

**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)]

May 3, 2022
Meeting to start at 4:30 P.M.

In – Person:
1830 S. Nogales Street, Board Room
Rowland Heights, California 91748
(Limited in-person seating capacity)

View the meeting virtually via ZOOM

Virtual: https://rowlandschools-org.zoom.us/webinar/register/WN_UpebQGp3QxGpwarefwZuvQ

Anyone wishing to participate may do so in person or virtually by accessing the link listed above.

If you plan to attend virtually and wish to provide Public Comment, please submit your request prior to 4:00 p.m. on the date of the meeting at <https://forms.gle/16B6meuVu4uwjiff7>. During the meeting you will be invited to share your comments verbally.

Please be advised that this meeting is being audio recorded.

May 3, 2022
4:30 P.M.

PLEASE CIRCULATE

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

| | | |
|---|-----------|-----------|
| 2. Roll Call: | Present | Absent |
| Sabrina Lee, Chair | _____ | _____ |
| Judy Nieh, Vice Chair | _____ | _____ |
| Sharon Fernandez, Member | _____ | _____ |
| Joan Stiegelmar, Personnel Director | _____ | _____ |
| Jessica Landin, Personnel Analyst | _____ | _____ |
| Arlene Zamudio, Senior Personnel Technician | _____ | _____ |

3. **PRELIMINARY**

3.1 Pledge of Allegiance to the Flag

3.2 Consider adopting the Agenda as submitted for Tuesday, May 3, 2022 or adopting the Agenda with the following corrections/modifications for May 3, 2022.

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

4. REPORT FROM THE PERSONNEL DIRECTOR

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

5. PUBLIC COMMENTS

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

A. CSEA

B. District Administration

C. Audience members who requested to comment via ZOOM on an item not on the agenda. Should you wish to provide Public Comment, please submit your request prior to 4:00 p.m. on the date of the meeting at <https://forms.gle/16B6meuVu4uwjiff7> . If you are attending in person, you can fill out a comment card before the meeting.

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

6 HEARINGS

Conduct a Public Hearing on the Proposed Personnel Commission Budget for Fiscal Year 2022-2023. (Ref. 6)

Hearing Opened: _____

Hearing Closed: _____

7. PERSONNEL COMMISSION

7.1 Adopt the Personnel Commission Budget for 2022 – 2023. (Ref. 7.1)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

7.2 Approve the minutes of the meeting of April 5, 2022. (Ref. 7.2)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

7.3 Receive the draft of the Personnel Commission's meeting schedule for 2022 – 2023. (Ref. 7.3)

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Advanced Salary Step Placement

a. Consider approving the advanced salary step request from Nicole Hernandez, Coordinator, Special Education, to employ Applicant ID# 43944817 in the class of Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule. (Ref. 8.1a) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

- b. Consider approving the advanced salary step request from Nicole Hernandez, Coordinator, Special Education, to employ Applicant ID# 49221745 in the class of Instructional Assistant II at Step D of Range 16 on the Classified Salary Schedule. (Ref. 8.1b) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

- c. Consider approving the advanced salary step request from Nicole Hernandez, Coordinator, Special Education, to employ Applicant ID# 14793018 in the class of Instructional Assistant II at Step E of Range 16 on the Classified Salary Schedule. (Ref. 8.1c) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

- d. Consider approving the advanced salary step request from Nicole Hernandez, Coordinator, Special Education, to employ Applicant ID# 48984268 in the class of Instructional Assistant II at Step C of Range 16 on the Classified Salary Schedule. (Ref. 8.1d) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

- e. Consider approving the advanced salary step request from Silvia Rivas, Director, Special Projects, to employ Applicant ID# 42138829 in the class of Instructional Assistant II – Bilingual/Biliterate (Mandarin) at Step B of Range 17 on the Classified Salary Schedule. (Ref. 8.1e) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

- f. Consider approving the advanced salary step request from Rosana McLeod, Director, Purchasing Services, to employ Applicant ID# 28288958 in the class of Office Assistant at Step E of Range 17 on the Classified Salary Schedule. (Ref. 8.1f) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

- g. Consider approving the advanced salary step request from Mariela Moscal, Principal, Ybarra Academy, to employ Applicant ID# 49327122 in the class of Campus Aid at Step D of Range 12 on the Classified Salary Schedule. (Ref. 8.1g) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

8.2 Resolution No. 21-22:04 – Personnel Commission Authority to Hold Virtual Meetings

In Accordance with Assembly Bill 361, the Personnel Commission wishes to adopt Resolution No. 21-22:04, Continuing the Personnel Commission Authority to Hold Virtual Meetings, to allow the Personnel Commission to hold teleconference meetings. (Ref. 8.2)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

9. EXAMINATIONS/ELIGIBILITY LISTS

9.1 Exam Review and Recruitment Bulletins (Ref. 9.1)

Receive for information, a summary of the following examination and recruitment bulletin:

- a) Food Service Assistant III (D-21/22-80)
- b) Custodian (D-21/22-81)
- c) Senior Custodian (P-21/22-82)
- d) Plant Supervisor (P-21/22-83)
- e) Health Assistant (D-21/22-84)
- f) Health Assistant – Bilingual (Spanish) (D-21/22-85)
- g) School Bus Driver Trainee (0-09)
- h) Medi-Cal Billing and Program Specialist (D-21/22-86)
- i) Medi-Cal Billing and Program Specialist – Bilingual (Spanish) (D-21/22-87)

9.2 Employee Selection Results – Receive the results of examinations held. (Ref. 9.2 Ltd. Dist.)

9.3 Ratification of Eligibility Lists – Ratify the following eligibility lists: (Ref. 9.3 Ltd. Dist.)

- a) Campus Aide (D-21/22-45)
- b) District Patrol (D-21/22-72)
- c) Food Service Assistant I (D-21/22-50)
- d) Office Assistant (D-21/22-66)
- e) Office Assistant – Bilingual (Spanish) (D-21/22-67)
- f) Office Assistant – Bilingual / Bilingual (Spanish) (D-21/22-68)
- g) Stock Delivery Worker (D-21/22-75)

Motion by: _____

Second by: _____

Vote: Sabrina Lee _____

Judy Nieh _____

Sharon Fernandez _____

9.4 Removal of Names from the Eligibility List – Ratify the removal of names from the following eligibility lists: (Ref. 9.4)

- Custodian (D-21/22-51)
 - ID # 43944817 – PC Rule 6.1.10.4
 - ID # 25894531 – PC Rule 6.1.10.4
 - ID # 31165124 – PC Rule 6.1.10.6
 - ID # 28713725 – PC Rule 6.1.10.1
 - ID # 25381853 – PC Rule 6.1.10.3
 - ID # 48524772 – PC Rule 6.1.10.7
- Personal Care Assistant (D-21/22-04)
 - ID # 36870573– PC Rule 6.1.10.6
 - ID # 43944817– PC Rule 6.1.10.4
 - ID # 45577689– PC Rule 6.1.10.8
- Instructional Assistant I (D-21/22-57)
 - ID # 43944817– PC Rule 6.1.10.4

Motion by: _____

Second by: _____

Vote: Sabrina Lee _____

Judy Nieh _____

Sharon Fernandez _____

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: _____

THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED ON TUESDAY, JUNE 7, 2022 AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM

11. ADJOURNMENT

Time _____

Motion by: _____

Second by: _____

Vote: Sabrina Lee _____

Judy Nieh _____

Sharon Fernandez _____

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

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

May 3, 2022

Item 7.1 – Proposed Personnel Commission Budget for the 2022-2023 Fiscal Year

The draft of the Personnel Commission budget for fiscal year 2022-2023 totals \$862,431 and is presented for information.

The proposed funding for salaries and benefits totals \$814,271 which is an increase of \$118,581 from the 2021-2022 budget. This increase is due to the 6% on-schedule increase and 4% off-schedule one-time payment that was ratified by the Board of Education and implemented in fiscal year 21/22 for management and supervisory/confidential staff. For the 22/23 fiscal year, the Board of Education ratified another 5% off-schedule one-time payment for management and supervisory/confidential staff. Another increase to salaries and benefits is for the contribution to CalPERS going from 23% in 21/22 to 26.1% in 22/23.

The discretionary budget for salaries for substitutes (when needed), supplies and equipment replacement, operating expenses, and contingencies is budgeted at \$48,160 which is the same as last year. A summary of the recommended allocations to each budget location of the proposed budget is provided below.

Salaries and Benefits

Funding in this portion of the budget includes the salary and benefits for Personnel Commission staff and meeting stipends for each Commissioner. The step and longevity increment increases for staff as applicable, and mileage allowance for the Director are included.

Discretionary (Location 0810)

In this portion of the budget, funds are allocated for other employee costs, supplies, operating expenses, and equipment. Funds are allocated for contingencies (Object 4319). Below are brief summaries of the recommended budget allocations to each of these areas:

- **Other Employee Costs** – This includes such items as bilingual translation, the cost of substitutes when using classified and certificated employees from schools and/or departments as raters or interview panelists.
- **Supplies** – Purchases include office products from the District warehouse and vendors.
- **Operating Expenses** – Funds are allocated for advertisements, contracted services, conferences, memberships, hearing officers, postage, reprographics, repairs, and similar expenses. The allocations for memberships include the California School Personnel Commissioners Association (CSPCA), Cooperative Organizations for the Development of Employee Selection Procedures (CODESP), and Personnel Commissioners Association of Southern California (PCASC). The allocation for computer software is for BIDDLE/OPAC software and the contracted services provides for the NEOGOV software support.

The Personnel Commission is requested to discuss the proposed budget allocations and direct staff concerning any adjustments to be made.

As prescribed by Education Code §45253, the budget shall be prepared for a public hearing by the Commission to be held not later than May 30th each year, or at a date agreed upon between the Board and the Personnel Commission to coincide with the process of adoption of the school district budget. A public hearing on the budget will be scheduled for the regular Personnel Commission meeting on May 3, 2022.



Los Angeles County
Office of Education

Serving Students • Supporting Communities • Leading Educators

Business Advisory Services

Annual Budget of Personnel Commission

Fiscal Year 2022-2023

Education Code Section 45253 (K-12 Districts) or 88073 (CC Districts)

Rowland Unified School District, Los Angeles County, California.
Name of Local Educational Agency (LEA)

Notice of Public Hearing by the Personnel Commission - Completed by LEA Personnel Commission

To: Governing Board and District Administration

The Public Hearing on this proposed budget will be held at

District Office - Board Room, 1830 S. Nogales Street, Rowland Heights, CA 91748

(Place)

on May 3, 2022 at 4:30 o'clock P M.

You are invited to attend and present your views.

Signature of Chairman or Director of Personnel Commission

Joan Stiegelmar

Print Name

Personnel Director

Title

Adopted Annual Budget of Personnel Commission - Completed by LEA Personnel Commission

To: Los Angeles County Office of Education

The Annual Budget of Personnel Commission was adopted on:

Date of meeting May 3, 2022

Signature of Chairman or Director of Personnel Commission

Joan Stiegelmar

Print Name

Personnel Director

Title

Approval of Annual Budget of Personnel Commission - For LACOE Use Only

To: Governing Board and Personnel Commission

This report has been examined and approved by

Date _____

Annual Financial and Budget Report
Fiscal Year 2022-2023

Name of Local Educational Agency: Rowland Unified School District

| Expenditure by Object | 2020-2021 Actual* | 2021-2022 Actual or Estimated* | 2022-2023 Budget* |
|---|----------------------|-----------------------------------|----------------------|
| 2000 Classified Salaries ⁽¹⁾ | | | |
| Commission Members ⁽²⁾ | \$ 1,700.00 | \$ 2,000.00 | \$ 2,000.00 |
| Director | 148,014.00 | 148,560.00 | 167,825.00 |
| Secretaries, Clerks | 179,806.00 | 200,267.00 | 226,222.00 |
| Other | 105,090.24 | 106,233.00 | 122,170.00 |
| 3000 Employee Benefits | 222,683.53 | 246,601.00 | 304,025.00 |
| Subtotal | 657,293.77 | 703,661.00 | 822,242.00 |
| 4000 Supplies and Equipment Replacement | 16,359.30 | 8,340.00 | 8,340.00 |
| 5000 Operating Expenses | 13,338.36 | 28,406.00 | 28,406.00 |
| 6000 Equipment | | | |
| Subtotal | 29,697.66 | 36,746.00 | 36,746.00 |
| Appropriation for Contingencies ⁽³⁾ | | 3,443.00 | 3,443.00 |
| Total Expenditures | \$ 686,991.43 | \$ 743,850.00 | \$ 862,431.00 |

* Round to the nearest dollar.

(1) Include expenditures only directly attributable to the activities of the Commission and their employees.
For example: salaries of administrators having a line responsibility for all district operations **should not** be prorated even though some time may be spent working with the personnel director.

(2) Salaries for Commission members should not be included without prior and specific authorization by the Governing Board. (Education Code Section 45250)

(3) Include in Appropriation for Contingencies only amounts that may seem necessary for unforeseen requirements.

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF APRIL 5, 2022
MEETING HELD IN-PERSON AND VIA ZOOM**

The meeting of the Personnel Commission of the Rowland Unified School District was called to order at 4:44 p.m., with the Pledge of Allegiance led by Ms. Joan Stiegelmar, Personnel Commission Director

Members Present: Sabrina Lee, Chair
 Judy Nieh, Vice Chair (via Zoom)
 Sharon Fernandez, Member

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

APPROVAL OF THE AGENDA

A. The Personnel Commission took action to approve the agenda as submitted for Tuesday, April 5, 2022.

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

REPORT FROM THE PERSONNEL DIRECTOR

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

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

Open Recruitments

- Playground Supervision Aide
- Executive Secretary
- Administrative Secretary / Admin Secretary – Bil (SP)

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

- IA II Series – Structured Interview
- Personal Care Assistant – Structured Interview
- School Bus Driver – Zoom Structured Interview
- Campus Aide – Structured Interview
- Food Service Assistant I – Remote written test; Zoom Structured Interview
- Senior Account Clerk - Remote written test; Zoom Structured Interview; Computer testing
- Office Assistant Series - Remote written test; Zoom Structured Interview; Computer testing
- District Patrol - Zoom Structured Interview; Zoom Technical Project
- Library Assistant Series – Remote written test
- Stock Delivery Worker – Remote written test

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

- Instructional Assistant I
- Custodian (multiple)
- Instructional Assistant II – Bilingual/Biliterate (Mandarin)
- Office Assistant – Bilingual (Spanish)
- Instructional Assistant II – Multiple
- Personal Care Assistant – Multiple
- Senior Account Clerk
- Playground Supervision Aide

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

- 1 – Cook
- 1 – Custodian
- 2 – Custodian - Substitute
- 1 – Food Service Assistant I - Substitute
- 2 – Instructional Assistant I
- 5 – Instructional Assistant II
- 1 – Instructional Assistant II Bilingual - Spanish
- 2 – Instructional Assistant II B/B - Mandarin
- 1 – Nutrition Service Operations Manager
- 1 – Office Assistant - Substitute
- 3 – Personal Care Assistant
- 1 – Personal Care Assistant - Substitute
- 1 – Reprographics Technician
- 1 – School Bus Driver
- 1 – Senior Office Assistant

Updates/Reminders/Remarks:

- Classification Study Update:
 - Position Description Questionnaires (PDQ) are due from employees to their supervisors on April 6. The deadline for Supervisors to review and forward to Ewing via HR is April 15, 2022. Ewing will then review the PDQs and start the next part of the process.
- The Commissioners and I attended the California School Personnel Commission Association (CSPCA) Conference in Monterey in March. Workshops included the following and many more:
 - ✓ Best Practices: Remote Testing Using CODESP
 - ✓ Appeals and Hearings
 - ✓ Best Practices of Onboarding
 - ✓ Innovations in the Personnel Department
 - Rowland USD's Personnel Commission was awarded the Innovation Award for recognizing outstanding classified personnel programs and achievements implemented for new ideas and to address problems through innovation and "thinking outside the box". RUSD received this award for recruitment and in our endeavor for conducting job fairs. Since August 2021, we have conducted five highly successful job fairs that have hired over 40 new permanent/substitute employees.
 - Banding Three Ranks, The Rule of Three and Options under Consideration
 - Assembly Bill 2045 is being moved through the legislature regarding updating the Education Code to allow applicants to be placed on an eligibility list in ranked groups according to their relative merit as determined by competitive exam. The passing candidate's final exam scores would be rounded to the nearest whole percent and assembled into distinct groups to fixed ranges. There could be possible changes to this bill.
- Last month, Ms. Clare Huang, Office Assistant at Rowland High School, came to the PC meeting regarding clarification of creating new positions. Ms. Stiegelmar contacted Ms. Huang after the PC meeting to discuss her concerns and answer any questions she had regarding the process of creating new positions and about the classification questionnaire that she was in the process of filling out.
- Last month, Leti Scanlan, Building Services Assistant, asked questions about the proposed change to adding a definition of "new employee" to the PC Rules.
 - Has the PC requested any input from the classified members; how and when will you notify classified employees; and do we have an input on it or will it be the PC's decision only. Ms. Stiegelmar communicated to Ms. Scanlan that input was received from classified staff and information was presented to the CSEA Eboard who are invited to attend a monthly meeting about the agenda the week before it comes out. The addition of the definition of new employee

was reviewed and discussed. PC rule 17.2.1 is not being changed, however a definition is being added to clarify what a "new employee" refers to. Classified members receive the agenda before the PC meeting and this is how they are notified as to changes and input can be made at the PC meeting via comments. We are now Zooming the PC meeting and allowing comments via Zoom.

- Another question was asked that if this rule is part of Ed Code or is it only a PC Rule. The rule of advanced step placement is a PC Rule.
- Moving forward, PC Staff will endeavor to go through all PC Rules and to recommend changes. Two readings of the rules are required in order to make the change final.

Ms. Lee thanked Ms. Stiegelmar for the report and inquired if the other individual who commented at the last meeting was contacted. Ms. Stiegelmar mentioned she did attempt to contact the community member via the email provided, but to no avail. Ms. Stiegelmar stated she will attempt to contact the community member again and update the Commissioners.

Ms. Lee mentioned there will not be a closed session at this meeting and would like to inquire if there is a requirement to have closed session.

Ms. Stiegelmar informed Ms. Lee that closed sessions are only included when the Commissioners need to discuss such matters as the Evaluation of the Director, Legal Issues, or other certain matters. Ms. Stiegelmar stated that she will send the Commissioners the information regarding closed session topics.

Ms. Lee shared there was a minimum wage increase this year and asked if the current salary schedule had been updated to reflect the increase. Ms. Stiegelmar confirmed the salary schedules were updated by the District via the Human Resource department.

Ms. Lee asked for a follow up regarding a reclassification memo to be provided to administrators and directors to provide clarification on the process.

COMMUNICATIONS

A. CSEA –Mr. Marco Maldonado, CSEA President, thanked the Personnel Commission for bringing back the option to view meetings remotely via Zoom. Mr. Maldonado thanked the Commission for accepting the members comments and for updating the PC Rule definition of new employee. Mr. Maldonado hopes the update will bring clarity to his members when reviewing the rules. Mr. Maldonado asked if PC Rule 17.2.1 could be later reviewed to consider adding language to allow a current employee to also be offered advanced step placement should they qualify. Mr. Maldonado thanked the Personnel Commission for their hard work and success during the recent job fairs.

B. District Administration - None

C. Audience Members - None

PERSONNEL COMMISSION

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

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

ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Receive for information the proposed Personnel Commission budget for the 2022-2023 fiscal year.

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

Ms. Nieh requested clarification on line 2330 where it states “Commission Members”, and if that is only for the three Commissioners.

Ms. Stiegelmar confirmed that amount of \$2,000 is to cover the \$50 monthly payment to the each Commissioner for each of the twelve meetings on calendar. Ms. Stiegelmar also mentioned their medical benefits cost is in another section on the budget.

Ms. Lee asked for clarification on where legal fees are included in the budget.

Ms. Stiegelmar shared it is included in the discretionary fund portion of the budget.

Ms. Lee confirmed it shows \$1,500 for legal fees.

Ms. Stiegelmar mentioned the discretionary fund is not being increased on the mentioned budget, but if more funds are needed for legal fees, there is room to move funds from one account to another.

Ms. Lee shared she is concerned the amount may need to be increased in case there are other Personnel Commission rules updates.

Ms. Stiegelmar shared as part of the membership with CSPCA, advice and guidance when it comes to the legality of rules and other matters is included in the membership fee.

Ms. Lee inquired regarding the payroll increase from this year to the next and asked for confirmation if this includes the 6% increase which was given and also the 5% off schedule payment for all employees.

Ms. Stiegelmar shared that management and confidential/supervisory staff received a 6% on schedule increase as well as a 4% off schedule payment which was retroactive to the 2021/2022 fiscal year and CSEA is still in the negotiation process and the increases being negotiated have been included in the projected budget. Ms. Stiegelmar shared the management and confidential/supervisory staff will be receiving a 5% off schedule payment in the 2022/2023 year as it was already ratified as part of previous negotiations. Ms. Stiegelmar also mentioned the contribution rate or CalPERS has increased from 23% to 26.1%, causing another increase to the budget. Ms. Stiegelmar shared that she met with the Director of Fiscal Services to confirm the budget is accurate and that all information is listed correctly. Ms. Stiegelmar also discussed the budget briefly with the Superintendent.

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

Advanced Salary Step Placement

- 8.3a Recommendation: To consider approving the advanced salary step request from Cesar Rivas, Safety Operations Manager, to employ Applicant ID# 1435213 in the class of District Patrol at Step E of Range 19 on the Classified Salary Schedule.

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

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

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

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

Ms. Nieh asked if the highlighted area of the agenda had any significance.

Ms. Stiegelmar stated that the Director highlighted it to emphasize she agreed with the advance step placement recommendation at Step B.

Ms. Fernandez shared the same verbiage is on other advance step placement recommendations and is a standard statement.

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

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

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

- 8.3e Recommendation: To consider approving the advanced salary step request from John Martinez, Principal, Rowland Elementary, to employ Applicant ID# 47121542 in the class of Instructional Assistant I at Step E of Range 15 on the Classified Salary Schedule.

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

- 8.3f Recommendation: To consider approving the advanced salary step request from Rosana McLeod, Director, Purchasing Department, to employ Applicant ID# 44017157 in the class of Reprographics Technician at Step C of Range 18.5 on the Classified Salary Schedule.

Ms. Lee asked if the Reprographics position reports to the Purchasing Department.

Ms. Stiegelmar shared that the Director of Purchasing is in charge of the Purchasing, Warehouse, and the Reprographics department.

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

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

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

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

8.5 Rules

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

Ms. Lee confirmed as this is the second reading, once approved it will be added to the PC Rules. Ms. Lee and shared the change is to only add a definition to the term “new employee”.

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

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

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

8.6 Revised Class Description

Recommendation: To receive input from District administration and CSEA regarding the revised classification for Food Service Assistant III.

- i. Approve the revised job description for the classification of Food Service Assistant III.

Ms. Nieh asked if the distinguishing characteristics noted on Ref 8.6 page 4 of 6 should use the word cafeteria vs kitchen as it is not consistent within the class description.

Ms. Stiegelmar shared the title of High School Kitchen Supervisor was previously changed from cafeteria supervisor as the incumbent does not supervise the entire cafeteria which includes where students gather.

Ms. Landin shared when she reviewed the updates with Ms. Davila, Director of Nutrition Services, she did not mention the kitchen vs. cafeteria wording so the wording was not changed. Ms. Landin states she believes the words can be used interchangeably as some school sites have either a cafeteria or kitchen only.

Discussion was held amongst the Commissioners regarding the probationary period and the expectations of completing the requirement for a Food Safety Manager certificate during the probationary period. Ms. Nieh confirmed she is comfortable with moving forward with the revisions as submitted.

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

8.7 New Class Description

8.7a Recommendation: To receive input from District administration and CSEA regarding the new classification for Braille Transcriber.

- i. Place the new classification of Braille Transcriber in the School Instructional and Auxiliary Services job family.
- ii. Approve the salary recommendation for the classification of Braille Transcriber at Range 21.5 on the Classified Salary Schedule.

Ms. Nieh asked about Ref. 8.7 5 of 7, under distinguishing characteristics where is states “*It is expected that the incumbent will develop the skills and knowledge necessary to earn a National Certificate in Unified English Braille (NCEUB).*” Her concern is that it isn’t clear if it is expected to be earned during the probationary period, and what would happen if the candidate is not

successful in meeting the requirement.

Ms. Stiegelmar stated under Ref. 8.7 6 of 7 it states the incumbent must have the National Certificate in Unified English Braille (NCEUB) when applying so this would ensure they have the needed knowledge.

Ms. Nieh asked for clarification on examples of duties section where it states “Proofreads and verifies accuracy of transcribed materials.” Ms. Nieh asked if the incumbent will be performing these duties.

Ms. Stiegelmar shared in working on developing the classification it was found the incumbent uses a machine which transcribes into Braille and the incumbent is proofreading the finished document for accuracy and completion.

Ms. Lee asked if there has only been one Braille Transcriber Trainee in the District and if this is the first time a Braille Transcriber has ever been established. Ms. Lee mentioned she is comfortable with the classification written as is.

Ms. Fernandez inquired if there will now be a Braille Transcriber Trainee as well as a Braille Transcriber?

Ms. Stiegelmar mentioned in conversations with the department that it was mentioned that there may only be one position for Braille Transcriber.

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

8.7b Recommendation: To receive input from District administration and CSEA regarding the new classification Medi-Cal Billing and Programs Specialist and Medi-Cal Billing and Programs Specialist – Bilingual (Spanish)

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

Ms. Lee asked if there is a policy or rule in regards to creating a new classification. Ms. Lee mentioned the new classifications have already been reviewed by the Board of Education and asked if having the board review and approve prior to the Personnel Commission reviewing is a normal procedure. Ms. Lee believes it would be a smoother process if the Personnel Commissioners reviewed prior to the board reviewing.

Ms. Stiegelmar shared when a new classification is being established she works with Mr. Bixler, Assistant Superintendent of Human Resources, as he provides the duties and general concept of the classification needed. Ms. Stiegelmar mentioned once the duties are provided, the PC staff reviews and compiles the necessary information to establish a clear and concise classification. Ms. Stiegelmar shared Ms. Landin utilizes various websites and groups to gather information to establish the classification. Once Mr. Bixler approves the details of duties, the PC staff then moves forward with a salary study for the classification. As Mr. Bixler is a representative of the District, he then reviews the classification with cabinet members to receive approval to move forward. Ms. Stiegelmar stated that both the Personnel Commission and the Board of Education need to review and approve new class descriptions and it's based on which meeting comes first so that the process is as efficient as possible. Ms. Stiegelmar shared the Board of Education ratifies the duties as well as the salary recommendation as presented. Ms. Stiegelmar confirmed

in the cases where the PC meeting is before the Board meeting, the process would go in reverse, where the Personnel Commission would review first, then it would go to the Board of Education. Ms. Stiegelmar shared there is no Education Code on which body reviews and approves first, as long as both bodies review and approve.

After discussing the process further, Ms. Stiegelmar stated she will ensure the Commission reviews any recommendations prior to being sent to the Board of Education for ratification and will ensure the Commissioners are updated with any issues or input regarding the process.

Motion made to modify Ref. 8.7b page 7 of 8 to be corrected from MAA to SMAA.

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

EXAMINATIONS/ELIGIBILITY LISTS

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

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

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

9.3 Recommendation: To ratify the following eligibility lists:

- a) Cook (D-21/22-62)
- b) Food Service Assistant I (D-21/22-50)
- c) Instructional Assistant II (D-21/22-08)
- d) Instructional Assistant II – Bilingual (Mandarin) (D-21/22-35)
- e) Instructional Assistant II – Bilingual/Biliterate (Mandarin) (D-21/22-36)
- f) Instructional Assistant II – Bilingual (Spanish) (D-21/22-09)
- g) Nutrition Services Operations Manager (D-21/22-63)
- h) Personal Care Assistant (D-21/22-04)
- i) School Bus Driver (D-21/22-11)
- j) Senior Account Clerk (D-21/22-64)
- k) Textbook Media Assistant (D-21/22-60)

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

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

- a. Reprographics Technician (D-21/22-53)
 - o ID # 20238480 – PC Rule 6.1.10.6
- b. Custodian (D-21/22-19)
 - o ID # 37774544 – PC Rule 6.1.10.1
- c. Custodian (D-21/22-51)
 - o ID # 48489944 – PC Rule 6.1.10.8
- d. Instructional Assistant II (D-21/22-08)
 - o ID # 28716700 – PC Rule 6.1.10.6
- e. Behavior Support Assistant (D-21/22-55)
 - o ID # 48783540– PC Rule 6.1.10.6
- f. Office Assistant (D-21/22-05)
 - o ID #25002663 – PC Rule 6.1.10.1
 - o ID #47770022 – PC Rule 6.1.10.1

- g. Office Assistant (D-20/21-52)
 - o ID #31216857 – PC Rule 6.1.10.1
- h. Office Assistant - Bilingual (Spanish) (D-20/21-53)
 - o ID #31216857 – PC Rule 6.1.10.1
- i. Office Assistant - Bilingual (Spanish) (D-21/22-06)
 - o ID #25002663– PC Rule 6.1.10.1
 - o ID #47770022 – PC Rule 6.1.10.1
- j. Office Assistant - Bilingual/Biliterate (Spanish) (D-21/22-07)
 - o ID #25002663– PC Rule 6.1.10.1
 - o ID #47770022 – PC Rule 6.1.10.1
- k. Executive Secretary (D-21/22-40)
 - o ID #31677200 – PC Rule 6.1.10.4
- l. Instructional Assistant II (D-21/22-08)
 - o ID #49005410 – PC Rule 6.1.10.4
- m. Health Assistant (D-20/21-67)
 - o ID #33834648 – PC Rule 6.1.10.4
- n. Food Service Assistant I (D-21/22-50)
 - o ID #47080390
- o. Food Service Assistant I (D-20/21-49)
 - o ID #46049850

Ms. Lee asked if the PC Rules are listed anywhere for the final two removals.
 Ms. Stiegelmar confirmed the details are on Reference 9.4 and the PC Rule is 6.1.10.6 for both removals.

Motion made to amend agenda to include PC Rule 6.1.10.6 for item n and o.

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

ADJOURNMENT

To adjourn the meeting at 6:31 p.m.

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

Approved by: _____
Sabrina Lee
Chair
Personnel Commission

Submitted by: _____
Joan Stiegelmar
Personnel Director
Personnel Commission

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

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



ROWLAND UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

June 7, 2022

BULLETIN

PLEASE POST

For Information

TO: All Classified Employees and Administrative Personnel
FROM: Joan Stiegelmar, Personnel Director
RE: 2022-2023 Personnel Commission Meetings

Personnel Commission meetings are typically scheduled on the first Tuesday of each month, except as noted below. Meetings for the 2022-2023 school year are tentatively scheduled as follows:

July 5, 2022

August 2, 2022

September 6, 2022

October 4, 2022

November 1, 2022

December 6, 2022

January 10, 2023

February 7, 2023

March 7, 2023

April 4, 2023

May 2, 2023

June 6, 2023

NOTE: All meetings to be held in the Board Room or via ZOOM, at the District Office and will begin at 4:30 p.m.

*Meetings changed from the first Tuesday of the month.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
INSTRUCTIONAL ASSISTANT II

The Commission is in receipt of a request from Nicole Hernandez, Coordinator, Special Education, to employ Applicant ID #43944817 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, Special Education, to employ Applicant ID #49221745 as Instructional Assistant II at Step D of Range 16 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has over 7 years of work-related experience. The number of years of related work experience does qualify this applicant for step placement at Step D based on the formula of one step will be given for two years of additional related experience beyond the employment standards for the classification.

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step D of Range 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, Special Education, to employ Applicant ID #14793018 as Instructional Assistant II at Step E of Range 16 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has over 2 years of college coursework and has over 14 years of experience. The number of years of education and related work experience does qualify this applicant for step placement at Step E based on the formula of one step will be given for two years of additional education beyond the employment standards for the classification and one step will be given for two years of additional related experience beyond the employment standards for the classification.

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step E of Range 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, Special Education, to employ Applicant ID #48984268 as Instructional Assistant II at Step C of Range 16 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

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

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

The Commission is in receipt of a request from Silvia Rivas, Director, Special Projects, to employ Applicant ID #42138829 as Instructional Assistant II – Bilingual / Biliterate (Mandarin) at Step B of Range 17 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
OFFICE ASSISTANT

The Commission is in receipt of a request from Rosana McLeod, Director, Purchasing Services, to employ Applicant ID #28288958 as Office 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 a Master's degree and over 6 years of experience. The number of years of education and related work experience does qualify this applicant for step placement at Step E based on the formula of one step will be given for two years of additional education beyond the employment standards for the classification and one step will be given for two years of additional related experience beyond the employment standards for the classification.

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
CAMPUS AIDE

The Commission is in receipt of a request from Mariela Moscal, Principal, Ybarra Academy, to employ Applicant ID #49327122 as Campus Aide at Step D of Range 12 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has a Bachelor's degree and over 4 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 12 on the Classified Salary Schedule.

PERSONNEL COMMISSION

ROWLAND UNIFIED SCHOOL DISTRICT

May 3, 2022

ITEM 8.4 RATIONALE FOR RESOLUTION No. 21-22:04 – Personnel Commission

Executive Order No. N-29-20 suspended the Ralph M. Brown Act's requirements for teleconferencing during the COVID-19 pandemic provided that notice and accessibility requirements are met, the public members are allowed to observe and address the legislative body at the meeting, and that a legislative body of a local agency has a procedure for receiving and swiftly resolving requests for reasonable accommodation for individuals with disabilities, as specified. All of the provisions of Executive Order N-29-20 concerning the conduct of public meetings expired on September 30, 2021.

On September 19, 2021, Governor Gavin Newsom extended the deadline for Brown Act flexibility by signing AB 361 (R. Rivas). AB 361 contains an urgency clause, which means the bill becomes law immediately. The provisions enacted by AB 361 provide flexibility to meet remotely through January 1, 2024. This is subject to change if a future legislature and governor-elect to extend the sunset or make these provisions permanent.

Under two governor-issued executive orders, local agencies have been provided Brown Act flexibilities due to the COVID-19 pandemic. A public agency coalition was formed to pursue legislation to extend the Brown Act modification beyond the September 30, 2021 order expiration. AB 361 provides local agencies, including LEAs, with the ability to meet remotely during proclaimed state emergencies.

AB 361 broadens the Brown Act changes beyond the pandemic and can only be used in the event that a gubernatorial state of emergency has been issued and remains active. It is not sufficient that county and/or city officials have issued a local emergency declaration. To comply with the provisions of AB 361, the emergency declaration must be one that is made pursuant to the CA Emergency Services Act.

Rowland Unified School District
Personnel Commission

Resolution SO-21-22:03

Continuing Personnel Commission Authority to Hold Virtual Meetings
Pursuant to AB 361

WHEREAS, on March 4, 2020, Governor Gavin Newsom declared a statewide emergency arising from the coronavirus (COVID-19); and

WHEREAS, on March 17, 2020, Governor Newsom issued Executive Order N-29-20 suspending certain provisions of the Brown Act pertaining to teleconferenced meetings; and

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order N-08-21 which indicated that Executive Order N-29-20's authorization for holding virtual meetings would expire on September 30, 2021; and

WHEREAS, on September 16, 2021, Governor Newsom signed AB 361 (Rivas) as urgency legislation effective immediately, which provides that legislative bodies may continue to meet remotely during a declared State of Emergency subject to certain conditions; and

WHEREAS, AB 361 amends the Brown Act (Government Code section 54953) to add the following provision:

(e)(1) A local agency may use teleconferencing without complying with the requirements of paragraph (3) of subdivision (b) if the legislative body complies with the requirements of paragraph (2) of this subdivision in any of the following circumstances:

(B) The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.; and

WHEREAS, AB 361 amends the Brown Act (Government Code section 54953) to add the following provision:

(3) If a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, in order to continue to teleconference without compliance with paragraph (3) of subdivision (b), the legislative body shall, not later than 30 days after teleconferencing for the first time pursuant to subparagraph (A), (B), or (C) of paragraph (1), and every 30 days thereafter, make the following findings by majority vote:

(A) The legislative body has reconsidered the circumstances of the state of emergency.

(B) Any of the following circumstances exist:

(i) The state of emergency continues to directly impact the ability of the members to meet safely in person.

THEREFORE, BE IT RESOLVED that the Personnel Commission of Rowland Unified School District finds that the Governor’s March 4, 2020 declaration of a state of emergency due to the COVID-19 pandemic remains active.

BE IT FURTHER RESOLVED, the Personnel Commission of Rowland Unified School District finds that due to the state of emergency meeting in person would present imminent risks to the health or safety of attendees and/or the state of emergency continues to directly impact the ability of the members to meet safely in person due to the prevalence of the Delta variant, the indoor setting of meeting facilities, the potential presence of unvaccinated individuals attending meetings, the potential for noncompliance with mask wearing requirements, and desire to protect the health of immuno-compromised trustee(s), staff and the public.

PASSED AND ADOPTED by the following vote of the Personnel Commission of Rowland Unified School District, County of Los Angeles State of California on May 3, 2022.

AYES: _____

NOES: _____

ABSENT:: _____

Sabrina Lee
Chair
Personnel Commission

PERSONNEL COMMISSION

ROWLAND UNIFIED SCHOOL DISTRICT

May 3, 2022

ITEM 9.1 EXAM REVIEW

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

| Classification | Length of Eligibility List | Number of Positions | Hours / Months | Last Class Description Revision | Tentative Exam Plan |
|--|-----------------------------------|----------------------------|--------------------------|--|--|
| Food Service Assistant III | 6 | 2 | 8.0 hours/ 9.5 months | 4/2022 | <ul style="list-style-type: none">• Technical Project• Structured Interview |
| Custodian | 6 | 4 | 8.0/12.0 | 2/2015 | <ul style="list-style-type: none">• Remote Written Exam• Structured Interview |
| Senior Custodian | 6 | To fill future vacancies | 8.0/12.0 | 2/2015 | <ul style="list-style-type: none">• Technical Project• Structured Interview |
| Plant Supervisor | 6 | 1 | 8.0/12.0 | 11/2012 | <ul style="list-style-type: none">• Technical Project• Structured Interview |
| Health Assistant / Health Assistant – Bilingual (Spanish) | 6 | 1 | 5.0/10.0 | 12/2012 | <ul style="list-style-type: none">• Structured Interview• Computer Testing |
| School Bus Driver Trainee | N/A | N/A | N/A | N/A | Refer complete applications to Transportation |
| Medi-Cal Billing and Program Specialist / Medi-Cal Billing and Program Specialist -Bilingual (Spanish) | 6 | 1 | 8.0/11.0 | 4/2022 | <ul style="list-style-type: none">• Technical Project• 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

INVITES APPLICATIONS FOR THE POSITION OF:

FOOD SERVICE ASSISTANT III:

\$15.00 - \$18.15 Hourly
\$2,600.00 - \$3,147.00 Monthly

An Equal Opportunity Employer

OPENING DATE: April 8, 2022

FILING DATE: April 29, 2022

POSITION:

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

SUMMARY OF DUTIES

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

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is required.

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

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

- **Proof of education** - (At minimum - HS diploma or equivalent or a copy of the highest completed degree - GED, AA, BA, MA)

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

LICENSE / CERTIFICATION / TRAINING REQUIREMENTS:

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

<http://publichealth.lacounty.gov/eh/business/certified-food-handler-manager.htm> (frequently asked questions)

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

PLEASE NOTE: Please contact cvahimarae@rowlandschools.org if you need assistance or have any questions.

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

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

FILING PERIOD

Applications for this position will be accepted online until **Friday, April 29, 2022, until 4:30 p.m.** Interested candidates are encouraged to apply as soon as possible. Log on to www.rowlandschools.org, Departments → Personnel Commission → Classified Job Openings.

PLEASE NOTE: Please contact cvahimarae@rowlandschools.org if you need assistance or have any questions.

Applicants will be sent notifications via e-mail only

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

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

- Structured Interview / Technical Project

Salary Range: 14

PROOF OF EDUCATION

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

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: **CUSTODIAN (FULL-TIME AND / OR SUBSTITUTE)**

SALARY

\$18.15 - \$22.12 – HOURLY
\$3,146.00 - \$3,834.13 – MONTHLY

An Equal Opportunity Employer

OPENING DATE: April 8, 2022

FINAL FILING DATE: April 29, 2022

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 permanent full-time / substitute / on-call positions. An eligibility list is being established to fill current vacancies, hire substitutes and to fill future vacancies. Therefore, availability and willingness to serve as a substitute on a consistent basis is extremely important.

CURRENT VACANCIES

Positions are eight (8) hours a day, five (5) days a week, twelve (12) months a year, **including benefits**:

- Building Services / Various Sites - 1:30 PM - 10:00 PM (tentative hours & roving position)
- Northam Elementary - 12:00 PM - 8:30 PM
- Rorimer / Yorbita Elementary Schools - 1:00 PM - 9:30 PM (roving position)
- Ybarra Academy - 1:00 PM - 9:30 PM

**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, April 8, 2022, to Friday, April 29, 2022, 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.

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**PROMOTIONAL
ONLY**

INVITES APPLICATIONS FOR THE POSITION OF:

SENIOR CUSTODIAN

\$20.03 - \$24.42 – HOURLY
\$3,471.00 - \$4,232.00 – MONTHLY

An Equal Opportunity Employer

OPENING DATE: April 8, 2022

FINAL FILING DATE: April 29, 2022

PROMOTIONAL ONLY

This position is currently open to current permanent RUSD employees or former employees on a current re-employment list.

POSITION

This position is typically, eight (8) hours per day, five (5) days per week, twelve (12) months a year. An eligibility list is being established to fill future vacancies. Typical work hours are from 6:00 a.m. to 2:30 p.m.

This position is currently open to current permanent RUSD employees or former employees on a current re-employment list.

**If an insufficient number of qualified applications are received, the employment opportunity will open to the public and the final filing date will be extended. Please check back after April 29, 2022.*

SUMMARY OF DUTIES

Under the direction of a Principal, the Custodial Coordinator or Plant Supervisor, organizes, coordinates and participates in the custodial work of an assigned school plant; serves as liaison between the custodial staff and supervisor and makes recommendations regarding custodial methods and standards; performs custodial duties, general maintenance and minor non-technical repair work; assists in training and provides work direction to Custodians.

QUALIFICATIONS

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

EXPERIENCE: Two years of experience in the cleaning and maintenance of public agency buildings is required. Custodial experience in a school environment is desirable.

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

- A copy of your High School Diploma or equivalent (HS Diploma, GED, AA, BA, MA)

You may upload your documents to your application or email them 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.

LICENSE/LANGUAGE REQUIREMENTS:

- Possession of a valid Class C, California Driver License, and use of a private automobile is required and 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/motor vehicle; use a computer, telephone, and radio.

FILING PERIOD

Applications for this position will be accepted online only from **Friday, April 8, 2022 through Friday, April 29, 2022, 4:30 p.m.**

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

Applicants will be sent notifications via e-mail only

EXAMINATION – PROMOTIONAL ONLY

The examination may consist of the following:

- Job Related Written Examination
- Performance / Structured Interview

Salary Range: 20

PROOF OF EDUCATION

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

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**PROMOTIONAL
ONLY**

INVITES APPLICATIONS FOR THE POSITION OF:

PLANT SUPERVISOR

SALARY

\$4,529.00 - \$5,509.00 – MONTHLY

\$26.13 - \$31.78 – HOURLY

An Equal Opportunity Employer

OPENING DATE: April 15, 2022

FINAL FILING DATE: May 6, 2022

PROMOTIONAL ONLY

This position is currently open to current permanent RUSD employees or former employees on a current re-employment list.

POSITION

There is currently one (1) position available, eight (8) hours per day, five (5) days per week, twelve (12) months per year. An eligibility list is being established to fill current vacancies.

This position is open to current permanent RUSD employees or former employees on a current re-employment list.

If an insufficient number of qualified applications are received, the employment opportunity will open to the public and the final filing date will be extended. Please check back after **May 6, 2022.*

SUMMARY OF DUTIES

Under the direction of a Principal or assigned designee, plans, organizes, coordinates, supervises and may participate in the custodial, grounds keeping and routine maintenance work of a high school plant; trains, supervises and evaluates the performance of assigned personnel.

QUALIFICATIONS

EDUCATION:

Graduation from high school or equivalency is required. Course work in supervision and building/grounds maintenance or other related field is desirable.

EXPERIENCE:

Three years of experience in the cleaning and maintenance of school buildings or in a comparable environment including one year as a lead worker or in a supervisory capacity.

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

- A copy of your High School Diploma or equivalent (HS Diploma, GED, AA, BA, MA)

You may upload your documents to your application or email them 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.

LICENSE REQUIREMENT:

Possession of a valid Class C, California driver's license and a good driving record is required and must be maintained during employment.

ENVIRONMENT:

Employees in this classification work both inside and outside, in varying temperatures, with loud noises (1), sharp objects (2), vapors, gases, cleaning agents, hazardous materials, strong odors (3), machinery with moving parts (4), in the absence of immediate supervision, during both day and evening hours and in direct contact with students and the public.

- 1) Weed eater, blowers, gas hedge clippers
- 2) Razorblade scrapers, nails, broken glass, gas hedge clippers, saws
- 3) Human waste, trash, vomit, solvents, acid, chlorine, gasoline, bleach
- 4) Weed eater, hedge trimmer, pruner, vacuum cleaner, scrubber/buffer

PHYSICAL REQUIREMENTS:

Employees in this classification stand, walk, sit, stoop/bend, reach overhead, lift, carry, push and pull up to 50 lbs. without assistance, use fingers repetitively, use wrists or hands repetitively in a twisting motion, use both hands simultaneously, climb and maintain balance on ladders, speak clearly, hear normal conversation, see small details, use a telephone.

FILING PERIOD

Applications for this position will be accepted on-line only, **Friday, April 15, 2022 to Friday, May 6, 2022 until 4:30 p.m.**

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

Applicants will be sent notifications via e-mail only

EXAMINATION - PROMOTIONAL ONLY

The examination may consist of the following:

- Job Related Written Examination
- Performance / Structured Interview

Confidential/Supervisory Salary Schedule: Range 24

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 visit:**

www.rowlandschools.org.

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ROWLAND UNIFIED SCHOOL DISTRICT

Personnel Commission
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www.rowlandschools.org

INVITES APPLICATIONS FOR THE POSITION OF:

HEALTH OFFICE ASSISTANT: \$17.26 - \$21.05 HOURLY

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

An Equal Opportunity Employer

OPENING DATE: April 15, 2022

FINAL FILING DATE: May 6, 2022

POSITION

There is currently one (1) part-time Health Office Assistant-Bilingual (Spanish) position available at Hurley Elementary School, five (5) hours a day, five (5) days per week, ten (10) months per year. Tentative hours are 8:30 AM to 1:30 PM. Eligibility lists are being established to hire substitutes and fill future vacancies for the positions of Health Assistant and Health Assistant-Bilingual (Spanish). Eligibility lists for these positions last for six months. Most work hours for these positions are five (5) hours a day, five (5) days per week, ten (10) months per year.

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 in the second language as part of the testing process.

Health Office Assistant is a modification of the official classification title of Health Assistant. The change was made to assist with attracting more applicants to this recruitment.

SUMMARY OF DUTIES

Provides health care services to students by listening to concerns and making preliminary findings; identifying problems and providing basic first aid techniques; calls for professional assistance as needed; maintains related health records; assists nurses in screening students for various health concerns; advises parents of legal requirements such as immunizations and available community services; and performs other related duties as required.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is required. Course work in health, biology, physiology, or related field is desirable.

EXPERIENCE: Clerical experience is desirable.

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

- **A Copy of your High School Diploma or equivalent is required**
- **A current and valid Standard/Basic First Aid Card (copy front and back) is required**
- **A current and valid Child AND Adult CPR card (copy front and back) is required**

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

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

WORK ENVIRONMENT: Employees in this classification work primarily inside an office environment, with frequent interruptions, with changing priorities and short deadlines, may be exposed to air and blood-borne pathogens and germs, bodily fluids, and communicable diseases, may be required to drive an automobile to conduct work, and have direct contact with students and the public.

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

FILING PERIOD

Applications for this position will be accepted on-line only, from **Friday, April 15, 2022, to Friday, May 6, 2022, 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

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 in the second language as part of the testing process.

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Job Related Written Exam / Structured Interview / Computer Performance Exams

Salary Range: Health Assistant: 17 – Health Assistant-Bilingual (Sp): 17 ½

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 log on to www.rowlandschools.org. → Departments → Personnel Commission → Classified Job Openings**

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INVITES APPLICATIONS FOR THE POSITION OF:

SCHOOL BUS DRIVER TRAINEE

An Equal Opportunity Employer

OPENING DATE: April 22, 2022

FINAL FILING DATE : May 20, 2022

POSITION:

The purpose of the recruitment is to attract applicants for the District's School Bus Driver training program. This training program opportunity is being offered in the evening from 5:00 p.m. - 8:00 p.m. for those with limited availability. This opportunity is unpaid however, successful candidates who complete this program will have the credentials required to apply for a position as a School Bus Driver with any school district. The program is free of charge and a candidate will only have to pay for the fees associated with obtaining the licenses. Approximate out of pocket cost for the trainee is \$299.00 (ie. DMV, CHP, DOT Medical, Dept. of Justice Fees).

****NOTE:** By applying for this opening you are applying to take part in the Bus Driver Training program which MAY ultimately lead to employment in substitute or permanent position.

SUMMARY OF DUTIES

Under immediate supervision of the Bus Driver Instructor, receives instruction to acquire the necessary skills needed to operate a school bus over designated routes within established time schedules; to transport students to and from school and on special event trips; to perform daily inspections of a school bus or other transportation vehicle; and to prepare reports concerning repair needs.

DISTINGUISHING CHARACTERISTICS

The class of School Bus Driver Trainee is distinguished from the class of School Bus Driver in that the latter is a fully qualified school bus driver with the license and certifications required by the State of California whereas the former is still receiving training and currently in the process of becoming a fully-qualified school bus driver.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is desirable.

EXPERIENCE: No experience required.

LICENSE/CERTIFICATE/LANGUAGE REQUIREMENTS: Possession of a valid California Driver License is required.

All school bus driver trainee positions are designated as safety-sensitive in accordance with the Code of Federal Regulations, Title 49 (Public Law 102-143) and require pre-employment drug testing as well as a continued drug-free lifestyle for continued employment.

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

- **Valid CA Driver License**
- **Current DMV Official Driver Record** (Dated within the last 30 days)

You may upload your documents to your application or email them to mita.salgado@rowlandschools.org. Applications without supporting documents will be considered incomplete and will be disqualified. *Please note: Staff is working remotely, therefore email is the best method of communication.*

WORKING ENVIRONMENT: Employees in this training program will be in a training environment both inside and outside, in varying temperatures, in contact with fuel and exhaust fumes, dust, odors, moving vehicles, and in direct contact with District personnel.

PHYSICAL REQUIREMENTS: Employees in the classification sit for extended periods of time, push, pull, climb stairs, stoop/bend, use fingers repetitively, twist or apply pressure with wrists or hands repetitively, use both hands and/or legs simultaneously, speak clearly, hear normal voice conversation, have depth perception, have color vision and/or the ability to distinguish shades, see small details and for long distances, operate mobile motorized equipment, and drive a vehicle.

FILING PERIOD:

Applications for this position will be accepted online only, **Friday, April 22, 2022 to Friday, May 20, 2022** at 4:30 pm.

* APPLICANTS WILL BE SENT NOTIFICATIONS BY E-MAIL ONLY

TRAINING INFORMATION:

In person at Rowland Instructional Center located at 1006 South Otterbein Avenue, Rowland Heights, CA 91748: *Tentatively scheduled to begin Thursday, June 9, 2022. This training program opportunity is being offered in the evening from 5:00 p.m. - 8:00 p.m. for those with limited availability.*

The training course will prepare you to take the DMV test for a Commercial Learner's Permit (CLP). You are required to attend a minimum of 20 hours of classroom training, obtain First Aid Certification (not included in the 20 hours), and pass a final exam. Rowland USD will provide all materials and cover the cost of training for those selected for the program. You are responsible for attending **ALL** classes. After completion of the classroom course, trainees will be selected for behind-the-wheel training upon successfully completing the CHP knowledge exam.

Behind-The-Wheel Training: *Beginning date TBD*

Possession of a valid Class B California Commercial Learner's Permit (CLP) with Passenger, School Bus, and Air Brakes Endorsements by the California Department of Motor Vehicles is required prior to the start of the behind-the-wheel portion or the training program.

After passing the DMV/CHP test and completing a medical examination, fingerprinting, and drug testing, candidates will be selected to participate in the behind-the-wheel training portion. Behind-the-wheel training is a minimum of 20 hours of one-on-one training time with your instructor. Your training schedule will be dependent on the schedule of your instructor, but effort will be made to reasonably accommodate your schedule as much as possible. After your behind-the-wheel training you will be taken by your instructor to the CHP to take the performance exam.

Note: All School Bus Driver Trainees are responsible for covering the cost of obtaining their CA Commercial Driver License and CA Special Driver Certificate (approximately \$299 in total) from the DMV/CHP at the appropriate time in the training schedule.

SUPPLEMENTAL INFORMATION**A SCHOOL BUS DRIVER MUST:**

- Have a genuine care and concern for children
- Be a positive role model
- Be a defensive driver and always put safety first
- Be able to remain calm under pressure and respond properly in an emergency
- Have an understanding of the role of a school bus driver in relation to the entire educational system
- Have a good driving record
- Stay drug free at all times and alcohol free on the job.

RATE OF PAY AFTER COMPLETION OF PROGRAM:

If you are selected for hire, Substitute School Bus Drivers are paid at a rate of \$19.54 per hour on an "on-call, as-needed" basis.

Substitute School Bus Drivers will also be able to test for permanent School Bus Driver positions as they become available. Permanent School Bus Driver positions are paid at a rate of \$19.54 - \$23.81 per hour, receive health and welfare benefits, and are guaranteed a minimum of four (4) hours of work per day.

***For a more detailed job description, please log on to: www.rowlandschools.org → Our District → 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:

MEDI-CAL BILLING AND PROGRAMS SPECIALIST: \$4,128 - \$5,027

MEDI-CAL BILLING AND PROGRAMS SPECIALIST – BILINGUAL (SPANISH): \$4,232 - \$5,152

An Equal Opportunity Employer

OPENING DATE: April 22, 2022

FINAL FILING DATE: May 13, 2022

POSITION

There is one (1) position available eight (8) hours per day, five (5) days per week, eleven (11) months a year. The tentative work hours are 8:00 a.m. – 4:30 p.m. The position may be filled as a Medi-cal Billing and Programs Specialist or Medi-cal Billing and Programs Specialist-Bilingual (Spanish)

SUMMARY OF DUTIES

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

QUALIFICATIONS

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

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

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

- Proof of Education: HS diploma or equivalent, or copy of highest completed degree (AA/BA/MA) (Copy of diploma or transcripts on watermarked paper)

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

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

LICENSE/LANGUAGE REQUIREMENTS:

- A valid, Class C, California Driver License, and a good driving record are required and must be maintained during employment.

ENVIRONMENT:

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

PHYSICAL REQUIREMENTS:

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

FILING PERIOD

Applications for this position will be accepted online only, **Friday, April 22, 2022, to Friday, May 13, 2022, 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:

- Performance / Structured Interview

Salary Range: Medi-Cal Billing and Programs Specialist 23.5

Medi-Cal Billing and Programs Specialist Bilingual (Spanish) - 24

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**

May 3, 2022

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

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

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

| ELIGIBILITY LIST RECRUITMENT NUMBER | PERSON I.D. PERSONNEL COMMISSION RULE REFERENCE |
|--|--|
| Custodian (D-21/22-51) | <p>PC Rule 6.1.10.4 – A written request for removal.</p> <ul style="list-style-type: none">• ID# 43944817• ID# 25894531 <p>PC Rule 6.1.10.6 – Refusing an employment offer after certification as an eligible and available for the appointment.</p> <ul style="list-style-type: none">• ID# 31165124 <p>PC Rule 6.1.10.1 – Failure to respond within five (5) working days following the date that a written notice regarding the eligible's availability for employment was sent.</p> <ul style="list-style-type: none">• ID# 28713725 <p>PC Rule 6.1.10.3 Failure to report for a scheduled interview after certification.</p> <ul style="list-style-type: none">• ID# 25381853 <p>PC Rule 6.1.10.7 Three waivers of certification during the life of the eligibility list, except that waivers relating to part-time or limited-term appointments shall not be counted for the purpose of this Rule.</p> <ul style="list-style-type: none">• ID# 48524772 |
| Personal Care Assistant (D-21-22/04) | <p>PC Rule 6.1.10.6 – Refusing an employment offer after certification as an eligible and available for the appointment.</p> <ul style="list-style-type: none">• ID# 36870573 <p>PC Rule 6.1.10.4 – A written request for removal.</p> <ul style="list-style-type: none">• ID# 43944817 <p>PC Rule 6.1.10.8 – Failure to satisfactorily complete all pre-employment and background reviews, including reference checks conducted by the Appointing Authority.</p> <ul style="list-style-type: none">• ID# 45577689 |
| Instructional Assistant I (D-21/22-57) | <p>PC Rule 6.1.10.4 – A written request for removal.</p> <ul style="list-style-type: none">• ID# 43944817 |

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.