

**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)]

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

December 7, 2021
4:30 P.M.

PLEASE CIRCULATE

1. Meeting called to order by the Presiding Chair _____ at ____ p.m.

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

3. **PRELIMINARY**

3.1 Pledge of Allegiance to the Flag

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

<i>Motion by:</i> _____ <i>Second by:</i> _____	<i>Vote:</i> Sharon Fernandez _____ Sabrina Lee <u>ABSTAIN</u> Judy Nieh _____
--	--

3.3 Oath of Office presented by Ms. Sharon Fernandez to Ms. Sabrina Lee, Joint Appointee. (Ref. 3.3)

3.4 Take action to nominate and elect a chairperson for the term from December 7, 2021 to December 1, 2022.

<i>Motion by:</i> _____ <i>Second by:</i> _____	<i>Vote:</i> Sharon Fernandez _____ Sabrina Lee _____ Judy Nieh _____
--	---

3.5 Take action to nominate and elect a vice-chairperson for the term from December 7, 2021 to December 1, 2022.

<i>Motion by:</i> _____ <i>Second by:</i> _____	<i>Vote:</i> Sharon Fernandez _____ Sabrina Lee _____ Judy Nieh _____
--	---

- 3.6 Consider adopting the Agenda as submitted for Tuesday, December 7, 2021 or adopting the Agenda with the following corrections/modifications for December 7, 2021.

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Judy Nieh _____

- 3.7 Introduction of Guests

3.8 COMMUNICATIONS

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

- A. CSEA
- B. District Administration
- C. Audience members

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

4. REPORT FROM THE PERSONNEL DIRECTOR

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

5. HEARINGS - None

6. PERSONNEL COMMISSION

- 6.1 Approve the minutes of the meeting of November 2, 2021. (Ref. 6.1)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Judy Nieh _____

7. ITEMS FOR DISCUSSION AND/OR ACTION

7.1 Advanced Salary Step Placement

- a. Consider approving the advanced salary step request from Rocky Bettar, Director of Rowland Adult & Community Education, to employ Applicant ID# 41384379 in the class of Instructional Assistant I at Step D of Range 15 on the Classified Salary Schedule. (Ref. 7.1a) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Judy Nieh _____

- b. Consider approving the advanced salary step request from Nicole Hernandez, Coordinator, Special Education, to employ Applicant ID# 47499933 in the class of Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule. (Ref. 7.1b) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Judy Nieh _____

- c. Consider approving the advanced salary step request from Jason Garcia, Principal, Oswalt Academy, to employ Applicant ID# 46845609 in the class of Custodian at Step D of Range 18 on the Classified Salary Schedule. (Ref. 7.1c) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Judy Nieh _____

- d. Consider approving the advanced salary step request from Karen Magana, Principal, Killian Elementary, to employ Applicant ID# 21956104 in the class of Senior Custodian at Step C of Range 20 on the Classified Salary Schedule. (Ref. 7.1d) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Judy Nieh _____

- e. Consider approving the advanced salary step request from Nicole Hernandez, Coordinator, Special Education, to employ Applicant ID# 45291816 in the class of Office Assistant – Bilingual (Spanish) at Step B of Range 17.5 on the Classified Salary Schedule. (Ref. 7.1e) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Judy Nieh _____

- f. Consider approving the advanced salary step request from Nicole Hernandez, Coordinator, Special Education, to employ Applicant ID# 27756536 in the class of Personal Care Assistant at Step B of Range 14 on the Classified Salary Schedule. (Ref. 7.1f) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Judy Nieh _____

- g. Consider approving the advanced salary step request from Dennis Bixler, Assistant Superintendent, Human Resources, to employ Applicant ID# 12658317 in the class of Office Assistant at Step E of Range 17 on the Classified Salary Schedule. (Ref. 7.1g) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Judy Nieh _____

- h. Consider approving the advanced salary step request from Chris Ferraro, Director, Maintenance and Operations, to employ Applicant ID# 18356527 in the class of Custodian at Step D of Range 18 on the Classified Salary Schedule. (Ref. 7.1h) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Judy Nieh _____

7.2 Reclassification

- a. Consider approving the reclassification request of a Building Services Assistant, and the current incumbent, to a Buyer with an effective date of December 8, 2021. (Ref. 7.2a)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Judy Nieh _____

b. Consider not approving the reclassification request of a Senior Office Assistant. (Ref. 7.2b)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Judy Nieh _____

8. EXAMINATIONS/ELIGIBILITY LISTS

8.1 Exam Review and Recruitment Bulletins (Ref. 8.1)

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

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

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

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

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

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Judy Nieh _____

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

- Custodian (D-20/21-56)
 - ID# 31112672 – PC Rule 6.1.10.4
- ASB Account Clerk (D-20/21-22)
 - ID# 40494698 – PC Rule 6.1.10.1
 - ID# 45807479 – PC Rule 6.1.10.1
 - ID# 23554942 – PC Rule 6.1.10.1
 - ID# 45651131 – PC Rule 6.1.10.1
 - ID# 33584653 – PC Rule 6.1.10.6
- Campus Aide (D-20/21-17)
 - ID# 47645561 – PC Rule 6.1.10.4
 - ID# 29147028 – PC Rule 6.1.10.4
- Playground Supervision Aide (D-20/21-20)
 - ID# 47498213 – PC Rule 6.1.10.4
- Pool Maintenance Worker (D-21/22-01)
 - ID# 21581135 – PC Rule 6.1.10.8

- Senior Office Assistant Bil (Sp) and Senior Office Assistant B/B (Sp) (D-20/21-65 & D-20/21-66)
 - ID# 21119442 – PC Rule 6.1.10.1
 - ID# 36304976 – PC Rule 6.1.10.1
- Reprographics Technician (D-21/22-12)
 - ID# 27036499 – PC Rule 6.1.10.6

Motion by: _____
 Second by: _____

Vote: Sharon Fernandez _____
 Sabrina Lee _____
 Judy Nieh _____

9. INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

10. OTHER ITEMS

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

11. CLOSED SESSION

Recess to closed session to discuss:

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

Time Recessed: _____ Time Reconvened to Open Session: _____

THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED ON TUESDAY, JANUARY 11, 2022 AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM

12. ADJOURNMENT

Time _____

Motion by: _____
 Second by: _____

Vote: Sharon Fernandez _____
 Sabrina Lee _____
 Judy Nieh _____

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

1830 South Nogales Street
Rowland Heights
CA 91748
www.rowlandschools.org

(626) 965-2541
FAX – (626) 854-8311
SUPERINTENDENT
Julie Saylor Mitchell, Ed.D.



PERSONNEL COMMISSION

MEMBERS
Sharon Fernandez
Sabrina Lee
Judy Nieh

PERSONNEL DIRECTOR
Joan Stiegelmar

OATH OF OFFICE

“I, SABRINA LEE, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.”

Ref. 3.3

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
MINUTES OF THE REGULAR MEETING OF NOVEMBER 2, 2021
MEETING HELD IN-PERSON**

The meeting of the Personnel Commission of the Rowland Unified School District was called to order at 4:31 p.m., with the Pledge of Allegiance led by Ms. Sharon Fernandez, Personnel Commission Chair.

Members Present: Sharon Fernandez, Chair
Judy Nieh, Member

Members Absent: Sabrina Lee, Vice Chair

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 amended for Tuesday, November 2, 2021.

Ms. Judy Nieh, Personnel Commissioner, motioned to remove Item 10 – Closed Session.

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

INTRODUCTION OF GUESTS

Alex Flores – Deputy Superintendent
Dennis Bixler – Assistant Superintendent - Human Resources
Rosana McLeod – Director of Purchasing Services
Carlos Martinez – Purchasing Supervisor
Leticia Scanlan – Building Services Assistant
Stacey Curtis – Buyer
Andrea Edwards – Office Assistant - Substitute

COMMUNICATIONS

- A. CSEA – None
B. District Administration - None
C. Audience Members

Leticia Scanlan, Building Services Assistant, spoke regarding her disappointment about how her reclassification request was being handled. She expressed discontent in that her supervisor had not been contacted to confirm the information provided to the Personnel Commission. Ms. Scanlan provided details regarding a meeting held on October 20th where she provided a 13-page timeline and a package containing the records for three Buyer projects to support her reclassification request. She requested that she be retroactively be paid for the work she has been doing outside of her classification since June, 2021. Ms. Scanlan stated this will be another month that has gone by and she is still not compensated for equal pay/equal work.

Ms. Scanlan also questioned why the Personnel Commission meeting minutes were not being published word for word.

Ms. Fernandez, Personnel Chair, advised she will review the details of the reclassification with staff, and requested to speak with Ms. Scanlan after the meeting to verify some information.

REPORT FROM THE PERSONNEL DIRECTOR

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

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

Open/Promotional Recruitments

- Instructional Assistant I / Instructional Assistant I – Bilingual (Spanish) / Instructional Assistant I – Bilingual / Biliterate (SP)
- Instructional Assistant II – Bilingual (Mandarin) / Instructional Assistant II – Bilingual / Biliterate (Mandarin)
- Computer Lab Tech / Computer Lab Tech – Bilingual (Spanish)
- Cafeteria Lead Worker I
- Executive Secretary
- Translator (Spanish)
- Human Resources / Credentials Analyst
- Personnel Technician / Personnel Technician – Bilingual (Spanish)
- Campus Aide
- Administrative Secretary / Administrative Secretary – Bilingual (Spanish)
- School Office Manager / School Office Manager – Bilingual (Spanish)
- School Bus Driver Trainee

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

- Campus Aide – Zoom Structured Interview
- Community Liaison – Bilingual (Spanish) – Zoom Structured Interview / Technical Project
- Custodian – Zoom Structured Interview
- Food Service Assistant I – Remote Written Test / Zoom Structured Interview
- Grounds Construction Worker – Performance Test / Structured Interview
- High School Principal's Secretary – Bil (SP) – Remote written test
- Office Assistant B/B (Mandarin) – Remote written test
- Playground Supervision Aide – Remote quiz
- Pool Maintenance Worker – Zoom Structured Interview
- Reprographics Technician – Performance Test / Zoom Structured Interview
- Safety Operations Manager – Zoom Structured Interview
- Sr. Office Asst / Sr. OA – Bil (SP) / Sr. OA – Bil/Bil (SP) – Remote written test

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

- ASB Account Clerk
- Cafeteria Lead Worker I
- Community Liaison - Bilingual (Spanish) - Multiple
- Custodian - Multiple
- Grounds Maintenance Worker
- IA II - Multiple
- Library Assistant
- Office Assistant
- Office Assistant Bilingual (Spanish)
- Personal Care Assistant
- Playground Supervision Aide
- Pool Maintenance Worker
- Reprographics Technician
- Senior Custodian

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

- 1 – Cafeteria Lead Worker I
- 1 – Cafeteria Lead Worker I (SUB)
- 1 – Campus Aide
- 6 – Custodian
- 2 – Custodian (Provisional)
- 1 – Custodian (SUB)
- 1 – Director of Fiscal Services
- 1 – Food Service Assistant I
- 4 – Food Service Assistant I (Provisional)
- 1 – Health Assistant – Bilingual (Spanish)
- 1 – Instructional Assistant I
- 2 – Office Assistant
- 1 – Office Assistant – Bilingual (Spanish)
- 1 – Office Assistant – Bilingual / Biliterate (Mandarin)
- 8 – Playground Supervision Aide
- 1 – Senior Custodian
- 1 – Stock Delivery Worker

Updates/Reminders/Remarks:

- The Personnel Commission and the Human Resources department is teaming up again to do a Job Fair on Tuesday, November 16 from 2 p.m. to 6 p.m. The previous Job Fair in August resulted in the following:
 - 58 people attended the Job Fair
 - ✓ Playground Supervision Aide – 24 were placed on an eligibility list; 7 were hired into permanent positions
 - ✓ Custodian (Provisionals) – 6 were interviewed; 2 became provisional employees
 - ✓ Food Service Assistant I – 12 were interviewed; 9 became provisional employees
- The Personnel Commission aims at being consistent, transparent, and timely. The Personnel Commissioners and I would like to make sure the lines of communication are open to all Classified employees who need assistance.

HEARINGS

In accordance with Education Code 45246, conduct a public hearing on the proposed reappointment of Sabrina Lee to the Personnel Commission as the joint appointee effective December 1, 2021.

Hearing Opened 4:41 p.m. Hearing Closed 4:42 p.m.

PERSONNEL COMMISSION

- A. The Personnel Commission took action to re-appoint Ms. Sabrina Lee as the joint appointee to the Personnel Commission effective December 1, 2021.

Ms. Fernandez mentioned that Ms. Lee was out of the country, but that she provided a statement of acceptance which Ms. Fernandez read on her behalf.

“Dear Ms. Chair Commissioner Fernandez and Ms. Commissioner Nieh, it is with great honor and pleasure that I am accepting this position as the third, joint-appointed commissioner for our Personnel Commission for RUSD. I recognize that this acceptance also comes with a solemn responsibility,

I will be committed to another 3-year term, I will continue to work closely with you, Commissioners, for the benefits of our classified employees, who ultimately serve our students and our community,

Thank you for allowing my absence today. I will be back to the states soon and will swear in my new term at the next meeting in December.

Again, I appreciate your re-appointment. I look forward to the continuing service to our school district at this capacity.”

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

B. Recommendation: Approve the minutes of the meeting of October 5, 2021 as submitted.

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

ITEMS FOR DISCUSSION AND/OR ACTION

Advanced Salary Step Placement

A. Recommendation: To consider approving the advanced salary step request from Chris Ferraro, Director of Maintenance and Operations, to employ Applicant ID# 44174329 in the class of Custodian at Step D of Range 18 on the Classified Salary Schedule.

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

B. Recommendation: To consider approving the advanced salary step request from Scott Cavanias, Principal, Alvarado Intermediate School, to employ Applicant ID# 47133855 in the class of Office Assistant – Bilingual / Biliterate (Mandarin) at Step B of Range 18 on the Classified Salary Schedule.

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

C. Recommendation: To consider approving the advanced salary step request from June Sakaue, Principal, Blandford Elementary School, to employ Applicant ID# 41274551 in the class of Senior Custodian at Step E of Range 20 on the Classified Salary Schedule.

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

D. Recommendation: To consider approving the advanced salary step request from Rocky Bettar, Director, Rowland Adult & Community Education, to employ Applicant ID# 45506645 in the class of Office Assistant at Step B of Range 17 on the Classified Salary Schedule.

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

EXAMINATIONS/ELIGIBILITY LISTS

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

- a. Instructional Assistant I (D-21/22-32)
- b. Instructional Assistant I – Bilingual (Spanish) (D-21/22-33)
- c. Instructional Assistant I – Bilingual / Biliterate (SP) (D-21/22-34)

- d. Instructional Assistant II – Bilingual (Mandarin) (D-21/22-35)
- e. Instructional Assistant II – Bilingual / Biliterate (Mandarin) (D-21/22-36)
- f. Computer Lab Technician (D-21/22-37)
- g. Computer Lab Technician – Bilingual (Spanish) (D-21/22-38)
- h. Cafeteria Lead Worker I (D-21/22-39)
- i. Executive Secretary (D-21/22-40)
- j. Translator (Spanish) (D-21/22-41)
- k. Human Resources / Credentials Analyst (D-21/22-42)
- l. Personnel Technician (D-21/22-43)
- m. Personnel Technician – Bilingual (Spanish) (D-21/22-44)
- n. Campus Aide (D-21/22-45)
- o. Administrative Secretary (D-21/22-46)
- p. Administrative Secretary – Bilingual (Spanish) (D-21/22-47)
- q. School Office Manager (D-21/22-48)
- r. School Office Manager – Bilingual (Spanish) (D-21/22-49)
- s. School Bus Driver Trainee (0-07)

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

C. Recommendation: To ratify the following eligibility lists:

- a. Campus Aide (D-20/21-71)
- b. Community Liaison – Bilingual (Spanish) (D-21/22-13)
- c. Custodian – (D-21/22-19)
- d. Food Service Assistant I (D-20/21-49)
- e. Instructional Assistant II (D-21/22-08)
- f. Instructional Assistant II – Bilingual (Spanish) (D-20/21-09)
- g. Instructional Assistant II – Bilingual / Biliterate (Spanish) (D-20/21-10)
- h. Office Assistant (D-21/22-05)
- i. Office Assistant – Bilingual (Spanish) (D-21/22-06)
- j. Office Assistant – Bilingual / Biliterate (Spanish) (D-21/22-07)
- k. Personal Care Assistant (D-21/22-04)
- l. Playground Supervision Aide (D-20/21-20)
- m. Pool Maintenance Worker (D-21/22-01)
- n. Reprographics Technician (D-21/22-12)

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

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

- a. Playground Supervision Aide (D-20/21-63)
 - o ID# 39966978 – PC Rule 6.1.10.4
 - o ID# 30564479 – PC Rule 6.1.10.4
- b. Behavior Support Assistant (D-20/21-69)
 - o ID# 21119442 – PC Rule 6.1.10.1
 - o ID# 46783871 – PC Rule 6.1.10.4
- c. Behavior Support Assistant - Bilingual (Spanish) (D-20/21-70)
 - o ID# 21119442 – PC Rule 6.1.10.1
- d. Custodian (D-20/21-27)
 - o ID# 35184042 – PC Rule 6.1.10.7
 - o ID# 37149203 – PC Rule 6.1.10.4
 - o ID# 29697788 – PC Rule 6.1.10.1
- e. Custodian (D-20/21-56)
 - o ID# 28911862 – PC Rule 6.1.10.1
 - o ID# 44072494 – PC Rule 6.1.10.4
 - o ID# 33367471 – PC Rule 6.1.10.3
- f. Office Assistant (D-20/21-16)

- ID# 45486198 – PC Rule 6.1.10.4
- ID# 24240276 – PC Rule 6.1.10.4
- ID# 21917925 – PC Rule 6.1.10.4
- g. Office Assistant (D-20/21-52)
 - ID# 15665369 – PC Rule 6.1.10.4
 - ID# 32972991 – PC Rule 6.1.10.4
 - ID# 42785084 – PC Rule 6.1.10.4
- h. Office Assistant - Bilingual (Spanish) (D-20/21-18)
 - ID# 24240276 – PC Rule 6.1.10.4
- i. Office Assistant - Bilingual/Biliterate (Spanish) (D-20/21-54)
 - ID# 42785084 – PC Rule 6.1.10.4
- j. Campus Aide (D-20/21-71)
 - ID# 36201497 – PC Rule 6.1.10.1

Ms. Fernandez mentioned while there are many removals, there a lot of time spent by the Personnel Commission staff during each recruitment to qualify these individuals by having them go through the recruitment process only to have them decline a position or request to be removed from the eligibility list for other reasons. Ms. Fernandez went on to say this is a reflection of the current times, where it is difficult to get qualified employees for vacant positions.

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

INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

Ms. Nieh stated that she is thrilled that Ms. Lee accepted her appointment as the joint commissioner. Ms. Nieh believes Ms. Lee has done a wonderful job in the past and is very professional in every aspect of her position. Ms. Nieh shared she is pleased that Ms. Lee will continue to serve the district, community and the students.

Ms. Fernandez stated she is also pleased with Ms. Lee being appointed for another three years. Ms. Fernandez mentioned Ms. Lee is very knowledgeable, and anything she doesn't know she asks clarifying questions. Ms. Fernandez went on to say she hopes everyone is still remaining safe. Ms. Fernandez showed her appreciation for the Personnel Commission staff for working hard during this time.

ADJOURNMENT

To adjourn the meeting at 4:52 p.m.

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

Approved by: _____
Sharon Fernandez
Chair
Personnel Commission

Submitted by: _____
Joan Stiegelmar
Personnel Director
Personnel Commission

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

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
INSTRUCTIONAL ASSISTANT I

The Commission is in receipt of a request from Rocky Bettar, Director of Rowland Adult and Community Education to employ Applicant ID #41384379 as Instructional Assistant I at Step D of Range 15 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant a Master's Degree and has over 5 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 15 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 #47499933 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 over 3 years of work-related experience. The number of years of related work experience does qualify this applicant for step placement at Step B based on the formula of one step will be given for two years of additional related experience beyond the employment standards for the classification.

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
CUSTODIAN

The Commission is in receipt of a request from Jason Garcia, Principal, Oswalt Academy, to employ Applicant ID #46845609 as Custodian at Step D of Range 18 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
SENIOR CUSTODIAN

The Commission is in receipt of a request from Karen Magana, Principal, Killian Elementary, to employ Applicant ID #21956104 as Senior Custodian at Step C of Range 20 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has voluntarily presented evidence that the salary received by the most recent employer is greater than the first step of the salary for the position offered. This evidence of salary from the most recent employer does qualify this applicant for step placement at Step C.

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step C of Range 20 on the Classified Salary Schedule.

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

The Commission is in receipt of a request from Nicole Hernandez, Coordinator, Special Education to employ Applicant ID #45291816 as Office Assistant – Bilingual (Spanish) at Step B of Range 17.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
PERSONAL CARE ASSISTANT

The Commission is in receipt of a request from Nicole Hernandez, Coordinator, Special Education to employ Applicant ID #27756536 as Personal Care Assistant at Step B of Range 14 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 14 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
OFFICE ASSISTANT

The Commission is in receipt of a request from Dennis Bixler, Assistant Superintendent, Human Resources to employ Applicant ID #12658317 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 has a Bachelor's degree and over 16 years of job-related 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
CUSTODIAN

The Commission is in receipt of a request from Chris Ferraro, Director, Maintenance and Operations, to employ Applicant ID #18356527 as Custodian at Step D of Range 18 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

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

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

December 7, 2021

ITEM 7.2a RECLASSIFICATION REQUEST FINDINGS AND RECOMMENDATIONS FOR A BUILDING SERVICES ASSISTANT

Staff met with Leticia Scanlan, Building Services Assistant from the Purchasing Services Department on August 10, 2021, October 20, 2021, and November 17, 2021, in regards to a classification questionnaire that she submitted requesting for her position be studied. On September 1, 2021, October 20, 2021 and November 17, 2021, staff met with Ms. Rosana McLeod, Purchasing Director to review Ms. Scanlan's classification questionnaire. A detailed timeline depicting the actions that took place from the initiation of the request to the final meeting in November is included at the end of this report.

BACKGROUND:

Ms. Scanlan has been employed as a Building Services Assistant since February 24, 2009. Her primary function as the Building Services Assistant is to serve as an expeditor in the timely completion of projects, services, and preventative maintenance by providing clerical support in the coordination of the acquisition of supplies and materials, and to maintain related purchasing, budgeting, and work order records.

In January of 2018, Ms. Scanlan was administratively transferred to the Purchasing Department. At the time, the Purchasing Department consisted of the Director of Purchasing, Senior Buyer (currently titled Purchasing Supervisor), and two Buyers.

Upon her arrival to the Purchasing Department, Ms. Scanlan informed us that she continued to complete many of the same duties she was performing in Building Services, in addition to assisting with entering requisitions related to the Building Services department and district wide contracts and services for deferred maintenance and capital outlay projects.

As her time in the department went on, Ms. Scanlan was tasked with working closely with the Director of Construction, Marcos Rodriguez, and Ms. McLeod to enter district wide purchase orders for construction and public works contracts using accounts from the Deferred Maintenance and Capital Outlay budgets. This is of significance since these types of transactions require knowledge of guidelines specific to public works projects. Public works projects must be completed in compliance with local, state, and county regulations.

Ms. Scanlan states that she was tasked with collecting information to prepare contractor files such as license numbers, evidence of liability and workers' compensation certificates, and W-9's. Additional duties involved sending and receiving pertinent information via phone call and email, updating databases, ensuring files were complete and ready for signature, and entering a variety of requisitions. She performed this work under the supervision and guidance of the Senior Buyer, Stephanie Rutenbeck.

In reviewing the information Ms. Scanlan provided and comparing against the Building Services Assistant classification, it is evident that she is performing duties not listed within her classification.

Ms. Scanlan worked out of class as the Buyer from March 2020 to June 2020 and then again from December 2020 until May 2021 for a total of approximately eight and one-half months. During this time, she assumed the full duties of the Buyer. It is reported that on both occasions, she continued to assume the work of the Buyer after the out of class assignments ended.

One of the key aspects in evaluating a position is reviewing consistency within the incumbent's class description. This is accomplished by identifying key duties that are outside of that job description, and comparing those to existing similar class descriptions to see if they are comparable. It is not only additional duties that influence how a position is classified, but more importantly, identifying with what frequency the higher-level duties are performed. Lastly, the key factor is the gradual accretion of duties over time.

The basis for a reclassification is entirely based on the concept of "gradual accretion" of duties over a period of time. In accordance with Personnel Commission Rule 3.3.6, gradual accretion is defined as:

"...gradual accretion of the measurable addition of duties must occur over a period of two (2) or more years while the employee is assigned to the same position and classification."

In reviewing Ms. Scanlan's duties and verifying the information with Ms. McLeod, it appears that the duties that Ms. Scanlan is performing are outside of her current classification and have increased in scope, responsibility, and complexity over the past two years. Currently, Ms. Scanlan reports spending most of her day performing duties consistent with the Buyer classification.

RECOMMENDATION

Reclassification requests exist to ensure that staff can request their positions be reviewed when they feel they are performing work outside the scope of their current classification. It is of concern that the Purchasing Department has had two reclassification requests in the last four years. Staff recommends that employees in the Purchasing Department are assigned worked within their classification and if granted an out of class assignment, the additional work is rescinded at the end of the assignment. Reclassifying a position ultimately deprives the opportunity for any other employee, or outside applicant, to compete for the job and circumvents the equity intended by the tenets of the Merit System.

The Personnel Commission is requested to consider approving the reclassification request of the Building Services Assistant, and the current incumbent, to a Buyer position with an effective date of December 8, 2021.

RECLASSIFICATION TIMELINE FOR LETI SCANLAN

- Reclassification questionnaire emailed to Leti Scanlan June 14, 2021
- Reclassification request signed by Leti June 30, 2021
- Rosana McLeod signed the request July 6, 2021
- PC received the request and confirmed via email to Leti July 14, 2021
- Jessica Landin reviewed and emailed Leti to set up a meeting July 23, 2021
- Leti replied back to Jessica's email that she was on vacation and a meeting was scheduled for August 10 or 12 (Aug. 10 confirmed) July 29, 2021
- Joan Stiegelmar and Jessica met with Leti August 10, 2021
- Reclassification timeline email to Jess/Joan from Leti August 13, 2021
- Joan/Jess Zoomed with Rosana about the reclassification request and conveyed to Rosana that specific examples of Buyer duties were needed from Leti and that we did not have enough information to move forward with the reclassification. September 1, 2021
- Jessica sent email to Rosana to remind her about the additional examples were needed from Leti. September 17, 2021
- Rosana replied to email about sending specific examples September 20, 2021
- Leti emailed the Buyer Reclassification Timeline which we received on August 13, 2021, but this was not specific enough which is why we needed more specific information September 21, 2021
- Jessica replied to Rosana's email about what type of "examples" were needed September 22, 2021
- Leti sent email reply to Jessica's email September 24, 2021
- Joan replied to Leti's email and called her office (no answer) September 24, 2021
- Email from Leti wanting to have Union Representative present at the requested meeting to gather more information October 4, 2021
- PERSONNEL COMMISSION MONTHLY MEETING October 5, 2021
- Email from Leti regarding PC Meeting comments on Oct. 5 October 6, 2021
- Email from Joan to Leti to set up a meeting possibly on Oct. 13 October 12, 2021
- Email from Leti to Joan about wanting to have Union Rep. at the meeting October 12, 2021
- Meeting date of October 20 set up after getting a date from Union Rep October 14, 2021
- Meeting with Leti, Rosana, Union Rep, Vicki Linta, and Joan October 20, 2021
- Email sent indicating that the item would not be placed on the November 2 Agenda due to not being able to meet earlier in October due to the need for Labor Rep to be present. October 28, 2021
- Meeting with Leti, Rosana, Jessica, and Joan regarding information provided at the October 20 meeting November 17, 2021
- Reclassification report presented at the December PC Meeting December 7, 2021

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

December 7, 2021

ITEM 7.2b CONSIDER NOT APPROVING THE RECLASSIFICATION REQUEST OF A SENIOR OFFICE ASSISTANT

Staff met or spoke with Ms. Barbara Marroquin, Senior Office Assistant, from the Special Education department on June 16, 2021, September 22, 2021, and November 2, 2021 in regards to a classification questionnaire that was submitted on July 26, 2021 requesting that her position be studied. On October 13, 2021, November 3, 2021, and December 1, 2021, staff spoke to Ms. Nicole Hernandez, Coordinator of Special Education, to discuss Ms. Marroquin's classification questionnaire.

BACKGROUND:

Ms. Marroquin started as a Senior Office Assistant in May, 2007 at Oswalt Academy, and worked in that capacity until she applied for a lateral transfer to the Special Education Local Plan Area (SELPA) department in October 2017 as a Senior Office Assistant. When the SELPA department became part of the Special Education (SPED) department in July 2019, Ms. Marroquin was relocated to the Special Education Department at the Community Day School as a Senior Office Assistant.

The Special Education department currently consists of the following administrators and clerical employees: Director of Special Education, Coordinator of Special Education (2), Administrative Secretary (1), Senior Office Assistants (2), and Office Assistants (4).

Staff met with Ms. Marroquin to discuss her job duties which include working on the annual budget, master contracts and submitting them to the Board of Education; completing Individual Service Agreements for Non-Public Schools (NPS), NPS monthly billing, and submitting signed invoices to accounts payable for payment. Ms. Marroquin mentioned that she was trained and expected to handle all the billing for the Non-Public Schools and all the other invoices. She stated that 80% of her duties were accounting related and 20% were related to reporting. Some of these duties are within the scope of a Senior Office Assistant and some could appear to be at a higher-level classification such as Senior Account Clerk.

During this meeting and in an email from Ms. Marroquin to Ms. Stiegelmar she stated that these duties didn't just gradually happen to increase, but that she has been performing the duties since she started working at SELPA in October 2017.

The basis for a reclassification is entirely based on the concept of "gradual accretion" of duties over a period of time. In accordance with Personnel Commission Rule 3.3.6, gradual accretion is defined as:

"...gradual accretion of the measurable addition of duties must occur over a period of two (2) or more years while the employee is assigned to the same position and classification."

In reviewing the material and information provided by Ms. Marroquin and verified by her supervisor, Ms. Hernandez, there is no evidence to support that the higher-level duties Ms. Marroquin was performing occurred through gradual accretion and as such, Personnel Commission staff cannot recommend reclassifying the position.

RECOMMENDATION

Personnel Commission staff recommends that the higher-level duties be removed and given to the Administrative Secretary, or other appropriate employee. If this recommendation does not work, an option would be to create a new class description or create a new position such as Senior Account Clerk. Due to there being no evidence of gradual accretion, a reclassification cannot be recommended.

The Personnel Commission is requested to consider not approving the reclassification request of a Senior Office Assistant.

PERSONNEL COMMISSION

ROWLAND UNIFIED SCHOOL DISTRICT

December 7, 2021

ITEM 8.1 EXAM REVIEW

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

Classification	Length of Eligibility List	Number of Positions	Hours / Months	Last Class Description Revision	Tentative Exam Plan
Food Service Assistant I	6 months	11	2.0/9.5 3.0/9.5 3.5/9.5	2/2011	<ul style="list-style-type: none"> • Remote Written Exam • Zoom Structured Interview
Custodian	6 months	4	8.0/12.0	2/2015	<ul style="list-style-type: none"> • Remote Written Exam • Zoom Structured Interview
Grounds Maintenance Worker	12 months	1	8.0/12.0	6/2011	<ul style="list-style-type: none"> • Remote Written Exam • Zoom Structured Interview
Reprographics Technician	12 months	1	8.0/12.0	8/2021	<ul style="list-style-type: none"> • Zoom Structured Interview • Performance Exam
Accounting Operations Supervisor	6 months	1	8.0/12.0	3/2018	<ul style="list-style-type: none"> • Zoom Structured Interview • Technical Project • Computer Testing
Behavior Support Assistant / Behavior Support Assistant – Bilingual (Spanish)	6 months	5	5.5/9.5	4/2019	<ul style="list-style-type: none"> • Zoom Structured Interview • Bilingual Exam

Recommendation

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



ROWLAND UNIFIED SCHOOL DISTRICT

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

www.rowlandschools.org

INVITES APPLICATIONS FOR THE POSITION OF:

FOOD SERVICE ASSISTANT I

\$14.00 - \$16.42 HOURLY RATE

An Equal Opportunity Employer

OPENING DATE: October 29, 2021

FINAL FILING DATE: Continuous

POSITION

There are several vacancies tentatively available for the position of Food Service Assistant I. Typical hours for this job range from two (2) hours to three and a half (3 ½) hours per day, five (5) days per week, nine and a half (9 ½) months per year. Reporting hours will vary in these positions. An eligibility list will be established to fill current vacancies, hire substitutes, and fill future vacancies for the next 6 months. Typical assignment hours (subject to change):

- 2.0 hours / 9.5 months
- 2.5 hours / 9.5 months
- 3.0 hours / 9.5 months
- 3.5 hours / 9.5 months

**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

Prepares or assists in the preparation of a variety of food at the Food Center or secondary school kitchens; assists in serving food at a school cafeteria; cleans equipment and utensils and maintains food service facilities in a clean and sanitary condition.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is desirable.

EXPERIENCE: Experience in large quantity food preparation and/or serving is desirable.

Please email mita.salgado@rowlandschools.org with any questions.

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 varying temperatures, in contact with machinery with moving parts, sharp metal objects, and cleaning agents, and in contact with students.

PHYSICAL REQUIREMENTS:

Employees in this classification stand, walk, sit, stoop/bend, reach overhead, lift, carry, push, and pull up to 50 lbs. without assistance, use fingers repetitively, use wrists or hands repetitively in a chopping or twisting motion, use both hands simultaneously, speak clearly, hear normal conversation, and use a point-of-sale computer terminal.

FILING PERIOD

Applications for this position are being accepted on-line only until a sufficient number of qualified applications are received.

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

*Applicants will be sent notifications via e-mail only

EXAMINATION – OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Job Related Written Examination
- Structured Interview

Salary Range: 12

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

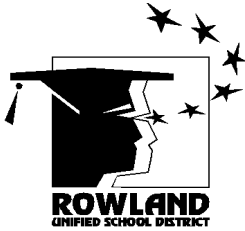
New employees will be charged a processing fee (approximately \$64) for the cost of fingerprinting. This fee must be paid at the time of processing appointment, with a **MONEY ORDER ONLY**, payable to RUSD.

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 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, Departments → Personnel Commission → Classified Job Openings.*

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



ROWLAND UNIFIED SCHOOL DISTRICT

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

www.rowlandschools.org

INVITES APPLICATIONS FOR THE POSITION OF:

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: November 5, 2021

FINAL FILING DATE: December 1, 2021

POSITION

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

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

SUMMARY OF DUTIES

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

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is desirable.

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

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

LICENSE/LANGUAGE REQUIREMENTS:

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

ENVIRONMENT:

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

PHYSICAL REQUIREMENTS:

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

FILING PERIOD

Applications for this position will be accepted online only, **Friday, November 5, 2021 to Wednesday, December 1, 2021 until 4:30 pm.**

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

Applicants will be sent notifications via e-mail only

EXAMINATION – OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Job Related Written Examination
- Performance / Structured Interview

Salary Range: 18

PROOF OF EDUCATION

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

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



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

INVITES APPLICATIONS FOR THE POSITION OF:

GROUND MAINTENANCE WORKER

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

An Equal Opportunity Employer

OPENING DATE: November 12, 2021

FINAL FILING DATE: December 8, 2021

POSITION

An eligibility list will be established to hire substitutes and to fill future vacancies for the next 12 months. Typical hours for this position are eight (8) hours per day, five (5) days per week, twelve (12) months a year.

SUMMARY OF DUTIES

Performs a variety of grounds maintenance duties such as mowing, edging, trimming, pruning, weeding; setting up fields for school athletic events; maintaining school grounds and parking lots; operating a variety of hand tools, and grounds equipment including power mowers, edgers, blowers, trimmers, sweepers, backhoe, skip loader, trucks, and tractors; maintaining tools and equipment.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is desirable.

EXPERIENCE: Experience in general grounds maintenance and in the operation of trucks, tractors and large power mowers is desirable.

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

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

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

FILING PERIOD

Applications for this position will be accepted online only, Friday, November 12, 2021 through Wednesday, December 8, 2021 until 4:30 pm.

Applicants will be sent notifications via e-mail only

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

- Job Related Written Examination
- Structured Interview / Performance

Salary Range 19

PROOF OF EDUCATION

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

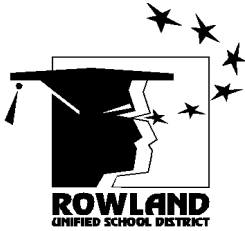
New employees will be charged a processing fee (approximately \$64) for the cost of fingerprinting. This fee must be paid at the time of processing appointment, with a MONEY ORDER ONLY, payable to RUSD.

VETERANS CREDIT

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

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

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



ROWLAND UNIFIED SCHOOL DISTRICT

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

www.rowlandschools.org

INVITES APPLICATIONS FOR THE POSITION OF:

REPROGRAPHICS TECHNICIAN:

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

OPENING DATE: November 12, 2021

FINAL FILING DATE: December 8, 2021

POSITION

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

SUMMARY OF DUTIES

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

QUALIFICATIONS

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

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

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

- **High School Diploma or equivalent**

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

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

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

FILING PERIOD

Applications for these positions will be accepted on-line only, from **Friday, November 12, 2021, to Wednesday, December 8, 2021, until 4:30 p.m.**

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

Applicants will be sent notifications via e-mail only

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Job Related Written Exam
- Structured Interview

Salary Range: 18.5

PROOF OF EDUCATION:

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

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



ROWLAND UNIFIED SCHOOL DISTRICT

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

www.rowlandschools.org

INVITES APPLICATIONS FOR THE POSITION OF:

ACCOUNTING OPERATIONS SUPERVISOR

SALARY

\$6,379 - \$7,756 – MONTHLY
\$76,548 - \$93,072 – ANNUALLY

An Equal Opportunity Employer

OPENING DATE: November 12, 2021

FILING DATE: December 8, 2021

PROMOTIONAL ONLY

POSITION

There is one (1) position available, eight (8) hours per day, five (5) days a week, twelve (12) months a year in the Fiscal Services Department. The tentative work hours are 8:00 am to 4:30 pm.

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 December 8, 2021..*

SUMMARY OF DUTIES

Under the direction of the Director of Fiscal Services, plans, organizes, directs, coordinates, and supervises personnel engaged in the accounts payable and receivable sections and coordinates the workflow and ensures accurate general accounting principles, regulations, various agency guidelines, and legal mandates are followed.

QUALIFICATIONS

EDUCATION: A Bachelor's degree in business administration, accounting or other directly related field from an accredited college or university is required.

EXPERIENCE: Three years of progressively responsible accounting or budget experience in government accounting. At least two years in a lead or supervisory capacity in an accounting environment is desirable.

Applicants must provide a copy of the following at the time of application in order for the application to be complete:

- **A copy of your Diploma or equivalent** (Transcripts on letterhead, BA, MA)

You may upload your documents to your application (preferred), email them to Arlene Zamudio at Arlene.Zamudio@rowlandschools. 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 REQUIREMENTS: A valid, Class C, California Driver License must be maintained during employment and use of a private vehicle is required.

ENVIRONMENT: Employees in this classification work inside, with a high volume of work, tight deadlines, continuously interruptions, and changing priorities.

PHYSICAL REQUIREMENTS: Employees in this classification sit, walk, stand, lift and carry up to 15 lbs., push, pull, bend repeatedly, repetitively use fingers, wrists or hands in a twisting motion or while applying pressure, use both hands simultaneously, speak clearly, hear normal voice conversation, have need depth perception, see small details, drive a vehicle, use a computer and a telephone.

FILING PERIOD

This position is currently open to current permanent RUSD employees or former employees on a current re-employment list. Applications for this position will be accepted online only, from **Friday, November 12, 2021 to Wednesday, December 8, 2021 4:30 p.m.**

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 **December 8, 2021.*

Applicants will be sent notifications via e-mail only

EXAMINATION –PROMOTIONAL ONLY

The examination may consist of the following:

- Structured Interview and Technical Project
- Computer Performance Exams

Confidential/Supervisory Salary Schedule: Range 31

PROOF OF EDUCATION:

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE:

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

VETERANS CREDIT

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

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

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



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

INVITES APPLICATIONS FOR THE POSITION OF:
BEHAVIOR SUPPORT ASSISTANT

\$17.26 - \$21.05 Hourly Rate

BEHAVIOR SUPPORT ASSISTANT – BILINGUAL (SPANISH)

\$17.70 - \$21.57 Hourly Rate

An Equal Opportunity Employer

OPENING DATE: November 19, 2021

FINAL FILING DATE: December 15, 2021

POSITION

There are several vacant positions available at this time. Typical hours for these jobs are five and a half (5.5) hours per day, five (5) days per week, nine and a half (9.5) months a year. Eligibility lists are being established in all positions to fill current and future vacancies and hire substitutes for the next 6 months. Common reporting hours for this position are from 8:00 am to 2:00 pm.

SUMMARY OF DUTIES

Under the direction of a designated administrator assists a certificated teacher in providing support to behaviorally challenged individuals or small groups of students; monitors, redirects, and modifies student progress regarding inappropriate behaviors and performance, makes presentations and develops activities to assist students in improving academic performance, self-esteem, social skills and positive behaviors; provides training and supervision to students involved in school programs such as Cross-Age or Peer Tutoring, SARB etc., and performs other related duties as required.

QUALIFICATIONS

EDUCATION: Graduation from high school or its equivalency is required. Course work in child development, psychology, behavior management or child education is desirable.

EXPERIENCE: Two years of experience working with "at-risk" or special needs students in an educational setting is required. One year of experience may be waived for candidates who have obtained a bachelor's degree in social work, liberal studies, child development or related field.

LICENSE / LANGUAGE / CERTIFICATION / TRAINING REQUIREMENTS: Positions in a specialized language classification require individuals who can speak and read (bilingual) as specified. A valid First Aid Certificate, comparable to the American Red Cross Standard First Aid Certificate and a Child and Adult Cardiopulmonary Resuscitation Certificate is required for all positions and must be submitted at time of application. Successful completion of up to 12 hours of Crisis Prevention Intervention (CPI) training and Tier I, Tier II, and Tier III of Positive Behavior Interventions and Support (PBIS) training is required during the probationary period and will be provided at the District's expense.

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

- **Proof of Education: HS diploma or equivalent, or copy of highest completed degree (AA/BA/MA) (Copy of diploma or transcripts on watermarked paper); and**
- **A valid Basic/Standard First Aid Certificate; and**
- **A valid and current CPR Certificate (Child and Adult)**

Documents may also be emailed to cvahimarae@rowlandschools.org. Email is the preferred method of communication. Applications without the supporting documents will be considered incomplete and will be disqualified. Transcripts/Diplomas from foreign countries must be certified to meet the US equivalent to be considered.

FILING PERIOD

Applications will be accepted online only from **Friday, November 19, 2021, to Wednesday, December 15, 2021, until 4:30 pm.**

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

APPLICANTS WILL BE SENT NOTIFICATIONS BY E-MAIL ONLY*

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Job Related Written Exam
- Structured Interview Examination
- Language Assessment (Spanish)

Salary Range

Behavior Support Assistant: 17

Behavior Support 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 a time during the probationary period.

PROCESSING FEE:

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

VETERANS CREDIT:

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

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**

December 7, 2021

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

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

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

ELIGIBILITY LIST RECRUITMENT NUMBER	PERSON I.D. PERSONNEL COMMISSION RULE REFERENCE
Custodian (D-20/21-56)	PC Rule 6.1.10.4 – A written request by the eligible for removal. <ul style="list-style-type: none"> • ID# 31112672
ASB Account Clerk (D-20/21-22)	PC Rule 6.1.10.1 – Failure to respond within five (5) working days following the date that a written notice regarding the eligible's availability for employment was sent <ul style="list-style-type: none"> • ID# 40494698 • ID# 45807479 • ID# 23554942 • ID# 45651131 PC Rule 6.1.10.6 – Refusing an employment offer after certification as an eligible and available for the appointment. <ul style="list-style-type: none"> • ID# 33584653
Campus Aide (D-20/21-17)	PC Rule 6.1.10.4 – A written request by the eligible for removal. <ul style="list-style-type: none"> • ID# 47645561 • ID# 29147028
Playground Supervision Aide (D-20/21-20)	PC Rule 6.1.10.4 – A written request by the eligible for removal. <ul style="list-style-type: none"> • ID# 47498213
Pool Maintenance Worker (D-21/22-01)	PC Rule 6.1.10.8 – Failure to satisfactorily complete all pre-employment and background reviews, including reference checks conducted by the Appointing Authority. <ul style="list-style-type: none"> • ID# 21581135
Senior Office Assistant Bil (Spanish) Senior Office Assistant Bilingual / Biliterate (Spanish) (D-20/21-65 & D-20/21-66)	PC Rule 6.1.10.1 – Failure to respond within five (5) working days following the date that a written notice regarding the eligible's availability for employment was sent <ul style="list-style-type: none"> • ID# 21119442 • ID# 36304976
Reprographics Technician (D-21/22-12)	PC Rule 6.1.10.6 – Refusing an employment offer after certification as an eligible and available for the appointment. <ul style="list-style-type: none"> • ID# 27036499

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.