

**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)]

August 3, 2021
Meeting to start at 4:30 P.M.

Virtual Meeting

https://rowlandschools-org.zoom.us/webinar/register/WN_DVCb3oivRESwMfX_XkR5GQ

Governor Newsom issued Executive Order N-25-20 on March 12, 2020, and Executive Order N29-20 on March 17, 2020. Portions of these orders relax parts of the Brown Act. In part, the orders allow elected officials to "attend" a meeting virtually without having to admit members of the public into the location from which they are participating (N-25-20) and orders that "such a body need not make available any physical location from which members of the public may observe the meeting and offer public comment" (N-29-20).

Anyone wishing to participate may do so by accessing the link listed above.

Should you wish to provide Public Comment, please submit your request prior to 4:15 p.m. on the date of the meeting at <https://forms.gle/SLSpqdiHknRG34tf8> . During the meeting you will be invited to share your comments verbally.

Please be advised that this meeting is being audio recorded.

August 3, 2021
4:30 P.M.

PLEASE CIRCULATE

1. Meeting called to order by the Presiding Chair_____at____p.m.

2. Roll Call:	Present	Absent
Sharon Fernandez, Chair	_____	_____
Sabrina Lee, Vice Chair	_____	_____
Judy Nieh, 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, August 3, 2021 or adopting the Agenda with the following corrections/modifications for August 3, 2021.

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Judy Nieh _____

3.3 Introduction of Guests

3.4 COMMUNICATIONS

Remarks are limited to three (3) minutes, unless extended further or limited by vote of the Personnel Commission. A maximum of twenty (20) minutes, unless extended by the Personnel Commission, is allocated for each subject discussed. Ordinarily, Personnel Commissioners will not respond to comments and no action can be taken. However, the Personnel Commission may give direction to Staff following a comment.

A. CSEA

B. District Administration

C. Audience members who requested to comment via ZOOM on an item not on the agenda. Should you wish to provide Public Comment, please submit your request prior to 4:15 p.m. on the date of the meeting at <https://forms.gle/SLSpqdiHknRG34tf8>.

Questions on items that are on the agenda will be entertained at the time the item is under consideration. Remarks are limited to three (3) minutes, unless extended further or limited by vote of the Personnel Commission.

4. REPORT FROM THE PERSONNEL DIRECTOR

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

5. HEARINGS - None

6. PERSONNEL COMMISSION

6.1 Approve the minutes of the regular meeting of July 6, 2021 (Ref. 6.1)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Judy Nieh _____

7. ITEMS FOR DISCUSSION AND/OR ACTION

7.1 Advanced Salary Step Placement

a. Consider approving the advanced salary step request Carlos Ochoa, Principal, Giano Intermediate, to employ Applicant ID# 43252902 in the class of Instructional Assistant I – Bilingual (Spanish) at Step B of Range 15.5 on the Classified Salary Schedule. (Ref. 7.1a) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Judy Nieh _____

b. Consider approving the advanced salary step request from Nicole Hernandez, Coordinator, Special Education to employ Applicant ID# 6913022 in the class of Behavior Support Assistant at Step E of Range 17 on the Classified Salary Schedule. (Ref. 7.1b) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Judy Nieh _____

- c. Consider approving the advanced salary step request from Maria Descallar, Interim Principal, Rowland Elementary, to employ Applicant ID# 7783432 in the class of Instructional Assistant I at Step D of Range 15 on the Classified Salary Schedule. (Ref. 7.1c) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Judy Nieh _____

- d. Consider approving the advanced salary step request from Mariela Moscal, Principal, Ybarra Academy, to employ Applicant ID# 38476258 in the class of Campus Aide at Step D of Range 12 on the Classified Salary Schedule. (Ref. 7.1d) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Judy Nieh _____

7.2 Extension of Eligibility Lists

Ratify the extension of the following eligibility lists for another six months per PC Rule 6.1.5.

- Computer Lab Technician (D-20/21-20) and Computer Lab Technician – Bilingual (Spanish) (D-20/21-21)
 - Previous expiration date: 7/19/21
 - New expiration date: 1/19/22

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Judy Nieh _____

7.3 Revised Class Description

Receive input from the District Administration and CSEA regarding the revised classification for Reprographics Technician.

Consider approving the revised job description for the classification of Reprographics Technician. (Ref. 7.3)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Judy Nieh _____

8. EXAMINATIONS/ELIGIBILITY LISTS

8.1 Exam Review and Recruitment Bulletins (Ref. 8.1)

Receive for information, a summary of the following examinations and recruitment bulletins:

- a. Pool Maintenance Worker (D-21/22-01)
- b. High School Principal's Secretary (D-21/22-02)
- c. High School Principal's Secretary – Bilingual (Spanish) (D-21/22-03)

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

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

- a. Food Service Assistant I (D-20/21-49)
- b. Library Assistant (D-20/21-57)
- c. Library Assistant – Bilingual (Spanish) (D-20/21-58)
- d. Playground Supervision Aide (D-20/21-63)

e. School Bus Driver (D-20/21-59)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Judy Nieh _____

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

- a. Food Service Assistant I (D-20/21-49)
 - ID# 41096432 – PC Rule 6.1.10.6
- b. Computer Lab Technician (D-20/21-20)
 - ID# 45649669 , ID# 41068734 , ID# 43308618 – PC Rule 6.1.10.1
- c. Assistant Director of Nutrition Services (D-20/21-37)
 - ID# 26771793 – PC Rule 6.1.10.4
- d. Custodian (D-20/21-56)
 - ID# 12147250 & ID# 28816356 – PC Rule 6.1.10.2 and 4.4.11

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Judy Nieh _____

9. INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

10. CLOSED SESSION

Recess to closed session to discuss:

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

Time Recessed: _____ Time Reconvened to Open Session: _____

11. **THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED ON TUESDAY, SEPTEMBER 7, 2021 AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM**

12. ADJOURNMENT

Time _____

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Judy Nieh _____

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 JULY 6, 2021
MEETING HELD VIRTUALLY VIA ZOOM**

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

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

Staff Members Present: Joan Stiegelmar, Personnel Director
Arlene Zamudio, Senior Personnel Technician

Staff Members Absent: Jessica Landin, Personnel Analyst

APPROVAL OF THE AGENDA

A. The Personnel Commission took action to approve the agenda as submitted for Tuesday, July 6, 2021.

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

INTRODUCTION OF GUESTS

- Jessica Rosales
- Diego R.
- Marco Maldonado – CSEA President

COMMUNICATIONS

A. CSEA – Marco Maldonado is hoping that the Classification and Compensation study will begin soon and he has been coordinating the request with Ms. Stiegelmar. Mr. Maldonado mentioned he has a meeting scheduled with Dr. Mitchell to go over what is needed to get it completed. Mr. Maldonado stated that CSEA is in full support of the salary increase for the Pool Maintenance Worker classification. Mr. Maldonado thanked Ms. Stiegelmar for working diligently to get the position filled in anticipation of students returning to campus.

B. District Administration – None

C. Audience Members – None

REPORT FROM THE PERSONNEL DIRECTOR

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

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

Open/Promotional Recruitments

- Campus Aide
- Instructional Assistant I – Bilingual (Mandarin)
- Office Assistant Bilingual / Biliterate (Mandarin)
- Stock Delivery Worker

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

- Custodian – Zoom Structured Interview
- Food Service Assistant I – Remote written test
- Instructional Assistant I – Remote assessment test
- Library Assistant – Remote written test
- Playground Supervision Aide – Remote quiz
- School Bus Driver – Zoom structured interview

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

- Behavior Support Assistant (Multiple Vacancies)
- Behavior Support Assistant – Bilingual Spanish (Multiple Vacancies)
- Health Assistant – Bilingual (SP)
- School Bus Driver

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

- 1 – Behavior Support Assistant
- 2 – Campus Aide
- 3 – Custodian Substitute
- 1 – Grounds Maintenance Worker
- 1 – Instructional Assistant I
- 1 – Office Assistant
- 2 – Playground Supervision Aide
- 1 – School Bus Driver Substitute

Updates/Reminders/Remarks:

Ms. Stiegelmar shared the Personnel Commission has had a busy year in which 74 recruitments were initiated during the 2020-2021 fiscal year which was ironically the same number of recruitments that was conducted in 2019-2020. Ms. Stiegelmar mentioned the pandemic did not slow down the work of the Personnel Commission staff and this was a year of changing many of our testing processes (remote written tests and the year of ZOOM interviews). Ms. Stiegelmar shared that in addition to recruitments, hundreds of summer school requisitions were processed due to bringing students back for in person instruction. Ms. Stiegelmar shared Ms. Zamudio, Senior Personnel Technician, spent a few weeks confirming summer school assignments for 40+ employees to assign the additional work by seniority.

PERSONNEL COMMISSION

A. Recommendation: Approve the minutes of the regular meeting of May 4, 2021 as submitted.

Motion made by: Judy Nieh
Seconded by: Sharon Fernandez

Vote: Sharon Fernandez	Yes
Sabrina Lee	ABSTAIN
Judy Nieh	Yes

B. Recommendation: Approve the minutes of the regular meeting of June 1, 2021

Motion made by: Sabrina Lee
Seconded by: Sharon Fernandez

Vote: Sharon Fernandez	Yes
Sabrina Lee	Yes
Judy Nieh	ABSTAIN

ITEMS FOR DISCUSSION AND/OR ACTION

Advanced Salary Step Placement

A. Recommendation: To consider approving the advanced salary step request from Scott Cavanias, Principal, Alvarado Intermediate, to employ Applicant ID# 12512365 in the class of Campus Aide at Step E of Range 12 on the Classified Salary Schedule.

Motion made by: Judy Nieh
Seconded by: Sabrina Lee

Vote: Sharon Fernandez Yes
Sabrina Lee Yes
Judy Nieh Yes

- B. Recommendation: To consider approving the advanced salary step request from Rocky Bettar, Director, Rowland Adult and Community Education, to employ Applicant ID# 35389400 in the class of Office Assistant at Step D of Range 17 on the Classified Salary Schedule

Motion made by: Judy Nieh
Seconded by: Sabrina Lee

Vote: Sharon Fernandez Yes
Sabrina Lee Yes
Judy Nieh Yes

- C. Recommendation: To consider approving advanced salary step request from Chris Ferraro, Director, Maintenance and Operations, to employ Applicant ID# 43648207 in the class of Grounds Maintenance Worker at Step B of Range 19 on the Classified Salary Schedule.

Motion made by: Judy Nieh
Seconded by: Sabrina Lee

Vote: Sharon Fernandez Yes
Sabrina Lee Yes
Judy Nieh Yes

Class Description Revision and Salary Study Recommendation

- A. To consider approving the revised class description and salary recommendation for the classification of Pool Maintenance Worker from the Salary Range 19.5 to Salary Range 22.5 on the Classified Salary Schedule.

Motion made by: Judy Nieh
Seconded by: Sabrina lee

Vote: Sharon Fernandez Yes
Sabrina Lee Yes
Judy Nieh Yes

EXAMINATIONS/ELIGIBILITY LISTS

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

- a. Campus Aide (D-20/21-71)
- b. Instructional Assistant I – Bilingual (Mandarin) (D-20/21-74)
- c. Office Assistant – Bilingual / Biliterate (Mandarin) (D-20/21-72)
- d. Stock Delivery Worker (D-20/21-73)

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

- C. Recommendation: To ratify the following eligibility lists:

- a. Custodian (D-20/21-56)
- b. Office Assistant (D-20/21-52)
- c. Office Assistant – Bilingual (Spanish) (D-20/21-53)
- d. Office Assistant – Bilingual / Biliterate (Spanish) (D-20/21-54)
- e. School Bus Driver (D-20/21-59)

Motion made by: Judy Nieh
Seconded by: Sabrina Lee

Vote: Sharon Fernandez Yes
Sabrina Lee Yes
Judy Nieh Yes

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

- a. Campus Aide (D-20/21-45)
 - ID# 46582856 and ID#35186632 – PC Rule 6.1.10.6
- b. Food Service Assistant I (D-20/21-49)
 - ID# 10275255 – PC Rule 6.1.10.6

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

INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

Ms. Nieh mentioned she is looking forward to meeting in person. Ms. Nieh mentioned she took some time away to relax and travel and she hopes everyone has a chance to visit different places around the country.

Ms. Lee mentioned she would like to congratulate the 2021 graduates. Ms. Lee mentioned she is excited for the new school year to begin. Ms. Lee shared she knows the Personnel Commission will be prepared and she is looking forward to meeting in person soon.

Ms. Fernandez mentioned she is looking forward to meeting in person. Ms. Fernandez expressed her appreciation to the Personnel Commission staff for always working hard and ensuring vacancies are filled in a timely manner. Ms. Fernandez thanked Mr. Maldonado for being on board with the Classification and Compensation study and she is looking forward to seeing the outcome once it is completed.

CLOSED SESSION

Recess to closed session to discuss:

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

Time Recessed: 4:47 p.m. Time Reconvened to Open Session: 5:58 p.m.

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

ADJOURNMENT

To adjourn meeting at 5:59 p.m.

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

Approved by: _____
Sharon Fernandez
Chair
Personnel Commission

Submitted by: _____
Joan Stiegelmar
Personnel Director
Personnel Commission

THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED FOR TUESDAY, AUGUST 3, 2021 AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM (OR POSSIBLY VIA ZOOM)

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

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

The Commission is in receipt of a request from Carlos Ochoa, Principal, Giano Intermediate, to employ Applicant ID# 43252902 as Instructional Assistant I – Bilingual (Spanish) at Step B of Range 15.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has an Associate's degree. The number of years of education 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 15.5 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
BEHAVIOR SUPPORT ASSISTANT

The Commission is in receipt of a request from Nicole Hernandez, Coordinator, Special Education, to employ Applicant ID #6913022 as Behavior Assistant at Step E of Range 17 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
INSTRUCTIONAL ASSISTANT I

The Commission is in receipt of a request from Maria Descallar, Interim Principal, Rowland Elementary to employ Applicant ID #7783432 as Instructional Assistant I at Step D 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 over five years of related work experience. The number of years of education and related work experience does qualify this applicant for step placement at Step D based on the formula of one step will be given for two years of additional education beyond the employment standards for the classification and one step will be given for two years of additional related experience beyond the employment standards for the classification.

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step D of Range 15 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
CAMPUS AIDE

The Commission is in receipt of a request from Maria Moscal, Principal, Ybarra Academy to employ Applicant ID #38476258 as Campus Aide at Step D of Range 12 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has a over 2 years of college coursework and over four years of related work experience. The number of years of education and related work experience does qualify this applicant for step placement at Step D based on the formula of one step will be given for two years of additional education beyond the employment standards for the classification and one step will be given for two years of additional related experience beyond the employment standards for the classification.

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step D of Range 12 on the Classified Salary Schedule.

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

August 3, 2021

ITEM 7.3 CONSIDER APPROVING THE REVISED JOB DESCRIPTION FOR THE
CLASSIFICATION OF REPROGRAPHICS TECHNICIAN

Staff conducted a job analysis on the Reprographics Technician classification. The recommended changes in the job description are presented in the customary strikeout and bold/underscore text format. This position was vacated when the incumbent was promoted to Reprographics Supervisor.

Staff spoke with Debbie Dobson, Reprographics Supervisor and Rosana McLeod, Director of Purchasing Services, about the revisions to the job description. A job analysis was conducted to ensure that the job description was reflective of the current duties.

When the classification was established in 2016, the Reprographics Department utilized printing presses to print large jobs. Since that time, the department no longer uses presses and has moved entirely over to high-speed digital printing. As such, references to printing presses or the classification that used to run the presses, the Reprographics Operator, have been removed as indicated by the strikeouts.

The recommended revisions to the Reprographics Technician classification serve to better clarify the job duties, and update standard wording in all class descriptions in reference to the working environment and appointment section of the document. Changes to the duties did not increase responsibilities or workload and, therefore, do not reflect an increase in compensation.

RECOMMENDATION:

The Personnel Commission has requested to approve the recommended revisions to the job description for the classification of the Reprographics Technician.

ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

July 26, 2021

TO: Dennis Bixler, Assistant Superintendent – Human Resources


FROM: Joan Stiegelmar, Personnel Director

RE: **REVISED CLASS DESCRIPTION FOR REPROGRAPHICS TECHNICIAN**

Attached for your review and comment is the proposed **REVISED** class description for Reprographics Technician. Staff met with Rosana McLeod, Director of Purchasing, and Debbie Dobson, Reprographics Supervisor, regarding these revisions.

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, August 3, 2021.

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

<input checked="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: 7-28-2021

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 – Administrative Services
Rosana McLeod, Director of Maintenance and Operations

Attachments: Class Description

PC22-008



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

July 26, 2021

TO: Marco Maldonado, CSEA President


FROM: Joan Stiegelmar, Personnel Director

RE: **REVISED CLASS DESCRIPTION FOR REPROGRAPHICS TECHNICIAN**

Attached for your review and comment is the proposed **REVISED** class description for Reprographics Technician. Staff met with Rosana McLeod, Director of Purchasing, and Debbie Dobson, Reprographics Supervisor, regarding these revisions.

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, August 3, 2021.

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

CSEA agrees with the updates to this job description.	
<input checked="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: 7/26/2021

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

PC22-009

REPROGRAPHICS TECHNICIAN

SUMMARY OF DUTIES

Under general supervision of the Reprographics Supervisor, performs a wide variety of skilled duties in the print production and reproduction of materials utilizing digital printing, graphic design equipment and software; operates a variety of reprographic support equipment such as copy machine, computer, collator, shrink wrapper, folder, bostitcher, three hole paper drill, paper cutter, binder, numbering machine; checks work for quality and makes necessary adjustments; monitors machines; resolves operating problems and cleans and maintains equipment and work area; and performs general clerical assistance such as stocking form shelves, stuffing envelopes with ~~bulletins~~ **mailings**, and distributing to various sites and departments.

DISTINGUISHING CHARACTERISTICS

The class of Reprographics Technician is distinguished from Reprographics Assistant in that incumbents in the former class perform more advanced reprographics duties requiring more in-depth knowledge of conventional and digital printing technology and methodologies.

~~The class of Reprographics Technician is distinguished from the class of Reprographics Operator in that while the Reprographics Technician may occasionally receive training on journey level machines and provide additional assistance as needed, the Reprographics Operator is the journey level position in the printing trade primarily responsible for running offset presses, making plates, maintaining machines, etc.~~

EXAMPLES OF DUTIES

- Utilizing graphics, page layout, illustration, image editing and other software and equipment, creates text and graphics materials; works with District customers to assist with developing and designing materials to meet custom requirements; *E*
- Utilizes scanning and other equipment to import images for editing and full color digital output; *E*
- Receives and sends digital files to and from other District locations to achieve efficiency, productivity, and quality objectives; *E*
- ~~Reviews work orders to decide the parameters of a job to determine if printing jobs are better suited to be run on copy machines or printing presses; *E (no longer use presses)*~~
- Seeks direction from requesting party to further clarify desired work product; *E*
- Identifies various supplies, equipment, and materials necessary to perform such work; *E*
- Determines the necessary settings of equipment in order to complete the printing of a job; *E*
- Checks product to ensure items are in proper numerical order, pages are not reversed, etc.; *E*
- Runs print jobs from a computer to a copy machine and checks for quality by running sample copies; *E*
- Operates reprographics support equipment such as a collator, binder, paper cutter, shrink wrapper, folder, three-hole punch, paper drill, laminating machine, numbering machine, bostitcher, etc.; *E*
- Monitors machines for problems and ~~makes~~ **performs** minor repairs such as removing jammed papers, **replacing ink and toner, making minor mechanical adjustments, and** cleaning out equipment, etc.; *E*
- Records **project usage count and** labor time on work orders; *E*
- Packages completed work and mails or delivers to requesting party or to the warehouse; *E*
- ~~Distributes bulletins by stuffing and mailing envelopes while checking to ensure proper parties have been mailed such data; *E (re-worded below)*~~
- **Prepares mailings for distribution by folding and stuffing envelopes;** *E*
- Prepares **completed jobs for** inter-District mail and packages for distribution **to sites;** *E*
- Stocks shelves with paper, card stock, envelopes, etc.; *E*
- Maintains file system for printing jobs; *E*

- Makes edits to documents as needed; *E*
- ~~May receive training on the operation of printing presses;~~
- ~~May assist Reprographics Operators as needed in the printing and processing of jobs on printing presses;~~
(*no longer use presses*)
- Performs other related duties as assigned.

SKATs (Skills, Knowledge, Abilities and Traits)

SKILL IN:

- Operating a variety of office equipment such as a computer including applicable graphic software, copiers, telephones, fax, and scanner;
- Keyboarding with speed and accuracy to input data on a computer;
- Operating a variety of print shop support equipment including collators, folders, paper drills, padders, paper cutters, bostitchers, binders, numbering machines, shrink wrappers, folders, copy machines, laminating machines, and wide-format printers.

KNOWLEDGE OF:

- Principles and techniques of graphic design, page layout, and image editing used in commercial print production;
- Software applications including Microsoft Word, PowerPoint, Publisher, **Photoshop**, InDesign, Illustrator, etc.;
- Rulers and other measuring devices;
- Basic math including addition, subtraction, multiplication, division, and fractions;
- Proper English usage, spelling, grammar, and punctuation;
- Safety hazards and safe working practices including OSHA regulations;
- High-speed printer/copier operation and maintenance;
- Simple record keeping and record management;
- Typical paper stocks used in a full production print shop;
- Mailing procedures.

ABILITY TO:

- Utilize computers and computer software to create graphics and artwork and develop print layouts in accordance with District standards and customer requirements;
- Follow and apply safe work practices, methods and procedures in a print shop setting, including proper lifting techniques;
- Understand and follow oral and written instructions;
- Read, analyze and interpret data;
- Exercise good judgment;
- Communicate effectively, both orally and in writing;
- Work independently and cooperatively with others;
- Plan and organize work;
- Establish and maintain effective working relationships;
- Accurately maintain records;

TRAITS:

- Effectively manages one's own time, priorities and resources;
- Is trustworthy and responsible for his/her actions;
- Maintains awareness of potential hazards to self and others.
- Strives to meet customers' needs;
- Easily adapts to situation and changes;

- Stays focused and has good work ethic;
- Diligently attends to details and quality of work;
- Remains steady under pressure;
- Is punctual and follows through;
- ~~Stays focused and has good work ethic; (already listed above)~~
- Works around obstacles and is self-starting.

EMPLOYMENT STANDARDS

EDUCATION: Graduation from high school or its equivalency is required. Completion of coursework in graphic communication, visual communication, or a closely related printing technology field is desirable.

EXPERIENCE: Two years of experience in the operation of high-speed digital printing and bindery equipment, and computerized graphics, layout, and design using Photoshop, InDesign, or Illustrator is required.

LICENSE/CERTIFICATION/TRAINING REQUIREMENTS: A valid, Class C, California Driver License, and a good driving record are desirable.

WORK ENVIRONMENT:

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

PHYSICAL REQUIREMENTS:

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

APPOINTMENT:

In accordance with Education Code 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.

Classified Salary Range: 18.5

Established 11/16

Revised 08/21

REPROGRAPHICS TECHNICIAN

SUMMARY OF DUTIES

Under general supervision of the Reprographics Supervisor, performs a wide variety of skilled duties in the print production and reproduction of materials utilizing digital printing, graphic design equipment and software; operates a variety of reprographic support equipment such as copy machine, computer, collator, shrink wrapper, folder, bostitcher, three hole paper drill, paper cutter, binder, numbering machine; checks work for quality and makes necessary adjustments; monitors machines; resolves operating problems and cleans and maintains equipment and work area; and performs general clerical assistance such as stocking form shelves, stuffing envelopes with mailings, and distributing to various sites and departments.

DISTINGUISHING CHARACTERISTICS

The class of Reprographics Technician is distinguished from Reprographics Assistant in that incumbents in the former class perform more advanced reprographics duties requiring more in-depth knowledge of conventional and digital printing technology and methodologies.

EXAMPLES OF DUTIES

- Utilizing graphics, page layout, illustration, image editing and other software and equipment, creates text and graphics materials; works with District customers to assist with developing and designing materials to meet custom requirements; *E*
- Utilizes scanning and other equipment to import images for editing and full color digital output; *E*
- Receives and sends digital files to and from other District locations to achieve efficiency, productivity, and quality objectives; *E*
- Seeks direction from requesting party to further clarify desired work product; *E*
- Identifies various supplies, equipment, and materials necessary to perform such work; *E*
- Determines the necessary settings of equipment in order to complete the printing of a job; *E*
- Checks product to ensure items are in proper numerical order, pages are not reversed, etc.; *E*
- Runs print jobs from a computer to a copy machine and checks for quality by running sample copies; *E*
- Operates reprographics support equipment such as a collator, binder, paper cutter, shrink wrapper, folder, three-hole punch, paper drill, laminating machine, numbering machine, bostitcher, etc.; *E*
- Monitors machines for problems and performs minor repairs such as removing jammed papers, replacing ink and toner, making minor mechanical adjustments, and cleaning out equipment, etc.; *E*
- Records project usage count and labor time on work orders; *E*
- Packages completed work and mails or delivers to requesting party or to the warehouse; *E*
- Prepares mailings for distribution by folding and stuffing envelopes; *E*
- Prepares completed jobs for inter-District mail and packages for distribution to sites; *E*
- Stocks shelves with paper, card stock, envelopes, etc.; *E*
- Maintains file system for printing jobs; *E*
- Makes edits to documents as needed; *E*
- Performs other related duties as assigned.

SKATs (Skills, Knowledge, Abilities and Traits)

SKILL IN:

- Operating a variety of office equipment such as a computer including applicable graphic software, copiers, telephones, fax, and scanner;
- Keyboarding with speed and accuracy to input data on a computer;

- Operating a variety of print shop support equipment including collators, folders, paper drills, padders, paper cutters, bostitchers, binders, numbering machines, shrink wrappers, folders, copy machines, laminating machines, and wide-format printers.

KNOWLEDGE OF:

- Principles and techniques of graphic design, page layout, and image editing used in commercial print production;
- Software applications including Microsoft Word, PowerPoint, Publisher, Photoshop, InDesign, Illustrator, etc.;
- Rulers and other measuring devices;
- Basic math including addition, subtraction, multiplication, division, and fractions;
- Proper English usage, spelling, grammar, and punctuation;
- Safety hazards and safe working practices including OSHA regulations;
- High-speed printer/copier operation and maintenance;
- Simple record keeping and record management;
- Typical paper stocks used in a full production print shop;
- Mailing procedures.

ABILITY TO:

- Utilize computers and computer software to create graphics and artwork and develop print layouts in accordance with District standards and customer requirements;
- Follow and apply safe work practices, methods and procedures in a print shop setting, including proper lifting techniques;
- Understand and follow oral and written instructions;
- Read, analyze and interpret data;
- Exercise good judgment;
- Communicate effectively, both orally and in writing;
- Work independently and cooperatively with others;
- Plan and organize work;
- Establish and maintain effective working relationships;
- Accurately maintain records;

TRAITS:

- Effectively manages one's own time, priorities and resources;
- Is trustworthy and responsible for his/her actions;
- Maintains awareness of potential hazards to self and others.
- Strives to meet customers' needs;
- Easily adapts to situation and changes;
- Stays focused and has good work ethic;
- Diligently attends to details and quality of work;
- Remains steady under pressure;
- Is punctual and follows through;
- Works around obstacles and is self-starting.

EMPLOYMENT STANDARDS

EDUCATION: Graduation from high school or its equivalency is required. Completion of coursework in graphic communication, visual communication, or a closely related printing technology field is desirable.

EXPERIENCE: Two years of experience in the operation of high-speed digital printing and bindery equipment, and computerized graphics, layout, and design using Photoshop, InDesign, or Illustrator is required.

LICENSE/CERTIFICATION/TRAINING REQUIREMENTS: A valid, Class C, California Driver License, and a good driving record are desirable.

WORK ENVIRONMENT:

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

PHYSICAL REQUIREMENTS:

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

APPOINTMENT:

In accordance with Education Code 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.

Classified Salary Range: 18.5

Established 11/16

Revised 08/21

PERSONNEL COMMISSION

ROWLAND UNIFIED SCHOOL DISTRICT

August 3, 2021

ITEM 8.1 EXAM REVIEW

The following recruitments were initiated during the month of July 2021:

Classification	Length of Eligibility List	Number of Positions	Hours / Months	Last Class Description Revision	Tentative Exam Plan
Pool Maintenance Worker	12 months	1	8 hours/ 12 months	7/2021	<ul style="list-style-type: none">• Zoom Structured Interview• Technical Project
High School Principal's Secretary & High School Principal's Secretary – Bilingual (Spanish)	12 months	1	8 hours/ 11 months	10/2015	<ul style="list-style-type: none">• Written Test• Zoom Structured Interview• 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:

POOL MAINTENANCE WORKER

\$3,927.00 - \$4,786.00 Monthly

\$47,124.00 - \$57,432.00 Annually

An Equal Opportunity Employer

OPENING DATE: July 9, 2021

FINAL FILING DATE: July 30, 2021

POSITION

There is currently one (1) full-time Pool Maintenance Worker position available, eight (8) hours per day, five (5) days per week, twelve (12) months per year. Tentative workday hours are 6:00 AM to 2:30 PM. An eligibility list will be established to hire substitutes and fill future vacancies.

SUMMARY OF DUTIES

Under the direction of the Structural Supervisor or Mechanical Systems Supervisor, maintains swimming pools including operating equipment, cleaning filters and testing and treating water; performs a variety of custodial duties such as hosing off decks and picking up trash; and makes minor repairs, such as replacing feeder lines changing pool lamps and treating pool cover racks for rust.

QUALIFICATIONS

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

EXPERIENCE: One year of experience in the operation and maintenance of public or commercial pools and equipment and performing a full range of repairs and maintenance on public or commercial pools is required.

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

- **High School Diploma or equivalent is REQUIRED**
- **A valid and current Pool Maintenance Technician certificate issued by the Los Angeles County Health Department is REQUIRED**

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

PLEASE NOTE: For inquiries, please email cvahimarae@rowlandschools.org.

LICENSE/CERTIFICATION/TRAINING REQUIREMENTS: A valid Class C, California Driver's License and a good driving record are required. A valid Pool Maintenance Technician certificate issued by the Los Angeles County Health Department is required. An Aquatic Facility Operator (AFO) license is recommended.

All licenses and certificates listed above must be maintained and remain current during the course of employment.

WORK ENVIRONMENT

Employees in this classification work both inside and outside, in varying temperatures, poorly ventilated areas, poor or inadequate lighting, wet or damp areas, confined spaces, with electrical hazards and dangerous machinery with moving parts, fumes, with potential exposure to concentrations of chemicals, acids, odors, toxic materials, explosive substances, loud noises, vibrations, and in direct contact with students, District employees and the public.

PHYSICAL REQUIREMENTS

Employees in this classification stand for extended periods of time, walk, sit, stoop/bend, kneel, crawl in confined spaces, reach overhead, lift, carry, push and pull up to 50 lbs. without assistance, use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, speak clearly, hear normal conversation, have depth perception, and have color vision or the ability to distinguish shades.

7/21

D-21/22-01

FILING PERIOD

APPLICATIONS FOR THESE POSITIONS WILL BE ACCEPTED ON-LINE ONLY until Friday, July 30, 2021.

Log on to <http://www.rowlandschools.org> and navigate to Departments → Personnel Commission → Classified Job Openings, to begin creating your application or to edit/update an existing account.

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

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Job Related Written Examination
- Structured Interview and Technical Project

Salary Range: 22 1/2

PROOF OF EDUCATION:

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

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:

HIGH SCHOOL PRINCIPAL'S SECRETARY

\$3,927.00 - \$4,786.00 Monthly

HIGH SCHOOL PRINCIPAL'S SECRETARY-BILINGUAL (SPANISH)

\$4,024.00 - \$4,906.00 Monthly

An Equal Opportunity Employer

OPENING DATE: July 9, 2021

FINAL FILING DATE: July 30, 2021

POSITION

There is currently one (1) full time **High School Principal's Secretary-Bilingual (Spanish)** position available, eight (8) hours per day, five (5) days per week, twelve (12) months per year at Nogales High School. The tentative work schedule is 7:30 AM to 4:00 PM. An eligibility list for the High School Principal's Secretary and High School Principal's Secretary-Bilingual (Spanish) is being established to fill future vacancies.

SUMMARY OF DUTIES

Under the direction of a high school Principal, organizes, coordinates, schedules and performs a wide variety of complex and administrative office activities; serves as secretary to the Principal and provides liaison between departments, administrators, District and site personnel, parents, students, booster groups and the general public; relieves the Principal of a wide variety of technical and administrative detail; and trains and provides work direction to student assistants and others as assigned.

QUALIFICATIONS

EDUCATION: Graduation from high school or its equivalency and one year of college level course work in office management, business or public administration or related field is required. *An additional year of full-time experience at least at the level of Secretary may be substituted on a year-for-year basis for the required college education.

Applicants must provide the Personnel Commission with 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**
- **College Transcripts or Diploma*.**

*May not be required if you meet the second option explained in the education requirements

Documents may also be emailed to Arlene.Zamudio@RowlandSchools.org. **Applications without the supporting documents will be considered incomplete and will be disqualified. Transcripts/Diplomas from foreign countries must be certified to meet the US equivalent to be considered.**

EXPERIENCE: Three years of increasingly responsible secretarial experience including one year at the level of Secretary is required.

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, changing priorities and short deadlines, may be exposed to air and blood-borne pathogens and germs, bodily fluids and communicable diseases, may be required to drive an automobile to conduct work, and have direct contact with students and the public.

PHYSICAL REQUIREMENTS: Employees in this classification stand, walk, sit, reach overhead, lift and carry up to 15 lbs., push, pull, stoop and kneel, balance, bend repeatedly, use fingers repetitively, use both hands simultaneously, manual dexterity to operate a computer keyboard; sitting and operating a keyboard to enter data into a computer terminal for extended periods of time; speak clearly, hear normal conversation, and see near and far, use depth perception, see small details, use a computer, radio, and telephone.

FILING PERIOD: Applications will be accepted on-line only, from **Friday, July 8, 2021 to Friday, July 30, 2021 until 4:30 PM.**

Log on to: <http://www.rowlandschools.org> and navigate to Departments → Personnel Commission → Classified Job Openings to begin creating your application or to edit/update an existing account.

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

EXAMINATION – OPEN / PROMOTIONAL WITH DUAL CERTIFICATION:

The examination may consist of the following:

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

Classified Salary Range 22.5: High School Principal's Secretary \$3,927.00 - \$4,786.00 Monthly

Classified Salary Range 23: High School Principal's Secretary-Bilingual (Spanish) \$4,024.00 - \$4,906.00 Monthly

PROOF OF EDUCATION:

If you received your education outside of the United States, you **MUST** have your degree/transcripts evaluated by an approved agency transcript evaluation service that certifies that your degree meets the United States equivalent for it to be considered.

For more information about organizations who offer this service, please access the following:

<http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>. *RUSD will only accept evaluations from agencies listed within the document.*

ADVANCED SALARY STEP PLACEMENT:

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

APPOINTMENT:

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

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

PROCESSING FEE:

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

VETERANS CREDIT:

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

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

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

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

August 3, 2021

ITEM 8.4 DISQUALIFICATION OF ELIGIBLES AND REMOVAL OF NAMES FROM ELIGIBILITY LISTS

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

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

ELIGIBILITY LIST RECRUITMENT NUMBER	PERSON I.D. PERSONNEL COMMISSION RULE REFERENCE
Food Service Assistant (D-20/21-49)	PC Rule 6.1.10.6 - Refusing an employment offer after certification as an eligible and available for appointment. <ul style="list-style-type: none">• ID# 41096432
Computer Lab Technician (D-20/21-20)	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# 45649669• ID# 41068734• ID# 43308618
Assistant Director of Nutrition Services (D-20/21-37)	PC Rule 6.1.10.4 - A written request by the eligible for removal. <ul style="list-style-type: none">• ID# 26771793
Custodian (D-20/21-56)	PC Rule 6.1.10.2 - Any of the causes listed in Rule 4.4. 4.4.11 Making a false statement or intentionally omitting a statement of a material fact requested on the application form. <ul style="list-style-type: none">• ID# 12147250• ID# 28816356

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.