

**PERSONNEL COMMISSION  
ROWLAND UNIFIED SCHOOL DISTRICT  
AGENDA**

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

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

October 5, 2021  
Meeting to start at 4:30 P.M.

**October 5, 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, October 5, 2021 or adopting the Agenda with the following corrections/modifications for October 5, 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

*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 special meeting of September 21, 2021. (Ref. 6.1)

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

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

6.2 Receive the Personnel Commission's Annual Report for the 2020-2021 fiscal year to review for future distribution. (Ltd. Dist.)

7. ITEMS FOR DISCUSSION AND/OR ACTION

7.1 Advanced Salary Step Placement

- a. Consider approving the advanced salary step request from Gregory Perez, Principal, Santana High School, to employ Applicant ID# 15665369 in the class of Office Assistant – Bilingual (Spanish) at Step E of Range 17.5 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 Dr. Yesenia Alvarez, Principal, Hurley Elementary, to employ Applicant ID# 46537615 in the class of Instructional Assistant I – Bilingual / Biliterate at Step B of Range 16 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 Mitch Brunyer, Principal, Rowland High School, to employ Applicant ID# 45600889 in the class of Campus Aide at Step C of Range 12 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 Mitch Brunyer, Principal, Rowland High School, to employ Applicant ID# 14281501 in the class of Custodian at Step E of Range 18 on the Classified Salary Schedule. (Ref. 7.1d) & (Ltd. Dist.)

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

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

- e. Consider approving the advanced salary step request from Dr. Andrea Brumbaugh, Principal, Nogales High School, to employ Applicant ID# 47220077 in the class of Campus Aide at Step E of Range 12 on the Classified Salary Schedule. (Ref. 7.1e) & (Ltd. Dist.)

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

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

## 7.2 Revised Class Description

Receive input from the District Administration and CSEA regarding the revised classification for Cafeteria Lead Worker I. (7.2)

Consider approving the revised job description for the classification of Cafeteria Lead Worker I.

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

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

## 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. Senior Office Assistant (D-21/22-25)
- b. Senior Office Assistant – Bilingual (Spanish) (D-21/22-26)
- c. Senior Office Assistant – Bilingual / Biliterate (Spanish) (D-21/22-27)
- d. District Patrol (D-21/22-28)
- e. District Safety (D-21/22-29)
- f. Grounds Construction Worker (D-21/22-30)
- g. High School Principal's Secretary – Bilingual (Spanish) (D-21/22-31)

### 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. Cafeteria Lead Worker I (D-19/20-74)
- b. Campus Aide (D-20/21-71)
- c. Director of Fiscal Services (D-21/22-16)
- d. High School Principal's Secretary (D-21/22-02)
- e. High School Principal's Secretary – Bilingual (Spanish) (D-21/22-03)
- f. Instructional Assistant I (D-21/22-24)
- g. Instructional Assistant I – Bilingual (Mandarin) (D-20/21-74)
- h. Office Assistant – Bilingual / Biliterate (Mandarin) (D-20/21-72)
- i. Stock Delivery Worker (D-20/21-73)

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)

- Behavior Support Assistant / Behavior Support Assistant – Bilingual (Spanish) (D-20/21-47 & D-20/21-48)
  - ID# 47336143 – PC Rule 6.1.10.1
  - ID# 42785084 – PC Rule 6.1.10.4
  - ID# 26327971 – PC Rule 6.1.10.4
  - ID# 37067033 – PC Rule 6.1.10.4
- Behavior Support Assistant (D-20/21-47)
  - ID# 46452747 – PC Rule 6.1.10.4

- Campus Aide (D-20/21-71)
  - ID# 39966978 – PC Rule 6.1.10.4
- Computer Lab Technician (D-20/21-20)
  - ID# 16454 – PC Rule 6.1.10.6
- Custodian (D-20/21-27)
  - ID# 29289467 – PC Rule 6.1.10.1
  - ID# 43944930 – PC Rule 6.1.10.1
  - ID# 26657772 – PC Rule 6.1.10.1
  - ID# 31165124 – PC Rule 6.1.10.1
  - ID# 24218238 – PC Rule 6.1.10.1
  - ID# 45981298 – PC Rule 6.1.10.1
  - ID# 45848951 – PC Rule 6.1.10.1
  - ID# 11138505 – PC Rule 6.1.10.1
  - ID# 45942116 – PC Rule 6.1.10.1
  - ID# 6412385 – PC Rule 6.1.10.1
  - ID# 34417442 – PC Rule 6.1.10.1
  - ID# 27656951 – PC Rule 6.1.10.3
  - ID# 41274551 – PC Rule 6.1.10.4
  - ID# 34454355 – PC Rule 6.1.10.4
  - ID# 41559246 – PC Rule 6.1.10.4
  - ID# 43049964 – PC Rule 6.1.10.4
- Custodian (D-20/21-56)
  - ID# 4672194 – PC Rule 6.1.10.1
  - ID# 45909454 – PC Rule 6.1.10.1
  - ID# 26358916 – PC Rule 6.1.10.1
  - ID# 13532024 – PC Rule 6.1.10.1
  - ID# 19480944 – PC Rule 6.1.10.4
  - ID# 45014151 – PC Rule 6.1.10.4
- Food Service Assistant I (D-20/21-49)
  - ID# 17641269 – PC Rule 6.1.10.4
- Instructional Assistant I / Instructional Assistant I – Bilingual (Spanish) (D-20/21-60 & D-20/21-61)
  - ID# 44474598 – PC Rule 6.1.10.1
  - ID# 47156476 – PC Rule 6.1.10.1
- Playground Supervision Aide (D-21/22-14JF)
  - ID# 47925625 – PC Rule 6.1.10.1
  - ID# 47925691 – PC Rule 6.1.10.1
- Senior Custodian (D-20/21-51)
  - ID# 28911862 – PC Rule 6.1.10.1
- Senior Office Assistant – Bilingual / Biliterate (Spanish) (D-20/21-66)
  - ID# 37271522 – PC Rule 6.1.10.6
- Senior Office Assistant (D-20/21-64)
  - ID# 36304976 – PC Rule 6.1.10.3
  - ID# 21119442 – PC Rule 6.1.10.3

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:

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

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

**THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED ON TUESDAY, NOVEMBER 2, 2021 AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM**

11. 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 SEPTEMBER 21, 2021  
MEETING HELD IN-PERSON and 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, Vice 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 amended for Tuesday, September 21, 2021.

Ms. Sabrina Lee, Personnel Commissioner, motioned to remove Item 9 – Closed Session.

Motion made by: Sabrina Lee  
Seconded by: Judy Nieh

Vote:	Sharon Fernandez	Yes
	Sabrina Lee	Yes
	Judy Nieh	Yes

**INTRODUCTION OF GUESTS**

- Dr. Kevin Despard – Director of Human Resources

**COMMUNICATIONS**

- A. CSEA – None
- 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**

- Senior Office Assistant Series
- District Patrol
- District Safety
- Grounds Construction Worker

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

- Cafeteria Lead Worker I – Zoom Structured Interview
- Stock Delivery Worker – Zoom Structured Interview

- High School Principal's Secretary Series – Zoom Structured Interview / Computer Testing
- Director of Fiscal Services – Training and Experience Evaluation

### **Updates/Reminders/Remarks:**

Ms. Stiegelmar shared that today's special meeting was needed due to meeting the timing of the Education Code whereas at a Personnel Commission meeting to be held after thirty (30) days and within forty-five (45) days of the date the Commission publicly announced its candidate for Joint Appointee to the Personnel Commission, which will occur today, September 21. The Commission shall then hold a public hearing to provide the public, and employee organizations the opportunity to express their views on the qualifications of the person recommended by the Commission which will be held on Tuesday, November 2, 2021.

### **PERSONNEL COMMISSION**

- A. Recommendation: Approve the minutes of the regular meeting of September 7, 2021 as submitted.

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

- B. The Personnel Commission announced the intent of the Commission to re-appoint Sabrina Lee as the joint-appointee to the Personnel Commission for a new three-year term. Sabrina Lee has indicated her interest in reappointment.

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

### **EXAMINATIONS/ELIGIBILITY LISTS**

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

- Playground Supervision Aide (D-21/22-20)
- Behavior Support Assistant (D-21/22-21)
- Behavior Support Assistant – Bilingual (SP) (D-21/22-22)
- Office Assistant – Bilingual / Biliterate (Mandarin) (D-21/22-23)
- Senior Office Assistant (D-21/22-25)
- Senior Office Assistant – Bilingual (Spanish) (D-21/22-26)
- Senior Office Assistant – Bilingual / Biliterate (Spanish) (D-21/22-27)

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

- Office Assistant – Bilingual (Spanish) (D-20/21-53)
  - ID# 18231411 – PC Rule 6.1.10.4
- Campus Aide (D-20/21-45)
  - ID# 46513289 – PC Rule 6.1.10.4
- Campus Aide (D-20/21-71)
  - ID# 33327389 – PC Rule 6.1.10.6
- Custodian (D-20/21-27)
  - ID# 34096172 – PC Rule 6.1.10.4

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. Lee thanked Commissioner Nieh and Commissioner Fernandez for their nomination for her next term on the Personnel Commission. Ms. Lee stated that she understands there will be a public hearing on November 2, 2021. Ms. Lee stated she still would like to take this time to show her gratitude for the nomination. Ms. Lee

shared she has been in the position of Personnel Commissioner a little over thirteen years. Ms. Lee stated maintaining the credibility of the Commission and PC department while ensuring classified employees are hired and employed according to the merit system has always been her goal. Ms. Lee mentioned the main goal of the Rowland Unified team is to serve our students and the community. Ms. Lee shared one of the major projects she is hoping to accomplish in her upcoming term would be the completion of a Classification and Compensation study. Ms. Lee stated she believes working together with the Administration and Union that she has confidence the task will be completed. Ms. Lee once again expressed her gratitude for the nomination and she is honored and looking forward to serving the Personnel Commission for another term.

Ms. Nieh shared she is pleased that Ms. Lee is interested in serving on another term with the Personnel Commission. Ms. Nieh stated she believes it is in the best interest of the District that Ms. Lee continue in her Commissioner role.

Ms. Fernandez shared she is also pleased that Ms. Lee is interested in continuing as a Commissioner. Ms. Fernandez stated that Ms. Lee continuing in her Commissioner assignment will benefit the District and the classified employees.

### **ADJOURNMENT**

To adjourn the meeting at 4:40 p.m.

Motion made by: Sabrina Lee  
Seconded by: Judy Nieh

Vote: Sharon Fernandez Yes  
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 ON TUESDAY, OCTOBER 5, 2021 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**  
**OFFICE ASSISTANT – BILINGUAL (SPANISH)**

The Commission is in receipt of a request from Gregory Perez, Principal, Santana High School, to employ Applicant ID #15665369 as Office Assistant – Bilingual (Spanish) at Step E of Range 17.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

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

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

The Commission is in receipt of a request from Dr. Yesenia Alvarez, Principal, Hurley Elementary, to employ Applicant ID #46537615 as Instructional Assistant I – Bilingual / Biliterate (Spanish) at Step B of Range 16 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step B of Range 16 on the Classified Salary Schedule.

**PERSONNEL COMMISSION**  
**ADVANCED SALARY STEP PLACEMENT**  
**FOR**  
**CAMPUS AIDE**

The Commission is in receipt of a request from Mitch Brunyer, Principal, Rowland High School, to employ Applicant ID #45600889 as Campus Aide at Step C of Range 12 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 two years of 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 12 on the Classified Salary Schedule.

**PERSONNEL COMMISSION**  
**ADVANCED SALARY STEP PLACEMENT**  
**FOR**  
**CUSTODIAN**

The Commission is in receipt of a request from Mitch Brunyer, Principal, Rowland High School, to employ Applicant ID #14281501 as Custodian at Step E of Range 18 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step E of Range 18 on the Classified Salary Schedule.

**PERSONNEL COMMISSION**  
**ADVANCED SALARY STEP PLACEMENT**  
**FOR**  
**CAMPUS AIDE**

The Commission is in receipt of a request from Dr. Andrea Brumbaugh, Principal, Nogales High School, to employ Applicant ID #47220077 as Campus Aide at Step E 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 Bachelor's degree and has over ten years of experience. The number of years of education and related work experience does qualify this applicant for step placement at Step E based on the formula of one step will be given for two years of additional education beyond the employment standards for the classification and one step will be given for two years of additional related experience beyond the employment standards for the classification.

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

**PERSONNEL COMMISSION  
ROWLAND UNIFIED SCHOOL DISTRICT**

OCTOBER 5, 2021

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**ITEM 7.2      CONSIDER APPROVING THE REVISED JOB DESCRIPTION FOR THE  
CLASSIFICATION OF CAFETERIA LEAD WORKER I**

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There are currently multiple vacancies in the Nutrition Services department, with this affecting a key position, Cafeteria Lead Worker I. Maria Davila, Director of Nutrition Services, has reviewed the minimum qualifications for this position with Personnel Commission staff and determined that in order to attract both internal and external candidates, the qualification to have a current food safety management certification must be changed instead to obtaining the certification within the first 6 months of hire (probationary period). The candidates would then have the opportunity to study for and take the exam while they are employed with the District. If they are unable to pass the exam, they would be released from the position. The certification must be maintained throughout employment in this position.

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

**RECOMMENDATION:**

The Personnel Commission is requested to approve the recommended revisions to the job description for the classification of Cafeteria Lead Worker I.



ROWLAND UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
MEMORANDUM

September 20, 2021

TO: Dennis Bixler, Assistant Superintendent – Human Resources


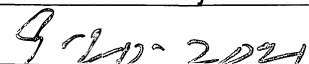
FROM: Joan Stiegelmar, Personnel Director

RE: **REVISED CLASS DESCRIPTION FOR CAFETERIA LEAD WORKER I**

Attached for your review and comment is the proposed **REVISED** class description for Cafeteria Lead Worker I.

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, October 5, 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: 

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

cc: Alex Flores, Assistant Superintendent – Administrative Services  
Maria Davila, Director of Nutrition Services

Attachments: Class Description

PC22-113



ROWLAND UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
MEMORANDUM

September 20, 2021

TO: Marco Maldonado, CSEA – President

FROM: Joan Stiegelmar, Personnel Director

RE: **REVISED CLASS DESCRIPTION FOR CAFETERIA LEAD WORKER I**

Attached for your review and comment is the proposed **REVISED** class description for Cafeteria Lead Worker I.

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, October 5, 2021.

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

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

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

Attachments: Class Description

PC22-113



## **CAFETERIA LEAD WORKER I**

### **SUMMARY OF DUTIES**

Under the direction of the Nutrition Service Operations Manager or the Assistant Director of Nutrition Services serves as lead worker and participates in the operation of a serving kitchen that participates in school meal programs; assists in the preparation and serving of a variety of food; conducts inventory; maintains a variety of records and reports; requisitions food and supplies; cleans equipment and utensils and maintains food service facilities in a clean and sanitary condition.

### **DISTINGUISHING CHARACTERISTICS WITHIN THE JOB FAMILY**

The primary duties of incumbents in this class are to assist in the preparation and serving of food and to serve in a lead worker capacity providing assistance and direction to student workers and Food Service Assistants. Incumbents are expected to work independently and receive minimal supervision. While they follow established procedures, they exercise judgment on a regular basis such as in delegating work, requisitioning food and supplies, and providing input into the employee evaluation process for Food Service Assistants. Incumbents carefully plan and organize their work in order to ensure maximum efficiency, estimate the number of meals needed each day and maintain a variety of reports and records. Errors in this class can create poor public relations if good service is not provided to students and parents.

The class of Cafeteria Lead Worker I is distinguished from the class of Cafeteria Lead Worker II in that the latter is responsible for a wider scope of meal preparation duties including heating multiple entrees and sides daily, and are responsible for more than one point of sale terminal.

### **EXAMPLES OF DUTIES**

- Trains Food Service Assistants, new employees and/or student workers in the proper methods and procedures for handling food, preparing and serving food, and cleaning and maintaining food service facilities; **E**
- Evaluates workload, plans and organizes work and assigns work to Food Service Assistants and/or student workers; **E**
- Reviews daily menu and production worksheets for proper serving portions and reimbursable meal components/food items; **E**
- Prepares basic meal and serving lines; assists with food preparation for special events such as sack meals, barbeque lunches and pizza parties; **E**
- Follows guidelines for special meal accommodations for students with food allergies, disabilities, and intolerances; selects allowable food items for students from established guidelines; **E**
- Dishes hot and cold food onto trays assuring correct portions are served; **E**
- Monitors all serving areas during meal times, assuring food is replenished as needed and food service workers are working efficiently to serve meals to students within the allotted time frames; **E**
- Provides input for the formal evaluation of Food Service Assistants; **E**
- Receives food carts from central kitchen, checks for sufficient quantity and quality of food, takes temperatures of food items and records; unloads food on to serving lines; **E**
- Operates a variety of food service equipment and machines including dish machine, computer, hot carts, retherm units and others; **E**
- Requisitions food and supplies and checks deliveries for accuracy and stores food/supplies; **E**
- Conducts inventory of a variety of food items and records; **E**
- Distributes meal applications for free and reduced meals; **E**
- Serves students, teachers, and other staff members; receives and counts money, makes change and operates a point of sale computer terminal; and ensures proper daily cash balances; **E**
- Places food/supply orders to outside vendors according to established procedures; **E**

- Cleans and sanitizes a variety of equipment including sinks, tables, stoves, ovens, counters, equipment, utensils, pans, pots, dishes, trays, carts, and salad bars; *E*
- Assures an accurate list of free and reduced lunch participants is maintained and the service of such lunches is recorded appropriately; contacts families with low meal balances and maintains confidentiality of student eligibilities; *E*
- Assures employees follow proper safety and sanitation procedures; *E*
- Monitors employees to assure proper portion control; *E*
- Maintains a variety of records and prepares related reports;
- Attends regular meetings regarding new or revised procedures, new food items, etc. *E*
- Conducts monthly inventory of food and supplies and submits to appropriate personnel; *E*
- Plans serving line presentation of food items in an attractive and appealing manner; *E*
- Assures leftover food items are properly stored and records information; *E*
- Communicates feedback to employees regarding performance and keeps supervisor informed of personnel concerns; *E*
- Assists the department in supporting the Local School Wellness Policy; *E*
- Performs other related duties as assigned.

### **SKATS (Skills, Knowledge, Abilities and Traits)**

#### **SKILL IN:**

- Operating a variety of food service equipment such as ovens, food carts, dish machines, retherm units, and temperature monitoring equipment;
- Operating a variety of office equipment, such as computers, printers, scanners, copier, point of sale terminal and applicable hardware and software;
- Basic computer skills for the purpose of data entry, email, and word processing.

#### **KNOWLEDGE OF:**

- Methods of serving and preparing food in large quantities;
- Proper temperatures for maintaining, serving, and storing food;
- Safety hazards and safe working practices including OSHA regulations;
- HACCP (Hazard Analysis & Critical Control Points) processes and procedures;
- District food service programs and procedures;
- Record keeping and inventory procedures;
- Procedures for requisitioning, receiving, and storing supplies;
- Principles and practices of training and providing work direction;
- Work simplification methods and procedures.

#### **ABILITY TO:**

- Plan and organize work for self and others;
- Accurately maintain a variety of records and reports;
- Recognize and correct safety hazards;
- Operate a computer and point of sale system;
- Make simple math computations and make change quickly and accurately;
- Train and provide work direction to others;
- Communicate effectively in writing;
- Read, learn and follow written directions;
- Understand and follow written and oral instructions;
- Speak clearly and concisely;
- Establish and maintain good working relationships.

#### **TRAITS:**

- Appreciates and respects the differences among people;

- Strives to meet customers' needs;
- Is trustworthy and responsible for his/her actions;
- Easily adapts to changes;
- Stays focused and has good work ethic;
- Diligently attends to details and quality;
- Remains steady under pressure;
- Leads by example;
- Effectively manages one's own time, priorities, and resources.

## **EMPLOYMENT STANDARDS**

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

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

## **LICENSE/LANGUAGE REQUIREMENTS:**

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

## **ENVIRONMENT:**

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

## **PHYSICAL REQUIREMENTS:**

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

## **APPOINTMENT:**

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

Classified Salary Range: 14.5

J.D. #48

Approved by Personnel Commission 11/89

Revised 5/96, 5/97, 11/98, 6/07, 04/17, **10/21**

## **CAFETERIA LEAD WORKER I**

### **SUMMARY OF DUTIES**

Under the direction of the Nutrition Service Operations Manager or the Assistant Director of Nutrition Services serves as lead worker and participates in the operation of a serving kitchen that participates in school meal programs; assists in the preparation and serving of a variety of food; conducts inventory; maintains a variety of records and reports; requisitions food and supplies; cleans equipment and utensils and maintains food service facilities in a clean and sanitary condition.

### **DISTINGUISHING CHARACTERISTICS WITHIN THE JOB FAMILY**

The primary duties of incumbents in this class are to assist in the preparation and serving of food and to serve in a lead worker capacity providing assistance and direction to student workers and Food Service Assistants. Incumbents are expected to work independently and receive minimal supervision. While they follow established procedures, they exercise judgment on a regular basis such as in delegating work, requisitioning food and supplies, and providing input into the employee evaluation process for Food Service Assistants. Incumbents carefully plan and organize their work in order to ensure maximum efficiency, estimate the number of meals needed each day and maintain a variety of reports and records. Errors in this class can create poor public relations if good service is not provided to students and parents.

The class of Cafeteria Lead Worker I is distinguished from the class of Cafeteria Lead Worker II in that the latter is responsible for a wider scope of meal preparation duties including heating multiple entrees and sides daily, and are responsible for more than one point of sale terminal.

### **EXAMPLES OF DUTIES**

- Trains Food Service Assistants, new employees and/or student workers in the proper methods and procedures for handling food, preparing and serving food, and cleaning and maintaining food service facilities; **E**
- Evaluates workload, plans and organizes work and assigns work to Food Service Assistants and/or student workers; **E**
- Reviews daily menu and production worksheets for proper serving portions and reimbursable meal components/food items; **E**
- Prepares basic meal and serving lines; assists with food preparation for special events such as sack meals, barbeque lunches and pizza parties; **E**
- Follows guidelines for special meal accommodations for students with food allergies, disabilities, and intolerances; selects allowable food items for students from established guidelines; **E**
- Dishes hot and cold food onto trays assuring correct portions are served; **E**
- Monitors all serving areas during meal times, assuring food is replenished as needed and food service workers are working efficiently to serve meals to students within the allotted time frames; **E**
- Provides input for the formal evaluation of Food Service Assistants; **E**
- Receives food carts from central kitchen, checks for sufficient quantity and quality of food, takes temperatures of food items and records; unloads food on to serving lines; **E**
- Operates a variety of food service equipment and machines including dish machine, computer, hot carts, retherm units and others; **E**
- Requisitions food and supplies and checks deliveries for accuracy and stores food/supplies; **E**
- Conducts inventory of a variety of food items and records; **E**
- Distributes meal applications for free and reduced meals; **E**
- Serves students, teachers, and other staff members; receives and counts money, makes change and operates a point of sale computer terminal; and ensures proper daily cash balances; **E**
- Places food/supply orders to outside vendors according to established procedures; **E**

- Cleans and sanitizes a variety of equipment including sinks, tables, stoves, ovens, counters, equipment, utensils, pans, pots, dishes, trays, carts, and salad bars; *E*
- Assures an accurate list of free and reduced lunch participants is maintained and the service of such lunches is recorded appropriately; contacts families with low meal balances and maintains confidentiality of student eligibilities; *E*
- Assures employees follow proper safety and sanitation procedures; *E*
- Monitors employees to assure proper portion control; *E*
- Maintains a variety of records and prepares related reports;
- Attends regular meetings regarding new or revised procedures, new food items, etc. *E*
- Conducts monthly inventory of food and supplies and submits to appropriate personnel; *E*
- Plans serving line presentation of food items in an attractive and appealing manner; *E*
- Assures leftover food items are properly stored and records information; *E*
- Communicates feedback to employees regarding performance and keeps supervisor informed of personnel concerns; *E*
- Assists the department in supporting the Local School Wellness Policy; *E*
- Performs other related duties as assigned.

### **SKATS (Skills, Knowledge, Abilities and Traits)**

#### **SKILL IN:**

- Operating a variety of food service equipment such as ovens, food carts, dish machines, retherm units, and temperature monitoring equipment;
- Operating a variety of office equipment, such as computers, printers, scanners, copier, point of sale terminal and applicable hardware and software;
- Basic computer skills for the purpose of data entry, email, and word processing.

#### **KNOWLEDGE OF:**

- Methods of serving and preparing food in large quantities;
- Proper temperatures for maintaining, serving, and storing food;
- Safety hazards and safe working practices including OSHA regulations;
- HACCP (Hazard Analysis & Critical Control Points) processes and procedures;
- District food service programs and procedures;
- Record keeping and inventory procedures;
- Procedures for requisitioning, receiving, and storing supplies;
- Principles and practices of training and providing work direction;
- Work simplification methods and procedures.

#### **ABILITY TO:**

- Plan and organize work for self and others;
- Accurately maintain a variety of records and reports;
- Recognize and correct safety hazards;
- Operate a computer and point of sale system;
- Make simple math computations and make change quickly and accurately;
- Train and provide work direction to others;
- Communicate effectively in writing;
- Read, learn and follow written directions;
- Understand and follow written and oral instructions;
- Speak clearly and concisely;
- Establish and maintain good working relationships.

#### **TRAITS:**

- Appreciates and respects the differences among people;

- Strives to meet customers' needs;
- Is trustworthy and responsible for his/her actions;
- Easily adapts to changes;
- Stays focused and has good work ethic;
- Diligently attends to details and quality;
- Remains steady under pressure;
- Leads by example;
- Effectively manages one's own time, priorities, and resources.

## **EMPLOYMENT STANDARDS**

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

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

## **LICENSE/LANGUAGE REQUIREMENTS:**

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

## **ENVIRONMENT:**

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

## **PHYSICAL REQUIREMENTS:**

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

## **APPOINTMENT:**

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

Classified Salary Range: 14.5

Approved by Personnel Commission 11/89  
Revised 5/96, 5/97, 11/98, 6/07, 04/17, 10/21

**PERSONNEL COMMISSION**

**ROWLAND UNIFIED SCHOOL DISTRICT**

October 5, 2021

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**ITEM 8.1 EXAM REVIEW**

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

<b>Classification</b>	<b>Length of Eligibility List</b>	<b>Number of Positions</b>	<b>Hours / Months</b>	<b>Last Class Description Revision</b>	<b>Tentative Exam Plan</b>
Senior Office Assistant / Senior Office Assistant Bil (Sp) / Senior Office Assistant Bil/Bil (SP)	12 months	2	Sr. O.A 6 hours/10 months Sr O.A. Bil/Bil 8 hours/12 months	6/1995	<ul style="list-style-type: none"><li>• Remote Written Exam</li><li>• Zoom Structured Interview</li><li>• Computer Testing</li><li>• Bilingual Exam</li></ul>
District Patrol	6 months	3	8 hours/12 months	10/2017	<ul style="list-style-type: none"><li>• Technical Project</li><li>• Zoom Structured Interview</li></ul>
District Safety	6 months	Future vacancies and subs	8 hours/12 months	11/2017	<ul style="list-style-type: none"><li>• Technical Project</li><li>• Zoom Structured Interview</li></ul>
Grounds Construction Worker	12 months	1	8 hours/12 months	2/2014	<ul style="list-style-type: none"><li>• Performance Test</li><li>• Structured Interview</li></ul>
High School Principal's Secretary – Bilingual (Spanish)	12 months	1	8 hours/12 months	10/2015	<ul style="list-style-type: none"><li>• Written Test</li><li>• Zoom Structured Interview</li><li>• Computer Testing</li><li>• Bilingual Exam</li></ul>

**Recommendation**

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



## ROWLAND UNIFIED SCHOOL DISTRICT

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

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

INVITES APPLICATIONS FOR THE POSITION OF:

**SENIOR OFFICE ASSISTANT: \$18.60 - \$22.65 Hourly**  
**SENIOR OFFICE ASSISTANT-BILINGUAL (SPANISH): \$19.08 - \$23.23 Hourly**  
**SENIOR OFFICE ASSISTANT-BILINGUAL/BILITERATE (SPANISH): \$19.54 - \$23.81 Hourly**  
*An Equal Opportunity Employer*

OPENING DATE: Friday, September 10, 2021

FINAL FILING DATE: Friday, October 1, 2021

### 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**.

There may also be a tentative **Senior Office Assistant** vacancy. The position may be six (6) hours a day, five (5) days a week, ten (10) months per year and would **include 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](mailto: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](mailto: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.

9/2021

D-21/22-25/26/27



### **FILING PERIOD**

Applications for this position will be accepted on-line only, from **Friday, September 10, 2021, to Friday, October 1, 2021, until 4:30 p.m.**

*\*If you wish to be considered for the **BILINGUAL** and or the **BILINGUAL/BILITERATE** positions, please indicate that in the supplemental questions you will be asked at the end of the application process. You will be tested for your ability to speak and write in the second language as part of the testing process.*

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

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

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

The examination will tentatively consist of the following:

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

### **Classified Salary Range:**

**Sr. Office Assistant: 18.5 Sr. Office Assistant-Bilingual (Spanish): 19 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 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](http://www.rowlandschools.org)*

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



## ROWLAND UNIFIED SCHOOL DISTRICT

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

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

INVITES APPLICATIONS FOR THE POSITION OF:

### **DISTRICT PATROL**

#### **SALARY**

**\$19.08 - \$23.23 – HOURLY**

*An Equal Opportunity Employer*

OPENING DATE: September 17, 2021

FINAL FILING DATE: October 8, 2021

#### **POSITION**

There are tentatively three (3) positions available, eight (8) hours per day, five (5) days per week, twelve (12) months per year. This position may work weekends. The tentative work schedules may be 2:30 p.m. – 11:00 p.m. or 10:30 p.m. to 7:00 a.m. An eligibility list will be established to hire substitutes and to fill future vacancies.

#### **SUMMARY OF DUTIES**

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

#### **QUALIFICATIONS**

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

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

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

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

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

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

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

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

## FILING PERIOD

Applications for this position will be accepted online only starting **Friday, September 17, 2021, to Friday, October 8, 2021, until 4:30pm.**

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

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

The examination may consist of the following:

- Written Test
- Structured Interview / Technical Project

**Classified Salary Range: 19**

## **PROOF OF EDUCATION:**

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

## **ADVANCED SALARY STEP PLACEMENT**

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

## **APPOINTMENT**

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

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

## **PROCESSING FEE**

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

## **VETERANS' CREDIT**

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

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

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



## ROWLAND UNIFIED SCHOOL DISTRICT

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

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

INVITES APPLICATIONS FOR THE POSITION OF:

### **DISTRICT SAFETY**

#### **SALARY**

\$20.03 - \$24.42 – HOURLY  
\$3,471 - \$4,232 – MONTHLY

*An Equal Opportunity Employer*

OPENING DATE: September 17, 2021

FINAL FILING DATE: October 8, 2021

#### **POSITION**

District Safety positions are typically eight (8) hours per day, five (5) days per week, twelve (12) months per year. An eligibility list will be established to hire substitutes and to fill future vacancies.

#### **SUMMARY OF DUTIES**

Under direction of the Assistant Superintendent - Administrative Services or designee, patrols campus buildings, District work sites, grounds, parking areas and related areas to observe students and non-students to provide for the safety of students, personnel, property and equipment on District property; ensures facilities are properly secured and determines if unauthorized persons are on such premises; responds to alarms and observes site to determine if there are intruders; conducts investigations; calls city police/sheriff if assistance is needed in handling intruders and unauthorized visitors; makes emergency maintenance repairs; and completes a variety of records and reports.

#### **QUALIFICATIONS**

**EDUCATION:** Graduation from high school or equivalency is required and must be supplemented by training or coursework in public safety, security, patrol methods, and procedures.

**EXPERIENCE:** Two years of experience in law enforcement, security, or experience working with students in a school setting in a security or supervising capacity is required. A certificate of completion from a California Basic P.O.S.T. Training Academy can be substituted for one year of the required experience. The certificate of completion must be dated within the last three years. Additional security training and/or experience with middle school or high school students is desirable.

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

- **High School Diploma/Equivalent or highest completed diploma (AA/BA/MA).**
- **P.O.S.T Training Academy Certificate (obtained within the last 3 years) is required if being substituted for one year of the required experience.**
- **Current First Aid Certificate, comparable to the American Red Cross Standard First Aid Certificate and a Child and Adult Cardiopulmonary Resuscitation Certificate.**

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

**LICENSE REQUIREMENTS:** Possession of a valid, Class C, California Driver license and a good driving record is required prior to and during employment. A valid First Aid Certificate and a Child and Adult CPR certificate is required. A current SB 1626 Training Certificate in accordance with 832.2 of California Penal Code, compliant with California Education Code Section 38001.5, must be completed within three months of hire at the employee's expense. All incumbents must be free of any record of conviction for any felony, narcotics, or moral offenses, as defined in the Education Code and Penal Code of California.

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

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

9/2021

D-21/22-29

## FILING PERIOD

**Applications for this position will be accepted online only starting **Friday, September 17, 2021, to Friday, October 8, 2021, until 4:30pm.****

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

## EXAMINATION – OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination will tentatively consist of the following:

- Written Exam
- Structured Interview/Technical Project

## **Classified Salary Range: 20**

### **PROOF OF EDUCATION:**

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

### **ADVANCED SALARY STEP PLACEMENT**

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

### **APPOINTMENT**

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

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

### **PROCESSING FEE**

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

### **VETERANS CREDIT**

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

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

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



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

INVITES APPLICATIONS FOR THE POSITION OF:

## **GROUND'S CONSTRUCTION WORKER**

**\$4,024.00 - \$4,906.00 Monthly**  
**\$48,288.00 - \$58,872.00 Annually**

*An Equal Opportunity Employer*

OPENING DATE: Friday, September 17, 2021

FINAL FILING DATE: Friday, October 8, 2021

### **POSITION**

There is one (1) immediate Ground's Construction Worker position available, eight (8) hours per day, five (5) days per week, twelve (12) months per year, including full benefits. Tentative work hours are 6:00 a.m. to 2:30 p.m. An eligibility list will be established to hire substitutes and fill future vacancies.

### **SUMMARY OF DUTIES**

Performs a variety of journey level ground's construction work including mixing, pouring, and finishing concrete, digging out trenches and pouring of foundations for block walls, retaining walls, laying block and brick, installing chain link fencing, roofing removal and installation; maintains ground's and grades fields; operates power and motorized equipment including backhoe, skiploader, tractors, cement mixer, and concrete finishing tools and equipment.

### **QUALIFICATIONS**

**EDUCATION:** Graduation from high school or equivalency is required. Completion of a cement mason apprenticeship training program is desirable.

**EXPERIENCE:** Two (2) years of experience in ground's maintenance or construction work **including** experience in concrete pouring and/or finishing is required.

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

- High School Diploma or equivalent is required

You may upload your documents to your application or email them to [mita.salgado@rowlandschools.org](mailto:mita.salgado@rowlandschools.org). Applications without supporting documents will be considered **incomplete** and will be **disqualified**. Transcripts or diplomas from foreign countries must be certified to meet the US equivalent. **NOTE:** *Email is the primary form of communication at this time due to staff working remotely.*

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

**WORK ENVIRONMENT:** Employees in this classification work primarily outside, in varying temperatures, in contact with machinery with moving parts and sharp objects, on ladders, lifts and roofs, with exposure to lime in cement, exhaust fumes, dust, and dirt, drive a vehicle to conduct work, and in contact with students.

**PHYSICAL REQUIREMENTS:** Employees in this classification stand, walk, sit, stoop/bend, reach overhead, lift, carry, push and pull up to 100 lbs. without assistance, use fingers repetitively, use wrists or hands repetitively in a twisting motion, use both hands simultaneously, climb and maintain balance on ladders and scaffolds, speak clearly, hear normal conversation, stand and/or walk for extended periods of time, and see small details.



## **FILING PERIOD**

Applications for this position will be accepted online only, **Friday, September 17, 2021, to Friday, October 8, 2021 until 4:30 pm.**

\*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 Examination
- Structured Interview / Performance Exam

## **Salary Range 23**

### **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. Veterans credit can only be applied upon initial hire.

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

*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.*



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1830 S. Nogales Street  
Rowland Heights, CA 91748  
[www.rowlandschools.org](http://www.rowlandschools.org)

INVITES APPLICATIONS FOR THE POSITION OF:

**HIGH SCHOOL PRINCIPAL'S SECRETARY-BILINGUAL (SPANISH)**

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

*An Equal Opportunity Employer*

**OPENING DATE: September 24, 2021**

**FINAL FILING DATE: October 8, 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-Bilingual (Spanish) is being established to fill current and future vacancies.

**SUMMARY OF DUTIES**

Under the direction of a High School Principal, organizes, coordinates, schedules and performs a wide variety of complex 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](mailto: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, September 24, 2021 to Friday, October 8, 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 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](http://www.rowlandschools.org) → Departments → Personnel Commission → Classified Job Openings.

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

**PERSONNEL COMMISSION  
ROWLAND UNIFIED SCHOOL DISTRICT**

October 5, 2021

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

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

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

ELIGIBILITY LIST RECRUITMENT NUMBER	PERSON I.D. PERSONNEL COMMISSION RULE REFERENCE
Behavior Support Assistant / Behavior Support Assistant – Bilingual (Spanish) (D-20/21-47 & D-20/21-48)	PC Rule 6.1.10.1 – Failure to respond within five (5) working days following the date that a written notice regarding the eligible's availability for employment was sent. <ul style="list-style-type: none"><li>• ID# 47336143</li></ul> PC Rule 6.1.10.4 – A written request by the eligible for removal. <ul style="list-style-type: none"><li>• ID# 42785084</li><li>• ID# 26327971</li><li>• ID# 37067033</li></ul>
Behavior Support Assistant (D-20/21-47)	PC Rule 6.1.10.4 – A written request by the eligible for removal. <ul style="list-style-type: none"><li>• ID# 46452747</li></ul>
Campus Aide (D-20/21-71)	PC Rule 6.1.10.4 – A written request by the eligible for removal. <ul style="list-style-type: none"><li>• ID# 39966978</li></ul>
Computer Lab Technician (D-20/21-20)	PC Rule 6.1.10.6 – Refusing an employment offer after certification as an eligible and available for the appointment. <ul style="list-style-type: none"><li>• ID# 16454</li></ul>
Custodian (D-20/21-27)	PC Rule 6.1.10.1 – Failure to respond within five (5) working days following the date that a written notice regarding the eligible's availability for employment was sent. <ul style="list-style-type: none"><li>• ID# 29289467</li><li>• ID# 43944930</li><li>• ID# 26657772</li><li>• ID# 31165124</li><li>• ID# 24218238</li><li>• ID# 45981298</li><li>• ID# 45848951</li><li>• ID# 11138505</li><li>• ID# 45942116</li><li>• ID# 6412385</li><li>• ID# 34417442</li></ul> PC Rule 6.1.10.3 – Failure to report for a scheduled interview after certification. <ul style="list-style-type: none"><li>• ID# 27656951</li></ul>

	<p>PC Rule 6.1.10.4 – A written request by the eligible for removal.</p> <ul style="list-style-type: none"> <li>• ID# 41274551</li> <li>• ID# 34454355</li> <li>• ID# 41559246</li> <li>• ID# 43049964</li> </ul>
Custodian (D-20/21-56)	<p>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.</p> <ul style="list-style-type: none"> <li>• ID# 4672194</li> <li>• ID# 45909454</li> <li>• ID# 26358916</li> <li>• ID# 13532024</li> </ul> <p>PC Rule 6.1.10.4 – A written request by the eligible for removal.</p> <ul style="list-style-type: none"> <li>• ID# 19480944</li> <li>• ID# 45014151</li> </ul>
Food Service Assistant I (D-20/21-49)	<p>PC Rule 6.1.10.4 – A written request by the eligible for removal.</p> <ul style="list-style-type: none"> <li>• ID# 17641269</li> </ul>
Instructional Assistant I / Instructional Assistant I – Bilingual (Spanish) (D-20/21-60 & D-20/21-61)	<p>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.</p> <ul style="list-style-type: none"> <li>• ID# 44474598</li> <li>• ID# 47156476</li> </ul>
Playground Supervision Aide (D-21/22-14JF)	<p>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.</p> <ul style="list-style-type: none"> <li>• ID# 47925625</li> <li>• ID# 47925691</li> </ul>
Senior Custodian (D-20/21-51)	<p>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.</p> <ul style="list-style-type: none"> <li>• ID# 28911862</li> </ul>
Senior Office Assistant – Bilingual/Biliterate (Spanish) (D-20/21-66)	<p>PC Rule 6.1.10.6 – Refusing an employment offer after certification as an eligible and available for the appointment.</p> <ul style="list-style-type: none"> <li>• ID# 37271522</li> </ul>
Senior Office Assistant (D-20/21-64)	<p>PC Rule 6.1.10.3 – Failure to report for a scheduled interview after certification.</p> <ul style="list-style-type: none"> <li>• ID# 36304976</li> <li>• ID# 21119442</li> </ul>

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

#### **Recommendation**

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