

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT
AGENDA**

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

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

April 5, 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_YitYdpHuSoW65C8UWgc6DQ

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.

April 5, 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, April 5, 2022 or adopting the Agenda with the following corrections/modifications for April 5, 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 March 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 Receive for information the proposed Personnel Commission budget for the 2022-2023 fiscal year. (Ref. 8.1) (Ltd. Dist.)

8.2 Authorize the transmittal of the proposed budget to the Board of Education and CSEA for input; and schedule a hearing on the budget on May 3, 2022.

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Judy Nieh _____

8.3 Advanced Salary Step Placement

a. Consider approving the advanced salary step request from Cesar Rivas, Safety Operations Manager, to employ Applicant ID# 1435213 in the class of District Patrol at Step E of Range 19 on the Classified Salary Schedule. (Ref. 8.3a) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

b. Consider approving the advanced salary step request from John Martinez, Principal, Rowland Elementary, to employ Applicant ID# 21428661 in the class of Office Assistant – Bilingual / Biliterate (Mandarin) at Step E of Range 18 on the Classified Salary Schedule. (Ref. 8.3b) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

- c. Consider approving the advanced salary step request from Maria Davila, Director, Nutrition Services, to employ Applicant ID# 47823125 in the class of Senior Office Assistant – Bilingual/Biliterate (Spanish) at Step B of Range 19.5 on the Classified Salary Schedule. (Ref. 8.3c) & (Ltd. Dist.)

Motion by: _____
 Second by: _____

Vote: Sabrina Lee _____
 Judy Nieh _____
 Sharon Fernandez _____

- d. Consider approving the advanced salary step request from Sylvia Rivas, Director, Special Projects, to employ Applicant ID# 8820706 in the class of Instructional Assistant II – Bilingual / Biliterate (Mandarin) at Step B of Range 17 on the Classified Salary Schedule. (Ref. 8.3d) & (Ltd. Dist.)

Motion by: _____
 Second by: _____

Vote: Sabrina Lee _____
 Judy Nieh _____
 Sharon Fernandez _____

- e. Consider approving the advanced salary step request from John Martinez, Principal, Rowland Elementary, to employ Applicant ID# 47121542 in the class of Instructional Assistant I at Step E of Range 15 on the Classified Salary Schedule. (Ref. 8.3e) & (Ltd. Dist.)

Motion by: _____
 Second by: _____

Vote: Sabrina Lee _____
 Judy Nieh _____
 Sharon Fernandez _____

- f. Consider approving the advanced salary step request from Rosana McLeod, Director, Purchasing Department, to employ Applicant ID# 44017157 in the class of Reprographics Technician at Step C of Range 18.5 on the Classified Salary Schedule. (Ref. 8.3f) & (Ltd. Dist.)

Motion by: _____
 Second by: _____

Vote: Sabrina Lee _____
 Judy Nieh _____
 Sharon Fernandez _____

8.4 Resolution No. 21-22:03 – Personnel Commission Authority to Hold Virtual Meetings

In Accordance with Assembly Bill 361, the Personnel Commission wishes to adopt Resolution No. 21-22:03, Continuing the Personnel Commission Authority to Hold Virtual Meetings, to allow the Personnel Commission to hold teleconference meetings. (Ref. 8.4)

Motion by: _____
 Second by: _____

Vote: Sabrina Lee _____
 Judy Nieh _____
 Sharon Fernandez _____

8.5 Rules

- a. Receive for second reading and consider approving the amendment to Chapter 1, Rule 1.2 – Definitions to add “new employee”. (Ref. 8.5a)

Motion by: _____
 Second by: _____

Vote: Sabrina Lee _____
 Judy Nieh _____
 Sharon Fernandez _____

- b. Receive for second reading and consider approving the amendment to Chapter 3, Rule 3.1.2 – Exemption from the Classified Service. (Ref. 8.5b)

Motion by: _____
 Second by: _____

Vote: Sabrina Lee _____
 Judy Nieh _____
 Sharon Fernandez _____

8.6 Revised Class Description

- a. Receive input from District administration and CSEA regarding the revised classification for Food Service Assistant III. (Ref. 8.6a)
 - i. Approve the revised job description for the classification of Food Service Assistant III.

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

8.7 New Class Description

- a. Consider approving the establishment of the new classification of Braille Transcriber. (Ref. 8.7a)
 - i. Place the new classification of Braille Transcriber in the School Instructional and Auxiliary Services job family.
 - ii. Approve the salary recommendation for the classification of Braille Transcriber at Range 21.5 on the Classified Salary Schedule.

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

- b. Consider approving the establishment of the new classifications of Medi-Cal Billing and Programs Specialist and Medi-Cal Billing and Programs Specialist – Bilingual (Spanish). (Ref. 8.7b)
 - i. Place the new classifications of Medi-Cal Billing and Programs Specialist and Medi-Cal Billing and Programs Specialist – Bilingual (Spanish) in the Secretarial and Clerical Series job family.
 - ii. Approve the salary recommendation for the classification of Medi-Cal Billing and Program Specialist at Range 23.5 and Medi-Cal Billing and Program Specialist – Bilingual (Spanish) at Range 24 on the Classified Salary Schedule.

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:

- a) Playground Supervision Aide (D-21/22-76)
- b) Executive Secretary(D-21/22-77)
- c) Administrative Secretary (D-21/22-78)
- d) Administrative Secretary – Bilingual (Spanish) (D-21/22-79)

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) Cook (D-21/22-62)

- b) Food Service Assistant I (D-21/22-50)
- c) Instructional Assistant II (D-21/22-08)
- d) Instructional Assistant II – Bilingual (Mandarin) (D-21/22-35)
- e) Instructional Assistant II – Bilingual/Biliterate (Mandarin) (D-21/22-36)
- f) Instructional Assistant II – Bilingual (Spanish) (D-21/22-09)
- g) Nutrition Services Operations Manager (D-21/22-63)
- h) Personal Care Assistant (D-21/22-04)
- i) School Bus Driver (D-21/22-11)
- j) Senior Account Clerk (D-21/22-64)
- k) Textbook Media Assistant (D-21/22-60)

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)

- Reprographics Technician (D-21/22-53)
 - ID # 20238480 – PC Rule 6.1.10.6
- Custodian (D-21/22-19)
 - ID # 37774544 – PC Rule 6.1.10.1
- Custodian (D-21/22-51)
 - ID # 48489944 – PC Rule 6.1.10.8
- Instructional Assistant II (D-21/22-08)
 - ID # 28716700 – PC Rule 6.1.10.6
- Behavior Support Assistant (D-21/22-55)
 - ID # 48783540 – PC Rule 6.1.10.6
- Office Assistant (D-21/22-05)
 - ID #25002663 – PC Rule 6.1.10.1
 - ID #47770022 – PC Rule 6.1.10.1
- Office Assistant (D-20/21-52)
 - ID #31216857 – PC Rule 6.1.10.1
- Office Assistant - Bilingual (Spanish) (D-20/21-53)
 - ID #31216857 – PC Rule 6.1.10.1
- Office Assistant - Bilingual (Spanish) (D-21/22-06)
 - ID #25002663 – PC Rule 6.1.10.1
 - ID #47770022 – PC Rule 6.1.10.1
- Office Assistant - Bilingual/Biliterate (Spanish) (D-21/22-07)
 - ID #25002663 – PC Rule 6.1.10.1
 - ID #47770022 – PC Rule 6.1.10.1
- Executive Secretary (D-21/22-40)
 - ID #31677200 – PC Rule 6.1.10.4
- Instructional Assistant II (D-21/22-08)
 - ID #49005410 – PC Rule 6.1.10.4
- Health Assistant (D-20/21-67)
 - ID #33834648 – PC Rule 6.1.10.4
- Food Service Assistant I (D-21/22-50)
 - ID #47080390
- Food Service Assistant I (D-20/21-49)
 - ID #46049850

Motion by: _____
 Second by: _____

Vote: Sabrina Lee _____
 Judy Nieh _____
 Sharon Fernandez _____

THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED ON TUESDAY, MAY 3, 2022 AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM

10. 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 MARCH 1, 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 4:32 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, March 1, 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

- School Bus Driver Trainee
- District Patrol
- Library Assistant / Library Assistant – Bil (SP)
- Stock Delivery Worker

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

- IA II Series – Remote Written Test Assessment
- Food Service Assistant I – Zoom Structured Interview
- Reprographics Technician – Structured Interview and Technical Project
- Behavior Support Assistant Series - Zoom Structured Interview
- IA I Series – Remote Written Test Assessment; Zoom Structured Interview
- Senior Office Assistant – Zoom Structured Interview and Computer Testing
- Textbook Media Assistant – Zoom Structured Interview
- Cook – Structured Interview / Technical Project
- Nutrition Services Operations Manager – Structured Interview / Technical Project

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

- Food Service Assistant I - Multiple
- Instructional Assistant I - Multiple
- Campus Aide
- Personnel Technician
- District Safety
- Custodian - Multiple Vacancies

- Stock Delivery Worker
- Accounting Operations Supervisor
- Behavior Support Assistant
- Nutrition Services Operation Manager

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

- 1 – Administrative Secretary
- 1 – Behavior Support Assistant
- 1 – Campus Aide Substitute
- 1 – Custodian
- 1 – Custodian Provisional
- 2 – Custodian Substitute
- 2 – District Patrol
- 5 – Food Service Assistant I
- 1 – Food Service Assistant I Provisional
- 1 – Health Assistant
- 1 – Instructional Assistant I Provisional
- 2 – Instructional Assistant II
- 1 – Office Assistant Bilingual (Spanish)
- 1 – Office Assistant B/B (Mandarin)
- 1 – Personnel Technician
- 2 – Playground Supervision Aide
- 1 – Playground Supervision Aide Substitute
- 1 – School Bus Driver
- 1 – Senior Account Clerk Substitute
- 1 – Stock Delivery Worker

Updates/Reminders/Remarks:

- Classification Study Update:
 - Ewing Consulting was hired to complete a classification study and presented at the February 10 Board Meeting. All three Commissioners and I attended the Board Meeting to hear the presentation.
 - An Advisory Committee was created to oversee the Classification study is a liaison between the employees and Ewing to make sure the process is transparent and inclusive. This committee is comprised of employees in a variety of classifications in an effort to reflect the wide variety of classifications within the Classified service. They serve to ensure there are friendly and familiar faces to pose questions to. They are not in charge of making the classification changes, but are there to assist the employees as needed.
 - Jessica Landin, Personnel Analyst is one of the members of the Advisory Committee and will be representing the Personnel Commission to keep the Commissioners and myself updated on the progress.
 - An introductory video will be coming out soon and more information about the kick off of the study.
- Classification Questionnaires in progress
 - Staff has received one classification questionnaire and is in the process of gathering information from the employee. CSEA leadership has been informed about the receipt of this classification.
 - Staff has received an email about a possible upcoming classification questionnaire that an employee may submit. CSEA leadership has been informed about this matter.
- The Commissioners and I will be attending the California School Personnel Commission Association (CSPCA) Conference in Monterey on Sunday, March 6 to Tuesday, March 8. We will be bringing back information and topics presented at the conference to our next meeting.

COMMUNICATIONS

- A. CSEA – Mr. Marco Maldonado, CSEA President – Mr. Maldonado, thanked the PC for the return of online PC meetings and the option for comments to be made remotely. He hopes this will further encourage more people to participate in the meetings. He stated that he was happy to report that the classification and compensation study is in motion with the Position Description Questionnaire (PDQ) being piloted at 2 school sites in the District. He thanked the members of the Advisory Committee for working diligently to complete the process to ensure maximum participation. He thanked everyone for their time and for allowing him to speak.
- B. District Administration – Mr. Dennis Bixler, Assistant Superintendent, Human Resources – Mr. Bixler mentioned the Classification study has begun and the Advisory Committee has been working hard to get it started. He shared there will be a video which is in the editing process which will be emailed to all staff. The video will provide details on the Advisory Committee and summarize the process as a whole. He confirmed the pilot started at two school sites. He also shared the Advisory Committee worked to make the questionnaire more user friendly for staff. The District and the Board are looking forward to allowing employees the time needed to complete the questionnaire. Mr. Bixler shared the District-wide rollout will begin very soon and he hopes the entire process will be completed by December, 2022.
- C. Audience Members
- Ms. Claire Huang, Office Assistant Bilingual / Biliterate (Mandarin) addressed the Personnel Commission regarding the process of creating new positions. Ms. Huang shared she received information from the Personnel Commission which did not align with information received from her chief steward. Ms. Huang also shared her concern in regards to her job duties and the certification needed to perform her duties and how it should allow for more compensation as she feels it is an added requirement from other Office Assistant positions. Ms. Huang stated that she hopes her information is reviewed and considered to create a better suited job title for the functions she performs.
 - Ms. Scanlan, Building Services Assistant, addressed the Personnel Commission regarding the recommended rule amendment listed on the agenda in item 8.3. Ms. Scanlan expressed her concerns as the update was not communicated with classified employees prior to being presented on the agenda. Ms. Scanlan shared she is concerned if and how this amendment will affect current and new employees.
 - Ms. Katherine Connaughton, Community Member, addressed the Personnel Commission in regards to the current salary schedule and how it appears to not be equitable. Ms. Connaughton shared she believes the salary schedules should be reviewed to ensure fairness across the board for both new hires and current employees. Ms. Connaughton thanked the Personnel Commission for hearing her comments.

PERSONNEL COMMISSION

7.1 Recommendation: Approve the minutes of the meeting of February 1, 2022.

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

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# 39745882 in the class of Personal Care Assistant at Step E of Range 14 on the Classified Salary Schedule

Ms. Carolyn Thomas, Personal Care Assistant, confirmed she doesn't have any comments and is only interested in viewing how the meetings take place.

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# 47712215 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

- 8.1c Recommendation: To 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.

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

- 8.1d Recommendation: To 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

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

- 8.1e Recommendation: To 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

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

- 8.1f Recommendation: To 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.

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

- 8.1g Recommendation: To 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.

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

8.1h Recommendation: To 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

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

8.1i Recommendation: To 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.

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

8.1j Recommendation: To 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

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

8.1k Recommendation: To 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.

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

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.

Ms. Stiegelmar advised the resolution is on the agenda again as the Governor of California requires it to be approved every 30 days as there currently is no end date for the Assembly Bill.

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

8.3 Rules

a. Receive for first reading the proposed amendment to Chapter 1, Rule 1.2 – Definitions to add “new employee”.

Ms. Lee confirmed this to be the first reading of the amended rules.

Ms. Stiegelmar shared she is happy to hear employees are taking the time to review the agenda and provide input. Ms. Stiegelmar mentioned she plans to get in contact with the employees who had questions about the changes. Ms. Stiegelmar shared the rule amendment is to clarify who is considered a new employee to the District. Ms. Stiegelmar mentioned Advanced Step Placement has been offered by the District since she was hired and it has only been offered to newly hired employees. Ms.

Stiegelmar confirmed the guidelines for offering and approving advanced step placement have remained the same. Ms. Stiegelmar shared the recommendation is made based on the factors of education, experience and, in some cases, when the candidate mentions they earn a higher salary at their current job, which then is verified.

Ms. Nieh asked Ms. Stiegelmar to confirm how many readings are provided prior to the rule being voted on.

Ms. Stiegelmar stated there are a total of two readings. The first reading is the time to review any questions or concerns anyone may have regarding the possible change.

Ms. Nieh asked if the vote will take place at the next Personnel Commission meeting.

Ms. Stiegelmar shared that the vote will take place at the next meeting. If the rule is approved, it moves to a second reading at which time it may be voted on or be tabled due to concerns or if additional questions are needed. Ms. Stiegelmar mentioned this applies to any rule change.

Ms. Lee asked if this rule is being amended based off a concerned employee indicating there was not a definition of new employee previously written in the rules. Ms. Lee confirmed the rule is not being changed and it is being amended only to provide a definition. Ms. Lee stated what the Personnel Commission has been applying the rule consistently (*note: it sounded like Ms. Lee said "inconsistently" which was clarified by Ms. Landin below*) and by adding the definition of "new employee" it should make the application of the rule clearer.

Ms. Landin confirmed Ms. Lee stated consistently, not inconsistent, when discussing offering advanced step placement for employees. Ms. Landin shared in her 10 years at the District she can confirm the offering of advanced step placement has been consistent.

Ms. Lee agreed she meant consistent not inconsistent. Ms. Lee reiterated it is the first reading of the amendment and any input is welcome.

Ms. Nieh stated she agrees with Ms. Lee on the definition being added for the term new employee and hopes it will bring clarification for future employees.

Ms. Fernandez stated in her time at the District advanced step placement has been offered. Ms. Fernandez shared she believes it is a good tool for enticing outside candidates to join the District.

Ms. Lee agreed with Ms. Fernandez and also informed all, advance step placement verbiage is also placed on the job bulletins in hope it will bring outside talent.

Ms. Stiegelmar shared it was important to clarify the rule itself is not being changed, and that the only addition to the Personnel Commission rules is to add a definition for "new employee".

Ms. Lee asked if the vote will take place at the next meeting.

Ms. Stiegelmar confirmed a vote will be taken at the meeting on April 5, 2022.

b. Receive for first reading the proposed amendment to Chapter 3, Rule 3.1.2 – Exemption From the Classified Service.

Ms. Lee asked Ms. Stiegelmar to provide clarification on the amendment.

Ms. Stiegelmar shared that she was browsing through the Personnel Commission rules, and she noticed information regarding part time playground supervision aides. She shared in rule 3.1.2 it states exemption from the classified service and went on to state that the rules read "positions required by law to have certifications, qualifications, part time playground positions, full time day students employed part time, etc." In January 2019, Playground Supervision Aides became part of the classified service, which was enacted by Governor Brown

per AB2160. Ms. Stiegelmar shared the only amendment taking place is the strikeout of the term “part-time playground position” as it is no longer accurate.

Ms. Lee inquired if the rule is only being amended to comply with the law as the Playground Supervision Aides are now part of the classified service.

Ms. Stiegelmar confirmed since January 1, 2019 all Playground Supervision Aides were made part of the classified service. Ms. Stiegelmar shared at the time of the change she was unaware they were listed under the rule.

Ms. Lee confirmed if all Playground Supervision Aides were changed to classified staff on January 1, 2019.

Ms. Stiegelmar confirmed they were and they now are entitled to vacation, sick time, and holiday pay, and all the other benefits that come with being a classified employee.

EXAMINATIONS/ELIGIBILITY LISTS

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

- 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)

Ms. Fernandez asked for clarification on why there was not a salary listed on the School Bus Driver Trainee bulletin.

Ms. Stiegelmar shared the classification is solely to advertise the School Bus Driver Trainee program which is provided by the District. Ms. Stiegelmar shared once someone applies and provides the necessary documents, the applications are forwarded to the Director of Transportation. Ms. Stiegelmar shared the District has hired several permanent school bus drivers who have taken part in the training. Ms. Stiegelmar confirmed since it is a training program, which the District provides at no cost, there is not a salary paid to the trainees.

Ms. Fernandez asked if the trainer is pulled from his regular position to provide training.

Ms. Stiegelmar stated the training course is part of the employee’s job and he is also in charge of ensuring current School Bus Drivers are kept up to date with their certifications.

Ms. Fernandez inquired if there is only one Bus Driver Trainer.

Ms. Stiegelmar mentioned that there is only one Bus Driver Trainer. The Director of Transportation is also a certified trainer. Ms. Stiegelmar shared the Director is not required to have a trainer certification.

Ms. Nieh inquired if the trainee program is open to the public.

Ms. Stiegelmar confirmed the training program is open to the public.

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

9.3 Recommendation: To ratify the following eligibility lists:

- 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 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:

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

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

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: 5:27 p.m. Time Reconvened to Open Session: 7:05 p.m.

ADJOURNMENT

To adjourn the meeting at 7:06 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
DISTRICT PATROL

The Commission is in receipt of a request from Cesar Rivas, Safety Operations Manager, to employ Applicant ID #1435213 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 has an Associate's degree and has over 9 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 19 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
OFFICE ASSISTANT – BILINGUAL / BILITERATE (MANDARIN)

The Commission is in receipt of a request from John Martinez, Principal, Rowland Elementary, to employ Applicant ID #21428661 as Office Assistant – Bilingual / Biliterate (Mandarin) at Step E of Range 18 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has a Master's degree and has over 7 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 18 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
SENIOR OFFICE ASSISTANT – BILINGUAL / BILITERATE (SPANISH)

The Commission is in receipt of a request from Maria Davila, Director, Nutrition Services, to employ Applicant ID #47823125 as Senior Office Assistant – Bilingual / Biliterate (Spanish) at Step B of Range 19.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Maria Davila, Director of Nutrition Services, recommended offering Step B due to the work that the new employee will be performing involves determining free and reduced eligibility using various methods, merging eligibilities using access, and reporting accurate data to the district. This will require extensive training by Ms. Davila and her staff. Although the new employee has many years of office work, it does not relate at all to the type of work that the new employee will be performing.

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

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

The Commission is in receipt of a request from Sylvia Rivas, Director of Special Projects, to employ Applicant ID #8820706 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 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
INSTRUCTIONAL ASSISTANT I

The Commission is in receipt of a request from John Martinez, Principal, Rowland Elementary to employ Applicant ID #47121542 as Instructional Assistant I at Step E of Range 15 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 and has over 7 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 15 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
REPROGRAPHICS TECHNICIAN

The Commission is in receipt of a request from Rosanna McLeod, Director, Purchasing Department, to employ Applicant ID #44017157 as Reprographics Technician at Step C of Range 18.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has over 6 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 18.5 on the Classified Salary Schedule.

PERSONNEL COMMISSION

ROWLAND UNIFIED SCHOOL DISTRICT

April 5, 2022

ITEM 8.4 RATIONALE FOR RESOLUTION No. 21-22:03 – Personnel Commission

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-21-22:03

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 April 5, 2022.

AYES: _____

NOES: _____

ABSENT:: _____

Sabrina Lee
Chair
Personnel Commission

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

April 5, 2022

ITEM 8.5a RECEIVE FOR SECOND READING AND CONSIDER APPROVING THE
AMENDMENT TO RULE 1.2 – DEFINITIONS TO ADD “NEW EMPLOYEE”.

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 Second Reading and consider approving the 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**

April 5, 2022

ITEM 8.5b RECEIVE FOR SECOND READING AND CONSIDER APPROVING THE AMENDMENT TO RULE 3.1.2 – EXEMPTION FROM THE CLASSIFIED SERVICE.

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 Second Reading and consider approving the 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**

April 5, 2022

ITEM 8.6A CONSIDER APPROVING THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF FOOD SERVICE ASSISTANT III

There are currently two vacancies in the classification of Food Services Assistant III, a key position within the Nutrition Services department. Recruitment efforts to fill these positions were initiated in December of 2021 and since then have only received 15 applications in total.

In reviewing the applications received, it appeared that applicants had the experience, but lacked the possession of the Certified Food Safety Manager Certification required. Staff conferred with Maria Davila, Director of Nutrition Services, and reviewed the minimum qualifications for this position and determined that to attract both internal and external candidates, the qualification to have a current Certified Food Safety Manager certification be changed from being required upon applying for the job to must be obtained within the probationary period.

The candidates would then have the opportunity to study for and take the exam while they are employed with the district. If they are unable to pass the exam, they would be released from the position. The certification must be maintained throughout employment in this position.

The recommended revisions to the Food Service Assistant III classification serve to better clarify the minimum qualifications and to help attract candidates for the recruitment. Changes to this section do not increase responsibilities or workload and, therefore, do not reflect an increase in compensation.

RECOMMENDATION:

The Personnel Commission is requested to approve the recommended revisions to the job description for the classification of Food Service Assistant III.



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM


March 21, 2022

TO: Dennis Bixler, Assistant Superintendent – Human Resources
FROM: Joan Stiegelmar, Personnel Director
RE: **REVISED CLASS DESCRIPTION FOR FOOD SERVICE ASSISTANT III**

Attached for your review and comment is the proposed **REVISED** class description for Food Service Assistant III. It has been difficult to recruit for Food Service Assistant III due to the need to have a Food Safety Manager Certificate. Staff met with Maria Davila, Director of Nutrition Services, regarding these revisions and she has asked to waive the requirement of a Food Safety Manager Certificate upon hire in order to allow the incumbent to be trained and educated on the processes that will enable the new hire to pass the test within the six month probationary period. We recently made a similar change to the Cafeteria Lead Worker I class description and most incumbents have been successful in obtaining the Food Safety Manager Certificate.

Your input concerning the proposed class description is important. Please provide your concerns or comments, if any, regarding changes for the class description. Changes can be recommended at the Personnel Commission meeting. To proceed timely with recruitment, the Personnel Commission will consider approving this new classification at the regular meeting on Tuesday, April 5, 2022.

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

<input checked="" type="checkbox"/> I agree with the proposed class description and recommended changes as presented.	<input type="checkbox"/> I disagree with the proposed class description, and recommend the adjustments noted above.
Signature: 	Date: 3.22.2022

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

cc: Alex Flores, Deputy Superintendent
Maria Davila, Director of Nutrition Services

Attachments: Class Description

PC22-359



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

March 21, 2022

TO: Marco Maldonado, CSEA President

FROM: Joan Stiegelmar, Personnel Director

RE: **REVISED CLASS DESCRIPTION FOR FOOD SERVICE ASSISTANT III**

Attached for your review and comment is the proposed **REVISED** class description for Food Service Assistant III. It has been difficult to recruit for Food Service Assistant III due to the need to have a Food Safety Manager Certificate. Staff met with Maria Davila, Director of Nutrition Services, regarding these revisions and she has asked to waive the requirement of a Food Safety Manager Certificate upon hire in order to allow the incumbent to be trained and educated on the processes that will enable the new hire to pass the test within the six month probationary period. We recently made a similar change to the Cafeteria Lead Worker I class description and most incumbents have been successful in obtaining the Food Safety Manager Certificate.

Your input concerning the proposed class description is important. Please provide your concerns or comments, if any, regarding changes for the class description. Changes can be recommended at the Personnel Commission meeting. To proceed timely with recruitment, the Personnel Commission will consider approving this new classification at the regular meeting on Tuesday, April 5, 2022.

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

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

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

Attachments: Class Description

PC22-362

FOOD SERVICE ASSISTANT III

SUMMARY OF DUTIES

Under the direction of assigned supervisor serves as a lead worker and assists in the preparation of a variety of food at a high school kitchen which offers school meal programs including breakfast and lunch, as a lead worker with responsibilities over an area of food service production at the central kitchen, or as an employee that independently operates a small serving kitchen; serves and sells lunch and a la carte items; conducts inventory; completes a variety of records, forms and logs in compliance with federal, state, and local laws; requisitions food and supplies; cleans equipment and utensils, and maintains food service facilities in a clean and sanitary condition.

DISTINGUISHING CHARACTERISTICS WITHIN THE JOB FAMILY

The primary duties of incumbents in this class are to assist in the preparation, serving and selling of food, to maintain records and reports and/or to serve in a lead worker capacity providing assistance and direction to Food Service Assistants and student workers. If assigned to a high school cafeteria, incumbents report **directly** to the High School Cafeteria **Kitchen** Supervisor or Nutrition Services Operations Manager and are expected to plan and organize the work of an assigned area and to alert the supervisor of any problems. Incumbents assigned to the central kitchen report **directly** to the Nutrition Services Supervisor and are expected to plan and organize the work of a food production area (e.g. Deli Department, Loading Department). They delegate work to Food Service Assistant I employees and ensure food is prepared in a timely manner to be delivered to the various serving sites and is of high quality. Incumbents exercise judgment in the performance of their duties such as in delegating work, determining the quantity and variety of food to be distributed to serving facilities, estimating the amount of food to be prepared daily, and requisitioning food and supplies.

The class of Food Service Assistant III is distinguished from the class of Cafeteria Lead Worker I in that the latter have full responsibility for a serving kitchen and staff; receive minimal supervision; and provide input into the formal employee evaluation process.

EXAMPLES OF DUTIES

- Trains Food Service Assistants and student workers in the proper methods and procedures for handling, preparing, serving and selling food, including portion control and cleaning and maintaining food service facilities; ***E***
- **Receives and stores daily food and supply deliveries;** ***E***
- Evaluates workload for assigned area and plans and organizes work and delegates accordingly; ***E***
- Monitors work performed by Food Service Assistants and student workers and assures safety and sanitation procedures and practices for kitchen and food service work are followed, including food preparation, temperature monitoring and recording, storage and handling; ***E***
- Transfers ~~milk and juice~~ **food and beverages** into coolers, hot food into warmers and sets up display racks for snack items; ***E***
- Serves a variety of breakfast, nutrition, snack, lunch, and supper food items to students and staff; ***E***
- Operates computerized point-of-sale equipment and makes change; ***E***
- Prepares and collects money boxes, counts money, and separates petty cash; ***E***
- Participates in cleaning food service equipment and surfaces as well as storing food and supplies; ***E***
- Completes daily paperwork including daily meal planners, production worksheets, and inventory sheets, etc.; ***E***
- Requisitions food and supplies and checks deliveries, ensuring correct quantity and products are received; ***E***
- Reviews work production orders for the department; assures necessary food, supplies and equipment needed are available and sets up production line following work simplification methods and assigns work; ***E***
- Prepares fruits and vegetables for serving; ***E***
- Chops, slices, dices a variety of meat, fruits, and vegetables; ***E***
- Cooks and prepares a variety of food **using a variety of equipment including combination ovens, steamers,**

convection ovens, can openers, etc.; E

- Leads staff and assists with the loading of mobile cabinets and carts with needed food and supplies for transport to satellite kitchens; E
- Assembles and prepares a variety of food items, including sandwiches, wraps, and salads; E
- May serve as a kitchen lead in the absence of their supervisor; E
- **Assists with conducting inventory; E**
- Performs other related duties as assigned.

SKATs (Skills, Knowledge, Abilities and Traits)

SKILL IN:

- Operating a variety of food service equipment such as ovens, food warmers, food carts, dishwasher, food chopper, slicers, scales, mixers, food wrapping machine, and other related equipment;
- Basic computer skills for the purpose of data entry.

KNOWLEDGE OF:

- Methods of quantity food service cooking, preparing, serving, and storing;
- Federal and state health and safety regulations as they apply to food preparation and services;
- HACCP (Hazard Analysis & Critical Control Points) processes and procedures;
- Safety hazards and safe working practices including OSHA regulations;
- Basic methods used in calibrating, cleaning, and sanitizing kitchen equipment, appliances, and utensils in a safe and efficient manner;
- Measurements, weights, and serving size portions;
- Good public relations;
- Record keeping and inventorying procedures;
- Procedures for requisitioning, receiving and storing food and supplies;
- Principles and practices of training and providing work direction;
- Work simplification methods.

ABILITY TO:

- Prepare and set-up food for service in a fast-paced environment;
- Recognize and correct safety hazards;
- Operate a computer and point-of-sale system;
- Meet schedules and timelines;
- Make simple math computations and make change quickly and accurately;
- Understand and follow written and oral instructions;
- Speak clearly and concisely;
- Train and provide work direction to assigned staff;
- Establish and maintain good working relationships;
- Plan and organize work for self and others;
- Exercise good judgment;
- Maintain accurate records and reports.

TRAITS:

- Appreciates and respects the differences among people;
- Strives to meet customers' needs;
- Is trustworthy and responsible for his/her actions;
- Easily adapts to changes;
- Stays focused and has good work ethic;
- Diligently attends to details and quality;
- Remains steady under pressure;

- Leads by example;
- Effectively manages one's own time, priorities, and resources.

EMPLOYMENT STANDARDS

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

EXPERIENCE: One year of full-time experience in large quantity food preparation and service in a central kitchen, restaurant, or large institutional setting is required.

LICENSE/LANGUAGE REQUIREMENTS

- A valid, Class C, California Driver License, and use of a private automobile are required and must be maintained during employment.
- 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.**
- USDA Professional Standards: Maintain a minimum of 6 hours of annual continuing education/training in the areas of the Child Nutrition Programs and food safety.

ENVIRONMENT:

Employees in this classification work primarily inside a central kitchen, 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 and carry up to 50 lbs. without assistance, push and pull moderately heavy items; 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; carry, push or pull food trays, carts, materials and supplies; reach overhead, above shoulders and horizontally; speak clearly; hear normal conversation, and see small details, use a telephone, and may drive a vehicle.

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

Classified Salary Range: 14

J.D. #156

Approved by Personnel Commission 11/89

Revised 5/96, 11/97, 11/98, 11/06, 02/14, 11/16, **04/22**

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

April 5, 2022

Item 8.7a – CONSIDER APPROVING THE ESTABLISHMENT OF THE NEW CLASSIFICATION OF BRAILLE TRANSCRIBER; PLACING THE NEW CLASSIFICATION OF BRAILLE TRANSCRIBER IN THE SCHOOL INSTRUCTIONAL AND AUXILIARY SERVICES JOB FAMILY, AND APPROVING THE SALARY RECOMMENDATION AT RANGE 21.5 ON THE CLASSIFIED SALARY SCHEDULE

The Personnel Commission Rules and Regulations prescribe the process for classifying a position when the Board of Education approves new job duties. Rule 3.2.5 provides the following:

When the Board of Education creates a new position, it shall submit the duties officially assigned to the position, in writing, to the Personnel Director. The proposed class specification and a salary recommendation shall be presented by the Personnel Director to the immediate supervisor, administrators within the chain of command, and Superintendent or designee for input. For all Bargaining Unit positions the proposed class specification and salary recommendation shall be presented to the CSEA Chapter President and representative(s) for input.

The Personnel Director shall submit the proposed class specification and recommended salary allocation to the Personnel Commission. No person shall be appointed to a position in the classified service until the classification of the position has been approved by the Personnel Commission. The Board of Education may recommend minimum educational and work experience requirements for new classes.

The Personnel Director shall place the new position in an existing class or if a determination is made a new class is needed, the Personnel Director shall present recommendations to the Commission for action. The Personnel Commission shall:

- 3.2.5.1** Classify the position and determine whether the position should be allocated to an existing class or whether a new class should be established.
- 3.2.5.2** Allocate the position for salary placement on the appropriate classified salary schedule. Designate the position as executive, administrative, supervisory, technical, or police.
- 3.2.5.3** Direct the Personnel Director to notify the Board of Education of the Personnel Commission's action.

RATIONALE FOR ESTABLISHMENT OF THE CLASSIFICATION OF BRAILLE TRANSCRIBER

The Special Education department has requested the creation of the class description of Braille Transcriber to in order to meet the needs of our visually impaired students and families by obtaining an employee with a National Certificate in Unified English Braille (NCUEB).

The Braille Transcriber will transcribe a variety of instructional materials into an appropriate braille media for students with visual impairment and works with minimal supervision.

SALARY RECOMMENDATION FOR BRAILLE TRANSCRIBER

Allocation of the new classification of Braille Transcriber is recommended to the Classified Salary Schedule at Range 21.5.

A comparative analysis was conducted of the internal alignment with the other classification series within the District, as well as the required knowledge, skills, and abilities required to perform the job. Information was also gathered from other school districts with a similar classification.

According to Personnel Commission Rule 17.1.4:

17.1.4 COMMISSION SHALL RECOMMEND SALARY SCHEDULES TO BOARD

The Personnel Director shall prepare recommendations for the allocation of classes to salary ranges for approval by the Personnel Commission. The Commission's recommended salary schedule may take into account the following factors:

- 17.1.4.1** The wages and salaries paid by other governmental agencies in the recruitment area.
- 17.1.4.2** The principle of like pay for like work within the classified services.
- 17.1.4.3** Appropriate differentials between related classes to reflect differences in duties and responsibilities as established in the classification plan.
- 17.1.4.4** Such other information as the Commission may require.

REFERENCE: Education Code Sections 45256, 45260, 45261 and 45268

Listed below is the Rowland USD School Instructional and Auxiliary Services Series job family which include the following classifications:

SCHOOL INSTRUCTIONAL AND AUXILIARY SERVICES JOB FAMILY

Classification Title	Salary Range	Minimum Monthly Salary	Maximum Monthly Salary
Braille Transcriber (Proposed)*	CSEA – Range 21.5	\$3,739	\$4,557
Career Vocational Assistant	CSEA – Range 19	\$3,306	\$4,024
Accompanist (Piano)	CSEA – Range 18.5	\$3,221	\$3,927
Instructional / Health Care Assistant	CSEA – Range 18	\$3,147	\$3,835
Braille Transcriber Trainee	CSEA – Range 17.5	\$3,069	\$3,739
Community Liaison	CSEA – Range 17	\$2,992	\$3,651
Computer Lab Technician	CSEA – Range 17	\$2,992	\$3,651
Behavior Support Assistant	CSEA – Range 17	\$2,992	\$3,651
Instructional Assistant II	CSEA – Range 16	\$2,846	\$3,471

**Proposed title and Salary Range*

Listed below is similar classifications in other school districts:

Classification Title	Agency	Min Monthly Salary	Max Monthly Salary
Braille Transcriber	Glendale USD	\$3,897	\$5,755
Braille Transcriber	Anaheim UHSD	\$4,040	\$5,314
Braille Transcriber	Garden Grove USD	\$4,301	\$5,240
Braille Transcriber*	Rowland USD	\$3,739	\$4,557
Braille Transcriber	LACOE	\$3,670	\$4,557
Braille Transcriber	Long Beach USD	\$3,591	\$4,449
Braille Transcriber	Pasadena USD	\$3,372	\$4,409
Braille Transcriber Trainee	Rowland USD	\$3,069	\$3,739

**Proposed title and Salary Range*

Based upon the internal alignment within the classification series, Personnel Commission staff recommend allocating the salary to the Classified Salary Schedule at Range 21.5 (Max salary of \$4,557 monthly).

RECOMMENDATION:

The Personnel Commission is requested to approve the establishment of the new classification of Braille Transcriber; place the new classification in the School Instructional and Auxiliary Services job family, and approve the salary recommendation at Range 21.5 on the Classified Salary Schedule



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

March 21, 2022

TO: Dennis Bixler, Assistant Superintendent – Human Resources


FROM: Joan Stiegelmar, Personnel Director

RE: **NEW CLASS DESCRIPTION FOR BRAILLE TRANSCRIBER**

Attached for your review and comment is the proposed **NEW** class description for Braille Transcriber.

Your input concerning the proposed class description is important. Please provide your concerns or comments, if any, regarding changes for the class description. Changes can be recommended at the Personnel Commission meeting. To proceed timely with recruitment, the Personnel Commission will consider approving this new classification at the regular meeting on Tuesday, April 5, 2022.

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

<input checked="" type="checkbox"/> I agree with the proposed class description and recommended changes as presented.	<input type="checkbox"/> I disagree with the proposed class description, and recommend the adjustments noted above.
Signature: 	Date: <u>3-21-2022</u>

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

cc: Alex Flores, Assistant Superintendent – Administrative Services

Attachments: Class Description

PC22-361



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

March 21, 2022

TO: Marco Maldonado, CSEA President

FROM: Joan Stiegelmar, Personnel Director

RE: **NEW CLASS DESCRIPTION FOR BRAILLE TRANSCRIBER**

Attached for your review and comment is the proposed **NEW** class description for Braille Transcriber.

Your input concerning the proposed class description is important. Please provide your concerns or comments, if any, regarding changes for the class description. Changes can be recommended at the Personnel Commission meeting. To proceed timely with recruitment, the Personnel Commission will consider approving this new classification at the regular meeting on Tuesday, April 5, 2022.

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

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

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

cc:

Attachments: Class Description

PC22-358

BRAILLE TRANSCRIBER

SUMMARY OF DUTIES

Under general supervision of an administrator, transcribes a wide variety of instructional materials into alternative formats such as braille, large print, digital files, tactile graphics, and other braille media; provides support to the District's program for students with visual impairments; and provides clerical support as needed.

DISTINGUISHING CHARACTERISTICS

An incumbent in this classification transcribes a variety of instructional materials into an appropriate braille media for students with visual impairment and works with minimal supervision. This class is distinguished from Braille Transcriber Trainee in that the latter serves in a trainee capacity and performs duties of gradually increasing scope and complexity and receives explicit instructions and close supervision and review during initial training. It is expected that the incumbent will develop the skills and knowledge necessary to earn a National Certificate in Unified English Braille (NCEUB).

EXAMPLES OF DUTIES

- Transcribes educational materials such as textbooks, exams, projects, and teachers' notes into alternative formats such as Braille, large print, and digital files for students with visual impairments and/or blindness; *E*
- Consults with classroom teachers to prepare adaptive instructional materials for students with visual impairments; *E*
- Prepares and transcribes print materials, including textbooks and other educational materials into braille or large print; *E*
- Embosses, edits, and binds materials; *E*
- Maintains and organizes a variety of files and records including braille, large print and other related instructional materials; *E*
- Maintains inventory of equipment and materials utilized by the visual impaired program; *E*
- Proofreads and verifies accuracy of transcribed materials; *E*
- Creates tactile graphics of instructional materials, maps, charts, pictures, routes, or other tactile displays using various tools, materials, and machines; *E*
- Coordinates, delivers, and retrieves instructional materials to and from school sites; ; *E*
- Acts as a reference source regarding materials for students with visual impairments and consults with teachers regarding the preparation of adaptive instructional materials for students with vision impairments; *E*
- Orders and maintains inventory of Braille and large print textbooks, specialized materials, and equipment; *E*
- Assists staff and administration with school/home communications regarding parent and program activities; *E*
- Assists with office support for the Visually Impaired program;
- Performs other related duties as assigned.

SKATs (Skills, Knowledge, Abilities, Traits)

SKILL IN:

- Operating a variety of specialized equipment common to a visually impaired program such as a brailier, thermoform, Braillewriter, talking calculator, closed circuit television, tactile image enhancer, embossers, binding machines, laminator, etc.;
- Operating a variety of office equipment including copiers, calculators, paper cutter, scanners, fax machines, printers, and computers and all applicable hardware and software;
- Keyboarding with speed and accuracy.

KNOWLEDGE OF:

- Unified English Braille, Nemeth code, Textbook codes, Braille textbook formatting code, tactile graphics, braille embosser, Braille translation software, BrailleNote;

- Methods, equipment, materials, and techniques used in Braille transcription;
- Methods of preparing tactile aids such as maps, models, and diagrams;
- Working with students with visual impairments;
- Office practices and equipment, including filing systems, receptionist and telephone techniques, and office equipment;
- Interpersonal skills using tact, patience and courtesy;
- Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

- Operate a Braillewriter, copy machine to enlarge prints, computer with transcribing software, embosser, scanner, and other specialize equipment with accuracy;
- Prepare a wide variety of tactile aides;
- Read and transcribe Braille;
- Proofread and edit materials;
- Communicate effectively, both orally and in writing;
- Establish and maintain effective working relationships;
- Exercise good judgment;
- Understand and follow oral and written instructions;
- Prepare correspondence and written materials independently using correct vocabulary, grammar, and punctuation;
- Work effectively within established time schedules and with minimal direction;
- Read, interpret, apply and explain rules, regulations, policies and procedures.

TRAITS:

- Appreciates and respects the differences among people;
- Strives to meet customers' needs;
- Easily adapts to situations and changes;
- Stays focused and has good work ethic;
- Logically grasps and thinks through issues and problems;
- Diligently attends to details and quality of work;
- Remains steady under pressure;
- Is trustworthy and responsible for his/her actions;
- Works around obstacles and is self-starting;
- Effectively manages one's own time, priorities, and resources.

EMPLOYMENT STANDARDS

EDUCATION: Graduation from high school or its equivalency is required

EXPERIENCE: Three years of experience in performing Braille transcription. Experience creating tactile graphics is desirable.

LICENSE/LANGUAGE REQUIREMENTS:

- National Certification in Unified English Braille (NCUEB)
- A valid, Class C, California Driver's License, a good driving record, and use of a private automobile may be required, and if so, must be maintained during employment.

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

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

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

DRAFT

Classified Salary Range: 21.5

Adopted by Personnel Commission: 04/22

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

April 5, 2022

Item 8.7b – CONSIDER APPROVING THE ESTABLISHMENT OF THE NEW CLASSIFICATIONS OF MEDICAL BILLING AND PROGRAMS SPECIALIST AND MEDICAL BILLING AND PROGRAMS SPECIALIST – BILINGUAL (SPANISH); PLACING THE NEW CLASSIFICATIONS OF MEDICAL BILLING AND PROGRAMS SPECIALIST AND MEDICAL BILLING AND PROGRAMS SPECIALIST – BILINGUAL (SPANISH) IN THE SECRETARIAL AND CLERICAL SERIES JOB FAMILY, AND APPROVING THE SALARY RECOMMENDATIONS OF MEDICAL BILLING AND PROGRAMS SPECIALIST AT RANGE 23.5 AND MEDICAL BILLING AND PROGRAMS SPECIALIST – BILINGUAL (SPANISH) AT RANGE 24 ON THE CLASSIFIED SALARY SCHEDULE

The Personnel Commission Rules and Regulations prescribe the process for classifying a position when the Board of Education approves new job duties. Rule 3.2.5 provides the following:

When the Board of Education creates a new position, it shall submit the duties officially assigned to the position, in writing, to the Personnel Director. The proposed class specification and a salary recommendation shall be presented by the Personnel Director to the immediate supervisor, administrators within the chain of command, and Superintendent or designee for input. For all Bargaining Unit positions the proposed class specification and salary recommendation shall be presented to the CSEA Chapter President and representative(s) for input.

The Personnel Director shall submit the proposed class specification and recommended salary allocation to the Personnel Commission. No person shall be appointed to a position in the classified service until the classification of the position has been approved by the Personnel Commission. The Board of Education may recommend minimum educational and work experience requirements for new classes.

The Personnel Director shall place the new position in an existing class or if a determination is made a new class is needed, the Personnel Director shall present recommendations to the Commission for action. The Personnel Commission shall:

- 3.2.5.1** Classify the position and determine whether the position should be allocated to an existing class or whether a new class should be established.
- 3.2.5.2** Allocate the position for salary placement on the appropriate classified salary schedule. Designate the position as executive, administrative, supervisory, technical, or police.
- 3.2.5.3** Direct the Personnel Director to notify the Board of Education of the Personnel Commission's action.

RATIONALE FOR ESTABLISHMENT OF THE CLASSIFICATION OF MEDICAL BILLING AND PROGRAMS SPECIALIST

The Medi-Cal Billing and Programs Specialist will perform independent, specialized duties related to the School-Based Medi-Cal Administrative Activities (SMAA) and Local Educational Agency (LEA) Medi-Cal Billing Option programs for the purpose of maximizing income from these sources.

SALARY RECOMMENDATION FOR MEDICAL BILLING AND PROGRAMS SPECIALIST

Allocation of the new classification of Medi-Cal Billing and Programs Specialist is recommended to the Classified Salary Schedule at Range 23.5 and Medi-Cal Billing and Programs Specialist – Bilingual (Spanish) at Range 24.

A comparative analysis was conducted of the internal alignment with the other classification series within the District, as well as the required knowledge, skills, and abilities required to perform the job.

According to Personnel Commission Rule 17.1.4:

17.1.4 COMMISSION SHALL RECOMMEND SALARY SCHEDULES TO BOARD

The Personnel Director shall prepare recommendations for the allocation of classes to salary ranges for approval by the Personnel Commission. The Commission's recommended salary schedule may take into account the following factors:

- 17.1.4.1 The wages and salaries paid by other governmental agencies in the recruitment area.
- 17.1.4.2 The principle of like pay for like work within the classified services.
- 17.1.4.3 Appropriate differentials between related classes to reflect differences in duties and responsibilities as established in the classification plan.
- 17.1.4.4 Such other information as the Commission may require.

REFERENCE: Education Code Sections 45256, 45260, 45261 and 45268

Listed below is a partial listing of the Rowland USD Secretarial and Clerical Series job family which include the following classifications:

Classification Title	Salary Schedule	Range	Max Monthly Salary
Administrative Assistant to the Superintendent	Confidential/ Supervisory	31.5	\$7,952
Executive Secretary	Confidential/ Supervisory	23.5	\$5,374
*Medi-Cal Billing and Programs Specialist - Bilingual (Spanish)	CSEA	24	\$5,152
*Medi-Cal Billing and Programs Specialist	CSEA	23.5	\$5,027
High School Principal's Secretary - Bilingual (Spanish)	CSEA	23	\$4,906
High School Principal's Secretary	CSEA	22.5	\$4,786
Administrative Secretary - Bilingual (Spanish)	CSEA	22	\$4,670
Administrative Secretary	CSEA	21.5	\$4,557
School Office Manager	CSEA	21.5	\$4,557

* Proposed title and Salary Range

Listed below is similar classifications in other school districts:

Classification Title	Agency	Max Monthly Salary
Medi-Cal Reimbursement Programs Specialist	Sacramento City Unified School District	\$6,881
Billing Specialist	Chino Valley Unified School District	\$5,598
*Medi-Cal Billing Programs Project Technician	Santa Ana Unified School District	\$5,242
*Medi-Cal Billing and Programs Specialist - Bilingual (Spanish)	Rowland Unified School District	\$5,152
*Medi-Cal Billing and Program Specialist	Rowland Unified School District	\$5,027
Family Resource Center & Student Services Specialist	Calexico Unified School District	\$4,272
Medi-Cal Data Technician	Escondido Union School District	\$4,242

*Proposed title and Salary Range

The salary recommendation is based on reviewing the internal structure of the Clerical Series job family and the knowledge, skill, and ability required to do this job. Additional consideration was given to other factors such as availability of the candidate pool and the specialized nature of this position.

The goal of attracting highly qualified employees is the mission of the Personnel Commission and there is a greater appeal of applying for a job when the salary is set competitively. When a district has competitive salaries, higher qualified applicants will apply. Due to the minimum qualifications of this position, Rowland USD will need to attract candidates from promotional applicants and other school districts because the applicants must have at least three years of experience dealing with school based Medi-Cal billing.

Based upon the internal alignment within the classification series, Personnel Commission staff recommend allocating the salary to the Classified Salary Schedule at Range 24 (Max salary of \$5,152 monthly) for the Medi-Cal Billing and Programs Specialist - Bilingual (Spanish) and Range 23.5 (Max salary of \$5,027 monthly) for the classification of Medi-Cal Billing and Programs Specialist.

RECOMMENDATION:

The Personnel Commission is requested to approve the establishment of the new classification of Medi-Cal Billing and Programs Specialist; place the new classification in the Clerical Series job family; and approve the salary recommendation for Medi-Cal Billing and Programs Specialist at Range 23.5 and Medi-Cal Billing and Programs Specialist – Bilingual (Spanish) at Range 24 on the Classified Salary Schedule.



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

March 21, 2022

TO: Dennis Bixler, Assistant Superintendent – Human Resources


FROM: Joan Stiegelmar, Personnel Director

RE: **NEW CLASS DESCRIPTION FOR MEDI-CAL BILLING AND PROGRAMS SPECIALIST**

Attached for your review and comment is the proposed **NEW** class description for Medi-Cal Billing and Programs Specialist.

Your input concerning the proposed class description is important. Please provide your concerns or comments, if any, regarding changes for the class description. Changes can be recommended at the Personnel Commission meeting. To proceed timely with recruitment, the Personnel Commission will consider approving this new classification at the regular meeting on Tuesday, April 5, 2022.

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

<input checked="" type="checkbox"/> I agree with the proposed class description and recommended changes as presented.	<input type="checkbox"/> I disagree with the proposed class description, and recommend the adjustments noted above.
Signature: 	Date: 3.21.2022

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

cc: Alex Flores, Assistant Superintendent – Administrative Services
Miriam Kim, Director of Outreach & Community Relations

Attachments: Class Description

PC22-360



ROWLAND UNIFIED SCHOOL DISTRICT
 PERSONNEL COMMISSION
 MEMORANDUM

March 21, 2022

TO: Marco Maldonado, CSEA President

FROM: Joan Stiegelmar, Personnel Director

RE: **NEW CLASS DESCRIPTION FOR MEDI-CAL BILLING AND PROGRAMS SPECIALIST**

Attached for your review and comment is the proposed **NEW** class description for Medi-Cal Billing and Programs Specialist.

Your input concerning the proposed class description is important. Please provide your concerns or comments, if any, regarding changes for the class description. Changes can be recommended at the Personnel Commission meeting. To proceed timely with recruitment, the Personnel Commission will consider approving this new classification at the regular meeting on Tuesday, April 5, 2022.

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

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

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

cc:

Attachments: Class Description

PC22-357

MEDI-CAL BILLING AND PROGRAMS SPECIALIST
MEDI-CAL BILLING AND PROGRAMS SPECIALIST – BILINGUAL (SPANISH)

SUMMARY OF DUTIES

Under the direction of the assigned Director, oversees and assists with School-Based Medi-Cal Administrative Activities (SMAA) and Local Educational Agency (LEA) Medi-Cal Billing Option programs; helps to provide training and technical support to District personnel regarding SMAA/LEA fiscal and reporting requirements; works with District personnel to perform reconciliations, auditing, and reporting of data; maintains knowledge of current legislation related to SMAA/LEA to ensure compliance and works on special projects assigned to the position.

DISTINGUISHING CHARACTERISTICS

The Medi-Cal Billing and Programs Specialist performs independent, specialized duties related to the School-Based Medi-Cal Administrative Activities (SMAA) and Local Educational Agency (LEA) Medi-Cal Billing Option programs and related functions requiring independent judgment and analysis; recommends and assists in the formulation and implementation of operating procedures and policies, prepares a variety of reports, assists in analyzing needs and modifying existing systems to improve data sharing, accuracy, reporting and performance in order to maximize funding for the District. Due to the detailed nature of the work, the consequence of error may not only result in the inaccurate collection of funds and failure to meet user needs, but may also create legal liability in the District owing millions of dollars.

EXAMPLES OF DUTIES

- Maximizes income from School-Based Medi-Cal Administrative Activities (SMAA) and Local Educational Agency (LEA) Medi-Cal Billing Option programs; *E*
- Arranges for and participates in monthly SMAA/LEA meetings, trainings, and conferences; *E*
- Compiles, reviews, and maintains a variety of departmental education data; inputs, updates, formats, and retrieves enrollment, assessment, applicable services provided, Individual Education Plan (IEP), 504 plans, and a variety of student, personnel, and provider data and information in an assigned computer database system in accordance with established State and Federal guidelines; *E*
- Utilizes assigned computer system and software to generate a variety of documents, records, lists and reports related to student, personnel, and provider data and information; initiates queries, compiles information and manipulates data from multiple sources; verifies accuracy of input and output of data; *E*
- Assists District administration in the preparation, maintenance, and submission of detailed quarterly invoices to funding agencies; works with District Administration to provide requested information for completion of the Cost and Reimbursement Comparison Schedule (CRCS) and LEA Program Participation Agreement (PPA) Annual Reports; *E*
- Reviews and verifies accuracy, completeness and integrity of data, records and reports; compares and reconciles various manual and computerized data, records and reports; identifies, researches, and resolves data errors and discrepancies; maintains audit ready files; makes corrections and adjustments as needed; *E*
- Refers families to on-site District and community-based services such as a medical, mental clinic, dental clinic or other student support services designed to meet specific social/emotional, academic, or health needs; *E*
- Enrolls and provides guidance to families with the application process for health care services regarding Medi-Cal and other application procedures to received health care benefits; *E*
- Assists participants with proper and timely completion of time surveys; notifies participants of survey completion timelines; reviews SMAA time surveys for proper completion and approval; assists participants with completion of identified time survey corrections; *E*

- Establishes and maintains automated and hard-copy records and files; prepares, prints, distributes, and processes a variety of regular and periodic reports, lists and documents related to students, enrollment, IEP's, assessments, services provided, transportation, and other related data; *E*
- Ensures mandated and requested reports related to the District's Medi-Cal reimbursement programs, or other assigned functions are completed in accordance with established District, State, and Federal timelines and requirements on behalf of the District; prepares and files reports, records, and documents for distribution; provides support during governmental and outside agency audits; *E*
- Serves as an informational resource to District staff, faculty, and others concerning MAA and LEA operations, forms, data processing, records and reports; responds to inquiries and provides information concerning related timelines, standards, practices, requirements, policies and procedures; *E*
- Helps to provide individual and small group training and technical assistance to program personnel including administrators, certificated, and classified staff regarding program requirements in order to maximize funding; *E*
- Identifies eligibility for new and continuing claimants; collects, maintains and submits job descriptions and/or duty statements for all claimants; *E*
- Provides required notification to staff of each claiming period and/or reporting period; follow-up on any missing claims or other information with relevant staff; *E*
- Works with District Personnel to maintain a complete set of records of financial transactions including annual budgets for SMAA/LEA; *E*
- Performs other related duties as required.

SKATS (Skills, Knowledge, Abilities, and Trait)

SKILL IN:

- Keyboarding with speed and accuracy;
- Operating a variety of office equipment including copiers, calculators, scanners, fax machines, printers, and computers and all applicable hardware and multi-platform operating systems; student information system and related software;
- Safely operating a motor vehicle.

KNOWLEDGE OF:

- Local and State standards, requirements, laws, codes, rules, regulations, policies and procedures related to Medi-Cal and Local Educational Agency programs;
- Specific practices and procedures of Medi-Cal and SMAA related billing and coding;
- District policies, rules, laws, and regulations;
- Preparation and format of statements, reports, reconciliations, summaries, etc.;
- Correct English usage, grammar, spelling, punctuation, and vocabulary;
- Modern office practices and equipment, including filing systems, receptionist, and telephone techniques, and office equipment;
- Business correspondence, record keeping, filing methods, letter and report preparation, proofreading, and composition.

ABILITY TO:

- Perform a variety of technical duties involved in inputting, processing, updating, and analyzing data;
- Assist in administering complex, real-time, database systems;
- Learn, interpret, apply, and explain applicable laws, guidelines, codes, rules, and regulations;
- Extract and compare data from multiple sources by developing queries requiring logic;
- Assemble, organize, and prepare data for records and reports;
- Gather, read, analyze, and interpret data;
- Develop and maintain effective working relationships;
- Work dynamically and diplomatically with families;

- Exercise independent judgment and initiative without close supervision;
- Communicate effectively, both orally and in writing;
- Work independently and cooperatively with others;
- Learn, evaluate, and implement new processes and procedures as guidelines change.

TRAITS:

- Effectively manages one's own time, priorities, and resources;
- Diligently attends to details and produces accurate, quality of work;
- Is trustworthy and responsible for his/her actions;
- Works around obstacles and is self-starting;
- Easily adapts to situations and changes;
- Remains steady under pressure;
- Is punctual and follows through;
- Strives to provide excellent customer service;
- Overcomes linguistic and cultural barriers;
- Appreciates and respects the differences among people and cultures;

EMPLOYMENT STANDARDS

EDUCATION: Graduation from high school or it's equivalency is required.

EXPERIENCE: Three years of recent increasingly responsible experience in school based Medi-Cal billing is required. *Note: Recent experience is defined experience obtained within the last five years.*

LICENSE/LANGUAGE REQUIREMENTS: A valid, Class C, California Driver License, and a good driving record are required and must be maintained during employment.

WORK ENVIRONMENT: Employees in this classification work primarily in an office environment where the noise level is usually moderate, with changing priorities and short deadlines, may be exposed to airborne pathogens and germs, drive an automobile to conduct work, in the absence of immediate supervision, and in direct contact with students, parents, and staff.

PHYSICAL REQUIREMENTS: Employees in the classification sit, stand, walk, repetitively use fingers, use both hands simultaneously, stoop/bend, reach overhead, have rapid mental and/or muscular coordination, lift and carry up to 20 lbs., speak clearly, hear normal voice conversation, have depth perception, see small details, drive a vehicle, use a computer, and telephone.

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

Classified Salary Range:

Medi-Cal Billing and Program Specialist - 23.5

Medi-Cal Billing and Program Specialist – Bilingual (Spanish) - 24

Adopted by Personnel Commission: 04/22

PERSONNEL COMMISSION

ROWLAND UNIFIED SCHOOL DISTRICT

April 5, 2022

ITEM 9.1 EXAM REVIEW

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
Playground Supervision Aide	6 months	3	2.0 hours/ 9.5 months	11/2018	<ul style="list-style-type: none">• Remote Written Quiz
Executive Secretary	6 months	1	8.0 hours / 12 months	9/2016	<ul style="list-style-type: none">• Remote Written Exam• Structured Interview• Technical Project• Computer Testing
Administrative Secretary / Administrative Secretary – Bilingual (Spanish)	6 months	To fill future vacancies	8.0 hours / 12 months	9/2020	<ul style="list-style-type: none">• Remote Written Exam• Structured Interview• Technical Project• Computer Testing• Bilingual Exam

Recommendation

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



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

INVITES APPLICATIONS FOR THE POSITION OF:

PLAYGROUND SUPERVISION AIDE

\$15.00 Hourly

An Equal Opportunity Employer

OPENING DATE: Friday, March 18, 2022

FINAL FILING DATE: Friday, April 8, 2022

POSITION

hours for this job range from one (1) hour per day to three (3) hours per day, five (5) days per week, nine and a half (9 1/2) months per year. Reporting hours will vary in these positions. An eligibility list will be established to fill current vacancies, hire substitutes and fill future vacancies within the next 6 months.

SUMMARY OF DUTIES

Under the direction of the Principal or designee, performs a variety of assignments monitoring and overseeing students in the cafeterias, lunch areas, restrooms, playgrounds, school hallways, parking lots, or grounds during breakfast, lunch, or other non-instructional times; assists school staff in the safety and well-being of students; and intercedes in potentially harmful situations in accordance with school and organizational procedures.

QUALIFICATIONS

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

EXPERIENCE: Six months of experience in supervising or working with students in an organized setting is desirable.

LICENSE/CERTIFICATION/TRAINING REQUIREMENTS: A valid, Class C, California Driver's License is desirable.

WORK ENVIRONMENT: Employees in this classification will work indoors and outdoors; in seasonal heat and cold or adverse weather conditions, in direct contact with the public, students, and District personnel, and in the absence of direct supervision.

PHYSICAL REQUIREMENTS: Employees in this classification stand for extended periods of time, walk, sit, stoop/bend, reach overhead, lift and carry up to 20 lbs., simultaneously use both arms, legs, and hands; reach overhead; hear normal voice conversation; speak clearly; have depth perception and color vision, distinguish shades, see small details and long distances, and use a radio and telephone.

FILING PERIOD

Applications for this position will be accepted starting on **Friday, March 18, 2022 until Friday, April 8, 2022 at 4:30 p.m.**

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 Quiz

Classified Salary Range: 9

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.*

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

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



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

INVITES APPLICATIONS FOR THE POSITION OF:

EXECUTIVE SECRETARY

\$25.53 - \$30.99 Hourly

\$4423.00 - \$5374.00 Monthly

An Equal Opportunity Employer

OPENING DATE: March 18, 2022

FINAL FILING DATE: April 8, 2022

POSITION

There is currently one (1) full time position available, eight (8) hours per day, five (5) days per week, twelve (12) months per year located at the District Office in the Superintendent's Office. Work Hours are 8:00 a.m. – 5:00 p.m. An eligibility list will be established to fill current and future vacancies.

SUMMARY OF DUTIES

Under the direction of an Assistant Superintendent-level administrator, provides secretarial support; serves as a liaison, coordinates between the administrator and other staff or community members as well as vendors, attorneys, parents, other Cabinet members and their offices, Board members, State organizations and legislative offices; performs specialized activities as required; serves as the office coordinator over other clerical employees; and supports the administrator in District-authorized involvement in professional organizations at the local and State levels.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency and two years (48 semester or 72 quarter units) of college-level course work in business administration, public administration, or a closely related field. Up to two years of additional experience working at a secretary level position or higher for a principal, director, or executive level administrator may be substituted for the required college coursework.

EXPERIENCE: Four years of increasingly responsible secretarial/clerical experience including at least two years working in a secretary level position or higher for a principal, director, or executive level administrator. Experience with a public agency is preferred, but not required.

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

- **High School Diploma or equivalent and/or**
- **College Transcripts or Diploma (BA/AA)** (if applicable)

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

Applications without the supporting documents will be considered incomplete and will be disqualified. Transcripts/Diplomas from foreign countries must be certified to meet the US equivalent to be considered.

LICENSE/CERTIFICATION/TRAINING REQUIREMENTS: A valid Class C, California Driver's License, a good driving record, and use of a private automobile may be required, and if so, must be maintained during employment.

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

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

FILING PERIOD: Applications will be accepted on-line only, **Friday, March 18, 2022 until Friday, April 8, 2022, at 4:30 PM.**

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

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

EXAMINATION – OPEN/PROMOTIONAL WITH DUAL CERTIFICATION:

The examination process will tentatively consist of the following:

- Written Test,
- Technical Project, Structured Interview Exam, and Computer Performance Exams

Confidential/Supervisory Salary Schedule: Range 23.5

PROOF OF EDUCATION:

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

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



ROWLAND UNIFIED SCHOOL DISTRICT
Personnel Commission
1830 S. Nogales Street
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www.rowlandschools.org

INVITES APPLICATIONS FOR THE POSITION OF:

ADMINISTRATIVE SECRETARY
\$3739.00-\$4557.00 Monthly
\$21.57 - \$26.30 Hourly

ADMINISTRATIVE SECRETARY – BILINGUAL (SPANISH)
\$3,835.00 - \$4670.00 Monthly
\$22.12 - \$26.95 Hourly

An Equal Opportunity Employer

OPENING DATE: March 18, 2022

FINAL FILING DATE: April 8, 2022

POSITION

This position is typically, eight (8) hours per day, five (5) days per week, twelve (12) months a year. An eligibility list is being established to fill future vacancies.

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.

SUMMARY OF DUTIES

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

QUALIFICATIONS

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

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

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

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

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

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

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

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

FILING PERIOD

Applications for this position will be accepted on-line only, Friday, March 18, 2022, to Friday, April 8, 2022, until 4:30 pm. Please visit www.rowlandschools.org, Departments → Personnel Commission → Classified Job Openings.

Applicants will be sent notifications via e-mail only

EXAMINATION – OPEN/PROMOTIONAL WITH DUAL CERTIFICATION:

The examination may consist of the following:

- Job Related Written Exam
- Structured Interview, Computer Performance Exams; and Technical Project, Language Assessment (Spanish)

Classified Salary Range: ADMINISTRATIVE SECRETARY - Range 21.5

ADMINISTRATIVE SECRETARY – BILINGUAL (SPANISH) – Range 22

PROOF OF EDUCATION

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

April 5, 2022

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

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

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

ELIGIBILITY LIST RECRUITMENT NUMBER	PERSON I.D. PERSONNEL COMMISSION RULE REFERENCE
Reprographics Technician (D-21/22-53)	PC Rule 6.1.10.6 – Refusing an employment offer after certification as an eligible and available for the appointment. <ul style="list-style-type: none"> • ID# 20238480
Custodian (D-21/22-19)	PC Rule 6.1.10.1 – Failure to respond within five (5) working days following the date that a written notice regarding the eligible's availability for employment was sent <ul style="list-style-type: none"> • ID# 37774544
Custodian (D-21/22-51)	PC Rule 6.1.10.8 – Failure to satisfactorily complete all pre-employment and background reviews, including reference checks conducted by the Appointing Authority. <ul style="list-style-type: none"> • ID# 48489944
Instructional Assistant II (D-21/22-08)	PC Rule 6.1.10.6 – Refusing an employment offer after certification as an eligible and available for the appointment. <ul style="list-style-type: none"> • ID# 28716700
Behavior Support Assistant (D-21/22-55)	PC Rule 6.1.10.6 – Refusing an employment offer after certification as an eligible and available for the appointment. <ul style="list-style-type: none"> • ID# 48783540
Office Assistant (D-21/22-05)	PC Rule 6.1.10.1 - Failure to respond within five (5) working days following the date that a written notice regarding the eligible's availability for employment was sent <ul style="list-style-type: none"> • ID# 25002663 • ID# 47770022
Office Assistant (D-20/21-52)	PC Rule 6.1.10.1 - Failure to respond within five (5) working days following the date that a written notice regarding the eligible's availability for employment was sent <ul style="list-style-type: none"> • ID# 31216857
Office Assistant Bilingual (Spanish) (D-20/21-53)	PC Rule 6.1.10.1 - Failure to respond within five (5) working days following the date that a written notice regarding the eligible's availability for employment was sent <ul style="list-style-type: none"> • ID# 31216857

Office Assistant Bilingual (Spanish) (D-21/22-06)	PC Rule 6.1.10.1 - Failure to respond within five (5) working days following the date that a written notice regarding the eligible's availability for employment was sent <ul style="list-style-type: none"> • ID# 25002663 • ID# 47770022
Office Assistant Bilingual (Spanish) (D-21/22-07)	PC Rule 6.1.10.1 - Failure to respond within five (5) working days following the date that a written notice regarding the eligible's availability for employment was sent <ul style="list-style-type: none"> • ID# 25002663 • ID# 47770022
Executive Secretary (D-21/22-40)	PC Rule 6.1.10.4 - A written request by the eligible for removal <ul style="list-style-type: none"> • ID# 31677200
Instructional Assistant II (D-21/22-08)	PC Rule 6.1.10.4 - A written request by the eligible for removal <ul style="list-style-type: none"> • ID# 49004510
Health Assistant (D-20/21-67)	PC Rule 6.1.10.4 - A written request by the eligible for removal <ul style="list-style-type: none"> • ID# 33834648
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"> • ID# 47080390
Food Service Assistant I (D-20/21-49)	PC Rule 6.1.10.6 – Refusing an employment offer after certification as an eligible and available for the appointment. <ul style="list-style-type: none"> • ID# 46049850

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.