators to ensure custodial coverage due to absences; E
- Monitors the requisition software website daily for warehouse item purchase requests from all school locations; E
- Approves and inputs purchase requests for supplies, equipment and service using requisition software; E
- Conducts inspections of school facilities and grounds, identifies needed maintenance and repairs, and coordinates repairs with appropriate maintenance/trades supervisors; E

Facilities and Custodial Manager

Page 2

- Prepares reports related to the District's custodial operation and maintains a variety of forms, files and records including confidential personnel files; E
- Conducts the School Accountability Report Card (SARC) inspections yearly at all school sites; E
- Meets with vendors to review and evaluate new products, materials, equipment or techniques; E
- Routinely verifies that Material Safety Data Sheet (SDS) logs are maintained at each site, and that containers are properly labeled as required by Cal OSHA; E
- Conducts interviews and hires new Custodians; participates in the interview process for Senior Custodians and recommends qualified candidates to site administrators; E
- Maintains an adequate substitute custodian pool to ensure custodial absences are consistently covered; E
- Develops, reviews and revises work schedules and approves overtime assignments; E
- Develops and conducts training programs for custodial staff; E
- Monitors and inspects the work of custodial staff, counsels employees and prepares performance evaluations in collaboration with the school site administrator; E
- Recommends appointment, promotion, transfer, demotion, suspension and termination of custodial staff in accordance with Personnel Commission rules/regulations and collective bargaining agreement; E
- Attends meetings, workshops and seminars;
- Makes presentations to custodial staff, supervisors, managers and Cabinet-level staff executives; E
- Performs other related duties as assigned.

SKATs (Skills, Knowledge, Abilities, Traits)

SKILL IN:

- Operating a motor vehicle observing legal and defensive driving practices;
- Operating a variety of office equipment such as computers and related software, calculators, ~~two-way~~ radios, smartphone, copier and facsimiles;
- Operating a variety of motorized equipment, such as shampooer, vacuum cleaner, and polisher, ~~etc.~~ for training purposes.

KNOWLEDGE OF:

- Cal/OSHA mandates pertaining to health and safety in the workplace;
- Computer systems and software programs and data management;
- ~~Policies and regulations related to use of school facilities by external groups/agencies;~~
- ~~Interpersonal skills using tact, patience, courtesy and principles of good public relations; (part of Traits below)~~
- Modern methods, practices, procedures and terminology used in custodial, grounds and skilled trades work;
- Laws, regulations, principles/practices relating to the cleaning and maintenance of school facilities;
- Materials, supplies and equipment used in custodial, maintenance and grounds work;

- District cleanliness standards, State-mandated clean restroom standards, security standards and provisions of the Williams Lawsuit settlement;
- Custodial engineering methods **in accordance with CASBO (California Association of School Business Officials) recommendations**; work scheduling and work simplification methods;
- Principles of supervision including performance evaluation and progressive disciplinary process;
- Purchasing and budgeting procedures;
- Training methods and techniques;
- Health and safety regulations and procedures including proper storage of equipment, materials and supplies;
- **District personnel procedures such as employee contracts, rules, and regulations**;
- Record keeping practices.

ABILITY TO:

- Analyze methods, equipment and techniques to improve efficiency;
- Assist in the implementation of procedures regarding the District's energy management system as it relates to oversight of custodial operations;
- Maintain current knowledge of technological advances in the field of facilities;
- ~~Oversee the use of school facilities by external organizations and negotiate agreements and resolve disputes;~~
- Assume a leadership role to assure safety of District facilities;

Facilities and Custodial Manager

Page 3

- Analyze situations, exercise good judgment and adopt an effective course of action using effective problem-solving techniques;
- Interpret, apply and explain rules, regulations, policies and procedures;
- Plan, organize, prioritize work, schedule and assign work of custodial crew;
- Monitor, supervise and evaluate the work of custodial staff District-wide for quality standards and efficiency;
- Develop and conduct training programs;
- Develop and implement work procedures and record keeping systems to meet changing organizational or specialized needs;
- Understand and carry out oral and written instructions;
- Establish and maintain excellent working relationships with custodial staff, supervisors, managers, vendors and the public; and to promote good customer service;
- Communicate effectively in oral and written form;
- Prepare clear and concise reports pertaining to specialized and technical subject matter.

TRAITS:

- ~~Leadership;~~ **Promotes goals and leads by example;**
- Initiative; **Works around obstacles and is self-starting;**
- ~~Flexibility;~~ **Easily adapts as the situation changes;**
- **Puts safety first for self and others;**
- **Diligently attends to details and quality of work;**
- **Effectively manages one's own time, priorities, and resources;**
- ~~Customer service orientation;~~ **Strives to meet customers' needs;**
- Sensitivity and cultural awareness; **Patience, objectivity and sensitivity in directing employees;**
- **Logically grasps and understands issues and problems;**
- **Maintaining awareness of potential hazards to self and others;**
- **Willingness to work in inclement weather such as rain, cold and heat;**
- **Remains steady under pressure;**

- **Be trust worthy and responsible for his/her actions.**
- Willingness to work a flexible schedule including evenings, weekends, and on-call assignments.

EMPLOYMENT STANDARDS

EDUCATION: ~~Equivalent to a~~ Graduation from high school **or its equivalency** is required. A Bachelor's Degree is desirable. Conferences, seminars or completion of college courses in facilities, supervision, energy management, custodial operations, computer science or other related field are desirable.

EXPERIENCE: Three years of **recent** increasingly responsible custodial coordination experience, including two years in a **lead or** supervisory capacity are required. **Note: Recent experience is defined experience obtained within the last five years.**

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

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

WORKING CONDITIONS (see below under Work Environment)

~~Indoor and outdoor environment;
Possible exposure to fumes, dust, and odors;
Evening or variable hours;
Seasonal heat and cold or adverse weather conditions.~~

HAZARDS: (see below under Work Environment)

~~Contact with cleaning agents and chemicals.~~

Facilities and Custodial Manager

Page 4

PHYSICAL REQUIREMENTS:

Employees in this classification ~~Strength to lift, carry, push or pull materials or custodial equipment weighing up to fifty 50 pounds; walking or standing for extended periods of time; dexterity in limbs, hands, fingers to operate equipment in a safe manner; physical balance to ascend ladders; ability to bend at the waist kneel or crouch, reach overhead above the shoulders and horizontally as necessary for training purposes. Persons with certain disabilities may be capable of performing the duties of the class. Such determination must be made on an individual basis by the District's medical examiner taking into account the nature of the disability, prosthetic aids and the duties of the position.~~ **; hear normal voice conversation; speak clearly, see small details, drive a vehicle; use a computer, telephone, and radio.**

WORK ENVIRONMENT: Employees in this classification drive a District vehicle to multiple locations to work both inside and outside in changing temperatures, poorly ventilated areas, inadequate lighting, wet or damp areas, confined spaces, at heights using ladders or scaffolding, with electrical hazards and sharp objects, fumes, lead, asbestos, gases, chemicals, odors, toxic materials, explosive substances, loud noises, vibrations, hands in water, in direct contact with the public, students, and District personnel. May work over 40 hours a week, and work a flexible schedule on-call, which may include evenings, weekends and/or holidays.

APPOINTMENT:

~~In accordance with Education Code Section 45301, the Facilities and Custodial Manager is designated an "administrative class". An employee appointed in the class must serve a one year probationary period during~~

~~which time the employee must demonstrate an overall satisfactory performance. Failure to do so shall result in the employee's termination.~~

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

District Leadership Team Salary Schedule – Range 60

J.D. #109

Established 7/07, Revised 5/09, ~~Revised~~ 11/09, **11/20**

FACILITIES AND CUSTODIAL MANAGER

SUMMARY OF DUTIES

Under the direction of the Director of Maintenance and Operations, oversees and supervises the cleanliness of the District's facilities; supervises, trains and evaluates custodial staff in coordination with site administrators; monitors and inspects the cleanliness/usability of all District facilities; performs a variety of supervisory and administrative duties; and maintains a variety of records and prepares reports.

DISTINGUISHING CHARACTERISTICS

The incumbent reports to the Director of Maintenance and Operations. Meetings are held on a regular basis to discuss the status of the District's facilities in terms of use and cleanliness. However, the incumbent must be a high energy self-starter and exercise good judgment to effectively handle the daily activities under limited direction. The incumbent will be required to work a flexible schedule including evening hours, weekends and on-call assignments to inspect facilities; and monitor and coordinate custodial activities.

The class of Facilities and Custodial Manager is distinguished from the class of Plant Supervisor in that the latter supervises custodial operations at the comprehensive high schools and the former is responsible for District-wide custodial operations at all school sites and facilities with the exception of direct supervision of custodians assigned to the comprehensive high schools.

EXAMPLES OF DUTIES

- Supervises, trains, and evaluates all Senior Custodians and Custodians at all District facilities excluding comprehensive high schools; *E*
- Trains and provides professional guidance to Plant Supervisors; *E*
- Develops and oversees custodial operations budget; monitors and approves custodial overtime; *E*
- Inspects District facilities to ensure they meet district cleanliness standards, state mandated clean restroom standards, security standards and provisions of the "Williams Lawsuit" settlement; *E*
- Accompanies the Williams inspector during the annual Williams Facilities Inspections; *E*
- Meets and confers with administrators to resolve problems regarding cleanliness; *E*
- Develops recommendations to reduce/prevent loss or damage to District facilities; *E*
- Coordinates graffiti removal, vandalism clean-up and security repairs in response to incidents of vandalism, burglary, fire and other emergencies at District sites; *E*
- Assesses custodial equipment conditions; researches and chooses new equipment, as needed, to maintain a proficient custodial program; *E*
- Assists in the inspection of facilities to ensure energy conservation steps are being implemented; *E*
- Provides recommendations on energy conservation measures to supervisor as it relates to facilities; *E*
- Confers with District and school site administrators to develop uniform cleaning procedures and standards; resolves complaints regarding custodial services; *E*
- Monitors, coordinates, and responds to indoor pest control concerns at all District facilities; *E*
- Implements the District's K-12 custodial staffing formula and makes adjustments as site/facility enrollment, usage, and status change; prepares custodial staffing annual report with recommendations for Cabinet review; *E*
- Monitors and utilizes the substitute system daily in conjunction with school site administrators to ensure custodial coverage due to absences; *E*
- Monitors the requisition software website daily for warehouse item purchase requests from all school locations; *E*
- Approves and inputs purchase requests for supplies, equipment and service using requisition software; *E*
- Conducts inspections of school facilities and grounds, identifies needed maintenance and repairs, and coordinates repairs with appropriate maintenance/trades supervisors; *E*

- Prepares reports related to the District's custodial operation and maintains a variety of forms, files and records including confidential personnel files; *E*
- Conducts the School Accountability Report Card (SARC) inspections yearly at all school sites; *E*
- Meets with vendors to review and evaluate new products, materials, equipment or techniques; *E*
- Routinely verifies that Safety Data Sheet (SDS) logs are maintained at each site, and that containers are properly labeled as required by Cal OSHA; *E*
- Conducts interviews and hires new Custodians; participates in the interview process for Senior Custodians and recommends qualified candidates to site administrators; *E*
- Maintains an adequate substitute custodian pool to ensure custodial absences are consistently covered; *E*
- Develops, reviews and revises work schedules and approves overtime assignments; *E*
- Develops and conducts training programs for custodial staff; *E*
- Monitors and inspects the work of custodial staff, counsels employees and prepares performance evaluations in collaboration with the school site administrator; *E*
- Recommends appointment, promotion, transfer, demotion, suspension and termination of custodial staff in accordance with Personnel Commission rules and collective bargaining agreement; *E*
- Attends meetings, workshops and seminars;
- Makes presentations to custodial staff, supervisors, managers and Cabinet-level staff; *E*
- Performs other related duties as assigned.

SKATs (Skills, Knowledge, Abilities, Traits)

SKILL IN:

- Operating a motor vehicle observing legal and defensive driving practices;
- Operating a variety of office equipment such as computers and related software, calculators, smartphone, copier and facsimiles;
- Operating a variety of motorized equipment, such as shampooer, vacuum cleaner, and polisher, for training purposes.

KNOWLEDGE OF:

- Cal/OSHA mandates pertaining to health and safety in the workplace;
- Computer systems and software programs and data management;
- Modern methods, practices, procedures and terminology used in custodial, grounds and skilled trades work;
- Laws, regulations, principles/practices relating to the cleaning and maintenance of school facilities;
- Materials, supplies and equipment used in custodial, maintenance and grounds work;
- District cleanliness standards, State-mandated clean restroom standards, security standards and provisions of the Williams Lawsuit settlement;
- Custodial engineering methods in accordance with CASBO (California Association of School Business Officials) recommendations; work scheduling and work simplification methods;
- Principles of supervision including performance evaluation and progressive disciplinary process;
- Purchasing and budgeting procedures;
- Training methods and techniques;
- Health and safety regulations and procedures including proper storage of equipment, materials and supplies;
- District personnel procedures such as employee contracts, rules, and regulations;
- Record keeping practices.

ABILITY TO:

- Analyze methods, equipment and techniques to improve efficiency;
- Assist in the implementation of procedures regarding the District's energy management system as it relates to oversight of custodial operations;
- Maintain current knowledge of technological advances in the field of facilities;
- Assume a leadership role to assure safety of District facilities;

- Analyze situations, exercise good judgment and adopt an effective course of action using effective problem-solving techniques;
- Interpret, apply and explain rules, regulations, policies and procedures;
- Plan, organize, prioritize work, schedule and assign work of custodial crew;
- Monitor, supervise and evaluate the work of custodial staff District-wide for quality standards and efficiency;
- Develop and conduct training programs;
- Develop and implement work procedures and record keeping systems to meet changing organizational or specialized needs;
- Understand and carry out oral and written instructions;
- Establish and maintain excellent working relationships with custodial staff, supervisors, managers, vendors and the public; and to promote good customer service;
- Communicate effectively in oral and written form;
- Prepare clear and concise reports pertaining to specialized and technical subject matter.

TRAITS:

- Promotes goals and leads by example;
- Works around obstacles and is self-starting;
- Easily adapts as the situation changes;
- Puts safety first for self and others;
- Diligently attends to details and quality of work;
- Effectively manages one's own time, priorities, and resources;
- Strives to meet customers' needs;
- Patience, objectivity and sensitivity in directing employees;
- Logically grasps and understands issues and problems;
- Maintaining awareness of potential hazards to self and others;
- Willingness to work in inclement weather such as rain, cold and heat;
- Remains steady under pressure;
- Be trust worthy and responsible for his/her actions;
- Willingness to work a flexible schedule including evenings, weekends, and on-call assignments.

EMPLOYMENT STANDARDS

EDUCATION: Graduation from high school or its equivalency is required. A Bachelor's Degree is desirable. Conferences, seminars or completion of college courses in facilities, supervision, energy management, custodial operations, computer science or other related field are desirable.

EXPERIENCE: Three years of recent increasingly responsible custodial coordination experience, including two years in a lead or supervisory capacity are required. *Note: Recent experience is defined experience obtained within the last five years.*

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

PHYSICAL REQUIREMENTS:

Employees in this classification lift, carry, push or pull materials or custodial equipment weighing up to 50 pounds; walking or standing for extended periods of time; dexterity in limbs, hands, fingers to operate equipment in a safe manner; physical balance to ascend ladders; ability to bend at the waist kneel or crouch, reach overhead above the shoulders and horizontally as necessary for training purposes; hear normal voice conversation; speak clearly, see small details, drive a vehicle; use a computer, telephone, and radio.

WORK ENVIRONMENT:

Employees in this classification drive a District vehicle to multiple locations to work both inside and outside in changing temperatures, poorly ventilated areas, inadequate lighting, wet or damp areas, confined spaces, at heights using ladders or scaffolding, with electrical hazards and sharp objects, fumes, lead, asbestos, gases, chemicals, odors, toxic materials, explosive substances, loud noises, vibrations, hands in water, in direct contact with the public, students, and District personnel. May work over 40 hours a week, and work a flexible schedule on-call, which may include evenings, weekends and/or holidays.

APPOINTMENT:

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

District Leadership Team Salary Schedule – Range 60

Established 7/07, Revised 5/09, 11/09, 11/20

PERSONNEL COMMISSION

ROWLAND UNIFIED SCHOOL DISTRICT

December 8, 2020

ITEM 8.1 EXAM REVIEW

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

Classification	Length of Eligibility List	Number of Positions	Hours / Months	Last Class Description Revision	Tentative Exam Plan
Computer Lab Technician Computer Lab Technician – Bil (SP)	6 months	1	5 hours / 10 months	7/2013	<ul style="list-style-type: none">• Written Test• Structured Interview• Computer Testing
ASB Account Clerk	12 months	1	8 hours / 10.5 months	11/2020	<ul style="list-style-type: none">• Written Test• Structured Interview• Computer Testing
Reprographics Supervisor	12 months	1	8 hours / 12 months	11/2020	<ul style="list-style-type: none">• Training and Experience Evaluation• Technical Project• Structured Interview
Purchasing Supervisor	12 months	1	8 hours / 12 months	11/2020	<ul style="list-style-type: none">• Training and Experience Evaluation• Technical Project• Structured Interview

Recommendation

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



ROWLAND UNIFIED SCHOOL DISTRICT

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

www.rowlandschools.org

INVITES APPLICATIONS FOR THE POSITION OF:

COMPUTER LAB TECHNICIAN: \$17.26 - \$21.05 Hourly
COMPUTER LAB TECHNICIAN-BILINGUAL (SPANISH): \$17.70 - \$21.57 Hourly

An Equal Opportunity Employer

OPENING DATE: November 6, 2020

FINAL FILING DATE: December 2, 2020

POSITION

There are tentatively two (2) Computer Lab Technician positions available.

Vacancy #1: Hollingworth Elementary, three (3) hours per day, five (5) days per week, nine and a half (9.5) months a year. Tentative schedule is 8:00 AM - 11:00 AM

Vacancy #2: Rowland Elementary, five (5) hours per day, five (5) days per week, ten (10) months a year. Tentative schedule is 9:00 AM - 2:00 PM

An eligibility list is being established to hire substitutes and fill future vacancies.

SUMMARY OF DUTIES

Under general direction of a Principal or other school site administrator, independently organizes, operates and maintains a school computer lab for use by all staff and students, including non- or limited-English speaking students and Special Education students; plans and coordinates activities and materials according to lab schedule and class curriculum; prepares daily computer work assignments for each incoming class of students in accordance with teachers' lesson plans; trains and assists students in the proper and effective operation of computer hardware and video-assisted instructional materials and the application of educational software; and troubleshoots computer problems. Positions in the specialized language classes require incumbents to assist non- and limited-English speaking students in their primary language.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency and 8 semester or 12 quarter units of college-level coursework in data processing, computer science or a closely related field. An additional six months of technical computer operations experience in addition to the required experience listed below may be substituted for the required education.

EXPERIENCE: Six months of technical computer operations experience including the maintenance of computer hardware and software. An additional 8 semester or 12 quarter units of college-level coursework in data processing, computer science, or a closely related field in addition to the required education listed above may be substituted for the required experience.

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. Positions in the specialized language classes require individuals who can speak and read (bilingual) in a second language as specified.

Applicants must provide a copy of the following 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 an AA/BA/MA**

Documents may be emailed to arlene.zamudio@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.

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

WORK ENVIRONMENT: Employees in this classification work primarily inside a computer lab environment and have direct contact with students and the public.

PHYSICAL REQUIREMENTS: Employees in this classification stand, walk, repetitively use fingers, use both hands simultaneously, stoop/bend, reach overhead, have rapid mental and/or muscular coordination, lift and carry up to 25 lbs. or over 25 lbs. with assistance, have depth perception and color vision or the ability to distinguish shades, speak clearly, and hear normal voice conversation.

FILING PERIOD

Applications for this position will be accepted on-line only, from Friday, November 6, 2020 to Wednesday, December 2, 2020 until 4:30 p.m.

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

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

Applicants will be sent notifications via e-mail only

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination will tentatively consist of the following:

- Job Related Written
- Structured Interview / Computer Performance

Classified Salary Range:

Computer Lab Technician: 17 Computer Lab Technician-Bilingual (Spanish): 17.5

PROOF OF EDUCATION:

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

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:

ASB ACCOUNT CLERK
\$3,221.00 - \$3,927.00 Monthly
\$38,652.00 - \$47,124.00 Annually
An Equal Opportunity Employer

OPENING DATE: November 12, 2020

FINAL FILING DATE: December 7, 2020

POSITION

There is currently one (1) position available, eight (8) hours per day, five (5) days per week, twelve (12) months a year. The tentative work hours are 7:30 AM to 4:00 PM and the position is located at Nogales High School.

SUMMARY OF DUTIES

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

QUALIFICATIONS

EDUCATION:

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

EXPERIENCE:

Equivalent to two years of recent full-time clerical experience which includes one year of financial record keeping experience is required. *Note: Recent experience is defined as experience obtained within the last five years.*

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

- **High School Diploma or equivalent (Copy of diploma/degree or unofficial transcripts)**

Note: Unofficial High School transcripts OR copy of diploma is required. If you don't have access to your high school diploma, you can provide proof of higher education degree or unofficial college transcripts in order to meet this requirement.

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

CERTIFICATES/LICENSE/OTHER EMPLOYMENT REQUIREMENTS:

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

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

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

FILING PERIOD

Applications for this position will be accepted online only starting Thursday, November 12, 2020 until Monday, December 7, 2020.

Applicants will be sent notifications via e-mail only*

OPEN/PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Written Test
- Structured Interview
- Computer Tests

Confidential/Supervisory Salary Range: 18.5

PROOF OF EDUCATION

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

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



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

INVITES APPLICATIONS FOR THE POSITION OF:

REPROGRAPHICS SUPERVISOR

\$4,381.00 - \$5,326.00 Monthly
\$52,572.00 - \$63,912.00 Annually
An Equal Opportunity Employer

OPENING DATE: November 13, 2020

FINAL FILING DATE: December 8, 2020

POSITION

There is currently one (1) position available, eight (8) hours per day, five (5) days per week, twelve (12) months a year. The tentative work hours are 7:30 AM to 4:00 PM.

SUMMARY OF DUTIES

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

QUALIFICATIONS

EDUCATION:

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

EXPERIENCE:

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

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

- **Proof of Education (Copy of Diploma/Degree or unofficial transcripts)**

Note: Unofficial High School transcripts OR copy of diploma is required. If you don't have access to your high school diploma, you can provide proof of higher education degree or unofficial college transcripts in order to meet this requirement.

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

CERTIFICATES/LICENSE/OTHER EMPLOYMENT REQUIREMENTS:

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

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

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

FILING PERIOD

Applications for this position will be accepted online only starting Friday, November 13, 2020 until Tuesday, December 8, 2020.

Applicants will be sent notifications via e-mail only*

OPEN/PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Training and Experience Evaluation
- Technical Project / Structured Interview
- Computer Testing

Confidential/Supervisory Salary Range: 24.5

PROOF OF EDUCATION

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

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



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

INVITES APPLICATIONS FOR THE POSITION OF:

PURCHASING SUPERVISOR

\$4,831.00 - \$5,869.00 Monthly
\$57,972.00 - \$70,428.00 Annually
An Equal Opportunity Employer

OPENING DATE: November 13, 2020

FINAL FILING DATE: December 8, 2020

POSITION

There is currently one (1) position available, eight (8) hours per day, five (5) days per week, twelve (12) months a year. The tentative work hours are 7:30 AM to 4:00 PM.

SUMMARY OF DUTIES

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

QUALIFICATIONS

EDUCATION:

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

EXPERIENCE:

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

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

- **Proof of Education** (Unofficial college transcripts or copy of diploma/degree)

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.

CERTIFICATES/LICENSE/OTHER EMPLOYMENT REQUIREMENTS:

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

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

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

FILING PERIOD

Applications for this position will be accepted online only starting Friday, November 13, 2020 until Tuesday, December 8, 2020.

Applicants will be sent notifications via e-mail only*

OPEN/PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Training and Experience Evaluation
- Technical Project / Structured Interview
- Computer Tests

Confidential/Supervisory Salary Range: 26.5

PROOF OF EDUCATION

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

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

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

December 8, 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
Custodian (D-19/20-58)	PC Rule 6.1.10.8 – Failure to satisfactorily complete all pre-employment and background reviews including reference checks conducted by the Appointing Authority. <ul style="list-style-type: none">• ID# 25672951; ID# 35817835

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.