

**PERSONNEL COMMISSION  
ROWLAND UNIFIED SCHOOL DISTRICT  
AGENDA**

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

Persons requiring accommodation in order to view the agenda or participate in the meeting, may make the request for accommodation to the Personnel Director by emailing [jstiegelmar@rowlandschools.org](mailto:jstiegelmar@rowlandschools.org) or calling (626) 854-8380 at least 24 hours in advance of the meeting. [Government Code 54954.2 (a) (1)]

March 1, 2022  
Meeting to start at 4:30 P.M.

In – Person:  
1830 S. Nogales Street, Board Room  
Rowland Heights, California 91748  
(Limited in-person seating capacity)

View the meeting virtually via ZOOM

Virtual: [https://rowlandschools-org.zoom.us/webinar/register/WN\\_nQzGm7b\\_TICsMUOmyLmrwv](https://rowlandschools-org.zoom.us/webinar/register/WN_nQzGm7b_TICsMUOmyLmrwv)

Anyone wishing to participate may do so in person or virtually by accessing the link listed above.

If you plan to attend virtually and wish to provide Public Comment, please submit your request prior to 4:00 p.m. on the date of the meeting at <https://forms.gle/SLSpqdjHknRG34tf8>. During the meeting you will be invited to share your comments verbally.

Please be advised that this meeting is being audio recorded.

**March 1, 2022**  
**4:30 P.M.**

**PLEASE CIRCULATE**

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

2. Roll Call:	Present	Absent
Sabrina Lee, Chair	_____	_____
Judy Nieh, Vice Chair	_____	_____
Sharon Fernandez, 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, March 1, 2022 or adopting the Agenda with the following corrections/modifications for March 1, 2022.

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

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

4. REPORT FROM THE PERSONNEL DIRECTOR

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

5. PUBLIC COMMENTS

*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 4:00 p.m. on the date of the meeting at <https://forms.gle/SLSpqdjHknRG34tf8>. If you are attending in person, you can fill out a comment card before the meeting.

*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.*

6. HEARINGS - None

7. PERSONNEL COMMISSION

7.1 Approve the minutes of the meeting of February 1, 2022. (Ref. 7.1)

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

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

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Advanced Salary Step Placement

a. Consider approving the advanced salary step request from Nicole Hernandez, Coordinator, Special Education, to employ Applicant ID# 39745882 in the class of Personal Care Assistant at Step E of Range 14 on the Classified Salary Schedule. (Ref. 8.1a) & (Ltd. Dist.)

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

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

b. Consider approving the advanced salary step request from Nicole Hernandez, Coordinator, Special Education, to employ Applicant ID# 47712215 in the class of Instructional Assistant II – Bilingual / Biliterate (Mandarin) at Step B of Range 17 on the Classified Salary Schedule. (Ref. 8.1b) & (Ltd. Dist.)

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

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

c. Consider approving the advanced salary step request from Nicole Hernandez, Coordinator, Special Education, to employ Applicant ID# 46449711 in the class of Personal Care Assistant at Step C of Range 14 on the Classified Salary Schedule. (Ref. 8.1c) & (Ltd. Dist.)

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

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

- d. Consider approving the advanced salary step request from Mitch Brunyer, Principal, Rowland High School, to employ Applicant ID# 32114136 in the class of Office Assistant at Step E of Range 17 on the Classified Salary Schedule. (Ref. 8.1d) & (Ltd. Dist.)

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

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

- e. Consider approving the advanced salary step request from Mitch Brunyer, Principal, Rowland High School, to employ Applicant ID# 47691309 in the class of Office Assistant at Step B of Range 17 on the Classified Salary Schedule. (Ref. 8.1e) & (Ltd. Dist.)

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

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

- f. Consider approving the advanced salary step request from Dr. Laura Rivas, Director, Secondary Education, to employ Applicant ID# 46026447 in the class of Administrative Secretary at Step B of Range 21.5 on the Classified Salary Schedule. (Ref. 8.1f) & (Ltd. Dist.)

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

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

- g. Consider approving the advanced salary step request from Nicole Hernandez, Coordinator, Special Education, to employ Applicant ID# 36548883 in the class of Instructional Assistant II – Bilingual (Spanish) at Step B of Range 16.5 on the Classified Salary Schedule. (Ref. 8.1g) & (Ltd. Dist.)

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

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

- h. Consider approving the advanced salary step request from Dr. Yesenia Alvarez, Principal, Hurley Elementary, to employ Applicant ID# 47955578 in the class of Behavior Support Assistant – Bilingual (Spanish) at Step B of Range 17.5 on the Classified Salary Schedule. (Ref. 8.1h) & (Ltd. Dist.)

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

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

- i. Consider approving the advanced salary step request from Danielle Villa, Principal, Telesis Academy, to employ Applicant ID#43286680 in the class of Behavior Support Assistant at Step B of Range 17 on the Classified Salary Schedule. (Ref. 8.1i) & (Ltd. Dist.)

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

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

- j. Consider approving the advanced salary step request from Dr. Andrea Brumbaugh, Principal, Nogales High School, to employ Applicant ID# 45075563 in the class of Office Assistant – Bilingual (Spanish) at Step E of Range 17.5 on the Classified Salary Schedule. (Ref. 8.1j) & (Ltd. Dist.)

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

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

- k. Consider approving the advanced salary step request from Scott Cavanias, Principal, Alvarado Intermediate, to employ Applicant ID# 37840583 in the class of Health Assistant at Step E of Range 17 on the Classified Salary Schedule. (Ref. 8.1k) & (Ltd. Dist.)

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

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

8.2 Resolution No. 21-22:02 – Personnel Commission Authority to Hold Virtual Meetings

In Accordance with Assembly Bill 361, the Personnel Commission wishes to adopt Resolution No. 21-22:02, Continuing the Personnel Commission Authority to Hold Virtual Meetings, to allow the Personnel Commission to hold teleconference meetings. (Ref. 8.2)

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

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

8.3 Rules

- a. Receive for first reading the proposed amendment to Chapter 1, Rule 1.2 – Definitions to add “new employee”. (Ref. 8.3a)
- b. Receive for first reading the proposed amendment to Chapter 3, Rule 3.1.2 – Exemption From the Classified Service. (Ref. 8.3b)

9. EXAMINATIONS/ELIGIBILITY LISTS

9.1 Exam Review and Recruitment Bulletins (Ref. 9.1)

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

- a) Cafeteria Lead Worker I (D-21/22-65)
- b) Office Assistant (D-21/22-66)
- c) Office Assistant – Bilingual (Spanish) (D-21/22-67)
- d) Office Assistant – Bilingual/Biliterate (Spanish) (D-21/22-68)
- e) School Bus Driver Trainee (D-21/22-71)
- f) District Patrol (D-21/22-72)
- g) Library Assistant (D-21/22-73)
- h) Library Assistant – Bilingual (Spanish) (D-21/22-74)
- i) Stock Delivery Worker (D-21/22-75)

9.2 Employee Selection Results – Receive the results of examinations held. (Ref. 9.2 Ltd. Dist.)

9.3 Ratification of Eligibility Lists – Ratify the following eligibility lists: (Ref. 9.3 Ltd. Dist.)

- a) Accounting Operations Supervisor (P-21/22-54)
- b) Behavior Support Assistant (D-21/22-55)
- c) Behavior Support Assistant – Bilingual (Spanish) (D-21/22-56)
- d) District Safety (D-21/22-29)
- e) Instructional Assistant I (D-21/22-57)
- f) Instructional Assistant I – Bilingual (Spanish) (D-21/22-58)
- g) Playground Supervision Aide (D-21/22-69JF)
- h) Reprographics Technician (D-21/22-53)
- i) Senior Office Assistant – (D-21/22-25)
- j) Senior Office Assistant – Bilingual (Spanish) (D-21/22-26)
- k) Senior Office Assistant – Bilingual / Biliterate (Spanish) (D-21/22-59)

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

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

9.4 Removal of Names from the Eligibility List – Ratify the removal of names from the following eligibility lists: (Ref. 9.4)

- Instructional Assistant II (D-21/22-08) and Instructional Assistant II – Bilingual (Mandarin) (D-21/22-35)
  - ID# 7427331 – PC Rule 6.1.10.4
- School Bus Driver (D-21/22-11)
  - ID# 47081175 – PC Rule 6.1.10.6

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

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

10. CLOSED SESSION

Recess to closed session to discuss:

- Public Employee Performance Evaluation – Personnel Director - Government Code Section 54957.

Time Recessed: \_\_\_\_\_ Time Reconvened to Open Session: \_\_\_\_\_

**THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED ON TUESDAY, APRIL 5, 2022 AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM**

11. ADJOURNMENT

Time \_\_\_\_\_

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

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

***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 FEBRUARY 1, 2022  
MEETING HELD IN-PERSON**

The meeting of the Personnel Commission of the Rowland Unified School District was called to order at 4:30 p.m., with the Pledge of Allegiance led by Ms. Sabrina Lee, Personnel Commission Chair.

Members Present:                Sabrina Lee, Chair  
   Judy Nieh, Vice Chair  
   Sharon Fernandez, 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 for Tuesday, February 1, 2022.

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

**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 Recruitments**

- Senior Account Clerk
- Cafeteria Lead Worker I
- Office Assistant Series

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

- Personal Care Assistant - Structured Interview
- School Bus Driver – Zoom Structured Interview
- District Safety / Zoom Structured Interview
- Executive Secretary – Zoom Structured Interview / Technical Project / Computer Testing
- Translator (Spanish) – Zoom Structured Interview / Biliterate Project / Computer Testing
- Personnel Technician – Zoom Structured Interview / Technical Project / Computer Testing
- School Office Manager Series – Zoom Structured Interview / Computer Testing
- Grounds Maintenance Worker – Zoom Structured Interview
- Accounting Operations Supervisor – Technical Project / Zoom Structured Interview
- Textbook Media Assistant – Remote written test
- Senior Office Assistant – Bilingual /Biliterate (SP) – Remote written test

Since the last Commission meeting, referral lists were issued for the following classifications:

- Instructional Assistant I – Sub
- Campus Aide
- Behavior Support Assistant
- Administrative Secretary
- Office Assistant Series
- Personnel Technician

- Executive Secretary

Since the last Commission meeting, new employees were processed into the following classifications:

- 1 - Behavior Support Assistant - Bilingual (Spanish)
- 1 - Custodian - Provisional
- 1 - District Safety - Provisional
- 1 - Food Service Assistant I - Provisional
- 1 - Instructional Assistant II
- 1 - Instructional Assistant II - Bilingual (Spanish)
- 1 - Instructional Assistant II – Bilingual / Biliterate (Mandarin)
- 2 - Office Assistant
- 4 - Personal Care Assistant

**Updates/Reminders/Remarks:**

- The Personnel Commission would like to remind all employees to submit a new transfer for the calendar year 2022. Ms. Zamudio emailed out a memo to all classified employees with the new link.
- Ms. Lee, Commissioner Chair, mentioned to all in attendance that the Personnel Commission has updated the agenda to remove the Introduction of guest section. All guests were advised to sign in at the sign in sheet at the back of the room. Ms. Lee also mentioned the Communications section was moved to be after the Personnel Director’s report to give guests more time to arrive in case they were interested in making a public comment, but had to work until 4:30 p.m.

**COMMUNICATIONS**

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

Ms. Leticia Scanlan, Building Services Assistant, addressed the Personnel Commission regarding the transparency of the meeting minutes as they are not written as verbatim. She expressed disappointment in how her reclassification was reviewed and not approved. She shared she feels the Personnel Commission did not properly apply the rule as she believes the data provided during the investigation was not clearly stated and understood. She mentioned that she feels the Personnel Commission does not accept reclassification requests with ease and makes the employee feel discouraged with moving forward with their requests. Ms. Scanlan also mentioned that she requested transparency of information concerning Personnel Commission Meeting dates and Agendas and confirmed with Ms. Stiegelmar, Personnel Director, that all classified staff will receive the information via email.

**PERSONNEL COMMISSION**

7.1 Recommendation: Approve the minutes of the meeting of January 11, 2022.

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

**ITEMS FOR DISCUSSION AND/OR ACTION**

**Advanced Salary Step Placement**

8.1a Recommendation: To consider approving the advanced salary step request from Dr. Kevin Despard, Director of Human Resources, to employ Applicant ID# 23849902 in the class of Human Resources / Credentials Analyst at Step E of Range 29.5 on the Classified Salary Schedule.

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

8.1b Recommendation: To consider approving the advanced salary step request from Nicole Hernandez, Coordinator, Special Education, to employ Applicant ID# 47593746 in the class of Instructional Assistant II - Bilingual (Spanish) at Step C of Range 16.5 on the Classified Salary Schedule.

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

8.1c Recommendation: To consider the advanced salary step request from Nicole Hernandez, Coordinator, Special Education, to employ Applicant ID# 48823562 in the class of Instructional Assistant II - Bilingual (Spanish) at Step B of Range 16.5 on the Classified Salary Schedule.

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

**Reclassification**

8.2 Recommendation: To consider not approving the reclassification request of a Senior Office Assistant.

Ms. Nieh asked Ms. Stiegelmar if there was a lack of gradual accretion and the period of time that the incumbent worked out of class.

Ms. Stiegelmar stated that Ms. Marroquin started in the District in 2007 at Oswalt Academy as a Senior Office Assistant. She then put in a transfer to the SELPA office in her same classification of Senior Office Assistant in 2017, and when SELPA closed, she moved to the Special Education Department in July 2019.

Ms. Nieh asked if Ms. Marroquin worked out of class at any time.

Ms. Stiegelmar confirmed that she did not get paid to work out of class, and the Personnel Commission was not notified of Ms. Marroquin's duties until she completed the classification questionnaire in July 2021. At that time Ms. Marroquin was classified as a Sr. Office Assistant, but according to her classification questionnaire she was working additional duties which consisted of working with contracts, purchase orders, service agreements, and reconciling a variety of invoices for payment and reported her role to consist of accounting-based duties. A Senior Office Assistant is more clerical based than accounting based.

Ms. Stiegelmar stated that she had received two emails, specifically on June 2 and June 14 where Ms. Marroquin stated she had been doing the duties since her arrival in the Special Education department. Nicole Hernandez, Coordinator of Special Education, agreed that there was no gradual accretion of duties. Ms. Stiegelmar stated that, unfortunately, this situation does not fall under the rule of reclassification due to there not being a gradual accretion of duties.

Ms. Nieh thanked Ms. Stiegelmar for the clarification.

Ms. Lee asked if Ms. Marroquin has been notified of the decision to not approve her reclassification.

Ms. Stiegelmar stated that she did meet with Ms. Marroquin, and her supervisors, and notified all of them that the item was going to be placed on the agenda to not approve the reclassification.

Ms. Fernandez asked if the job duties not pertaining to Ms. Marroquin's position have been removed from her desk.



Ms. Stiegelmar confirmed that during the meeting with Ms. Marroquin and her supervisors, that it was mentioned that the duties should be moved to another desk.

Ms. Fernandez asked staff to follow up with Ms. Marroquin to ensure she is now working in her own classification.

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

### **Resolution No. 21-22:01 – Personnel Commission Authority to Hold Virtual Meetings**

8.3 Recommendation: To consider adopting Resolution No. 21-22:01, Personnel Commission Authority to Hold Virtual Meetings beginning March 1, 2022, to allow the Personnel Commission to hold teleconference meetings.

Ms. Stiegelmar mentioned that meetings will be both in-person and virtual via Zoom.

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

### **Extension of Eligibility Lists**

8.4 Recommendation: To consider approving the extension of the following eligibility lists for another six months per PC Rule 6.1.5.

- Health Assistant (D-20/21-43) and Health Assistant – Bilingual (Spanish) (D-20/21-44)
  - Previous expiration date: 2/9/22
  - New expiration date: 8/9/22

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

### **EXAMINATIONS/ELIGIBILITY LISTS**

9.1 The Personnel Commission received for information, a summary of the following examination and recruitment bulletin:

- a) Senior Account Clerk (D-21/22-64)

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

9.3 Recommendation: To ratify the following eligibility lists:

- a) Administrative Secretary (D-21/22-46)
- b) Custodian (D-21/22-51)
- c) Executive Secretary (D-21/22-40)
- d) Food Service Assistant I (D-21/22-50)
- e) Grounds Maintenance Worker (D-21/22-52)
- f) Instructional Assistant II (D-21/22-08)
- g) Instructional Assistant II – Bilingual (Mandarin) (D-21/22-35)
- h) Instructional Assistant II – Bilingual / Biliterate (Mandarin) (D-21/22-36)
- i) Instructional Assistant II – Bilingual (Spanish) (D-21/22-09)
- j) Instructional Assistant II – Bilingual / Biliterate (Spanish) (D-21/22-10)
- k) Personal Care Assistant (D-21/22-04)
- l) Personnel Technician (D-21/22-43)
- m) Personnel Technician – Bilingual (Spanish) (D-21/22-44)
- n) School Bus Driver (D-21/22-11)

- o) School Office Manager (D-21/22-48)
- p) School Office Manager – Bilingual (Spanish) (D-21/22-49)
- q) Translator (Spanish) (D-21/22-41)

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

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

- a. District Patrol (D-21/22-28)
  - o ID# 352196377 – PC Rule 6.1.10.4
- b. Instructional Assistant I (D-21/22-24) and Instructional Assistant I – Bilingual (Mandarin) (D-20/21-74)
  - o ID# 7427331 – PC Rule 6.1.10.4
- c. Personal Care Assistant (D-21/22-04)
  - o ID# 48610132 – PC Rule 6.1.10.4
  - o ID# 48455722 – PC Rule 6.1.10.4
- d. Playground Supervision Aide (D-21/22-20)
  - o ID# 48131364 – PC Rule 6.1.10.4

Ms. Fernandez clarified for those in attendance that the PC Rule 6.1.10.4 is the written request from the candidate to be removed.

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

**INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS**

Ms. Lee shared that it is currently Chinese New Year. Ms. Lee mentioned she received a card from a friend and shared with the audience what it said. Ms. Lee stated that she hopes everyone still stays safe during this ongoing pandemic.

Ms. Nieh wished everyone a Happy Chinese New Year and shared the story of how Chinese New Year begin. Ms. Nieh shared her concerns regarding reclassifications. Ms. Nieh stated many people are not familiar with the steps taken to review and approve reclassifications. She requested staff initiate sending information to Administrators to clarify how the process works.

Ms. Fernandez wished a Happy Chinese New Year to all. Ms. Fernandez shared she met with the Superintendent and had a positive conversation.

**CLOSED SESSION**

Recess to closed session to discuss:

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

Ms. Lee announced that no action will be taken during closed session.

Time Recessed: 5:00 p.m.                      Time Reconvened to Open Session: 7:28 p.m.

**ADJOURNMENT**

To adjourn the meeting at 7:29 p.m.

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

Approved by: \_\_\_\_\_  
Sabrina Lee  
Chair  
Personnel Commission

Submitted by: \_\_\_\_\_  
Joan Stiegelmar  
Personnel Director  
Personnel Commission

**THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED FOR TUESDAY, MARCH 1, 2022 AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.**

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

**PERSONNEL COMMISSION**  
**ADVANCED SALARY STEP PLACEMENT**  
**FOR**  
**PERSONAL CARE ASSISTANT**

The Commission is in receipt of a request from Nicole Hernandez, Coordinator, Special Education to employ Applicant ID #39745882 as Personal Care Assistant at Step E of Range 14 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has over 11 years of work-related 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 14 on the Classified Salary Schedule.

**PERSONNEL COMMISSION**  
**ADVANCED SALARY STEP PLACEMENT**  
**FOR**  
**INSTRUCTIONAL ASSISTANT II – BILINGUAL / BILITERATE (MANDARIN)**

The Commission is in receipt of a request from Nicole Hernandez, Coordinator, Special Education, to employ Applicant ID #47712215 as Instructional Assistant II – Bilingual / Biliterate (Mandarin) at Step B of Range 17 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has an Associate's degree. The number of years of education does qualify this applicant for step placement at Step B based on the formula of one step will be given for two years of additional education beyond the employment standards for the classification.

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

**PERSONNEL COMMISSION**  
**ADVANCED SALARY STEP PLACEMENT**  
**FOR**  
**PERSONAL CARE ASSISTANT**

The Commission is in receipt of a request from Nicole Hernandez, Coordinator, Special Education to employ Applicant ID #46449711 as Personal Care Assistant at Step C of Range 14 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has over 5 years of work-related experience. The number of years of related work experience does qualify this applicant for step placement at Step C based on the formula of one step will be given for two years of additional related experience beyond the employment standards for the classification.

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step C of Range 14 on the Classified Salary Schedule.

**PERSONNEL COMMISSION**  
**ADVANCED SALARY STEP PLACEMENT**  
**FOR**  
**OFFICE ASSISTANT**

The Commission is in receipt of a request from Mitch Brunyer, Principal, Rowland High School to employ Applicant ID #32114136 as Office Assistant at Step E of Range 17 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has an Associate's degree and over 7 years of work-related experience. The number of years of education and related work experience does qualify this applicant for step placement at Step E based on the formula of one step will be given for two years of additional education beyond the employment standards for the classification and one step will be given for two years of additional related experience beyond the employment standards for the classification.

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

**PERSONNEL COMMISSION**  
**ADVANCED SALARY STEP PLACEMENT**  
**FOR**  
**OFFICE ASSISTANT**

The Commission is in receipt of a request from Mitch Brunyer, Principal, Rowland High School to employ Applicant ID #47691309 as Office Assistant at Step B of Range 17 on the Classified Salary schedule pursuant to Rule 17.2.1.

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

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



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

The Commission is in receipt of a request from Dr. Laura Rivas, Director of Secondary Education, to employ Applicant ID #46026447 as Administrative Secretary at Step B of Range 21.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has over 4 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 21.5 on the Classified Salary Schedule.

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

The Commission is in receipt of a request from Nicole Hernandez, Coordinator, Special Education, to employ Applicant ID #36548883 as Instructional Assistant II – Bilingual (Spanish) at Step B of Range 16.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step B of Range 16.5 on the Classified Salary Schedule.

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

The Commission is in receipt of a request from Dr. Yesenia Alvarez, Principal, Hurley Elementary, to employ Applicant ID #47955578 as Behavior Support Assistant – Bilingual (Spanish) at Step B of Range 17.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

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

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

The Commission is in receipt of a request from Danielle Villa, Principal, Telesis Academy, to employ Applicant ID #43286680 as Behavior Support Assistant at Step B of Range 17 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

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

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

The Commission is in receipt of a request from Dr. Andrea Brumbaugh, Principal, Nogales High School, to employ Applicant ID #45075563 as Office Assistant – Bilingual (Spanish) at Step E of Range 17.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has over 10 years of work-related 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 17.5 on the Classified Salary Schedule.

**PERSONNEL COMMISSION**  
**ADVANCED SALARY STEP PLACEMENT**  
**FOR**  
**HEALTH ASSISTANT**

The Commission is in receipt of a request from Scott Cavanius, Principal, Alvarado Intermediate, to employ Applicant ID #37840583 as Health Assistant at Step E of Range 17 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant a Bachelor's degree and has over 12 years of experience. The number of years of education and related work experience does qualify this applicant for step placement at Step E based on the formula of one step will be given for two years of additional education beyond the employment standards for the classification and one step will be given for two years of additional related experience beyond the employment standards for the classification.

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

**PERSONNEL COMMISSION**

**ROWLAND UNIFIED SCHOOL DISTRICT**

March 1, 2022

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ITEM 8.2 RATIONALE FOR RESOLUTION No. 21-22:02 – Personnel Commission

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Executive Order No. N-29-20 suspended the Ralph M. Brown Act's requirements for teleconferencing during the COVID-19 pandemic provided that notice and accessibility requirements are met, the public members are allowed to observe and address the legislative body at the meeting, and that a legislative body of a local agency has a procedure for receiving and swiftly resolving requests for reasonable accommodation for individuals with disabilities, as specified. All of the provisions of Executive Order N-29-20 concerning the conduct of public meetings expired on September 30, 2021.

On September 19, 2021, Governor Gavin Newsom extended the deadline for Brown Act flexibility by signing AB 361 (R. Rivas). AB 361 contains an urgency clause, which means the bill becomes law immediately. The provisions enacted by AB 361 provide flexibility to meet remotely through January 1, 2024. This is subject to change if a future legislature and governor-elect to extend the sunset or make these provisions permanent.

Under two governor-issued executive orders, local agencies have been provided Brown Act flexibilities due to the COVID-19 pandemic. A public agency coalition was formed to pursue legislation to extend the Brown Act modification beyond the September 30, 2021 order expiration. AB 361 provides local agencies, including LEAs, with the ability to meet remotely during proclaimed state emergencies.

AB 361 broadens the Brown Act changes beyond the pandemic and can only be used in the event that a gubernatorial state of emergency has been issued and remains active. It is not sufficient that county and/or city officials have issued a local emergency declaration. To comply with the provisions of AB 361, the emergency declaration must be one that is made pursuant to the CA Emergency Services Act.

Rowland Unified School District  
Personnel Commission

Resolution SO-21-22:02

Continuing Personnel Commission Authority to Hold Virtual Meetings  
Pursuant to AB 361

**WHEREAS**, on March 4, 2020, Governor Gavin Newsom declared a statewide emergency arising from the coronavirus (COVID-19); and

**WHEREAS**, on March 17, 2020, Governor Newsom issued Executive Order N-29-20 suspending certain provisions of the Brown Act pertaining to teleconferenced meetings; and

**WHEREAS**, on June 11, 2021, Governor Newsom issued Executive Order N-08-21 which indicated that Executive Order N-29-20's authorization for holding virtual meetings would expire on September 30, 2021; and

**WHEREAS**, on September 16, 2021, Governor Newsom signed AB 361 (Rivas) as urgency legislation effective immediately, which provides that legislative bodies may continue to meet remotely during a declared State of Emergency subject to certain conditions; and

**WHEREAS**, AB 361 amends the Brown Act (Government Code section 54953) to add the following provision:

(e)(1) A local agency may use teleconferencing without complying with the requirements of paragraph (3) of subdivision (b) if the legislative body complies with the requirements of paragraph (2) of this subdivision in any of the following circumstances:

(B) The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.; and

**WHEREAS**, AB 361 amends the Brown Act (Government Code section 54953) to add the following provision:

(3) If a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, in order to continue to teleconference without compliance with paragraph (3) of subdivision (b), the legislative body shall, not later than 30 days after teleconferencing for the first time pursuant to subparagraph (A), (B), or (C) of paragraph (1), and every 30 days thereafter, make the following findings by majority vote:

(A) The legislative body has reconsidered the circumstances of the state of emergency.

(B) Any of the following circumstances exist:

(i) The state of emergency continues to directly impact the ability of the members to meet safely in person.



**THEREFORE, BE IT RESOLVED** that the Personnel Commission of Rowland Unified School District finds that the Governor’s March 4, 2020 declaration of a state of emergency due to the COVID-19 pandemic remains active.

**BE IT FURTHER RESOLVED**, the Personnel Commission of Rowland Unified School District finds that due to the state of emergency meeting in person would present imminent risks to the health or safety of attendees and/or the state of emergency continues to directly impact the ability of the members to meet safely in person due to the prevalence of the Delta variant, the indoor setting of meeting facilities, the potential presence of unvaccinated individuals attending meetings, the potential for noncompliance with mask wearing requirements, and desire to protect the health of immuno-compromised trustee(s), staff and the public.

**PASSED AND ADOPTED** by the following vote of the Personnel Commission of Rowland Unified School District, County of Los Angeles State of California on March 1, 2022.

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT:: \_\_\_\_\_

\_\_\_\_\_  
Sabrina Lee  
Chair  
Personnel Commission

**PERSONNEL COMMISSION  
ROWLAND UNIFIED SCHOOL DISTRICT**

March 1, 2022

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ITEM 8.3a FIRST READING - PROPOSED AMENDMENT TO RULE 1.2 – DEFINITIONS TO ADD “NEW EMPLOYEE”.

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At the December 7, 2021 Personnel Commission Meeting a question was brought up from a current employee about advanced step placement and why only new employees hired into the District were considered. Advanced step placement is a way for our District to compete with outside employers to provide a salary based on education, number of years of job-related work experience, or a salary that is being received by a new employee that is higher than the salary step offered.

PC Rule 17.2.1 cites that a new employee may be granted advanced step placement upon recommendation of the appointing authority to the Personnel Director and approval by the Personnel Commission, based upon certain factors. “New employee” refers to a newly hired permanent employee that is new to Rowland Unified School District.

Personnel Commission rules state “new employee” 14 times and in each instance, it refers to a new employee to the District for the following: TB examination, fingerprinting, providing income tax withholding forms, retirement application, presenting a social security card, signing an oath of allegiance, providing copies of required licenses, and participating in an orientation for new employees. All of these references imply that the employee is new to the District because the District does not collect any of this information if an employee is transferring into a new position; transferring to a lateral position, or receiving a promotion based on going through the examination process and being placed on an eligibility list and being hired into a position that is on a lower, higher, or same salary range.

In an attempt to clarify the intention of the phrase “new employee”, staff recommends adding the definition of “new employee” to the Personnel Commission rules.

Below is the newly added definition for “new employee”.

**PERSONNEL COMMISSION RULES**

**1.2. DEFINITIONS:**

**NEW EMPLOYEE** A newly hired permanent employee to the District.

**RECOMMENDATION:**

The Personnel Commission is receiving for the First Reading the proposed amendment to Chapter 1, Rule 1.2 – DEFINITIONS, to add the definition for NEW EMPLOYEE: A newly hired permanent employee to the District.

**PERSONNEL COMMISSION  
ROWLAND UNIFIED SCHOOL DISTRICT**

March 1, 2022

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**ITEM 8.3b FIRST READING - PROPOSED AMENDMENT TO RULE 3.1.2 – EXEMPTION  
FROM THE CLASSIFIED SERVICE.**

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A review of the rules revealed that the following rule was out of date due to Governor Brown signing Assembly Bill 2160 in September, 2018 which stated that starting January 1, 2019, all Noon Aides will become part of the classified service and those who are working on January 1, 2019, will become permanent employees without going through a probationary period. These employees were previously excluded from the classified service and were considered "at will" employees which could be released at any time. With the new law in place, Noon Aides hired on or after January 2, 2019 will be processed through the Personnel Commission and serve a probationary period as is done with all classified employees.

Therefore, PC Rule 3.1.2 needs to remove "part-time playground positions" from the rule due to playground positions becoming part of the classified service.

**PERSONNEL COMMISSION RULES**

**3.1.2 EXEMPTION FROM THE CLASSIFIED SERVICE:**

Positions required by law to have certification qualifications, ~~part-time playground positions~~, full-time day students employed part-time, part-time students employed part-time in any college work study program or in a work experience program conducted by a community college district, apprentices, community representatives (as provided by law), and professional experts employed on a temporary basis for a specific project by the Board of Education or by the Personnel Commission, when so designated by the Commission, shall be exempt from the classified service.

**RECOMMENDATION:**

The Personnel Commission is receiving for the First Reading the proposed amendment to Chapter 3, Rule 3.1.2 – Exemption from the Classified Service, to remove "part-time playground positions" from being exempt from the classified service per Assembly Bill 2160.

**PERSONNEL COMMISSION**

**ROWLAND UNIFIED SCHOOL DISTRICT**

March 1, 2022

**ITEM 9.1 EXAM REVIEW**

The following recruitments were initiated since the last Personnel Commission meeting:

<b>Classification</b>	<b>Length of Eligibility List</b>	<b>Number of Positions</b>	<b>Hours / Months</b>	<b>Last Class Description Revision</b>	<b>Tentative Exam Plan</b>
Cafeteria Lead Worker I	6 months	To fill upcoming vacancies and substitutes	5 to 5.5 hours / 9.5 months	10/2021	<ul style="list-style-type: none"> <li>• Zoom Structured Interview</li> </ul>
Office Assistant/Office Assistant – Bilingual (Spanish) / Office Assistant – Bilingual/Biliterate (Spanish)	6 months	To fill upcoming vacancies and substitutes	Varies	9/2011	<ul style="list-style-type: none"> <li>• Remote Written Exam</li> <li>• Structured Interview</li> <li>• Computer Testing</li> <li>• Bilingual Exam</li> </ul>
School Bus Driver Trainee	N/A	N/A	N/A	6/2014	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
District Patrol	6 months	1	Varies	10/2017	<ul style="list-style-type: none"> <li>• Structured Interview</li> <li>• Performance Exam</li> </ul>
Library Assistant / Library Assistant – Bilingual (Spanish)	6 months	2	3.0/10.0	10/2011	<ul style="list-style-type: none"> <li>• Remote Written Exam</li> <li>• Structured Interview</li> <li>• Bilingual Exam</li> </ul>
Stock Delivery Worker	6 months	To fill upcoming vacancies and substitutes	Varies	3/2019	<ul style="list-style-type: none"> <li>• Remote Written Exam</li> <li>• Structured Interview</li> </ul>

**Recommendation**

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



## ROWLAND UNIFIED SCHOOL DISTRICT

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

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

INVITES APPLICATIONS FOR THE POSITION OF:

### **CAFETERIA LEAD WORKER I**

#### SALARY

\$15.26 - \$18.60 – HOURLY

*An Equal Opportunity Employer*

OPENING DATE: Friday, January 28, 2022

FINAL FILING DATE: February 22, 2022

#### **POSITION:**

There are several part-time substitute positions available. Hours vary between five (5.0) hours per day, five (5) days per week, nine and one half (9.5) months per year and five and one half (5.5) hours per day, five (5) days per week, nine and one half (9.5) months per year. An eligibility list is being established to hire substitutes and fill future vacancies.

#### **SUMMARY OF DUTIES:**

Serves as lead worker and participates in the operation of a serving kitchen that participates in school meal programs; assists in the preparation and serving of a variety of food; conducts inventory; maintains a variety of records and reports; requisitions food and supplies; cleans equipment and utensils and maintains food service facilities in a clean and sanitary condition.

#### **QUALIFICATIONS**

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

**EXPERIENCE:** Two years of experience in large quantity food preparation and/or serving is required.

#### **LICENSE / CERTIFICATION / TRAINING REQUIREMENTS:**

- A valid and current Food Safety Manager Certificate, approved by the state of California is required and shall be obtained during the initial probationary period, and must be maintained during employment.
- 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.
- USDA Professional Standards: Maintain a minimum of 6 hours of annual continuing education/training in the areas of Child Nutrition Programs and food safety.

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

- **High School Diploma or equivalent**

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

**WORK ENVIRONMENT:** Employees in this classification work primarily inside a school kitchen or cafeteria environment, with frequent interruptions, changing priorities and short deadlines, in varying temperatures including extreme heat from ovens and steamers and extreme cold from walk-in refrigerators and freezers, in contact with hot food items, with heavy machinery and sharp objects such as knives and slicers, with exposure to chemical agents and fumes from cleaning agents, use a computer, point of sale system and telephone, and may be required to drive an automobile to conduct work.

**PHYSICAL REQUIREMENTS:** Employees in this classification lift, carry, push and pull up to 50 lbs. without assistance; stand and walk for extended periods of time; sit, stoop, bend at the waist; use fingers, wrists and/or hands repetitively in a slicing or twisting motion or while applying pressure; use both hands simultaneously; dexterity of hands and fingers to operate kitchen equipment; carry, push or pull food trays for pans, carts, materials and supplies; reach overhead, above the shoulders and horizontally; speak clearly; hear normal conversation; and see small details.

## **FILING PERIOD**

Applications for this position will be accepted online through **Tuesday, February 22, 2022, until 4:30 p.m.** Log on to [www.rowlandschools.org](http://www.rowlandschools.org), Departments → Personnel Commission → Classified Job Openings.

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

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## **EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION**

The examination may consist of the following:

- Job Related Written Examination, Performance Test, and Structured Interview

**Salary Range: 14 ½**

## **PROOF OF EDUCATION**

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

## **ADVANCED SALARY STEP PLACEMENT**

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

## **APPOINTMENT**

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

INVITES APPLICATIONS FOR THE POSITION OF:

**OFFICE ASSISTANT: \$17.26 - \$21.05 HOURLY**

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

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

*An Equal Opportunity Employer*

**OPENING DATE: January 28, 2022**

**FINAL FILING DATE: February 22, 2022**

### **POSITION**

Eligibility lists are being established to fill future vacancies for the next six months as well as hire substitutes for the classifications of: Office Assistant, Office Assistant – Bilingual (Spanish), Office Assistant – Bilingual/Biliterate (Spanish).

If you wish to be considered for the BILINGUAL positions, please indicate in the supplemental questions you will be asked at the end of the application process. You will be tested for your ability to speak and write in the second language as part of the testing process. A list will be established to hire subs and fill future vacancies for the next 6 months.

### **SUMMARY OF DUTIES**

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

### **QUALIFICATIONS**

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

**EXPERIENCE:** Clerical experience is desirable.

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

- **Proof of Education (High School Diploma or equivalent, highest completed degree - AA/BA/MA)**
- **A valid and current First Aid Certificate, comparable to the American Red Cross Standard First Aid Certificate (copy front & back)**

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

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

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

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

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

## **FILING PERIOD**

Applications for these positions will be accepted on-line only, from **Friday, January 28, 2022, to Tuesday, February 22, 2022, until 4:30 p.m.**

Log on to [www.rowlandschools.org](http://www.rowlandschools.org), Departments → Personnel Commission → Classified Job Openings.

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

## **EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION**

The examination may consist of the following:

- Job Related Written Exam
- Structured Interview / Technical Project / Computer Performance Exams
- Bilingual evaluation (if applicable)

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

### **PROOF OF EDUCATION:**

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

### **ADVANCED SALARY STEP PLACEMENT**

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

### **APPOINTMENT**

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

\*For a more detailed job description, including benefits/leave information, please go to [www.rowlandschools.org](http://www.rowlandschools.org)

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





ROWLAND UNIFIED SCHOOL DISTRICT  
Personnel Commission  
1830 S. Nogales Street  
Rowland Heights, CA 91748  
[www.rowlandschools.org](http://www.rowlandschools.org)

INVITES APPLICATIONS FOR THE POSITION OF:

**SCHOOL BUS DRIVER TRAINEE**

*An Equal Opportunity Employer*

**OPENING DATE: February 11, 2022**

**FINAL FILING DATE : April 1, 2022**

**POSITION:**

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

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

**SUMMARY OF DUTIES**

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

**DISTINGUISHING CHARACTERISTICS**

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

**QUALIFICATIONS**

EDUCATION: Graduation from high school or equivalency is desirable.

EXPERIENCE: No experience required.

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

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

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

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

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

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

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

**FILING PERIOD:**

Applications for this position will be accepted online only, Friday, February 11, 2022 to Friday, April 1, 2022 at 4:30 pm.

\* APPLICANTS WILL BE SENT NOTIFICATIONS BY E-MAIL ONLY

**TRAINING INFORMATION:**

**In person at Rowland Instructional Center located at 1006 South Otterbein Avenue, Rowland Heights, CA 91748:  
*Tentatively scheduled to begin Friday, April 29, 2022.***

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

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

**Behind-The-Wheel Training:** ***Beginning date TBD***

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

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

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

**SUPPLEMENTAL INFORMATION**

**A SCHOOL BUS DRIVER MUST:**

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

**RATE OF PAY AFTER COMPLETION OF PROGRAM:**

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

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

**\*For a more detailed job description, please log on to: [www.rowlandschools.org](http://www.rowlandschools.org) → Our District → Personnel Commission → Classified Job Openings**

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



## ROWLAND UNIFIED SCHOOL DISTRICT

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

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

INVITES APPLICATIONS FOR THE POSITION OF:

### **DISTRICT PATROL**

#### SALARY

**\$19.08 - \$23.23 – HOURLY**

*An Equal Opportunity Employer*

OPENING DATE: February 11, 2022

FINAL FILING DATE: March 7, 2022

#### **POSITION**

There is currently one (1) position available, eight (8) hours per day, five (5) days per week, twelve (12) months per year. This position may work weekends. The tentative work schedules may be 2:30 p.m. – 11:00 p.m. An eligibility list will be established to hire substitutes and to fill future vacancies.

#### **SUMMARY OF DUTIES**

Under general direction of a District Administrator or designee, patrols District work sites, campuses, parking lots and related areas to ensure facilities are properly secured; observes and controls behavior of students and determines if unauthorized visitors are on such premises; approaches such visitors to determine the reasons for their presence and assists them; encourages unauthorized visitors to leave voluntarily using tact, persuasion and good judgment; responds to alarms and observes site to determine if there are intruders; calls police for assistance in handling intruders and unauthorized visitors; makes emergency maintenance repairs; secures premises; and completes various records and reports.

#### **QUALIFICATIONS**

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

**EXPERIENCE:** One year of experience in security/safety work or law enforcement is required. A certificate of completion from a California Basic P.O.S.T. Training Academy can be substituted for the required experience. The certificate of completion must be dated within the last three years.

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

- **High School Diploma/Equivalent or highest completed diploma (GED, AA/BA/MA)**
- **P.O.S.T Training Academy Certificate (dated within the last 3 years) is required if being substituted for the required experience.**

Document(s) may also be emailed to [Arlene.Zamudio@RowlandSchools.org](mailto:Arlene.Zamudio@RowlandSchools.org). **Applications without the supporting document(s) will be considered incomplete and will be disqualified.** Transcripts/Diplomas from foreign countries must be certified to meet the US equivalent to be considered.

**LICENSE REQUIREMENTS:** Possession of a valid, Class C, California Driver license and a good driving record is required prior to and during employment. A current SB 1626 Training Certificate in accordance with 832.2 of California Penal Code, compliant with California Education Code Section 38001.5, must be completed within six months of hire at the employee's expense.

**ENVIRONMENT:** Employees in this classification work both inside and outside, in varying weather conditions, with exposure to verbal abuse, harassment, potential physical hazards when intervening in anti-social, illegal activity, and/or physical fights or confrontations, in the absence of immediate supervision, and in direct contact with students, the public, and District personnel.

**PHYSICAL REQUIREMENTS:** Employees in the classification lift and carry up to 50 lbs, push/pull, climb stairs and ramps, run, stoop/bend, twist or apply pressure with wrists or hands, use both hands and/or legs simultaneously, speak clearly, hear, have depth perception, have color vision/distinguish shades, see small details and for long distances, operate a computer, radio, or mobile phone, and drive a vehicle.

## FILING PERIOD

Applications for this position will be accepted online only starting **Friday, February 11, 2022, to Monday, March 7, 2022 until 4:30pm.**

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

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## **EXAMINATION – OPEN / PROMOTIONAL WITH DUAL CERTIFICATION**

The examination may consist of the following:

- Written Test
- Structured Interview / Technical Project

**Classified Salary Range: 19**

## **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 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.*

## **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.

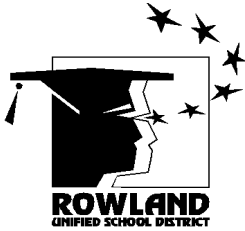
## **VETERANS' CREDIT**

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 log on to [www.rowlandschools.org](http://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](http://www.rowlandschools.org)

INVITES APPLICATIONS FOR THE POSITION OF:

**LIBRARY ASSISTANT**: \$17.26 - \$21.05 HOURLY

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

*An Equal Opportunity Employer*

OPENING DATE: February 18, 2022

FINAL FILING DATE: March 14, 2022

### **POSITION:**

There are TWO immediate Library Assistant positions available:

Villacorta Elementary School – 3 hours per day, 10 months per year.

*Tentative hours are 9:00 AM to 12:00 PM.*

Alvarado Intermediate School – 3.75 hours per day, 10 months per year

*Tentative hours are 9:35 AM to 1:20 PM.*

Eligibility lists are being established to hire substitutes and to fill future vacancies for Library Assistant and Library Assistant - Bilingual (Spanish).

### **SUMMARY OF DUTIES**

Provides assistance to students and teachers in locating materials and using library resources; handles circulation (e.g., checking books in/out, receiving/shelving); operates a computer to maintain circulation/inventory records; works in a resource center providing assistance to teachers in locating instructional materials.

### **QUALIFICATIONS**

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

**EXPERIENCE:** Six months of clerical experience or experience working with school-age children.

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### **Applicants must provide a copy of the following at the time of application:**

- A copy of your High School Diploma or equivalent (HS Diploma, GED, AA, BA, MA) is required.

You may upload your documents to your application or email them to [cvahimarae@rowlandschools.org](mailto:cvahimarae@rowlandschools.org). Applications without supporting documents will be considered **incomplete** and will be **disqualified**. Transcripts or diplomas from foreign countries must be certified to meet the [US equivalent](#). Please Note: Email is the preferred method of communication.

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### **WORK ENVIRONMENT:**

Employees in this classification work primarily inside a school library or resource center environment, with constant interruptions, and have direct contact with students and the public.

### **PHYSICAL REQUIREMENTS:**

Employees in this classification stand, walk, sit, stoop/bend, lift and carry up to 25 lbs. or up to 50 lbs. with assistance, use fingers repetitively, use wrists or hands repetitively in a twisting motion; use both hands simultaneously, speak clearly, hear normal conversation, and see small details

## FILING PERIOD

Applications for these positions will be accepted online only, from Friday, February 18, 2022 to Monday, March 14, 2022, until 4:30 pm.

Log on to [www.rowlandschools.org](http://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.

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## EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

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

**Salary Range: Library Assistant: 17 – Library Assistant-Bilingual (Sp): 17 ½**

### **PROOF OF EDUCATION:**

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

### **ADVANCED SALARY STEP PLACEMENT**

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

### **APPOINTMENT**

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

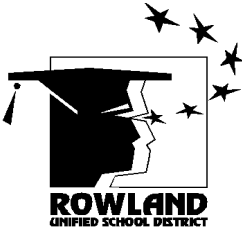
For entry level classes, veterans with thirty (30) days or more of active service (during a time of war or national emergency) who obtain a passing score shall be allowed an additional credit of five (5) points and disabled veterans receive ten (10) additional points. Entry-level positions are defined 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](http://www.rowlandschools.org)

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**ROWLAND UNIFIED SCHOOL DISTRICT**

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

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

INVITES APPLICATIONS FOR THE POSITION OF:

**STOCK DELIVERY WORKER:**

\$19.54 - \$23.81 HOURLY

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

An Equal Opportunity Employer

OPENING DATE: February 18, 2022

FINAL FILING DATE: March 14, 2022

**POSITION**

Stock Delivery Worker positions are typically eight (8) hours per day, five (5) days per week, twelve (12) months per year. An eligibility list will be established to hire substitutes and fill future vacancies for the next six (6) months.

**SUMMARY OF DUTIES**

Under the direction of the assigned supervisor, receives, stores and distributes a variety of perishable and staple goods, equipment and supplies; drives a truck following designated routes; loads and unloads food carts; picks up and delivers mail, district property, and determines proper postage and meters mail.

**QUALIFICATIONS**

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

**EXPERIENCE:** One (1) year of full-time experience in receiving, storing, and/or issuing stock, including at least six (6) months of experience driving a box truck weighing at least 7 tons is required. Forklift operator certificate is desirable.

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

- **High School Diploma or equivalent**

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

**LICENSE/LANGUAGE REQUIREMENT:**

- A valid, Class C, California Driver License and a good driving record is required and must be maintained during employment.
- Positions employed by the Nutrition Services Department ONLY - USDA Professional Standards: Maintain a minimum of 6 hours of annual continuing education/training in the areas of Child Nutrition Programs and food safety.

**PHYSICAL REQUIREMENTS:**

Employees in this classification will require the strength to frequently lift and carry objects weighing up to 75 pounds, over 75 pounds with assistance, push/pull heavy objects, maintain balance stoop/bend, kneel, crouch, bend repeatedly, reach overhead, repetitively use fingers, repetitively use wrists or hand in a twisting motion or while applying pressure, use both hands/legs simultaneously, have rapid muscular coordination, stamina to stand and walk for long periods of time, 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, and a telephone.

## **FILING PERIOD**

Applications for this position will be accepted online only from **Friday, February 18, 2022 through Monday, March 14, 2022 until 4:30 p.m.**

Please visit [www.rowlandschools.org](http://www.rowlandschools.org), Departments → Personnel Commission → Classified Job Openings

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## **EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION**

The examination may consist of the following:

- Job Related Written Examination
- Structured Interview / Performance Exercise

**Salary Range: 19 ½**

### **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 visit [www.rowlandschools.org](http://www.rowlandschools.org). → Departments → Personnel Commission → Classified Job Openings

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**PERSONNEL COMMISSION  
ROWLAND UNIFIED SCHOOL DISTRICT**

March 1, 2022

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ITEM 9.4 DISQUALIFICATION OF ELIGIBLES AND REMOVAL OF NAMES FROM ELIGIBILITY LISTS

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

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

ELIGIBILITY LIST RECRUITMENT NUMBER	PERSON I.D. PERSONNEL COMMISSION RULE REFERENCE
Instructional Assistant II (D-21/22-08) and Instructional Assistant II – Bilingual (Mandarin) (D-21/22-35)	PC Rule 6.1.10.4 – A written request by the eligible for removal. <ul style="list-style-type: none"><li>• ID# 7427331</li></ul>
School Bus Driver (D-21/22-11)	PC Rule 6.1.10.6 – Refusing an employment offer after certification as an eligible and available for appointment <ul style="list-style-type: none"><li>• ID# 47081175</li></ul>

A copy of the written notification to the eligible(s) is provided to the Personnel Commission in the Personnel Commission Office.

**Recommendation**

The Personnel Commission is requested to ratify removal of the foregoing eligible(s) from the eligibility list(s) specified herein.