

**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)]

June 7, 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\\_ALQ3Aov2RX-R0h\\_C4xYNhA](https://rowlandschools-org.zoom.us/webinar/register/WN_ALQ3Aov2RX-R0h_C4xYNhA)

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/16B6meuVu4uwjiff7>. During the meeting you will be invited to share your comments verbally.

Please be advised that this meeting is being audio recorded.

**June 7, 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	_____	<u>ABSENT</u>

3. **PRELIMINARY**

3.1 Pledge of Allegiance to the Flag

3.2 Consider adopting the Agenda as submitted for Tuesday, June 7, 2022 or adopting the Agenda with the following corrections/modifications for June 7, 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/16B6meuVu4uwjiff7> . 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 May 3, 2022. (Ref. 7.1)

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

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

7.2 Approve the Personnel Commission's meeting schedule for 2022 – 2023. (Ref. 7.2)

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Advanced Salary Step Placement

a. Consider approving the advanced salary step request from Dr. Yesenia Alvarez, Principal, Hurley Elementary, to employ Applicant ID# 45579283 in the class of Health Assistant – Bilingual (Spanish) at Step B of Range 17.5 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 Chris Ferrero, Director, Maintenance and Operations, to employ Applicant ID# 47246765 in the class of Grounds Maintenance Worker at Step E of Range 19 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 Cesar Rivas, Safety Operations Manager, to employ Applicant ID# 45395713 in the class of District Patrol at Step E of Range 19 on the Classified Salary Schedule. (Ref. 8.1c) & (Ltd. Dist.)

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

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

## 8.2 Reallocation

Consider approving the recommended re-allocation of an Office Assistant position to an Office Assistant – Bilingual (Spanish) position along with the incumbent. (Ref 8.2)

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

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

## 8.3 Resolution No. 21-22:05 – Personnel Commission Authority to Hold Virtual Meetings

In Accordance with Assembly Bill 361, the Personnel Commission wishes to adopt Resolution No. 21-22:05, Continuing the Personnel Commission Authority to Hold Virtual Meetings, to allow the Personnel Commission to hold teleconference meetings. (Ref. 8.3)

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

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

## 8.4 Reclassification

Consider not approving the reclassification of a Lead Stock Delivery Worker to Warehouse Supervisor. (Ref. 8.4)

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

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

## 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(s):

- a) Library Assistant (D-21/22-88)
- b) Library Assistant – Bilingual (Spanish) (D-21/22-89)

### 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) Administrative Secretary (D-21/22-78)
- b) Administrative Secretary – Bilingual (Spanish) (D-21/22-79)
- c) Executive Secretary (D-21/22-77)
- d) Food Service Assistant III (D-21/22-80)
- e) Instructional Assistant I (D-21/22-57)
- f) Instructional Assistant I – Bilingual (Spanish) (D-21/22-58)
- g) Instructional Assistant I – Bilingual / Biliterate (Spanish) (D-21/22-70)
- h) Library Assistant (D-21/22-73)
- i) Library Assistant – Bilingual (Spanish) D-21/22-74)
- j) Playground Supervision Aide (D-21/22-76)

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)

- Campus Aide (D-21/22-45)
  - ID # 48684732 – PC Rule 6.1.10.4
- Food Service Assistant I (D-21/22-50)
  - ID # 48616023 – PC Rule 6.1.10.6
- Executive Secretary (D-21/22-77)
  - ID # 49507202 – PC Rule 6.1.10.4
- Grounds Maintenance Worker (D-21/22-52)
  - ID # 26741102 – PC Rule 6.1.10.8
  - ID# 33390563 – PC Rule 6.1.10.1
  - ID# 43767495 – PC Rule 6.1.10.4
- Custodian (D-21/22-51)
  - ID # 34096172 – PC Rule 6.1.10.7

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

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

10. CLOSED SESSION

Recess to closed session to discuss:

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

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

**THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED ON TUESDAY, JULY 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 MAY 3, 2022  
MEETING HELD IN-PERSON AND VIA ZOOM**

The meeting of the Personnel Commission of the Rowland Unified School District was called to order at 4:40 p.m., with the Pledge of Allegiance led by Ms. Jessica Landin, Personnel Analyst.

Members Present:           Sabrina Lee, Chair  
                                  Judy Nieh, Vice Chair (via Zoom)  
                                  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, May 3, 2022.

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

- Food Service Assistant III
- Custodian
- Senior Custodian
- Plant Supervisor
- Health Assistant Series
- School Bus Driver Trainee
- Medi-Cal Billing & Program Specialist Series

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

- IA I Series – Remote Assessment Test; Structured Interview
- Library Assistant Series – Structured Interview
- Stock Delivery Worker – Structured Interview
- Playground Supervision Aide – Remote Quiz
- Executive Secretary – Structured Interview / Technical Project
- Administrative Secretary Series – Remote written test

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

- Instructional Assistant II – Bilingual (Mandarin)
- Food Service Assistant I
- Health Assistant – Bilingual (Spanish)
- Instructional Assistant I
- Office Assistant (multiple)
- Custodian
- Campus Aide (multiple)
- District Patrol

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

- 3 – Campus Aide
- 1 – Custodian
- 2 – Food Service Assistant I
- 1 – Instructional Assistant II – Substitute
- 1 – Office Assistant
- 1 – Personal Care Assistant
- 2 – Playground Supervision Aide
- 1 – Textbook/Media Assistant
- 1 – Senior Account Clerk

#### Updates/Reminders/Remarks:

- At the April PC meeting, Ms. Lee requested that I follow up with Ms. Katherine Connaughton, Community Member, regarding her comment about the current salary schedule. I was able to get in touch with her regarding the concerns and listened to her feedback. She appreciated that I followed up with her.
- Per the direction of the Personnel Commissioners, I sent an email out to the District Leadership Team regarding employees working within their classification.
- Staff is working on three classification questionnaires from employees and they are in different stages:
  - Verifying the information with supervisor and employee
  - Desk audit to be scheduled
  - Meeting scheduled with employee and the supervisor at the end of May
- District Classification Study Update:
  - The Advisory Team worked hard to communicate to all employees regarding the deadline to submit their PDQ's to the District Office. The Advisory Team met on April 22 to sort all PDQs by job family. 402 Position Description Questionnaires (PDQ) were submitted to Ewing Consulting on April 22, 2022. Ewing is in the process of reviewing the PDQs and will begin setting up interviews with employees. I want to thank the Advisory Team for working hard to get a 50% return of the PDQs from employees and for all their hard work, collaboration, and communication they have put into the process thus far.
- This year the Personnel Commission will celebrate Classified Employees week by travelling to 26 sites during the week of May 16 to May 19 to deliver some sweet treats. Employees will be receiving a link to indicate their interest in attending the event on a particular date and time. I want to thank Schools First Credit Union, Credit Union of Southern California, Chaffey Credit Union, the Commissioners, and Costco for providing the donations to make this event possible.

#### **COMMUNICATIONS**

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

#### **HEARINGS**

6. The public hearing on the proposed Personnel Commission Budget for the Fiscal Year 2022-2023 opened at 4:48 p.m.

The hearing on the proposed Personnel Commission Budget for the Fiscal Year 2022-2023 closed at 4:49 p.m. with no comments

#### **PERSONNEL COMMISSION**

- 7.1 Recommendation: Adopt the Personnel Commission Budget for 2022 – 2023.

Ms. Stiegelmar expressed her appreciation to Fiscal Services for collaborating with Personnel Commission staff to review budget information.

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

7.2 Recommendation: Approve the minutes of the meeting of April 5, 2022.

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

7.3 The Personnel Commission received the Personnel Commission meeting schedule for 2022 – 2023

## **ITEMS FOR DISCUSSION AND/OR ACTION**

### **Advanced Salary Step Placement**

8.1a Recommendation: To consider approving the advanced salary step request from Nicole Hernandez, Coordinator, Special Education, to employ Applicant ID# 43944817 in the class of Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule

Motion made by:	Sharon Fernandez	Vote:	Sharon Fernandez	Yes
Seconded by:	Judy Nieh		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# 49221745 in the class of Instructional Assistant II at Step D of Range 16 on the Classified Salary Schedule.

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

8.1c Recommendation: To consider approving the advanced salary step request from Nicole Hernandez, Coordinator, Special Education, to employ Applicant ID# 14793018 in the class of Instructional Assistant II at Step E of Range 16 on the Classified Salary Schedule.

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

8.1d Recommendation: To consider approving the advanced salary step request from Nicole Hernandez, Coordinator, Special Education, to employ Applicant ID# 48984268 in the class of Instructional Assistant II at Step C of Range 16 on the Classified Salary Schedule.

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

8.1e Recommendation: To consider approving the advanced salary step request from Silvia Rivas, Director, Special Projects, to employ Applicant ID# 42138829 in the class of Instructional Assistant II – Bilingual/Biliterate (Mandarin) at Step B of Range 17 on the Classified Salary Schedule.

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

- 8.1f Recommendation: To consider approving the advanced salary step request from Rosana McLeod, Director, Purchasing Services, to employ Applicant ID# 28288958 in the class of Office Assistant at Step E of Range 17 on the Classified Salary Schedule.

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

- 8.1g Recommendation: To consider approving the advanced salary step request from Mariela Moscal, Principal, Ybarra Academy, to employ Applicant ID# 49327122 in the class of Campus Aide at Step D of Range 12 on the Classified Salary Schedule.

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

8.2 Resolution No. 21-22:04 – Personnel Commission Authority to Hold Virtual Meetings

In Accordance with Assembly Bill 361, the Personnel Commission wishes to adopt Resolution No. 21-22:04, Continuing the Personnel Commission Authority to Hold Virtual Meetings, to allow the Personnel Commission to hold teleconference meetings.

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

**EXAMINATIONS/ELIGIBILITY LISTS**

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

- a) Food Service Assistant III (D-21/22-80)
- b) Custodian (D-21/22-81)
- c) Senior Custodian (P-21/22-82)
- d) Plant Supervisor (P-21/22-83)
- e) Health Assistant (D-21/22-84)
- f) Health Assistant – Bilingual (Spanish) (D-21/22-85)
- g) School Bus Driver Trainee (0-09)
- h) Medi-Cal Billing and Program Specialist (D-21/22-86)
- i) Medi-Cal Billing and Program Specialist – Bilingual (Spanish) (D-21/22-87)

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

- 9.3 Recommendation: To ratify the following eligibility lists:

- a) Campus Aide (D-21/22-45)
- b) District Patrol (D-21/22-72)
- c) Food Service Assistant I (D-21/22-50)
- d) Office Assistant (D-21/22-66)
- e) Office Assistant – Bilingual (Spanish) (D-21/22-67)
- f) Office Assistant – Bilingual / Bilingual (Spanish) (D-21/22-68)
- g) Stock Delivery Worker (D-21/22-75)

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

- Custodian (D-21/22-51)
  - ID # 43944817 – PC Rule 6.1.10.4
  - ID # 25894531 – PC Rule 6.1.10.4
  - ID # 31165124 – PC Rule 6.1.10.6
  - ID # 28713725 – PC Rule 6.1.10.1
  - ID # 25381853 – PC Rule 6.1.10.3
  - ID # 48524772 – PC Rule 6.1.10.7
- Personal Care Assistant (D-21/22-04)
  - ID # 36870573– PC Rule 6.1.10.6
  - ID # 43944817– PC Rule 6.1.10.4
  - ID # 45577689– PC Rule 6.1.10.8
- Instructional Assistant I (D-21/22-57)
  - ID # 43944817– PC Rule 6.1.10.4

Motion made by: Sharon Fernandez  
Seconded by: Judy Nieh

Vote: Sharon Fernandez Yes  
Sabrina Lee Yes  
Judy Nieh Yes

**CLOSED SESSION**

Recess to closed session to discuss:

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

Time Recessed: 5:01 p.m. Time Reconvened to Open Session: 6:51 p.m.

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

**ADJOURNMENT**

To adjourn the meeting at 6:52 p.m.

Motion made by: Sharon Fernandez  
Seconded by: Judy Nieh

Vote: Sharon Fernandez Yes  
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, MAY 3, 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.*



## ROWLAND UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

June 7, 2022

### **BULLETIN**

### **PLEASE POST**

#### *For Information*

**TO: All Classified Employees and Administrative Personnel**  
**FROM: Joan Stiegelmar, Personnel Director**  
**RE: 2022-2023 Personnel Commission Meetings**

Personnel Commission meetings are typically scheduled on the first Tuesday of each month, except as noted below. Meetings for the 2022-2023 school year are tentatively scheduled as follows:

July 5, 2022

August 2, 2022

September 6, 2022

October 4, 2022

November 1, 2022

December 6, 2022

\*January 10, 2023\*

February 7, 2023

March 7, 2023

April 4, 2023

May 2, 2023

June 6, 2023

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

\*Meetings changed from the first Tuesday of the month.

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

The Commission is in receipt of a request from Dr. Yesenia Alvarez, Principal, Hurley Elementary, to employ Applicant ID #45579283 as Health 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**  
**GROUND'S MAINTENANCE WORKER**

The Commission is in receipt of a request from Chris Ferraro, Director, Maintenance and Operations, to employ Applicant ID #47246765 as Grounds Maintenance Worker at Step E of Range 19 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step E of Range 19 on the Classified Salary Schedule.

**PERSONNEL COMMISSION**  
**ADVANCED SALARY STEP PLACEMENT**  
**FOR**  
**DISTRICT PATROL**

The Commission is in receipt of a request from Cesar Rivas, Safety Operations Manager, to employ Applicant ID #45395713 as District Patrol at Step E of Range 19 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 15 years of job-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 19 on the Classified Salary Schedule.



ROWLAND UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
MEMORANDUM

May 16, 2022

TO: Dennis Bixler, Assistant Superintendent – Human Resources

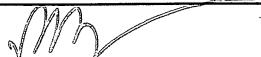
FROM: Joan Stiegelmar, Personnel Director

RE: **RECOMMENDED REALLOCATION OF AN OFFICE ASSISTANT POSITION TO  
AN OFFICE ASSISTANT – BILINGUAL (Spanish) along with the incumbent**

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

Your input concerning the recommended reallocation is important. The Personnel Commission will consider approving this at the regular meeting on Tuesday, June 7, 2022.

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

<input checked="checked" type="checkbox"/> I agree with the recommended reallocation.	<input type="checkbox"/> I disagree with the reallocation, and recommend the adjustments noted above.
Signature: 	Date: 5-25-22

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

PC22-423

Ref. 8.2

## PERSONNEL COMMISSION

### ROWLAND UNIFIED SCHOOL DISTRICT

June 7, 2022

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#### ITEM 8.3 RATIONALE FOR RESOLUTION No. 21-22:05 – 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-21-22:05

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 June 7, 2022.

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

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

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

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

**PERSONNEL COMMISSION  
ROWLAND UNIFIED SCHOOL DISTRICT**

June 7, 2022

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ITEM 8.4      **CONSIDER NOT APPROVING THE RECLASSIFICATION OF A LEAD STOCK  
DELIVERY WORKER TO WAREHOUSE SUPERVISOR**

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Staff met with Mr. Daniel Meneses, Lead Stock Delivery Worker and Ms. Rosana McLeod, Director of Purchasing Services on April 25, 2022 in regards to a classification questionnaire that was submitted requesting for his position to be studied. Staff met with Mr. Meneses an additional time on May 6, 2022 to collect additional information.

**BACKGROUND:**

The warehouse staff currently consists of a Lead Stock Delivery Worker and four Stock Delivery Workers. Prior to Mr. Meneses's promotion in 2017, the warehouse staff consisted of a Warehouse Supervisor and three Stock Delivery Workers. When the Warehouse Supervisor retired in 2017, Ms. McLeod requested for the Personnel Commission to establish the classification of Lead Stock Delivery Worker. Ms. McLeod communicated to staff that this new position was needed in order to accomplish many of the same duties that were assigned to the Warehouse Supervisor minus the supervisory functions. According to the PC Agenda from September 12, 2017 Item 7.2, when the position of Lead Stock Delivery Worker was created it was stated that "with this new position the Director of Purchasing Services will assume the supervisory duties and the Lead Stock Delivery Worker will organize and delegate the daily workload of the warehouse."

Upon successfully passing the examination for Lead Stock Delivery Worker and being placed on the eligibility list, Mr. Meneses was selected and promoted to Lead Stock Delivery Worker in December, 2017. As the Lead Stock Delivery Worker he leads, organizes, and participates in the District warehousing operation and distribution activities including receiving, processing, storing, and issuing District supplies, equipment, and mail; assures District sites receive timely deliveries; leads and trains Stock Delivery Workers ensuring compliance with department procedures and safe working practices; and coordinates the handling of supplies and materials, including pick up, storage and readiness for the sale of surplus items.

Mr. Meneses reports that he steadily worked within the confines of his job description for the first year as the Lead Stock Delivery Worker and began taking on additional duties in 2018. He describes attending meetings with Ms. McLeod to plan staffing and logistics, providing input on the logistical aspect of moving teachers' classrooms, creating schedules to rotate the staff through the various roles of the Stock Delivery Workers, providing feedback and participating in performance evaluations, recommending disciplinary action, and approving vacation time.

When staff followed up on the additional duties Mr. Meneses reported he was undertaking, it was found that many of the duties were currently part of his job description (pages 3 to 5). Staff did find a few duties that did not correlate with his current job description which are identified below. The information in quotes was taken from Mr. Meneses' position classification questionnaire and the bullet point below the quote is staff findings:

- "I participated in the final interviews and the decision to make the hire was left entirely up to me, which is usually a Supervisor decision."
  - Mr. Meneses has made a hiring recommendation to the Director of Purchasing Services one time since he was employed as a Lead Stock Delivery Worker.
- "Prepared employee evaluations to propose to Director of Purchasing."
  - This statement could not be verified as there are no completed evaluations in any of the four Stock Delivery Worker employee files. PC Staff verified with Human Resources (HR)

if there were any evaluations that were not filed yet and HR confirmed that all evaluations had been filed.

- “I began disciplining employees (verbally).”
  - Mr. Meneses provided a few examples with regards to the same employee that focused primarily on tardiness.
- “I was asked by the Personnel Commission (PC) to look into some of the questions for the written exam and also prepare and plan the interview.”
  - It is customary for PC staff to confer with a subject matter expert prior to implementing exam procedures to ensure the relevancy and validity of test content. In this case, staff did ask for Mr. Meneses’ feedback and asked him to assist with setting up the materials needed for the technical project. He was provided a detailed list of items needed and a map of how PC staff needed them set up to ensure the clarity of the communication. He followed the established procedures staff provided to him.

One of the key aspects in evaluating a position is reviewing consistency within the incumbent’s class description. This is accomplished by identifying key duties that are outside of that job description and comparing those to existing similar class descriptions to see if they are comparable. It is not only additional duties that influence how a position is classified, but more importantly, identifying with what frequency the higher-level duties are performed. Lastly, the key factor is the gradual accretion of duties over time.

When the District requested for the Lead Stock Delivery Worker classification to be established, it was communicated that this new job description was intended to replace the Warehouse Supervisor classification. It is for this reason, that many of the duties are very similar. The distinction is made in that the Lead Stock Delivery Worker omits all reference to formal supervisory duties. Those duties are defined as those which would require the incumbent to prepare and deliver formal written evaluations and make independent hiring decisions. At that time, it was understood that those duties were not being performed with much frequency and Ms. McLeod understood that she would need to assume these duties.

Mr. Meneses reports to performing these same duties and they were confirmed by Ms. McLeod, however, staff found that these duties have only been performed minimally and do not encompass a large amount of the incumbent’s time. As previously referenced, only one Stock Delivery Worker has been hired since Mr. Meneses became the Lead Stock Delivery Worker. The verbal coaching provided to one employee occurred within the last few months regarding tardiness.

The basis for a reclassification is entirely based on the concept of “gradual accretion” of duties over a period of time. In accordance with Personnel Commission Rule 3.3.6, gradual accretion is defined as:

*“...gradual accretion of the **measurable** addition of duties must occur over a period of two (2) or more years while the employee is assigned to the same position and classification.”*

In reviewing Mr. Meneses’ duties, it is confirmed that the duties that Mr. Meneses is performing are mostly within his current classification of Lead Stock Delivery Worker. At this time, staff did not find enough evidence to support a reclassification due to the fact that the key duties that differentiate the Lead from the Supervisor while important, are not performed with enough frequency to make the recommendation.

If the District finds that these supervisory duties are necessary to the functioning of the Warehouse and Ms. McLeod is no longer able to assume them, PC staff recommends to open the recruitment for Warehouse Supervisor.

### **RECOMMENDATION:**

The Personnel Commission is requested to consider not approving the reclassification request of a Lead Stock Delivery Worker to Warehouse Supervisor.

**Worksheet to connect the Lead Stock Delivery Worker job duties to statements from the classification questionnaire received from Daniel Meneses.**

<b>Lead Stock Delivery Worker</b> <i>Job Duties from Class Description</i>	<b>Daniel Meneses' statements as to the higher-level duties he is performing that relate to Warehouse Supervisor</b>
1. Leads, organizes, and participates in the receipt, storage, issuance and delivery of goods, supplies, equipment, mail, computers and electronic devices.	1. I went from coordinating with my Director, to organizing and planning all warehouse operations. Interaction with my Director became more and more limited. This was due to competence, communication and trust.
2. Coordinates and participates in conducting periodic and annual warehouse inventory; prepares items in stock for inventory, counts and records numbers of stock items, reconciles discrepancies and prepares related reports.	
3. Reviews stock computer reports, recommends stock re-order points, determines quantity of materials needed and recommends discontinuation or purchase of new stock items and maintains computerized stock records and files.	3. I review stock reports from the Purchasing Supervisor and advise on the products to order and the quantities that we need to sustain a well-balanced inventory. Also advise on reorder points and what items we no longer need to carry.
4. Oversees and participates in the preparation and maintenance of records, reports, and files such as equipment inspections, warehouse requisitions, purchase orders, work orders, stock inventory records, Material Data Sheets (MSDS) and daily activity sheets; compiles data and prepares reports regarding assigned activities.	
5. Coordinates and monitors the pickup, storage and readiness for the sale of surplus equipment and furniture.	
6. Checks orders, inspects shipments of materials, supplies and equipment received for conformity to purchase order specifications, noting and reporting shortages, damages or other discrepancies to the Buyer.	
7. Oversees and participates in the filling and processing of requisitions by pulling, packing, and shipping items in accordance with requisition specification.	
8. Provides input for the development, implementation or revision of warehousing systems and procedures.	
9. Maintains inventory levels of commonly used supplies and materials and coordinates ordering of materials and supplies with Buyers.	9. I keep inventory and order supplies that are needed for our Warehouse staff for daily operations.
10. Assists in the planning and implementation of orientation and in-service training programs for warehouse personnel such as OSHA trainings and forklift certification.	
11. Trains and instructs employees in proper warehouse procedures and safe working practices.	11. Train new employees and subs or delegate someone to train them on certain activities.
12. Oversees and assists in maintaining the warehouse and work areas in a clean, safe, and orderly condition.	

13. Maintains processes and procedures for fleet maintenance ensuring vehicles inspections are recorded, preventative maintenance obtained, and that vehicles are maintained in a clean and orderly condition.	
14. Recommends driver assignments, dispatching, routing and scheduling of deliveries to optimize the distribution of goods.	<p>14. I carefully planned and created a delivery schedule that I distribute to every site that shows when they will be receiving their warehouse delivery. It is to allow the school site to know when they will be receiving their supplies each week so they can coordinate on their end and prepare. It creates efficiency on our end and on the receiving end.</p> <p>14. With the okay from my Director I also planned and created a rotation schedule for the warehouse staff. This is to ensure every member of the warehouse staff becomes familiar with every aspect of the Stock Delivery Worker position. They each rotate doing the task of delivery of supplies to school sites, processing and delivery of mail, and daily tasks that are needed to be completed in the warehouse.</p> <p>14. Because of my knowledge of the everyday operations in the warehouse I am the one who approves time off (vacation, sick time, etc.)</p>
15. Loads supplies, equipment, and furniture onto delivery vehicles and unloads upon arrival.	
16. Provides feedback to supervisor for formal evaluations of warehouse staff.	
17. Plans storage locations and utilizes space efficiently.	
18. Operates a computer to input data and checks inventory status.	
19. Communicates with administrators, personnel, outside agencies and vendors to coordinate activities, resolve issues, answer questions, and exchange information.	<p>19. Communicate with Administrators and Supervisors from various departments and sites on tasks that need to be completed. We work together on scheduling and availability of staff.</p> <p>19. Began attending meetings with my Director to provide insight on logistics, equipment needs, and staff availabilities.</p> <p>19. I plan and coordinate with freight companies [outside agencies] for delivery of goods and services to ensure a safe and efficient delivery.</p> <p>19. Keep in constant communication through email with principals when special deliveries and services had to be made to school sites.</p> <p>19. I also answer phone calls and discuss strategy during after-hours and on weekends.</p>

20. Ensures required postal procedures necessary for mail requiring special handling are followed.	
21. Maintains security of materials received in the warehouse.	
22. Drives a box truck to various schools and sites throughout the District.	

<b>Additional Duties Noted by D. Meneses on Classification Questionnaire</b>	
<ul style="list-style-type: none"> <li>• The district flew the position of Stock delivery worker in 2018. I was asked by the Personnel Commission to look into some of the questions for the written exam and also prepare and plan the structural interview. <b><i>(PC staff requested feedback which is a common practice.)</i></b></li> <li>• I participated in the final interviews and the decision to make the hire was left entirely up to me, which is usually a Supervisor decision. <b><i>(One occurrence.)</i></b></li> <li>• Prepared employee evaluations to propose to Director of Purchasing. <b><i>(Not verifiable - None in personnel files.)</i></b></li> <li>• I began disciplining employees (verbally). <b><i>(Confirmed as recent, and a couple of times.)</i></b></li> </ul>	

**PERSONNEL COMMISSION**

**ROWLAND UNIFIED SCHOOL DISTRICT**

June 7, 2022

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ITEM 9.1 EXAM REVIEW

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

Classification	Length of Eligibility List	Number of Positions	Hours / Months	Last Class Description Revision	Tentative Exam Plan
Library Assistant / Library Assistant – Bilingual (Spanish)	6	4	(2) 3.0 hours / 10 months & (1) 3.75 hours / 10 months & (1) 5.0 hours / 10 months	10/2011	<ul style="list-style-type: none"><li>• Remote Written Exam</li><li>• Zoom 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:

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

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

*An Equal Opportunity Employer*

OPENING DATE: May 20, 2022

FINAL FILING DATE: June 13, 2022

### **POSITION:**

There are FOUR (4) immediate Library Assistant/Library Assistant-Bilingual (Spanish) positions available:

- ✓ Northam Elementary School – 5 hours per day, 10 months per year.  
*Tentative hours are 10:00 AM to 3:00 PM. **Note:** This position is Bilingual (Spanish)*
- ✓ Rowland 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.*
- ✓ Yorbita Elementary School – 3 hours per day, 10 months per year.  
*Tentative hours are 11:00 AM to 2:00 PM.*

Eligibility lists are being established to fill current and future vacancies and hire substitutes 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.

### **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.

### **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, May 20, 2022, to Monday, June 13, 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)

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

**PERSONNEL COMMISSION  
ROWLAND UNIFIED SCHOOL DISTRICT**

June 7, 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
Campus Aide (D-21/22-45)	PC Rule 6.1.10.4 – A written request by the eligible for removal. <ul style="list-style-type: none"><li>• ID# 48684732</li></ul>
Food Service Assistant I (D-21/22-50)	PC Rule 6.1.10.6 – Refusing an employment offer after certification as an eligible and available for the appointment. <ul style="list-style-type: none"><li>• ID# 48616023</li></ul>
Executive Secretary (D-21/22-77)	PC Rule 6.1.10.4 – A written request by the eligible for removal. <ul style="list-style-type: none"><li>• ID# 49507202</li></ul>
Grounds Maintenance Worker (D-21/22-52)	PC Rule 6.1.10.8 – Failure to satisfactorily complete all pre-employment and background reviews, including reference checks conducted by the Appointing Authority. <ul style="list-style-type: none"><li>• ID# 26741102</li></ul> PC Rule 6.1.10.1 – Failure to respond within five (5) working days following the date that a written notice regarding the eligible's availability for employment was sent. <ul style="list-style-type: none"><li>• ID# 33390563</li></ul> PC Rule 6.1.10.4 – A written request by the eligible for removal. <ul style="list-style-type: none"><li>• ID# 43767495</li></ul>
Custodian (D-21/22-51)	PC Rule 6.1.10.7 – Three waivers of certification during the life of the eligibility list, except that waivers relating to part-time or limited-term appointments shall not be counted for the purpose of this Rule. <ul style="list-style-type: none"><li>• ID# 34096172</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.