

**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)]

January 11, 2022
Meeting to start at 4:30 P.M.

January 11, 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, January 11, 2022 or adopting the Agenda with the following corrections/modifications for January 11, 2022.

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

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

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 meeting of November 2, 2021. (Ref. 6.1)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

7. ITEMS FOR DISCUSSION AND/OR ACTION

7.1 Advanced Salary Step Placement

a. Consider approving the advanced salary step request from Chris Ferraro, Director of Maintenance and Operations, to employ Applicant ID# 29341143 in the class of Grounds Maintenance Worker at Step B of Range 19 on the Classified Salary Schedule. (Ref. 7.1a) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

b. Consider approving the advanced salary step request from Nicole Hernandez, Coordinator, Special Education, to employ Applicant ID# 29147028 in the class of Instructional Assistant II at Step D of Range 16 on the Classified Salary Schedule. (Ref. 7.1b) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

c. Consider approving the advanced salary step request from Mariela Moscal, Principal, Ybarra Academy, to employ Applicant ID# 36692820 in the class of Library Assistant at Step B of Range 17 on the Classified Salary Schedule. (Ref. 7.1c) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

d. Consider approving the advanced salary step request from Jason Garcia, Principal, Oswalt Academy, to employ Applicant ID# 45944916 in the class of Office Assistant at Step B of Range 17 on the Classified Salary Schedule. (Ref. 7.1d) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

e. Consider approving the advanced salary step request from Mitch Brunyer, Principal, Rowland High School, to employ Applicant ID# 42526007 in the class of ASB Account Clerk at Step C of Range 18.5 on the Classified Salary Schedule. (Ref. 7.1e) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

- f. Consider approving the advanced salary step request from Dr. Andrea Brumbaugh, Principal, Nogales High School, to employ Applicant ID# 48324265 in the class of High School Principal's Secretary – Bilingual (Spanish) at Step C of Range 23 on the Classified Salary Schedule. (Ref. 7.1f) & (Ltd. Dist.)

Motion by: _____
 Second by: _____

Vote: Sabrina Lee _____
 Judy Nieh _____
 Sharon Fernandez _____

- g. Consider approving the advanced salary step request from Nicole Hernandez, Coordinator, Special Education, to employ Applicant ID# 21397481 in the class of Custodian at Step D of Range 18 on the Classified Salary Schedule. (Ref. 7.1g) & (Ltd. Dist.)

Motion by: _____
 Second by: _____

Vote: Sabrina Lee _____
 Judy Nieh _____
 Sharon Fernandez _____

7.2 Reallocation

- a. Consider approving the reallocation of a vacant Office Assistant – Bilingual (Spanish) position to an Office Assistant – Bilingual / Biliterate (Mandarin) position. (Ref. 7.2a)

Motion by: _____
 Second by: _____

Vote: Sabrina Lee _____
 Judy Nieh _____
 Sharon Fernandez _____

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) Instructional Assistant I (D-21/22-57)
- b) Instructional Assistant I – Bilingual / Biliterate (Spanish) (D-21/22-58)
- c) Senior Office Assistant – Bilingual / Biliterate (Spanish) (D-21/22-59)
- d) Textbook Media Assistant (D-21/22-60)
- e) Food Service Assistant III (D-21/22-61)
- f) Cook (D-21/22-62)
- g) Nutritional Services Operations Manager (D-21/22-63)

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) Campus Aide (D-21/22-45)
- b) Computer Lab Technician (D-21/22-37)
- c) Computer Lab Technician – Bilingual (Spanish) (D-21/22-38)
- d) District Patrol (D-21/22-28)
- e) Food Service Assistant I (D-21/22-50)
- f) Human Resources / Credentials Analyst (D-21/22-42)
- g) Instructional Assistant I (D-21/22-32)

Motion by: _____
 Second by: _____

Vote: Sabrina Lee _____
 Judy Nieh _____
 Sharon Fernandez _____

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

- Custodian (D-20/21-27)
 - ID# 32460676 – PC Rule 6.1.10.4
 - ID# 2437176 – PC Rule 6.1.10.7
 - ID# 38233338 – PC Rule 6.1.10.7
- Food Service Assistant I (D-20/21-49)
 - ID# 35975485 – PC Rule 6.1.10.1
- Grounds Maintenance Worker (D-20/21-28)
 - ID# 41490190 – PC Rule 6.1.10.6
 - ID# 43049964 – PC Rule 6.1.10.4
- Personal Care Assistant (D-21/22-04)
 - ID# 36505562 – PC Rule 6.1.10.8
- Playground Supervision Aide (D-21/22-20)
 - ID# 37007115 – PC Rule 6.1.10.4
- School Bus Driver (D-21/22-11)
 - ID# 46100220 – PC Rule 6.1.10.6
- Senior Office Assistant – Bilingual / Biliterate (Spanish) (D-21/22-27)
 - ID# 48175236 – PC Rule 6.1.10.6

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

9. INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

10. CLOSED SESSION

Recess to closed session to discuss:

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

Time Recessed: _____ Time Reconvened to Open Session: _____

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

11. ADJOURNMENT

Time _____

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

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

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF DECEMBER 7, 2021
MEETING HELD IN-PERSON**

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

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

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

PRELIMINARY

- A. The Personnel Commission took action to re-appoint Ms. Sabrina Lee to the Personnel Commission as the Joint-Appointee for a three-year term from December 7, 2021 to December 1, 2024.

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

- B. The oath of office was presented by Ms. Sharon Fernandez to Ms. Sabrina Lee, Joint Appointee.

- C. The Personnel Commission took action to nominate and elect a chairperson for the term from December 7, 2021 to December 1, 2022.

The Personnel Commission nominated Sabrina Lee as chairperson for a three-year term.

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

- D. The Personnel Commission took action to nominate and elect a vice-chairperson for the term from December 7, 2021 to December 1, 2022

The Personnel Commission elected Judy Nieh as vice-chairperson for a one-year term.

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

APPROVAL OF THE AGENDA

- A. The Personnel Commission took action to approve the agenda as submitted for Tuesday, December 7, 2021.

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

INTRODUCTION OF GUESTS

Alex Flores – Deputy Superintendent
Daniel Menesis – Lead Stock Delivery Worker

Zachary Goddard – Stock Delivery Worker
Maria Davila – Director, Nutrition Services
Frank Cervantes – Stock Delivery Worker
Marco Maldonado – CSEA President
Dennis Bixler – Assistant Superintendent - Human Resources
Rosana McLeod – Director of Purchasing Services
Carlos Martinez – Purchasing Supervisor
Leticia Scanlan – Building Services Assistant
Barbara Marroquin – Senior Office Assistant
Carlos Martinez – Purchasing Supervisor
Andrea Edwards – Office Assistant (Substitute)

COMMUNICATIONS

- A. CSEA – Mr. Maldonado stated on behalf of the CSEA Chapter, that he wishes Season Greetings to the Personnel Commission. Ms. Maldonado went on to thank the Personnel Commission for working collaboratively to ensure the compensation and classification study would be started early next year.
- B. District Administration - None
- C. Audience Members

Frank Cervantes, Stock Delivery Worker, commented on his current salary and mentioned he believes he should be allowed Advanced Step Placement due to his job-related experience. Mr. Cervantes stated when discussed with Personnel Commission staff he was told Advanced Step Placement would not apply to him as he is not a new employee to the District. Mr. Cervantes stated that he discussed his concern with Human Resources and would like his salary reviewed again and considered for Advanced Step Placement.

Ms. Lee referred Mr. Cervantes' inquiry to staff for follow up.

REPORT FROM THE PERSONNEL DIRECTOR

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

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

Open Recruitments..

- Food Service Assistant
- Custodian
- Grounds Maintenance Worker
- Reprographics Technician
- Behavior Support Assistant/BSA – Bilingual (SP)
- Instructional Assistant I Series

Promotional Recruitments

- Accounting Operations Supervisor

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

- Food Service Assistant I – Remote written test / Zoom Structured Interview
- School Bus Driver – Zoom Structured Interview
- Safety Operations Manager – Technical Project / Zoom Structured Interview
- Behavior Support Assistant Series – Zoom Structured Interview
- Office Assistant B/B (Mandarin) – Zoom Structured Interview
- Sr. Office Asst / Sr. OA – Bil (SP) / Sr. OA – Bil/Bil (SP) – Zoom Structured Interview / Computer Testing
- High School Principal's Secretary – Bil (SP) – Zoom Structured Interview
- Instructional Assistant I Series – Remote written test / Zoom Structure Interview
- Cafeteria Lead Worker – Zoom Structured Interview

- Executive Secretary – Technical Project / Zoom Structured Interview / Computer Testing
- Personnel Technician – Remote written test
- Custodian - Remote written test

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

- Grounds Construction Worker
- Office Assistant - Multiple
- Grounds Maintenance Worker
- School Bus Driver
- Senior Office Asst
- Senior Office Asst – Bilingual / Biliterate (Spanish)
- Office Asst – Bilingual (Spanish)
- Health Assistant
- Cafeteria Lead Worker I - Multiple
- Food Service Assistant I - Multiple
- Behavior Support Assistant - Multiple
- High School Principal’s Secretary

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

- 2 – Instructional Assistant II
- 2 – Playground Supervision Aide
- 1 – Playground Supervision Aide (SUB)
- 2 – Personal Care Assistant
- 2 – Grounds Maintenance Worker
- 2 – Custodian
- 2 – Community Liaison – Bilingual (Spanish)
- 2 – Office Assistant – Bilingual (Spanish)
- 1 – School Bus Driver
- 1 – Library Assistant

Updates/Reminders/Remarks:

- The Personnel Commission and Human Resources teamed up to do a Job Fair on Tuesday, November 16. Over 40 people attended the Job Fair and it was a very eventful day. We are in the process of creating an eligibility list of 12 Playground Supervision Aides, and hiring provisionally 11 Food Service Assistant I, 3 Custodians, 5 Campus Aides, and 3 District Safety/District Patrol applicants.
- At the November 18 Board Meeting, the District approved Ewing Consulting to begin a classification study. I am excited to work with Ewing to begin the study and will have more information to share at the next meeting.
- Congratulations to Ms. Sabrina Lee on being appointed to another three years on the Personnel Commission. Her contributions to the Commission since 2008 have been instrumental in guiding staff through many decisions during the past 13 years.
- Happy Holidays to everyone! The District Office will be closed from Friday, December 24 through Monday, January 3 so that students and staff can enjoy time with their family.

PERSONNEL COMMISSION

A. Recommendation: Approve the minutes of the meeting of November 2, 2021 as submitted.

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

ITEMS FOR DISCUSSION AND/OR ACTION

Advanced Salary Step Placement

- A. Recommendation: To consider approving the advanced salary step request from Rocky Bettar, Director of Rowland Adult & Community Education, to employ Applicant ID# 41384379 in the class of Instructional Assistant I at Step D of Range 15 on the Classified Salary Schedule.

Ms. Fernandez asked Ms. Stiegelmar, Personnel Director, to confirm this is a new hire to the District.
Ms. Stiegelmar, Personnel Director, confirmed the employee is a new hire to the District.

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

- B. Recommendation: To consider approving the advanced salary step request from Nicole Hernandez, Coordinator, Special Education, to employ Applicant ID# 47499933 in the class of Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule

Ms. Fernandez asked Ms. Stiegelmar, Personnel Director, to confirm this is a new hire to the District.
Ms. Stiegelmar, Personnel Director, confirmed the employee is a new hire to the District.

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

- C. Recommendation: To consider approving the advanced salary step request from Jason Garcia, Principal, Oswalt Academy, to employ Applicant ID# 46845609 in the class of Custodian at Step D of Range 18 on the Classified Salary Schedule.

Ms. Fernandez asked Ms. Stiegelmar, Personnel Director, to confirm this is a new hire to the District.
Ms. Stiegelmar, Personnel Director, confirmed the employee is a new hire to the District.

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

- D. Recommendation: To consider advanced salary step request from Karen Magana, Principal, Killian Elementary, to employ Applicant ID# 21956104 in the class of Senior Custodian at Step C of Range 20 on the Classified Salary Schedule.

Ms. Fernandez asked Ms. Stiegelmar, Personnel Director, to confirm this is a new hire to the District.
Ms. Stiegelmar, Personnel Director, confirmed the employee is a new hire to the District.

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

- E. Recommendation: To consider advanced salary step request from Nicole Hernandez, Coordinator, Special Education, to employ Applicant ID# 45291816 in the class of Office Assistant – Bilingual (Spanish) at Step B of Range 17.5 on the Classified Salary Schedule.

Ms. Fernandez asked Ms. Stiegelmar, Personnel Director, to confirm this is a new hire to the District.
Ms. Stiegelmar, Personnel Director, confirmed the employee is a new hire to the District.

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

- F. Recommendation: To consider advanced salary step request from Nicole Hernandez, Coordinator, Special Education, to employ Applicant ID# 27756536 in the class of Personal Care Assistant at Step B of Range 14 on the Classified Salary Schedule

Ms. Fernandez asked Ms. Stiegelmar, Personnel Director, to confirm this is a new hire to the District. Ms. Stiegelmar, Personnel Director, confirmed the employee is a new hire to the District.

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

- G. Recommendation: To consider advanced salary step request from Dennis Bixler, Assistant Superintendent, Human Resources, to employ Applicant ID# 12658317 in the class of Office Assistant at Step E of Range 17 on the Classified Salary Schedule

Ms. Fernandez asked Ms. Stiegelmar, Personnel Director, to confirm this is a new hire to the District. Ms. Stiegelmar, Personnel Director, confirmed the employee is a new hire to the District.

Ms. Lee inquired if this position is for the Office Assistant who will be assigned to the CSEA office. Ms. Lee asked if the District is responsible for this approval.

Ms. Stiegelmar confirmed the CSEA bargaining agreement calls for an Office Assistant to be assigned to the CSEA office. Ms. Stiegelmar confirmed the employee will be a District employee and Mr. Bixler was asked to approve the Advanced Step Placement request as Human Resources is responsible for creating the requisition.

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

- H. Recommendation: To consider advanced salary step request from Chris Ferraro, Director, Maintenance and Operations, to employ Applicant ID# 18356527 in the class of Custodian at Step D of Range 18 on the Classified Salary Schedule.

Ms. Fernandez asked Ms. Stiegelmar, Personnel Director, to confirm this is a new hire to the District. Ms. Stiegelmar, Personnel Director, confirmed the employee is a new hire to the District.

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

RECLASSIFICATION

- A. Recommendation: To consider approving the reclassification request of a Building Services Assistant position, and the current incumbent, to the classification of Buyer with an effective date of December 8, 2021.

Ms. Lee stated as a re-classification request comes forward, the Personnel Commission's first step is reviewing the Personnel Commission rules. Ms. Lee mentioned the rule states "gradual accretion of the measurable addition of duties must occur over a period of two (2) or more years while the employee is assigned to the same position and classification." Ms. Lee stated she becomes concerned when this happens as it may mean the incumbent may not know they are being given duties outside of their job description or their supervisor may not be aware of the responsibilities of their incumbent. Ms. Lee stated as all classified employees are given their job descriptions they should be aware if they are working out of class for the period of two years or more. Ms. Lee also stated supervisors should be aware of the work their employees are completing to ensure they are always working within their job classification. Ms. Lee inquired if the incumbent was still required to complete work outside of the job description once the out of class assignment ended. Ms. Lee stated that the position being requested

for reclassification should be open to everyone interested in competing for the position. Ms. Lee went on to state having the position reclassified while an incumbent is in the position makes it appear the position is being tailored for them. Ms. Lee mentioned the timeline of each reclassification request varies due each having different circumstances and details which need to be reviewed in detail to ensure errors are not made. Ms. Lee expressed her appreciation for everyone for their patience in allowing the Personnel Commission to work on the reclassification request. Ms. Lee recommended during employee evaluations it should be confirmed by the supervisor to ensure the employee is not completing work outside of their job description.

Ms. Nieh, stated she agrees with Ms. Lee and her statements. Ms. Nieh mentioned that there may be a need for another position to be made if an employee is working out of class or completing duties outside of their job description for a long period of time. Ms. Nieh shared she believes employees should be aware if they are completing duties outside of their classification and notify their supervisor. Ms. Nieh went on to state that since our District abides by the merit system, if there is a need for another position it should be recruited for fairly and it should be transparent to all interested parties so that we get the most qualified person for the position. Ms. Nieh stated that Ms. Scanlon worked 8.5 months out of class and very clearly the rules states that the gradual accretion of duties needs to be two or more years. Ms. Nieh went on to thank Ms. Scanlan for her hard work while working at the District.

Ms. Fernandez inquired as to why Ms. Scanlan was still required to complete work outside of her job description if her out of class assignment was completed. She stated that something should have been done after the out of class ended and the additional duties continued. She encouraged the District to have a process where the Directors or Administrators would ask the Personnel Commission how to handle additional duties so that out of class can be paid or a new position created. It's not fair to the employee to be overworked and not compensated for the work.

Leticia Scanlan, Building Services Assistant, addressed the Commissioners regarding her reclassification request. She stated that she took on additional duties to be a team player during the pandemic because the Buyer and Senior Buyer were not coming in to the office which resulted in an over flow of work. She stated that she requested the reclassification due to her ability, achievement, and because she had worked outside of her classification for three years. She expressed concern that the Commissioners was sending the message that employees should do the extra work, but not get reclassified.

Rosana McLeod, Director of Purchasing Services, addressed the Commissioners regarding the reclassification request of Leticia Scanlan, Building Services Assistant. Ms. McLeod expressed offense regarding the strong wording used in the reclassification report presented in the agenda.

She stated that the pandemic placed extraordinary demands on her department which caused her staff to work long days for extended periods of time, with no availability for vacations. She expressed that she was very blessed to have such a hard-working staff.

Ms. McLeod went on further to recount the previous reclassification requests submitted by one other member of her staff and commented on the length of time that took to get addressed.

Ms. McLeod expressed her belief that it is essential to promote, praise, and reward her employees and that the Personnel Commission should be a partner and not a roadblock in the process.

Ms. McLeod summarized the 2021 Personnel Commission Annual Report and quantified the weekly rate at which the Personnel Commission hired employees and compared it to how many requisitions her staff processed in the same time.

Dennis Bixler, Assistant Superintendent of Human Resources, expressed his discontent about the way the Commissioners had addressed an administrator in their comments regarding the reclassification request of Ms. Scanlan. He stated that there needs to be a transparent process for reclassification.

Alex Flores, Deputy Superintendent, addressed some of the comments made regarding Ms. Scanlan's reclassification request. He thanked staff for working hard during the pandemic and echoed Mr. Bixler's statements regarding transparency for the reclassification process. He emphasized that the staff should work together to become a better District.

Barbara Marroquin, Senior Office Assistant, spoke regarding the reclassification process and stated that the report presented for her reclassification request was missing pertinent information. She stated that there was no transparency in the process and that she was left feeling misled and humiliated.

Mr. Cervantes, Stock Delivery Worker, wanted to make a comment in regard to 7.1 Advanced Step Placement, but Ms. Lee noted that we were passed that item and that the item had been referred to staff to follow up. Ms. Cervantes acknowledged that would be fine.

Ms. Lee recommended that our staff send an email to all Supervisors, Directors, Administrators explaining this rule about reclassification. The memo would include that classified employees need to work within their job description, and if work is assigned outside of their classification they should talk to a supervisor or to staff in the Personnel Commission. When performance evaluations are conducted, once a year, employees should be asked if they are working within their classification.

Ms. Lee went on to state that reclassification requests take time for the staff to review due to the workload in the department. Staff is focused on running recruitments and conducting testing during the summer to ensure that vacancies are filled before school starts. There should be an understanding that a reclassification will take at least three months due to other priorities and regular workload in the Commission office.

Motion made by:	Judy Nieh	Vote:	Sharon Fernandez	Yes
Seconded by:	Sharon Fernandez		Sabrina Lee	No
			Judy Nieh	No

The Personnel Commission motioned to not approve the reclassification request of a Building Services Assistant position, and the current incumbent, to a Buyer.

- B. Recommendation: To consider not approving the reclassification request of a Senior Office Assistant position, and its incumbent.

Ms. Lee stated that this recommendation is to not approve the reclassification as both the employee and supervisor stated that gradual accretion of duties did not occur.

Ms. Stiegelmar confirmed that Ms. Marroquin told Personnel Commission staff that she had been performing the duties since she arrived in the SELPA office and they continued when she was transferred to the Special Education department in the Community Day School office.

Ms. Stiegelmar commented that she has been working with Nicole Hernandez, Coordinator of Special Education to possibly create another position that would be run as a promotional recruitment.

Ms. Lee stated that she wants staff to take some time to study this position more and come back with a recommendation at the February meeting and requested to table this item.

Ms. Fernandez understands about the gradual accretion of duties and agreed about tabling the item because more information was needed to make a decision.

Ms. Nieh asked if she currently has a stable supervisor. Ms. Nieh agreed that we need to have more information to make a decision.

Motion was made to table the item.

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

The Personnel Commission voted to table the reclassification request of a Senior Office Assistant and for staff to come back with more information at the February meeting.

EXAMINATIONS/ELIGIBILITY LISTS

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

- a) Food Service Assistant I (D-21/22-50)
- b) Custodian (D-21/22-51)
- c) Grounds Maintenance Worker (D-21/22-52)
- d) Reprographics Technician (D-21/22-53)
- e) Accounting Operations Supervisor (D-21/22-54)
- f) Behavior Support Assistant (D-21/22-55)
- g) Behavior Support Assistant – Bilingual (Spanish) (D-21/22-56)

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

C. Recommendation: To ratify the following eligibility lists:

- a) Behavior Support Assistant (D-21/22-21)
- b) Behavior Support Assistant – Bilingual (Spanish) (D-21/22-22)
- c) Cafeteria Lead Worker I (D-21/22-39)
- d) Executive Secretary (D-21/22-40)
- e) Grounds Construction Worker (D-21/22-30)
- f) High School Principal's Secretary – Bilingual (Spanish) (D-21/22-31)
- g) Office Assistant – Bilingual / Biliterate (Mandarin) (D-21/22-23)
- h) Safety Operations Manager (D-21/22-15)
- i) School Bus Driver (D-21/22-11)
- j) Senior Office Assistant (D-21/22-25)
- k) Senior Office Assistant – Bilingual (Spanish) (D-21/22-26)
- l) Senior Office Assistant – Bilingual / Biliterate (Spanish) (D-21/22-27)

Motion made by:	Judy Nieh	Vote:	Sharon Fernandez	Yes
Seconded by:	Sharon Fernandez		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. Custodian (D-20/21-56)
 - o ID# 31112672 – PC Rule 6.1.10.4
- b. ASB Account Clerk (D-20/21-22)
 - o ID# 40494698 – PC Rule 6.1.10.1
 - o ID# 45807479 – PC Rule 6.1.10.1
 - o ID# 23554942 – PC Rule 6.1.10.1
 - o ID# 45651131 – PC Rule 6.1.10.1
 - o ID# 33584653 – PC Rule 6.1.10.6
- c. Campus Aide (D-20/21-17)
 - o ID# 47645561 – PC Rule 6.1.10.4
 - o ID# 29147028 – PC Rule 6.1.10.4
- d. Playground Supervision Aide (D-20/21-20)
 - o ID# 47498213 – PC Rule 6.1.10.4
- e. Pool Maintenance Worker (D-21/22-01)
 - o ID# 21581135 – PC Rule 6.1.10.8
- f. Senior Office Assistant Bil (Sp) and Senior Office Assistant Bil/Bil (Sp) (D-20/21-65 & D-20/21-66)
 - o ID# 21119442 – PC Rule 6.1.10.1
 - o ID# 36304976 – PC Rule 6.1.10.1
- g. Reprographics Technician (D-21/22-12)
 - o ID# 27036499 – PC Rule 6.1.10.6

Motion made by: Judy Nieh
Seconded by: Sharon Fernandez

Vote: Sharon Fernandez Yes
Sabrina Lee Yes
Judy Nieh Yes

INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

Ms. Lee thanked the Commissioners for re-appointing her for another three-year term. Ms. Lee commented on a personal note that she was absent from the November PC meeting due to her father passing away in 2019 and due to the pandemic, she could not go out of the country to take care of some business. Due to quarantining she was gone for more than a month. Ms. Lee thanked the Board of Education for approving Ewing Consulting to conduct the classification study and she is excited for this study to begin. Ms. Lee commented that she hopes that everyone has a safe and enjoyable Christmas with their family.

Ms. Nieh thanked everyone for attending the meeting and she wished everyone a Merry Christmas and a Happy New Year. Ms. Nieh expressed her appreciation to the Board of Education for making the decision to approve Ewing Consulting. It's important to the Commission, CSEA, and the District to get the classification on the right track. She stated that the Personnel Commissioners are appointed to abide by the merit system and we need to all work together to take Rowland USD to a new level for staff and students.

Ms. Fernandez stated it was an interesting year being the chair of the Commission and thanked the staff for making it through everything and assisting her. Congratulations to Ms. Lee on becoming the new chair and she is happy that the classification study is beginning as it has been more than twenty years. The Personnel Commission is here to abide by the rules and rules should not be bent.

Ms. Lee commented that since the Personnel Commission did not approve the reclassification of the Buyer position, that she recommended that the Buyer position be opened.

OTHER ITEMS

The joint dinner meeting with CSEA will be held immediately after the regular meeting of December 7, 2021 at BJ's Restaurant, in the City of Industry.

CLOSED SESSION

Recess to closed session to discuss:

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

Time Recessed: 6:09 p.m.

Time Reconvened to Open Session: 6:34 p.m.

Ms. Lee announced that no action was taken during closed session. A correction to Item 10. OTHER ITEMS was amended to read "joint dinner" instead of "joint dinner meeting".

ADJOURNMENT

To adjourn the meeting at 6:35 p.m.

Motion made by: Judy Nieh
Seconded by: Sharon Fernandez

Vote: Sharon Fernandez Yes
Sabrina Lee Yes
Judy Nieh Yes

Approved by: _____

Sabrina Lee
Chair
Personnel Commission

Submitted by: _____

Joan Stiegelmar
Personnel Director
Personnel Commission

THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED FOR TUESDAY, JANUARY 11, 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
GROUNDS MAINTENANCE WORKER

The Commission is in receipt of a request from Chris Ferrero, Director of Maintenance and Operations, to employ Applicant ID #29341143 as Grounds Maintenance Worker at Step B of Range 19 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
INSTRUCTIONAL ASSISTANT II

The Commission is in receipt of a request from Nicole Hernandez, Coordinator of Special Education, to employ Applicant ID #29147028 as Instructional Assistant II at Step D of Range 16 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 D 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 D of Range 16 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
LIBRARY ASSISTANT

The Commission is in receipt of a request from Mariela Moscal, Principal, Ybarra Academy, to employ Applicant ID #36692820 as Library Assistant at Step B of Range 17 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
OFFICE ASSISTANT

The Commission is in receipt of a request from Jason Garcia, Principal, Oswalt Academy, to employ Applicant ID #45944916 as Office Assistant at Step B of Range 17 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
ASB ACCOUNT CLERK

The Commission is in receipt of a request from Kevin Despard, Director of Student Services to employ Applicant ID #42526007 as ASB Account Clerk 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 a Bachelor's degree and has over 2 years of job-related work experience. The number of years of education and 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 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 C of Range 18.5 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
HIGH SCHOOL PRINCIPAL'S SECRETARY – BILINGUAL (SPANISH)

The Commission is in receipt of a request from Dr. Andrea Brumbaugh, Principal, Nogales High School, to employ Applicant ID #48324265 as High School Principal's Secretary – Bilingual (Spanish) at Step C of Range 23 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step C of Range 23 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
CUSTODIAN

The Commission is in receipt of a request from Nicole Hernandez, Coordinator of Special Education, to employ Applicant ID #21397481 as Custodian at Step D of Range 18 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has over 7 years of work-related experience. The number of years of 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 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 18 on the Classified Salary Schedule.



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

January 5, 2022

TO: Dennis Bixler, Assistant Superintendent – Human Resources

FROM: Joan Stiegelmar, Personnel Director

RE: **RECOMMENDED REALLOCATION OF A VACANT OFFICE ASSISTANT – BILINGUAL (SPANISH) POSITION TO AN OFFICE ASSISTANT – BILINGUAL/BILITERATE (MANDARIN) POSITION**

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

Your input concerning the recommended reallocation is important. The Personnel Commission will consider approving this at the regular meeting on Tuesday, January 11, 2022.

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

<input checked="" type="checkbox"/> I agree with the recommended reallocation.	<input type="checkbox"/> I disagree with the reallocation, and recommend the adjustments noted above.
Signature: <i>[Handwritten Signature]</i>	Date: <i>1-5-2022</i>

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

PERSONNEL COMMISSION

ROWLAND UNIFIED SCHOOL DISTRICT

January 11, 2022

ITEM 8.1 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
Instructional Assistant I and Instructional Assistant I – Bilingual (Spanish)	6 months	9	3/9.5 and 3.75/9.5	11/2013	<ul style="list-style-type: none"> • Zoom Structured Interview • Assessment Test • Bilingual Exam
Senior Office Assistant Bil/Bil (SP)	6 months	1	8.0/12.0	6/1995	<ul style="list-style-type: none"> • Remote Written Exam • Zoom Structured Interview • Computer Testing • Bilingual Exam
Textbook Media Assistant	6 months	1	8.0/11.0	11/2018	<ul style="list-style-type: none"> • Remote Written Exam • Zoom Structured Interview • Computer Testing
Food Service Assistant III	6 months	2	8.0/9.5	11/2016	<ul style="list-style-type: none"> • Zoom Structured Interview • Technical Project
Cook	6 months	1	8.0/9.5	11/2016	<ul style="list-style-type: none"> • Zoom Structured Interview • Performance Test
Nutritional Services Operations Manager	6 months	1	8.0/12.0	9/2016	<ul style="list-style-type: none"> • Zoom Structured Interview • Technical Project

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:

INSTRUCTIONAL ASSISTANT I

\$15.65 - \$19.08 Hourly Rate

INSTRUCTIONAL ASSISTANT I - BILINGUAL (SPANISH)

\$16.06 - \$19.54 Hourly Rate

An Equal Opportunity Employer

OPENING DATE: December 3, 2021

FINAL FILING DATE: January 4, 2022

POSITION

There is currently several part-time Instructional Assistant I positions and Instructional Assistant I-Bilingual (Spanish) positions available. Typical hours for these positions are 3 to 3.75 hours per day, five (5) days per week and 9.5 months a year. An eligibility list is being established to hire substitutes and to fill future vacancies.

*Some positions in this classification support the Physical Education classes which take place primarily **OUTDOORS**. Incumbents will be exposed to the elements such as seasonal heat and cold on a consistent basis and will report to a different work site on a daily basis.*

SUMMARY OF DUTIES

Under the direction of an assigned supervisor, reinforces teacher's lesson plans working with students in small groups or on a one-to-one basis; provides classroom support activities; maintains student discipline; scores tests using key and records data; and performs other related duties as required. Positions in the specialized language classes require incumbents to assist non and limited English speaking students in their primary language.

QUALIFICATIONS

EDUCATION: The No Child Left Behind Act of 2001 requires all paraprofessionals who provide instructional assistance to possess a high school diploma or equivalent along with one of the following:

1. A minimum of 48 semester or 72 quarter units of college coursework.
2. An Associate or higher degree from an accredited college or university.
3. Pass an assessment administered by the Rowland Unified Personnel Commission that demonstrates knowledge of the ability to assist in teaching, reading, writing and mathematics.

EXPERIENCE: Six (6) months of experience working with students or school-aged children in a school or structured setting is required.

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

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

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 to be considered.

Please Note: Email is the primary method of communication. If you need assistance with your application, please contact Crystal Vahimarae at cvahimarae@rowlandschools.org.

FILING PERIOD

Applications for this position will be accepted online only, from **Friday, December 3, 2021, to Tuesday, January 4, 2022, until 4:30 pm.**

APPLICANTS WILL BE SENT NOTIFICATIONS BY E-MAIL ONLY

EXAMINATION – OPEN/PROMOTIONAL WITH DUAL CERTIFICATION:

The examination for the position may consist of the following:

Assessment Exam, Job Related Written Exam, Bilingual Evaluation, and Structured Interview Exam

Salary Range: 15 - Instructional Assistant I

Salary Range: 15.5 - Instructional Assistant I - Bilingual (Sp)

PROOF OF EDUCATION:

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

ADVANCED SALARY STEP PLACEMENT:

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

APPOINTMENT:

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

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

PROCESSING FEE:

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

VETERANS CREDIT:

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

**For a more detailed job description, including benefits/leave information, please 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:

SENIOR OFFICE ASSISTANT-BILINGUAL/BILITERATE (SPANISH)

\$19.54 - \$23.81 Hourly
\$3387.00 - \$4128 Monthly
An Equal Opportunity Employer

OPENING DATE: Friday, December 10, 2021

FINAL FILING DATE: Wednesday, January 10, 2022

POSITION

There is currently one (1) **Senior Office Assistant - Bilingual/Biliterate (Spanish)** position available in the Nutrition Services Department. The position is eight (8) hours a day, five (5) days a week, twelve (12) months per year and **includes benefits**. Eligibility lists are established to fill current vacancies, hire substitutes, and fill future vacancies for the next twelve (12) months.

SUMMARY OF DUTIES

Performs a variety of specialized clerical functions in support of an assigned school or District office function; administers budgets for an individual school; monitors expenditures of special programs serving as liaison between County and State agencies and site personnel; works in Special Program offices at the comprehensive high schools performing a variety of clerical duties such as payroll and personnel; serves as registrar and lead worker; works directly with teachers, students and community members coordinating activities with outside districts and agencies; operates a computer full time at a comprehensive high school to generate master schedules, report cards, lists, labels, test scores and reports which have school-wide impact, and performs other related duties as required.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is required. College courses in office management, business or public administration or other related fields are desirable.

EXPERIENCE: One year of full-time general clerical experience 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. The ability to speak, read and write a language, in addition to English, is desirable for the class of Senior Office Assistant. The ability to speak and read Spanish and English is required for the class of Senior Office Assistant Bilingual (Spanish). The ability to speak, read and write Spanish and English is required for the class of Senior Office Assistant Bilingual/Bi-literate (Spanish). A valid and current first aid certificate, comparable to the American Red Cross Standard First Aid Certificate must be presented to the Personnel Department prior to or within 90 days of employment.

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

- **High School Diploma or equivalent or highest obtained degree if you possess an AA/BA/MA**

Documents may be emailed to cvahimarae@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. Transcripts or diplomas from foreign countries must be certified to meet the [US equivalent](#).

Please Note: If you need assistance with your application, please contact Crystal Vahimarae at cvahimarae@rowlandschools.org.

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

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

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

12/2021

D-21/22-59

FILING PERIOD

Applications for this position will be accepted on-line only, from **Friday, December 10, 2021, to Wednesday, January 10, 2022, until 4:30 p.m.**

**This position requires the ability to speak and write in Spanish.*

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

Applicants will be sent notifications via e-mail only

OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination will tentatively consist of the following:

- Job Related Written
- Structured Interview / Computer Performance Exams
- Bilingual Evaluation - Ability to speak Spanish
- Biliterate Evaluation - Ability to write in Spanish

Classified Salary Range:

Sr. Office Assistant-Bilingual/Biliterate (Spanish): 19.5

PROOF OF EDUCATION:

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

TEXTBOOK / MEDIA ASSISTANT

\$19.08 - \$23.23 Hourly
\$3,306.00 - \$4,024.00 Monthly

An Equal Opportunity Employer

OPENING DATE: December 10, 2021

FINAL FILING DATE: January 10, 2022

POSITION

There is one position available, eight (8) hours per day, five (5) days a week, eleven (11) months a year. The tentative work hours are 7:00 am to 3:30 pm. An eligibility list is being established to hire substitutes and to fill current and future vacancies.

SUMMARY OF DUTIES

Under the general direction of an Assistant Principal, Librarian, or designee, maintains related records and budgetary accounts for textbooks; inventories textbooks and estimates the need for future year's textbooks and instructional technology; prepares orders; receives, counts, processes, distributes textbooks and instructional technology; repairs textbooks; prepares bills; and may assist in a library or resource room.

QUALIFICATIONS

EDUCATION: Graduation from high school or its equivalency is required. College coursework in library and information science, business administration, or other related field is desirable.

EXPERIENCE: One year of full-time clerical experience is required. Experience in purchasing, library, is desirable.

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**

You may upload your documents to your application, email them to mita.salgado@rowlandschools.org, fax them with a cover sheet to (626) 935-8456 or hand deliver them to the Personnel Commission, Rowland USD, 1830 South Nogales Street, Rowland Heights, CA 91748. 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/CERTIFICATION/TRAINING REQUIREMENTS:

- A valid, Class C, California Driver's License is desirable.

WORK ENVIRONMENT: Employees in this classification work primarily inside a school library, with constant interruptions, and have direct contact with students, staff, and the public.

PHYSICAL REQUIREMENTS: Employees in this classification stand, walk, sit, stoop/bend, lift and carry up to 30 lbs. or up to 50 lbs. with assistance, use fingers repetitively, use wrists or hands repetitively in a twisting motion; use both hands simultaneously, climb ladders and use step stools, speak clearly, hear normal conversation, and see small details.

FILING PERIOD

Applications for this position will be accepted on-line only, **Friday, December 10, 2021 to Monday, January 10, 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

Classified Salary Range: 19

PROOF OF EDUCATION:

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

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:

FOOD SERVICE ASSISTANT III:

\$15.00 - \$18.15 Hourly

An Equal Opportunity Employer

OPENING DATE: December 17, 2021

FILING DATE: January 18, 2022

POSITION:

There is currently two (2) Food Service Assistant III position available, 8 hours a day, 5 days a week, 9.5 months per year, including benefits. The tentative reporting hours are 8:00 am to 4:30 pm and 5:00 am to 1:30 pm. An eligibility list is being established to hire substitutes and to fill future vacancies.

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.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is required.

EXPERIENCE: A minimum of one (1) year of full-time experience in large quantity food preparation and service in a central kitchen, restaurant, or large institutional setting is required.

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

- High School Diploma, General Education Development (G.E.D.) or its recognized equivalent
- A valid and current Food Safety Manager Certificate, approved by the state of California

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 / CERTIFICATION / TRAINING 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.
- 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.

http://www.publichealth.lacounty.gov/eh/docs/CFH_FAQ_Final.pdf (frequently asked questions)

A listing of Accredited Organizations can be found at the American National Standards Institute (ANSI) website at: www.ansi.org.

PLEASE NOTE: *Email is the preferred method of communication. Please contact cvahimarae@rowlandschools.org if you need assistance or have any questions.*

WORK 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.

FILING PERIOD

Applications for this position will be accepted on-line only, from **Friday, December 17, 2021, until Wednesday, January 18, 2022.**

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

PLEASE NOTE: *Email is the preferred method of communication. Please contact cvahimarae@rowlandschools.org if you need assistance or have any questions.*

Applicants will be sent notifications via e-mail only

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination **may** consist of the following:

- Structured Interview / Technical Project

Salary Range: 14

PROOF OF EDUCATION

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

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ROWLAND UNIFIED SCHOOL DISTRICT

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

INVITES APPLICATIONS FOR THE POSITION OF:

COOK

SALARY

\$18.15 - \$22.12 HOURLY
\$3,147.00 - \$3,835.00 - MONTHLY
An Equal Opportunity Employer

OPENING DATE: December 17, 2021

FINAL FILING DATE: January 18, 2022

POSITION

There is currently one (1) immediate vacancy in this position, eight (8) hours per day, five (5) days per week, nine and one half (9.5) months per year. The tentative work schedule is 5:00 AM to 1:30 PM.

SUMMARY OF DUTIES

Under the direction of the Nutrition Services Supervisor, cooks and prepares a variety of main dishes and hot food items, including meats, vegetables, and sauces according to federal and state school breakfast and lunch menu requirements in a centralized food production kitchen; conducts inventory and maintains related records; and maintains food service facilities and equipment in a clean and orderly condition.

QUALIFICATIONS

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

EXPERIENCE: One year of batch cooking experience involving the preparation of a variety of main dishes and hot and cold food items in a central kitchen, restaurant, or large institutional setting.

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 its recognized equivalent;
- A valid and current Certified Food Protection Manager (CFPM) Certificate approved by the State of California.

http://www.publichealth.lacounty.gov/eh/docs/CFH_Final.pdf (locations to obtain the CFPM certificate)

http://www.publichealth.lacounty.gov/eh/docs/CFH_FAQ_Final.pdf (frequently asked questions)

Documents may also be emailed to mita.salgado@rowlandschools.org or faxed (with a cover sheet) to (626) 935-8456.

Applications without the supporting documents will be considered incomplete and will be disqualified.

LICENSE / CERTIFICATION / TRAINING REQUIREMENTS:

- A valid and current Food Safety Manager Certificate approved by the State of California is required.
- A valid, class C, California Driver License, and use of a private automobile may be required and if so, must be maintained during employment.
- USDA Professional Standards: Maintain a minimum of 6 hours of annual continuing education/training in the areas of the Child Nutrition Programs and food safety.

WORK ENVIRONMENT: Employees in this classification work primarily inside a central kitchen 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.

PHYSICAL REQUIREMENTS: Employees in this classification stand for an extended period of time, walk, sit, stoop, bend at the waist, reach overhead, above shoulders, and horizontally, lift and carry up to 50 lbs. without assistance, push and pull moderately heavy items, use fingers and wrists and/or hands repetitively in a slicing or twisting motion or while applying pressure, use both hands simultaneously, climb ladders, speak clearly, hear normal conversation, see small details, use a telephone, and may drive a vehicle.

FILING PERIOD:

Applications for this position will be accepted online only, from **Friday, December 17, 2021 to Tuesday, January 18, 2022 until 4:30 PM.**

Please visit www.rowlandschools.org → Departments → Personnel Commission → Classified Job Openings to apply.

Applicants will be sent notifications via e-mail only

EXAMINATION – OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of:

- Job Related Written Exam
- Performance Exam
- Structured Interview Exam

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.

Classified Salary Range: 18

PROOF OF EDUCATION:

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

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.*

PROCESSING FEE:

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

VETERANS CREDIT:

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

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

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ROWLAND UNIFIED SCHOOL DISTRICT

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

INVITES APPLICATIONS FOR THE POSITION OF:

NUTRITION SERVICE OPERATIONS MANAGER

SALARY

\$6,534.00 - \$7,387.00 – MONTHLY
\$78,408.00 – \$88,644.00 – ANNUALLY

An Equal Opportunity Employer

OPENING DATE: December 23, 2021

FILING DATE: January 24, 2022

POSITION

Rowland Unified School District is seeking an outstanding individual to assume the responsibilities of Nutrition Service Operations Manager. This is a one position management classification, assigned twelve (12) months per year.

SUMMARY OF DUTIES

Under the direction of the Director of Nutrition Services, assists in planning, organizing, coordinating and supervising activities related to District-wide food service programs and operations; develops and analyzes menus; implements and adheres to USDA and state standards in menu offerings; assures compliance with quality control in serving kitchens; directs and participates in the preparation of a variety of reports; monitors, trains, and evaluates the performance of assigned food service personnel; coordinates summer feeding program and budget; assures compliance with District, federal, state, local laws and regulations, policies, and procedures related to the food service program; and ensures the work of the site managers is carried out in the manager's absence.

QUALIFICATIONS

EDUCATION: A Bachelor's degree from an accredited college or university with a major in institution management, dietetics, food and nutrition, hotel and restaurant management, business or public administration or other related field is required.

EXPERIENCE: Three years of recent full-time experience, including two years of administrative or supervisory experience in large quantity institutional food preparation, distribution and or service is required.

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

- **Proof of Education (Diploma or Transcripts); and**
- **A valid Food Protection Manager certificate approved by the State of California.**

You may upload your documents to your application or e-mail them to cvahimarae@rowlandschools.org. Applications without supporting documents will be considered **incomplete**. Transcripts or diplomas from foreign countries must be certified to meet the US equivalent if you wish for them to be considered.

LICENSE / CERTIFICATION / TRAINING REQUIREMENTS:

- A valid, Class C, California Driver License, and use of a private automobile are required and must be maintained during employment.
- A valid, Food Protection Manager certificate approved by the State of California.
- USDA Professional Standards: Maintain a minimum of 10 hours of annual continuing education/training in the areas of the Child Nutrition Programs and food safety.
- Certification as a Registered Dietitian (R.D.) or School Nutrition Specialist (SNS) with the School Nutrition Association is desirable.

WORK ENVIRONMENT: Employees in this classification work both inside and outside, 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, will be required to drive an automobile to conduct work, and have direct contact with the public and other District staff, students, with a high volume of work and tight deadlines.

PHYSICAL REQUIREMENTS: Employees in this classification stand, walk, sit, lift and carry objects up to 25 pounds; carry push, pull, stoop and bend repetitively, kneel, and reach over head, repetitively use fingers, twist and or apply pressure with wrists or hands, simultaneously use both hands or both legs, speak clearly, hear normal voice conversation, have depth perception, color vision and see small details, operate motorized equipment, drive a vehicle, use a computer and telephone.

FILING PERIOD

Applications for this position will be accepted on-line only, **Thursday, December 23, 2021 to Monday, January 24, 2022, until 4:30 p.m.**

Applicants will be sent notifications via e-mail only

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination process will tentatively consist of

- Training and Experience Evaluation and/or
- Structured Interview/Technical Project

Only the most qualified applicants, as determined by the evaluation of the Training and Experience Evaluation, will be invited to the Technical Project / Structured Interviews.

District Leadership Team Salary Schedule: Range 60

PROOF OF EDUCATION:

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

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

Not eligible for classifications at the management level.

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

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**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

January 11, 2022

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

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

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

ELIGIBILITY LIST RECRUITMENT NUMBER	PERSON I.D. PERSONNEL COMMISSION RULE REFERENCE
Custodian (D-20/21-27)	PC Rule 6.1.10.4 – A written request by the eligible for removal. <ul style="list-style-type: none"> • ID# 32460676 PC Rule 6.1.10.7 – Three waivers of certification during the life of the eligibility list, except that waivers relating to part-time or limited-term appointments shall not be counted for the purpose of this Rule. <ul style="list-style-type: none"> • ID# 2437176 • ID# 38233338
Food Service Assistant (D-20/21-49)	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# 35975485
Grounds Maintenance Worker (D-20/21-28)	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# 41490190 PC Rule 6.1.10.4 – A written request by the eligible for removal. <ul style="list-style-type: none"> • ID# 43049964
Personal Care Assistant (D-21/22-04)	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# 36505562
Playground Supervision Aide (D-21/22-20)	PC Rule 6.1.10.4 – A written request by the eligible for removal. <ul style="list-style-type: none"> • ID# 37007115
School Bus Driver (D-21/22-11)	PC Rule 6.1.10.6 – Refusing an employment offer after certification as an eligible and available for the appointment. <ul style="list-style-type: none"> • ID# 46100220
Senior Office Assistant – Bilingual / Biliterate (Spanish) (D-21/22-27)	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# 48175236

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.