

**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)]

September 7, 2021
Meeting to start at 4:30 P.M.

Virtual Meeting

https://rowlandschools-org.zoom.us/webinar/register/WN_qAEppKOySqjWYIW6Pozenw

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

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

Should you wish to provide Public Comment, please submit your request prior to 4:15 p.m. on the date of the meeting at <https://forms.gle/SLSpqdjHknRG34tf8> . During the meeting you will be invited to share your comments verbally.

Please be advised that this meeting is being audio recorded.

September 7, 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, September 7, 2021 or adopting the Agenda with the following corrections/modifications for September 7, 2021.

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Judy Nieh _____

3.3 Introduction of Guests

3.4 COMMUNICATIONS

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

A. CSEA

B. District Administration

C. Audience members who requested to comment via ZOOM on an item not on the agenda. Should you wish to provide Public Comment, please submit your request prior to 4:15 p.m. on the date of the meeting at <https://forms.gle/SLSpqdjHknRG34tf8>.

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

4. REPORT FROM THE PERSONNEL DIRECTOR

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

5. HEARINGS - None

6. PERSONNEL COMMISSION

6.1 Approve the minutes of the regular meeting of August 3, 2021. (Ref. 6.1)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Judy Nieh _____

7. ITEMS FOR DISCUSSION AND/OR ACTION

7.1 Advanced Salary Step Placement

a. Consider approving the advanced salary step request from Dr. Andrea Brumbaugh, Principal, Nogales High School, to employ Applicant ID# 42050981 in the class of Campus Aide at Step E of Range 12 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 Sarah Opatkiewicz, Principal, Shelyn Elementary, to employ Applicant ID# 35661060 in the class of Health Assistant at Step E of Range 17 on the Classified Salary Schedule. (Ref. 7.1b) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Judy Nieh _____

c. Consider approving the advanced salary step request from Heidi West, Rorimer Elementary, Principal, to employ Applicant ID# 37130494 in the class of Computer Lab Technician at Step B of Range 17 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# 42785084 in the class of Office Assistant – Bilingual (Spanish) at Step B of Range 17.5 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 Nicole Hernandez, Coordinator of Special Education, to employ Applicant ID# 39340745 in the class of Instructional Assistant II at Step D of Range 16 on the Classified Salary Schedule. (Ref. 7.1e) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Judy Nieh _____

- f. Consider approving the advanced salary step request from Nicole Hernandez, Coordinator of Special Education, to employ Applicant ID# 36722209 in the class of Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule. (Ref. 7.1f) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Judy Nieh _____

- g. Consider approving the advanced salary step request from Nicole Hernandez, Coordinator of Special Education, to employ Applicant ID# 44604964 in the class of Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule. (Ref. 7.1g) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Judy Nieh _____

7.2 Reallocation

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

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Judy Nieh _____

8. EXAMINATIONS/ELIGIBILITY LISTS

8.1 Exam Review and Recruitment Bulletins (Ref. 8.1)

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

- a. Personal Care Assistant (D-21/22-04)
- b. Office Assistant (D-21/22-05)
- c. Office Assistant – Bilingual (Spanish) (D-21/22-06)
- d. Office Assistant – Bilingual / Biliterate (Spanish) (D-21/22-07)
- e. Instructional Assistant II (D-21/22-08)
- f. Instructional Assistant II – Bilingual (Spanish) (D-21/22-09)
- g. Instructional Assistant II – Bilingual / Biliterate (Spanish) (D-21/22-10)

- h. School Bus Driver (D-21/22-11)
- i. Reprographics Technician (D-21/22-12)
- j. Community Liaison – Bilingual (Spanish) (D-21/22-13)
- k. Safety Operations Manager (D-21/22-15)
- l. Director of Fiscal Services (D-21/22-16)
- m. Custodian (D-21/22-19)

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. Behavior Support Assistant (D-20/21-69)
- b. Behavior Support Assistant – Bilingual (Spanish) (D-20/21-70)
- c. Campus Aide (D-20/21-71)
- d. Food Service Assistant I (D-20/21-49)
- e. Health Assistant (D-20/21-67)
- f. Health Assistant – Bilingual (Spanish) (D-20/21-68)
- g. Instructional Assistant I (D-20/21-60)
- h. Instructional Assistant I – Bilingual (Spanish) (D-20/21-61)
- i. Instructional Assistant I – Bilingual / Biliterate (Spanish) (D-20/21-62)
- j. Playground Supervision Aide – (D-21/22-14 JF)
- k. Senior Office Assistant (D-20/21-64)
- l. Senior Office Assistant – Bilingual (Spanish) (D-20/21-65)
- m. Senior Office Assistant – Bilingual / Biliterate (Spanish) (D-20/21-66)

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)

- Library Assistant (D-20/21-57)
 - ID# 22486627 – PC Rule 6.1.10.4
- Computer Lab Technician (D-20/21-20)
 - ID# 22795249 – PC Rule 6.1.10.3
- Playground Supervision Aide (D-20/21-63)
 - ID# 21893251 – PC Rule 6.1.10.4
- Playground Supervision Aide (D-20/21-46)
 - ID# 46521406 – PC Rule 6.1.10.2 and 4.4.11
- Office Assistant (D-20/21-16)
 - ID# 28202357 – PC Rule 6.1.10.3
 - ID# 25849622 – PC Rule 6.1.10.2 and 4.4.15
- Office Assistant (D-20/21-52)
 - ID# 18231411 – PC Rule 6.1.10.6
- Office Assistant – Bilingual (Spanish) (D-20/21-17)
 - ID# 35389400 – PC Rule 6.1.10.4
 - ID# 25495120 – PC Rule 6.1.10.1
- Office Assistant – Bilingual / Biliterate (Spanish) (D-20/21-18)
 - ID# 35389400 – PC Rule 6.1.10.4
- Nutrition Services Field Supervisor (D-20/21-13)
 - ID# 40184870 – PC Rule 6.1.10.4
 - D# 43454794 – PC Rule 6.1.10.4
 - D# 24921493 – PC Rule 6.1.10.4
- School Bus Driver (D-20/21-59)
 - ID# 46041706 – PC Rule 6.1.10.6
 - ID# 45839887 – PC Rule 6.1.10.6

- Food Service Assistant I (D-20/21-05)
 - ID# 2206832 – PC Rule 6.1.10.8
- Food Service Assistant I (D-20/21-49)
 - ID# 3936237 – PC Rule 6.1.10.6
- Instructional Assistant II (D-20/21-34)
 - ID# 46203890 – PC Rule 6.1.10.4
 - ID# 45840812 – PC Rule 6.1.10.4
 - ID# 38955418 – PC Rule 6.1.10.4
 - ID# 42785084 – PC Rule 6.1.10.6
- Instructional Assistant II – Bilingual (Spanish) (D-20/21-35)
 - ID# 38955418 – PC Rule 6.1.10.4
 - ID# 42785084 – PC Rule 6.1.10.6
- Instructional Assistant I (D-20/21-60) and Instructional Assistant I – Bilingual (Spanish) (D-20/21-61)
 - ID# 5257474 – PC Rule 6.1.10.1
- Campus Aide (D-20/21-45)
 - ID# 46521406 – PC Rule 6.1.10.2 and 4.4.11
- Campus Aide (D-20/21-71)
 - ID# 17641269 – PC Rule 6.1.10.4
- Custodian (D-20/21-27)
 - ID# 45959022 – PC Rule 6.1.10.1

Motion by: _____
 Second by: _____

Vote: Sharon Fernandez _____
 Sabrina Lee _____
 Judy Nieh _____

9. INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

10. CLOSED SESSION

Recess to closed session to discuss:

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

Time Recessed: _____ Time Reconvened to Open Session: _____

11. **THERE WILL BE A SPECIAL PERSONNEL COMMISSION MEETING ON TUESDAY, SEPTEMBER 21, 2021 AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM**

THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED ON TUESDAY, OCTOBER 5, 2021 AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM

12. ADJOURNMENT

Time _____

Motion by: _____
 Second by: _____

Vote: Sharon Fernandez _____
 Sabrina Lee _____
 Judy Nieh _____

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

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF AUGUST 3, 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, 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
Jessica Landin, Personnel Analyst

APPROVAL OF THE AGENDA

- A. The Personnel Commission took action to approve the agenda as submitted for Tuesday, August 3, 2021.

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

INTRODUCTION OF GUESTS

- Dennis Bixler – Assistant Superintendent, Human Resources
- Adriana Juarez – CSEA Treasurer

COMMUNICATIONS

- A. CSEA - None
- B. District Administration – Mr. Bixler welcomed everyone back to in-person meetings and a new school year. Mr. Bixler shared he is looking forward to a successful school year. Mr. Bixler mentioned the District is taking all precautions and steps to ensure the safety of all staff and students attending in-person instruction.
- 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

- Pool Maintenance Worker
- High School Principal's Secretary / High School Principal's Secretary - Bilingual (SP)

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

- Food Service Assistant I – Remote written test / Zoom interview
- Instructional Assistant I series – Zoom interview
- Library Assistant series – Zoom interview
- Playground Supervision Aide – Remote quiz

- School Bus Driver – Zoom interview
- Senior Office Assistant series – Remote written test / Zoom interview
- Health Assistant series – Remote written test / Zoom interview
- Behavior Support Assistant series – Zoom interview
- Campus Aide – Zoom interview

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

- Computer Lab Technician
- Food Service Assistant I
- School Bus Driver
- Instructional Assistant II – Bilingual (Spanish)
- Library Assistant
- Office Assistant – Bilingual (Spanish) – multiple vacancies
- Maintenance Worker (Substitute)
- Office Assistant
- Instructional Assistant I
- Health Assistant
- Nutrition Services Field Supervisor

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

- 1 - Campus Aide
- 6 - Custodian (Substitute)
- 2 - Food Service Assistant I
- 1 - Health Office Assistant
- 1 - Instructional Assistant I – Bilingual (Spanish)
- 4 - Office Assistant (Substitute)

Updates/Reminders/Remarks:

Ms. Stiegelmar shared that the Personnel Commission and Human Resources collaborated to organize the first annual Rowland Unified School District job fair on Monday, August 2. Another job fair will occur on Friday, August 6. Ms. Stiegelmar shared the goal of the job fair was to recruit substitutes in the classifications of Custodian, Food Service Assistant I, Playground Supervision Aides, as well as Substitute Teachers. Ms. Stiegelmar shared that Mr. Bixler approved waiving the cost of fingerprinting for any applicants who were selected for hire. Ms. Stiegelmar shared that Dr. Despard, Director of Human Resources, interviewed several Substitute Teachers, while Ms. Landin was able to proctor the Playground Supervision Aide quiz on site for many attendees. Ms. Stiegelmar mentioned that Ms. Davila, Director of Nutrition Services, and Ms. Leyva, Assistant Director of Nutrition Services, were in attendance and interviewed candidates on site. Ms. Stiegelmar shared that Mr. Ferraro, Director of Maintenance and Operations, was also on site to interview candidates for Custodian substitutes. Ms. Stiegelmar shared the event was successful and improvements will be implemented for the next Job Fair.

Ms. Stiegelmar mentioned the Welcome Back event for the District will take place both in person and remotely via YouTube on Wednesday, August 4. Ms. Stiegelmar shared that the In-N-Out food truck will be at both Nogales High School and Rowland High School on Thursday, August 5 for all staff to enjoy.

PERSONNEL COMMISSION

A. Recommendation: Approve the minutes of the regular meeting of July 6, 2021 as submitted.

Motion made by: Judy Nieh
 Seconded by: Sharon Fernandez

Vote: Sharon Fernandez	Yes
Sabrina Lee	Yes
Judy Nieh	Yes

ITEMS FOR DISCUSSION AND/OR ACTION

Advanced Salary Step Placement

- A. Recommendation: To consider approving the advanced salary step request Carlos Ochoa, Principal, Giano Intermediate, to employ Applicant ID# 43252902 in the class of Instructional Assistant I – Bilingual (Spanish) at Step B of Range 15.5 on the Classified Salary Schedule.

Motion made by:	Judy Nieh	Vote:	Sharon Fernandez	Yes
Seconded by:	Sabrina Lee		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# 6913022 in the class of Behavior Support Assistant at Step E of Range 17 on the Classified Salary Schedule.

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

- C. Recommendation: To consider approving the advanced salary step request from Maria Descallar, Interim Principal, Rowland Elementary, to employ Applicant ID# 7783432 in the class of Instructional Assistant I at Step D of Range 15 on the Classified Salary Schedule.

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

- D. Recommendation: To consider approving the advanced salary step request from Mariela Moscal, Principal, Ybarra Academy, to employ Applicant ID# 38476258 in the class of Campus Aide at Step D of Range 12 on the Classified Salary Schedule.

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

Extension of Eligibility Lists

- A. Recommendation: To ratify the extension of the following eligibility lists for another six months per PC Rule 6.1.5.
- Computer Lab Technician (D-20/21-20) and Computer Lab Technician – Bilingual (Spanish) (D-20/21-21)
 - Previous expiration date: 7/19/21
 - New expiration date: 1/19/22

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

Revised Class Description

- A. Recommendation: To consider approving the revised job description for the classification of Reprographics Technician.

Ms. Lee asked if there was only one change to the class description.

Ms. Stiegelmar mentioned the class description was cleaned up to eliminate duties that were no longer needed, and also to remove equipment that is no longer used in the department.

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

EXAMINATIONS/ELIGIBILITY LISTS

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

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

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

C. Recommendation: To ratify the following eligibility lists:

- a. Food Service Assistant I (D-20/21-49)
- b. Library Assistant (D-20/21-57)
- c. Library Assistant – Bilingual (Spanish) (D-20/21-58)
- d. Playground Supervision Aide (D-20/21-63)
- e. School Bus Driver (D-20/21-59)

Motion made by:	Judy Nieh	Vote:	Sharon Fernandez	Yes
Seconded by:	Sabrina Lee		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. Food Service Assistant I (D-20/21-49)
 - ID# 41096432 – PC Rule 6.1.10.6
- b. Computer Lab Technician (D-20/21-20)
 - ID# 45649669, ID# 41068734, ID# 43308618 – PC Rule 6.1.10.1
- c. Assistant Director of Nutrition Services (D-20/21-37)
 - ID# 26771793 – PC Rule 6.1.10.4
- d. Custodian (D-20/21-56)
 - ID# 12147250 & ID# 28816356 – PC Rule 6.1.10.2 and 4.4.11

Motion 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 stated that she hopes everyone had a relaxing summer. Ms. Lee mentioned she is looking forward to the upcoming school year. Ms. Lee stated she is pleased the District is increasing hours of some paraprofessionals to five and one-half hours a day. Ms. Lee stated she has visited school sites and heard there was a need for the increase in hours and it is a good move for the students and staff.

Ms. Nieh stated she is looking forward to the new school year. Ms. Nieh asked if we are having a shortage in recruiting applicants.

Ms. Stiegelmar confirmed that the District, other school districts, as well as private companies are having difficulties filling vacancies. Ms. Stiegelmar stated that she hopes the job fair will be successful in recruiting new employees.

Ms. Nieh stated she hopes the pandemic ends soon so life can return to normal.

Ms. Fernandez shared she is looking forward to a successful school year. Ms. Fernandez stated she is pleased that students will be on campus. Ms. Fernandez stated she is pleased that vacancies are still being filled during this time. Ms. Fernandez stated she hopes this year is a successful one.

CLOSED SESSION

Recess to closed session to discuss:

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

Time Recessed: 4:51 p.m. Time Reconvened to Open Session: 5:59 p.m.

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

ADJOURNMENT

To adjourn the meeting at 6:00 p.m.

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

Approved by: _____
Sharon Fernandez
Chair
Personnel Commission

Submitted by: _____
Joan Stiegelmar
Personnel Director
Personnel Commission

THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED FOR TUESDAY, SEPTEMBER 7, 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
CAMPUS AIDE

The Commission is in receipt of a request from Dr. Andrea Brumbaugh, Principal, Nogales High School, to employ Applicant ID #42050981 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 over eleven 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 12 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
HEALTH ASSISTANT

The Commission is in receipt of a request from Sarah Opatkiewicz, Principal, Shelyn Elementary, to employ Applicant ID #35661060 as Health Assistant at Step E of Range 17 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
COMPUTER LAB TECHNICIAN

The Commission is in receipt of a request from Heidi West, Principal, Rorimer Elementary, to employ Applicant ID #37130494 as Computer Lab Technician 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 – BILINGUAL (SPANISH)

The Commission is in receipt of a request from Mitch Brunyer, Principal, Rowland High School, to employ Applicant ID #42785084 as Office Assistant – Bilingual (Spanish) at Step B of Range 17.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
INSTRUCTIONAL ASSISTANT II

The Commission is in receipt of a request from Nicole Hernandez, Coordinator of Special Education to employ Applicant ID #39340745 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 a Bachelor's degree and has over four years of experience. The number of years of education and related work experience does qualify this applicant for step placement at Step D based on the formula of one step will be given for two years of additional education beyond the employment standards for the classification and one step will be given for two years of additional related experience beyond the employment standards for the classification.

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step D of Range 16 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 #36722209 as Instructional Assistant II 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 an Associate'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
INSTRUCTIONAL ASSISTANT II

The Commission is in receipt of a request from Nicole Hernandez, Coordinator of Special Education, to employ Applicant ID #44604964 as Instructional Assistant II 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 an 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.



ROWLAND UNIFIED SCHOOL DISTRICT
 PERSONNEL COMMISSION
 MEMORANDUM

August 26, 2021

TO: Dennis Bixler, Assistant Superintendent – Human Resources


FROM: Joan Stiegelmar, Personnel Director 

RE: **RECOMMENDED REALLOCATION OF A VACANT OFFICE ASSISTANT POSITION TO AN OFFICE ASSISTANT – BILINGUAL (Spanish)**

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

Your input concerning the recommended reallocation is important. The Personnel Commission will consider approving this at the regular meeting on Tuesday, September 7, 2021.

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: 	Date: 8/26/21

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

PERSONNEL COMMISSION

ROWLAND UNIFIED SCHOOL DISTRICT

September 7, 2021

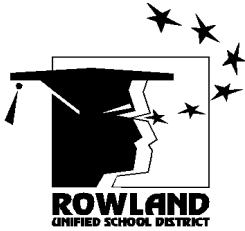
ITEM 8.1 EXAM REVIEW

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

Classification	Length of Eligibility List	Number of Positions	Hours / Months	Last Class Description Revision	Tentative Exam Plan
Personal Care Assistant	6	Multiple	3 to 5.5/9.5	2/2011	<ul style="list-style-type: none"> • Zoom Structured Interview
Office Assistant / Office Assistant Bil (Sp) / Office Assistant Bil/Bil (SP)	6	Multiple	8/10	9/2011	<ul style="list-style-type: none"> • Remote Written Exam • Zoom Structured Interview
Instructional Assistant II / Instructional Assistant II Bil (Sp) / Instructional Assistant II Bil/Bil (Sp)	6	Multiple	3 to 5.5/9.5	4/2012	<ul style="list-style-type: none"> • Remote Written Exam • Zoom Structured Interview
School Bus Driver	12	4	4/10	4/2019	<ul style="list-style-type: none"> • Zoom Structured Interview
Reprographics Technician	12	1	8/12	8/2021	<ul style="list-style-type: none"> • Zoom Structured Interview
Community Liasion - Bil (Sp)	12	1	8/9.5	10/2011	<ul style="list-style-type: none"> • Zoom Structured Interview
Safety Operations Manager	6	1	8/12	4/2020	<ul style="list-style-type: none"> • Zoom Structured Interview
Director of Fiscal Services	6	1	8/12	4/2015	<ul style="list-style-type: none"> • Training and Experience Evaluation
Custodian	6	Multiple	8/12	2/2015	<ul style="list-style-type: none"> • Remote Written Exam • Zoom Structured Interview

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

CONTINUOUS

INVITES APPLICATIONS FOR THE POSITION OF:

PERSONAL CARE ASSISTANT

SALARY

\$14.90 - \$18.15 – HOURLY

An Equal Opportunity Employer

OPENING DATE: AUGUST 6, 2021

FINAL FILING DATE: CONTINUOUS

POSITION

There are currently several Personal Care Assistant positions available within Rowland Unified School District. Typical hours for these positions range from three (3) hours a day to five and one half (5.5) hours per day, five (5) days per week and nine and one half (9.5) months a year. An eligibility list is being established to fill current and future vacancies and hire substitutes for the next six months.

SUMMARY OF DUTIES

Provides behavioral, physical, health and social services to pupils who are physically, emotionally, or behaviorally challenged; operates and monitors a variety of health equipment; assists students on a one-to-one or group basis in meeting the physical requirements of attending school.

QUALIFICATIONS

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

EXPERIENCE: Experience providing health care services and working with physically handicapped children is desirable.

LICENSE / CERTIFICATION / TRAINING REQUIREMENTS: A valid First Aid Certificate, comparable to the American Red Cross Standard First Aid Certificate and a Child and Adult Cardiopulmonary Resuscitation Certificate are required and must be submitted with your on-line application.

Successful completion of Crises Prevention Intervention (CPI) 12-hour training is required during the probationary period.

NOTE: 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;**
- **A current and valid Standard/Basic First Aid Certificate; AND**
- **A current and valid CPR Certificate (Child and Adult).**

Documents may also be emailed to Mita Salgado at mita.salgado@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.

WORK ENVIRONMENT: Employees in this classification work both inside and outside, may be exposed to wetness, urine, feces, strong odors, airborne pathogens and germs, and have direct contact with students and the public.

PHYSICAL REQUIREMENTS: Employees in this classification stand, walk, use both hands simultaneously, stoop/bend, reach overhead, have rapid mental and/or muscular coordination, lift and carry up to 50 pounds or over 50 pounds with assistance, push/pull students of varying weights in wheelchairs, speak clearly and hear normal voice conversation.

FILING PERIOD

Applications for this position will be accepted online only, from Friday, August 6, 2021 and will be continuous **until a sufficient number of applications are received.**

Log on to: <http://www.rowlandschools.org/> → 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:

- Structured Interview Examination

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 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:

OFFICE ASSISTANT: \$17.26 - \$21.05 HOURLY

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

OFFICE ASSISTANT-BILINGUAL/BILITERATE (SPANISH): \$18.15 - \$22.12 HOURLY

An Equal Opportunity Employer

OPENING DATE: August 6, 2021

FINAL FILING DATE: August 27, 2021

POSITION

There are several Office Assistant positions available, and eligibility lists are being established to fill current and future vacancies for the next six months as well as hire substitutes for the classifications of Office Assistant, Office Assistant - Bilingual (Spanish), Office Assistant - Bilingual/Biliterate (Spanish).

Current vacancies:

- Office Assistant, 5.5 hours/day, 12 months a year @ Special Education
- Office Assistant Bilingual (Spanish), 8 hours/day, 12 months/year @ Special Education

If you wish to be considered for the BILINGUAL positions, please indicate 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. A list will be established to hire substitutes and fill future vacancies for the next 12 months.

SUMMARY OF DUTIES

Under the direction of an administrator, counselor, department chair or teacher, performs clerical duties such as typing, filing, duplicating and answering phones; serves as receptionist and/or switchboard operator and assists students, parents, employees or community members; prepares and processes a variety of paperwork; maintains records and files; registers students; administers first aid; requisitions supplies and materials; operates a computer; generates reports; and performs other related duties as required.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is required.

EXPERIENCE: Clerical experience is desirable.

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

- **At minimum, copy of your HS Diploma or equivalent.** If submitting a copy of your AA/BA/MA, they must be on watermarked/letterhead paper or a copy of the actual diploma (unofficial versions will not be accepted); **and**
- **A valid and current First Aid Certificate**, comparable to the American Red Cross Standard First Aid Certificate. (copy front & back)

You may upload your documents to your application, email them to Crystal Vahimarae at 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.

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

HAZARDS: Some positions in this class may be exposed to blood-borne pathogens, body fluids and communicable diseases.

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.

FILING PERIOD

Applications for these positions will be accepted on-line only, from **Friday, August 6, 2021, to Friday, August 27, 2021, until 4:30 p.m.**

Log on to 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 / Technical Project / Computer Performance Exams
- Bilingual evaluation (if applicable)

Salary Range: Off. Assistant: 17, Off. Asst-Bilingual (Spanish): 17.5, Off. Asst-Bil/Bil (Spanish): 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>. *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

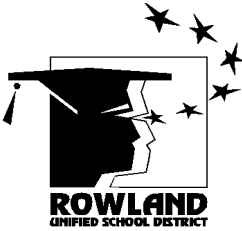
New employees will be charged a processing fee (approximately \$64) for the cost of fingerprinting. This fee must be paid at the time of processing appointment, with a MONEY ORDER ONLY, payable to RUSD.

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 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

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ROWLAND UNIFIED SCHOOL DISTRICT
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INVITES APPLICATIONS FOR THE POSITION OF:

INSTRUCTIONAL ASSISTANT II
\$16.42 - \$20.03 Hourly Rate
INSTRUCTIONAL ASSISTANT II – BILINGUAL (SPANISH)
\$16.88 - \$20.55 Hourly Rate
INSTRUCTIONAL ASSISTANT II – BILINGUAL/BILITERATE (SPANISH)
\$17.26 - \$21.06 Hourly Rate

An Equal Opportunity Employer

OPENING DATE: August 6, 2021

FINAL FILING DATE: August 27, 2021

POSITION

There are several vacant positions available. Typical hours for these jobs are three (3) hours per day, five (5) days per week, nine and a half (9.5) months a year. Eligibility lists are being established to hire substitutes and to fill future vacancies for **Instructional Assistant II, Instructional Assistant II - Bilingual (Spanish), Instructional Assistant II-Bilingual/Biliterate (Spanish)**.

SUMMARY OF DUTIES

Assists students in specialized educational programs who have a variety of physical handicaps, learning disabilities, emotional or behavioral problems on a one-to-one or group basis reinforcing lesson plans; independently adjusts methods/approach/pace of instructional material; maintains student discipline in group activities; performs classroom support activities; maintains a variety of records; and performs other related duties as required. Positions in the specialized language classes require incumbents to work with 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 (1) of the following:

1. A minimum of 48 semester or 72 quarter units of college coursework (Official Transcripts on Letterhead).
2. An Associate or higher degree from an accredited college or university.
3. Pass an assessment that demonstrates knowledge of the ability to assist in teaching, reading, writing and mathematics.

EXPERIENCE: Six months of experience working with students or school-age children in a school, health services, or other structured environment is required; experience working with special education students is desirable.

LICENSE/CERTIFICATION/TRAINING REQUIREMENTS: Positions in a specialized language classification require individuals who can speak and read (bilingual), and speak, read, and write (bi-literate) as specified. A valid and current First Aid Certificate, comparable to the American Red Cross Standard First Aid Certificate and a valid and current Child and Adult Cardiopulmonary Resuscitation Certificate is required for all positions and must be submitted at time of application. Successful completion of up to 12 hours of Crisis Prevention Intervention (CPI) training is required during the probationary period.

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

- **High School Diploma or equivalent**
- **College Transcripts or Diploma (BA/AA) (Official Transcripts on Letterhead)**
- **A valid Basic/Standard First Aid Certificate and a valid and current CPR Certificate (Child and Adult)**

Please contact cvahimarae@rowlandschools.org with any questions. 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.

FILING PERIOD

Applications for these positions will be accepted online only from Friday, August 6, 2021, to Friday, August 27, 2021, until 4:30PM.

Log on to: <http://www.rowlandschools.org/> → 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.**

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

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Assessment Written Examination
- Structured Interview Examination / Language Assessment (Sp)

Salary Range: Inst Asst II: 16 - Inst Asst II-Bilingual (Sp): 16 ½ - Inst Asst II-Bilingual/Biliterate (Sp): 17

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

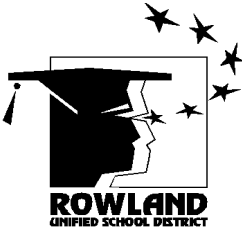
New employees will be charged a processing fee (approximately \$64) for the cost of fingerprinting. This fee must be paid at the time of processing appointment, with a MONEY ORDER ONLY, payable to RUSD.

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 upon initial hire.

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

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CONTINUOUS

INVITES APPLICATIONS FOR THE POSITION OF:
SCHOOL BUS DRIVER (INCLUDES BENEFITS)

\$19.54 - \$23.81 Hourly Rate

An Equal Opportunity Employer

OPENING DATE: August 6, 2021

FINAL FILING DATE: Continuous

POSITION

There are currently four (4) immediate vacancies for School Bus Driver (Includes Benefits) available. Most positions in this class are assigned to work a 4-hour split shift (e.g., 6:00 a.m. to 8:00 a.m. and 2:00 p.m. to 4:00 p.m.). Permanent positions are eligible for 100% benefits. An eligibility list is being established to fill future permanent and substitute vacancies.

SUMMARY OF DUTIES

Under the direction of the Director of Transportation Services or Transportation Services Supervisor, operates a school bus in the transportation of students to and from school or field trips following designated routes in accordance with time schedules; assures bus is in safe operating condition by conducting daily vehicle inspections; maintains student discipline; assures the safety of students; and maintains related records.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is desirable.

EXPERIENCE: Experience as a school bus driver is desirable.

Failure to submit the following required documents at time of submission of application will be cause for disqualification:

- A valid Class A or B California Commercial Driver License with Passenger, School Bus, and Air Brake Endorsements (copy front & back) is required;
- A Type 1 California Special Driver Certificate endorsed for School Bus operation by the California Department of Motor Vehicles with a 0, 1, or 6 restrictions only (copy front & back) is required;
- A copy of your current DL-51a Medical Certificate approved by the California Department of Motor Vehicles is required;
- A valid First Aid certificate comparable to the American Red Cross Standard First Aid certificate, if applicable (copy front & back);
- A copy (front & back) of your current DMV Official Driver Record with submission of application is required.

Required documents / certificates must be submitted to the Personnel Commission by the final filing date. **All licenses and certificates listed above must remain current and maintained during the course of employment.**

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

LICENSE/CERTIFICATE REQUIREMENTS

Possession of a valid Class A or B, California Commercial Driver License with Passenger, School Bus, and Air Brake Endorsements, a current DL-51a Medical Examiner's Certificate, a California Special Driver Certificate designated for School Bus (with no restrictions for Air Brakes and/or Conventional Type-II buses only) issued by the California Department of Motor Vehicles, and if applicable, a valid first aid certificate comparable to the American Red Cross Standard First Aid Certificate.

A good driving record is required and applicants must provide the District with a copy of their current DMV Official Driver Record at the time of application.

Incumbents must be able to be insured, and continue to be insurable, by the District's liability insurance carrier.

This classification has been designated as safety-sensitive in accordance with the drug and alcohol testing requirements adopted by the District pursuant to Board Policy 4212.42.

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

FILING PERIOD:

Applications will be screened as they are received. This recruitment is continuous and will close when a sufficient number of applications are received.

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

EXAMINATION – OPEN & PROMOTIONAL WITH DUAL CERTIFICATION:

The examination may consist of the following:

- Structured Interview

Classified Salary Range 19.5

PROOF OF EDUCATION:

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

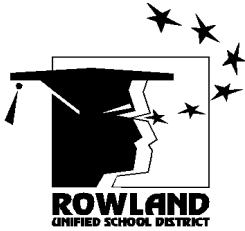
New employees will be charged a processing fee (approximately \$64) for the cost of fingerprinting. This fee must be paid at the time of processing appointment, with a MONEY ORDER ONLY, payable to RUSD.

VETERANS CREDIT

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

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Personnel Commission
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www.rowlandschools.org

INVITES APPLICATIONS FOR THE POSITION OF:

REPROGRAPHICS TECHNICIAN:

\$18.60 - \$22.65 Hourly
\$3,221.00 - \$3,927.00 Monthly
An Equal Opportunity Employer

OPENING DATE: August 6, 2021

FINAL FILING DATE: August 27, 2021

POSITION

There is currently one (1) immediate full time vacancy in this position, eight (8) hours per day, five (5) days per week, twelve (12) months per year. The tentative work schedule is 7:30 AM to 4:00 PM.

SUMMARY OF DUTIES

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

QUALIFICATIONS

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

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

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

- **High School Diploma or equivalent**

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

WORK ENVIRONMENT: A valid, Class C, California Driver License, and a good driving record are desirable.

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

FILING PERIOD

Applications for these positions will be accepted on-line only, from **Friday, August 6, 2021, to Friday, August 27, 2021, until 4:30 p.m.**

Log on to 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

Salary Range: 18.5

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 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:

COMMUNITY LIAISON-BILINGUAL (SPANISH):

\$17.70 - \$21.57 HOURLY
\$3,069.00 - \$3,739.00 MONTHLY

An Equal Opportunity Employer

OPENING DATE: August 13, 2021

FINAL FILING DATE : September 3, 2021

POSITION

There is one (1) immediate Community Liaison-Bilingual (Spanish) position available, eight (8) hours per day, five (5) days per week, nine and one half (9.5) months per year, including full benefits. Tentative work hours are 8:00 a.m. to 4:30 p.m. An eligibility list will be established to hire substitutes and fill future vacancies.

SUMMARY OF DUTIES

Under supervision, serves as liaison between a District program, parents, students, community groups and social service agencies; assists school personnel in the recognition and understanding of pupils' backgrounds through direct contact with parents; provides family case management; participates in required training; and performs routine clerical duties.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency and a minimum of 24 semester or 36 quarter units of college coursework is required. Coursework in public relations, counseling, sociology, or psychology are desirable.

EXPERIENCE: One year of community work or involvement, such as church, community advisory groups, PTA, scouting, etc.

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
- Transcripts on Letterhead or Diploma if you have completed your AA/BA/MA

You may upload your documents to your application, email them to 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](#).

WORK ENVIRONMENT:

Employees in this classification work both inside and outside, may be exposed to airborne pathogens and germs, drive a personal vehicle to conduct work, and have direct contact with students and the public.

PHYSICAL REQUIREMENTS:

Employees in this classification stand, walk, repetitively use fingers, use both hands simultaneously, stoop/bend, reach overhead, have rapid mental and/or muscular coordination, lift and carry up to 20 lbs. or over 20 lbs. with assistance, speak clearly, hear normal voice conversation, see small details and long distances, sit for extended periods of time, and operate a vehicle.

FILING PERIOD

Applications for this position will be accepted online only, **Friday, August 13, 2021 through Friday, September 3, 2021 until 4:30 pm.**

Log on to 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 / Language Assessment (Spanish)

Salary Range: 17 ½

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 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

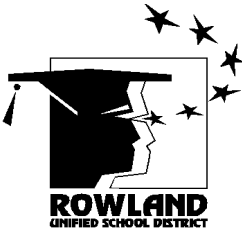
New employees will be charged a processing fee (approximately \$64) for the cost of fingerprinting. This fee must be paid at the time of processing appointment, with a MONEY ORDER ONLY, payable to RUSD.

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 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:

SAFETY OPERATIONS MANAGER

\$7,183 - \$8,123 - MONTHLY

\$86,196 – \$97,476 - ANNUALLY

An Equal Opportunity Employer

OPENING DATE: AUGUST 13, 2021

FINAL FILING DATE: SEPTEMBER 3, 2021

POSITION

The Rowland Unified School District is seeking an outstanding manager to assume the responsibilities of the Safety Operations Manager. This is a one position exempt full-time management classification assigned twelve (12) months per year.

SUMMARY OF DUTIES

Under the direction of the Assistant Superintendent, Administrative Services, organizes, supervises and implements the objectives, activities, and staff of the Safety Department; directly assists with staff development and supervision of safety personnel in accordance with established policies and procedures; conducts staff trainings, establishes shift schedules, conducts performance evaluations; and carries out a variety of supervisory and technical duties relative to the assigned areas of responsibility.

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: Five years of recent experience performing safety, security, or law enforcement work, with at least two (2) years in a supervisory capacity, preferably in a school setting.

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

- **Proof of highest-level education completed (High School diploma, College diploma or transcripts, etc.)**
- **Valid First Aid Certificate, comparable to the American Red Cross Standard First Aid Certificate and a Child and Adult Cardiopulmonary Resuscitation Certificate**
- **Current SB 1626 Training Certificate in accordance with 832.2 of California Penal Code, compliant with California Education Code Section 38001.5;**

Document(s) may also be emailed to 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.

CERTICATES/LICENSE/OTHER EMPLOYMENT REQUIREMENTS:

- Possession of a valid, Class C, California Driver License and a good driving record is required, and must be maintained during employment;
- Insurability by the District's liability insurance carrier is required;

All licenses and certificates listed above are required at the time of appointment. All licenses and certificates must be maintained and remain current during the course of employment.

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

WORK ENVIRONMENT: Employees in this classification work in an office, in student homes, classrooms and various community sites; 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. May work over 40 hours a week, and work a flexible schedule on-call, which may include evenings, weekends and/or holidays.

PHYSICAL REQUIREMENTS Employees in this classification stand, walk, sit, stoop/bend, reach overhead, push/pull, climb stairs and ramps, use both hands and/or legs simultaneously, lift and carry up to 50 lbs., use fingers repetitively, use both hands simultaneously, speak clearly, hear normal conversation, and see small details, drive a vehicle, radio, use a computer, other office equipment, and telephone.

FILING PERIOD

Applications for this position will be accepted online only starting **Friday, August 13, 2020 to Friday, September 3, 2021 4:30 pm.**

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

Applicants will be sent notifications via e-mail only*

OPEN/PROMOTIONAL WITH DUAL CERTIFICATION

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

- Training and Experience (T & E) Evaluation
- Structured Interview and Technical Project

Management Salary Range: 70M

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 applicable 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.

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

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



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

INVITES APPLICATIONS FOR THE POSITION OF:

DIRECTOR OF FISCAL SERVICES

Monthly Salary: \$10,136 - \$11,465
Annual Salary: \$121,629 - \$137,579

An Equal Opportunity Employer

RE-OPENED: August 13, 2021

FINAL FILING DATE: September 3, 2021

POSITION

The Personnel Commission of Rowland Unified School District is seeking an outstanding manager to assume the responsibilities of Director of Fiscal Services. This is a one position classification assigned twelve (12) months per year. There is one immediate opening.

In accordance with Education Code Section 45256.5, the Director of Fiscal Services is designated as a Senior Management position. Incumbents in this class serve at-will and are exempt from all provisions related to obtaining permanent status in a Senior Management position.

SUMMARY OF DUTIES

Plans, organizes, and administers all District accounting operations; provides a wide range of accounting services to budget managers and employees; establishes appropriate systems and procedures for the effective operation of the Department; establishes systems of internal control to safeguard the District's assets; is responsible for the District's financial reporting to outside agencies; and does related work as required.

QUALIFICATIONS

EDUCATION: Bachelor's degree in business with a major in accounting or a directly related field from an accredited college is required. One additional year of the required administrative/accounting experience beyond the required five years indicated below may be substituted on a year-for-year basis for the required education.

EXPERIENCE: Equivalent to at least five years of full-time administrative/accounting experience, including at least three years of professional level work supervising clerical and professional staff engaged in accounting work.

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

- **Proof of Education (College Diploma or Transcripts)**

You may upload your documents to your application, e-mail them to jlandin@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 if you wish for them to be considered.

LICENSE REQUIREMENTS: A valid, Class C, California driver's license is required; certification as a public accountant is desirable.

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

FILING PERIOD

Applications for this position will be accepted online only starting **Friday, August 13, 2021 to Friday, September 3, 2021 until 4:30 PM.**

Log on to 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 include the following:

- Training & Experience Evaluation

Range 99 M - Management Salary Schedule

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 the testing process will be placed on an unranked eligibility list. All 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.

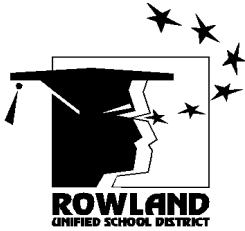
In accordance with Education Code Section 45256.5, the Director of Fiscal Services is designated as a Senior Management position. Incumbents in this class shall be exempt from all provisions relating to obtaining permanent status in a senior management position.

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.

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

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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:

CUSTODIAN (SUBSTITUTE)

SALARY

\$18.15 - \$22.12 – HOURLY

An Equal Opportunity Employer

OPENING DATE: August 20, 2021

FINAL FILING DATE: September 13, 2021

POSITION

Most positions in this class are assigned to work eight (8) hours per day. Hours may include evenings and weekends. There is currently a need to fill substitute / on-call positions. An eligibility list is being established to hire substitutes and to fill future vacancies. Therefore, availability and willingness to serve as a substitute on a consistent basis is extremely important.

**Some positions in the job classification require the incumbent to possess a valid California Driver License for which selective certification may apply (Education Code 45277).*

SUMMARY OF DUTIES

Under the direction of an assigned supervisor, cleans and maintains buildings and facilities, including restrooms, classrooms, offices, cafeterias, and libraries; performs general grounds and building maintenance; makes minor mechanical repairs; and secures buildings and facilities.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is desirable.

EXPERIENCE: Custodial experience and/or custodial training is highly desirable.

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

LICENSE/LANGUAGE REQUIREMENTS:

- A valid Class C, California Driver License, and use of a private automobile may be required for some positions in this class, and if required must be maintained during employment.

ENVIRONMENT:

Employees in this classification work both inside and outside in changing temperatures, including temperatures below 50° and over 90°, in dry atmospheric conditions, poorly ventilated areas, with inadequate lighting, wet or damp areas, confined spaces, at heights using ladders or scaffolding, with electrical hazards and machinery with moving parts, sharp objects, fumes, moderate to high concentrations of silica or allergenic dust, lead, gases, chemicals, odors, vibrations, hands in water, exposure to minor contagious illnesses (cold, flu, etc.), exposure to contagious illnesses (tuberculosis, measles, mumps, chicken pox, hepatitis, etc.), in direct contact with the public, students, and District personnel, and in the absence of direct supervision.

PHYSICAL REQUIREMENTS:

Employees in this classification stand, walk, push, pull, lift, and carry up to 50 lbs. (up to 100 lbs. with assistance); climb ladders and stairs; maintain balance; stoop, kneel, crawl, and bend repeatedly; repetitively use fingers, wrists, and hands while twisting or applying pressure; simultaneously use both arms, legs, and hands; reach overhead; have rapid muscular coordination; hear normal voice conversation; speak clearly; operate an electric vehicle; use a telephone and radio.

FILING PERIOD

Applications for this position will be accepted online only, **Friday, August 20, 2021 to Monday, September 13, 2021 until 4:30 pm.**

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

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
- Performance / Structured Interview

Salary Range: 18

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 log on to www.rowlandschools.org.

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

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

September 7, 2021

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

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

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

ELIGIBILITY LIST RECRUITMENT NUMBER	PERSON I.D. PERSONNEL COMMISSION RULE REFERENCE
Library Assistant (D-20/21-57)	PC Rule 6.1.10.4 - A written request by the eligible for removal. <ul style="list-style-type: none"> • ID# 22486627
Computer Lab Technician (D-20/21-20)	PC Rule 6.1.10.3 - Failure to report for a scheduled interview after certification. <ul style="list-style-type: none"> • ID# 22795249
Playground Supervision Aide (D-20/21-63)	PC Rule 6.1.10.4 - A written request by the eligible for removal. <ul style="list-style-type: none"> • ID# 21893251
Playground Supervision Aide (D-20/21-46)	PC Rule 6.1.10.2 – Any of the causes listed in Rule 4.4. 4.4.11 Making a false statement or intentionally omitting a statement of a material fact requested on the application form. <ul style="list-style-type: none"> • ID# 46521406
Office Assistant (D-20/21-16)	PC Rule 6.1.10.3 – Failure to report for a scheduled interview after certification. <ul style="list-style-type: none"> • ID# 28202357 PC Rule 6.1.10.2 – Any of the causes listed in Rule 4.4. 4.4.15 A record of unsatisfactory service with the Rowland Unified School District as evidenced by a disciplinary action, a performance improvement plan, unsatisfactory job performance notice or a resignation in lieu of dismissal. <ul style="list-style-type: none"> • ID# 25849622
Office Assistant (D-20/21-52)	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# 18231411
Office Assistant – Bilingual (Spanish) (D-20/21-17)	PC Rule 6.1.10.4 - A written request by the eligible for removal. <ul style="list-style-type: none"> • ID# 35389400 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# 25495120
Office Assistant – Bilingual / Biliterate (Sp) (D-20/21-18)	PC Rule 6.1.10.4 - A written request by the eligible for removal. <ul style="list-style-type: none"> • ID# 35389400
Nutrition Services Field Supervisor (D-20/21-13)	PC Rule 6.1.10.4 - A written request by the eligible for removal. <ul style="list-style-type: none"> • ID# 40184870 • ID# 43454794 • ID# 24921493

School Bus Driver (D-20/21-59)	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# 46041706 • ID# 45839887
Food Service Assistant I (D-20/21-05)	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# 2206832
Food Service Assistant I (D-20/21-49)	PC Rule 6.1.10.6 – Refusing an employment offer after certification as an eligible and available for the appointment. <ul style="list-style-type: none"> • ID# 3936237
Instructional Assistant II (D-20/21-34)	PC Rule 6.1.10.4 - A written request by the eligible for removal. <ul style="list-style-type: none"> • ID# 46203890 • ID# 45840812 • ID# 38955418 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# 42785084
Instructional Assistant II – Bilingual (Spanish) (D-20/21-35)	PC Rule 6.1.10.4 - A written request by the eligible for removal. <ul style="list-style-type: none"> • ID# 38955418 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# 42785084
Instructional Assistant I and Instructional Assistant I – Bilingual (Spanish) (D-20/21-60) & (D-20/21-61)	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# 5257474
Campus Aide (D-20/21-45)	PC Rule 6.1.10.2 – Any of the causes listed in Rule 4.4. 4.4.11 Making a false statement or intentionally omitting a statement of a material fact requested on the application form. <ul style="list-style-type: none"> • ID# 46521406
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"> • ID# 17641269
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"> • ID# 45959022

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.