

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT
AGENDA**

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

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

September 21, 2021
Meeting to start at 4:30 P.M.

Virtual Meeting

https://rowlandschools-org.zoom.us/webinar/register/WN_3Qds5_B2QEC3ZSDZLEmzsA

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

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

Should you wish to provide Public Comment, please submit your request prior to 4:15 p.m. on the date of the meeting at <https://forms.gle/SLSpqdiHknRG34tf8> . During the meeting you will be invited to share your comments verbally.

Please be advised that this meeting is being audio recorded.

September 21, 2021

4:30 P.M.

PLEASE CIRCULATE

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

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

3. **PRELIMINARY**

3.1 Pledge of Allegiance to the Flag

3.2 Consider adopting the Agenda as submitted for Tuesday, September 21, 2021 or adopting the Agenda with the following corrections/modifications for September 7, 2021.

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Judy Nieh _____

3.3 Introduction of Guests

3.4 COMMUNICATIONS

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

A. CSEA

B. District Administration

- C. Audience members who requested to comment via ZOOM on an item not on the agenda. Should you wish to provide Public Comment, please submit your request prior to 4:15 p.m. on the date of the meeting at <https://forms.gle/SLSpqdiHknRG34tf8>.

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 since the last meeting.

5. HEARINGS - None

6. PERSONNEL COMMISSION

- 6.1 Approve the minutes of the regular meeting of September 7, 2021. (Ref. 6.1)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Judy Nieh _____

- 6.2 Announce the intent of the Commission to re-appoint Sabrina Lee as the joint-appointee to the Personnel Commission for a new three year term. Sabrina Lee has indicated her interest in reappointment. (Ref. 6.2)

7. EXAMINATIONS/ELIGIBILITY LISTS

- 7.1 Exam Review and Recruitment Bulletins (Ref. 7.1)

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

- a. Playground Supervision Aide (D-21/22-20)
- b. Behavior Support Assistant (D-21/22-21)
- c. Behavior Support Assistant – Bilingual (SP) (D-21/22-22)
- d. Office Assistant – Bilingual / Biliterate (Mandarin) (D-21/22-23)
- e. Senior Office Assistant (D-21/22-25)
- f. Senior Office Assistant – Bilingual (Spanish) (D-21/22-26)
- g. Senior Office Assistant – Bilingual / Biliterate (Spanish) (D-21/22-27)

- 7.2 Removal of Names from the Eligibility List – Ratify the removal of names from the following eligibility lists: (Ref. 7.2)

- Office Assistant – Bilingual (Spanish) (D-20/21-53)
 - ID# 18231411 – PC Rule 6.1.10.4
- Campus Aide (D-20/21-45)

- ID# 46513289 – PC Rule 6.1.10.4
- Campus Aide (D-20/21-71)
 - ID# 33327389 – PC Rule 6.1.10.6
- Custodian (D-20/21-27)
 - ID# 34096172 – PC Rule 6.1.10.4

Motion by: _____
 Second by: _____

Vote: Sharon Fernandez _____
 Sabrina Lee _____
 Judy Nieh _____

8. INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

9. 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: _____

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

11. ADJOURNMENT

Time _____

Motion by: _____
 Second by: _____

Vote: Sharon Fernandez _____
 Sabrina Lee _____
 Judy Nieh _____

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

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF SEPTEMBER 7, 2021
MEETING HELD IN-PERSON and VIRTUALLY VIA ZOOM**

The meeting of the Personnel Commission of the Rowland Unified School District was called to order at 4:35 p.m., with the Pledge of Allegiance led by Ms. Sabrina Lee, Vice Chair.

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

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

APPROVAL OF THE AGENDA

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

Ms. Sabrina Lee Personnel Commissioner, motioned to remove Item 10 – Closed Session.

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

INTRODUCTION OF GUESTS

- Elaine Olono – Health Assistant
- Marco Maldonado – President, CSEA
- Dennis Bixler – Assistant Superintendent, Human Resources

COMMUNICATIONS

- A. CSEA – Mr. Maldonado stated that while the start of the year has been challenging for the bargaining team, he is looking forward to working collaboratively with the Personnel Commission to ensure the classified vacancies are filled in a timely manner. Mr. Maldonado mentioned he hopes the Classification and Compensation study will begin in January, 2022.
- B. District Administration - None
- C. Audience Members - None

REPORT FROM THE PERSONNEL DIRECTOR

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

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

Open/Promotional Recruitments ..

- Personal Care Assistant
- Office Assistant Series
- Instructional Assistant II Series
- School Bus Driver
- Reprographics Technician
- Community Liaison – Bilingual (Spanish)

- Safety Operations Manager
- Director of Fiscal Services
- Custodian (SUBSTITUTE)
- Playground Supervision Aide
- Behavior Support Assistant Series
- Office Assistant B/B (Mandarin)

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

- Food Service Assistant I – Remote written test / Zoom interview
- Office Assistant Series – Remote written test / Zoom interview / Computer testing
- Stock Delivery Worker – Remote written test
- Instructional Assistant I – Bilingual (Mandarin) – Assessment Remote Test / Zoom interview
- High School Principal's Secretary Series – Remote written test
- Playground Supervision Aide – Remote quiz

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

- Accompanist (Piano)
- Behavior Support Assistant
- Campus Aide
- Computer Lab Technician
- Custodian (Multiple Vacancies)
- Health Assistant - Bilingual (Spanish)
- Instructional Assistant I (Multiple Vacancies)
- Instructional Assistant I - Bilingual/Biliterate (Spanish)
- Office Assistant - Bilingual Spanish (Multiple Vacancies)
- Office Assistant - Bilingual/Biliterate (Mandarin)
- Playground Supervision Aide (Multiple Vacancies)
- Senior Office Assistant
- Senior Office Assistant - Bilingual (Spanish)
- Senior Office Assistant - Bilingual/Biliterate (Spanish)

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

- 1 – Campus Aide Substitute
- 1 – Computer Lab Technician
- 1 – Custodian (Provisional)
- 2 – Food Service Assistant I
- 1 – Health Assistant
- 2 – Instructional Assistant I
- 4 – Instructional Assistant II
- 1 – Nutrition Services Field Supervisor
- 2 – Office Assistant (Substitute)
- 2 – Office Assistant Bilingual (Spanish)
- 3 – Playground Supervision Aide
- 1 – Senior Office Assistant - Bilingual (Spanish)

Updates/Reminders/Remarks:

Ms. Stiegelmar shared in addition to the above-mentioned employee processing, the Personnel Commission processed over ninety requisitions for the increase in hours for Personal Care Assistants and Instructional Assistant II employees. Ms. Stiegelmar shared there will be a special PC Meeting on Tuesday, September 21 to publicly announce the name of the intended Joint Commissioner. Ms. Stiegelmar mentioned a hearing will take place on Tuesday, November 2 due to the need to follow Personnel Commission rules in which the hearing take place at a PC meeting to be held after thirty (30) days and within forty-five (45) days of the date the Commission publicly announces its candidate.

Ms. Stiegelmar reminded everyone the Personnel Commissions of Southern California (PCASC) is having a luncheon / workshop on Friday, October 22 from 11:30 a.m. to 2 p.m. Personnel Commissioners and staff are invited to attend the workshop taking place at the Rio Hondo Event Center.

PERSONNEL COMMISSION

- A. Recommendation: Approve the minutes of the regular meeting of August 3, 2021 as submitted.

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

ITEMS FOR DISCUSSION AND/OR ACTION

Advanced Salary Step Placement

- A. Recommendation: To consider approving the advanced salary step request Dr. Andrea Brumbaugh, Principal, Nogales High School, to employ Applicant ID# 42050981 in the class of Campus Aide at Step E of Range 12 on the Classified Salary Schedule.

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

- B. Recommendation: To consider approving the advanced salary step request from Sarah Opatkiewicz, Principal, Shelyn Elementary, to employ Applicant ID# 35661060 in the class of Health Assistant at Step E of Range 17 on the Classified Salary Schedule.

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

- C. Recommendation: To consider approving the advanced salary step request from Heidi West, Rorimer Elementary, Principal, to employ Applicant ID# 37130494 in the class of Computer Lab Technician at Step B of Range 17 on the Classified Salary Schedule.

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

- D. Recommendation: To consider approving the advanced salary step request from Mitch Brunyer, Principal, Rowland High School, to employ Applicant ID# 42785084 in the class of Office Assistant – Bilingual (Spanish) at Step B of Range 17.5 on the Classified Salary Schedule

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

- E. Recommendation: To consider approving the advanced salary step request from Nicole Hernandez, Coordinator of Special Education, to employ Applicant ID# 39340745 in the class of Instructional Assistant II at Step D of Range 16 on the Classified Salary Schedule.

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

- F. Recommendation: To consider approving the advanced salary step request from Nicole Hernandez, Coordinator of Special Education, to employ Applicant ID# 36722209 in the class of Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule.

Motion made by: Judy Nieh
Seconded by: Sabrina Lee

Vote: Sharon Fernandez Yes
Sabrina Lee Yes
Judy Nieh Yes

- G. Recommendation: To consider approving the advanced salary step request from Nicole Hernandez, Coordinator of Special Education, to employ Applicant ID# 44604964 in the class of Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule.

Motion made by: Judy Nieh
Seconded by: Sabrina Lee

Vote: Sharon Fernandez Yes
Sabrina Lee Yes
Judy Nieh Yes

Reallocation

- A. Recommendation: To consider approving the recommended reallocation of a vacant Office Assistant position to an Office Assistant – Bilingual Spanish.

Motion made by: Judy Nieh
Seconded by: Sabrina lee

Vote: Sharon Fernandez Yes
Sabrina Lee Yes
Judy Nieh Yes

EXAMINATIONS/ELIGIBILITY LISTS

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

- a. Personal Care Assistant (D-21/22-04)
- b. Office Assistant (D-21/22-05)
- c. Office Assistant – Bilingual (Spanish) (D-21/22-06)
- d. Office Assistant – Bilingual / Biliterate (Spanish) (D-21/22-07)
- e. Instructional Assistant II (D-21/22-08)
- f. Instructional Assistant II – Bilingual (Spanish) (D-21/22-09)
- g. Instructional Assistant II – Bilingual / Biliterate (Spanish) (D-21/22-10)
- h. School Bus Driver (D-21/22-11)
- i. Reprographics Technician (D-21/22-12)
- j. Community Liaison – Bilingual (Spanish) (D-21/22-13)
- k. Safety Operations Manager (D-21/22-15)
- l. Director of Fiscal Services (D-21/22-16)
- m. Custodian (D-21/22-19)

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

- C. Recommendation: To ratify the following eligibility lists:

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

Ms. Lee asked if the candidates on the eligibility list for Instructional Assistant I Bilingual/Biliterate Spanish are also placed on the non-bilingual eligibility list.

Ms. Stiegelmar shared during the recruitment process the candidates apply under the non-bilingual recruitment and indicate if they would also like to be considered for the language specific recruitments. Ms. Stiegelmar confirmed the candidates on the bilingual/biliterate Spanish list are also on the non-bilingual list. Ms. Stiegelmar mentioned since the bilingual/biliterate only has two ranks, the hiring authority can request the recruitment to be open again if the two ranks are not a good fit for their site.

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

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

- a. Library Assistant (D-20/21-57)
 - ID# 22486627 – PC Rule 6.1.10.4
- b. Computer Lab Technician (D-20/21-20)
 - ID# 22795249 – PC Rule 6.1.10.3
- c. Playground Supervision Aide (D-20/21-63)
 - ID# 21893251 – PC Rule 6.1.10.4
- d. Playground Supervision Aide (D-20/21-46)
 - ID# 46521406 – PC Rule 6.1.10.2 and 4.4.11
- e. Office Assistant (D-20/21-16)
 - ID# 28202357 – PC Rule 6.1.10.3
 - ID# 25849622 – PC Rule 6.1.10.2 and 4.4.15
- f. Office Assistant (D-20/21-52)
 - ID# 18231411 – PC Rule 6.1.10.6
- g. Office Assistant – Bilingual (Spanish) (D-20/21-17)
 - ID# 35389400 – PC Rule 6.1.10.4
 - ID# 25495120 – PC Rule 6.1.10.1
- h. Office Assistant – Bilingual / Biliterate (Spanish) (D-20/21-18)
 - ID# 35389400 – PC Rule 6.1.10.4
- i. Nutrition Services Field Supervisor (D-20/21-13)
 - ID# 40184870 – PC Rule 6.1.10.4
 - D# 43454794 – PC Rule 6.1.10.4
 - D# 24921493 – PC Rule 6.1.10.4
- j. School Bus Driver (D-20/21-59)
 - ID# 46041706 – PC Rule 6.1.10.6
 - ID# 45839887 – PC Rule 6.1.10.6
- k. Food Service Assistant I (D-20/21-05)
 - ID# 2206832 – PC Rule 6.1.10.8
- l. Food Service Assistant I (D-20/21-49)
 - ID# 3936237 – PC Rule 6.1.10.6
- m. Instructional Assistant II (D-20/21-34)
 - ID# 46203890 – PC Rule 6.1.10.4
 - ID# 45840812 – PC Rule 6.1.10.4
 - ID# 38955418 – PC Rule 6.1.10.4
 - ID# 42785084 – PC Rule 6.1.10.6
- n. Instructional Assistant II – Bilingual (Spanish) (D-20/21-35)
 - ID# 38955418 – PC Rule 6.1.10.4
 - ID# 42785084 – PC Rule 6.1.10.6
- o. Instructional Assistant I (D-20/21-60) and Instructional Assistant I – Bilingual (Spanish) (D-20/21-61)
 - ID# 5257474 – PC Rule 6.1.10.1

- p. Campus Aide (D-20/21-45)
 - ID# 46521406 – PC Rule 6.1.10.2 and 4.4.11
- q. Campus Aide (D-20/21-71)
 - ID# 17641269 – PC Rule 6.1.10.4
- r. Custodian (D-20/21-27)
 - ID# 45959022 – PC Rule 6.1.10.1

Ms. Lee requested details on why there are so many removals at this time.

Ms. Stiegelmar shared while the Personnel Commission does not like to remove candidates, but this high number of removals is a sign of these unprecedented times. Ms. Stiegelmar mentioned while people are applying for positions, some may not be really interested in getting hired. Ms. Stiegelmar shared that some candidates are also removed due to them notifying us they have accepted a job elsewhere. Ms. Stiegelmar mentioned some candidates are only interested in full time positions and don't realize the recruitment is for part time positions or do not reply to the Personnel Commission or the hiring authority when contacted for interviews. Ms. Stiegelmar shared the candidates are emailed and mailed a hard copy of the removal letter to their residence. The candidates are able to contact the Personnel Commission within five days to appeal the removal decision.

Ms. Nieh inquired about the numerous removals, and if these recruitments will need to be re-opened or if there are enough candidates on the eligibility lists.

Ms. Stiegelmar mentioned if any eligibility lists are left without three ranks, the Personnel Commission will reopen the recruitment to ensure the hiring authority has three ranks to choose from.

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

INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

Ms. Nieh shared she is excited and happy to finally be meeting in person. Ms. Nieh thanked everyone for attending.

Ms. Lee stated she can't believe we are already in the second month of the new school year. Ms. Lee thanked all employees for pushing through the challenges faced this past year and for ensuring the students have a safe and successful school year. Ms. Lee mentioned since Covid-19 is still lingering, it is important for all to follow the recommended guidelines to ensure everyone is safe. Ms. Lee shared an article she read named "1 in 5000" which gave great insight about the breakthrough cases we are now facing. Ms. Lee mentioned it is important for everyone to work as a team to ensure all are kept safe.

Ms. Fernandez thanked the District for providing the In-and-Out lunch at the Welcome Back event and also for the shirts and masks that were sent to everyone. Ms. Fernandez thanked all District staff for making it through the difficulties faced during the past year. Ms. Fernandez thanked Rowland High School for the sports pass provided as she enjoys attending sporting events.

ADJOURNMENT

To adjourn the meeting at 5:02 p.m.

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

Approved by: _____
Sharon Fernandez
Chair
Personnel Commission

Submitted by: _____
Joan Stiegelmar
Personnel Director
Personnel Commission

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

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

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
ROWLAND UNIFIED SCHOOL DISTRICT**

September 21, 2021

ITEM 6.2 PERSONNEL COMMISSIONER APPOINTMENT – JOINT APPOINTEE

The three-year term of the joint-appointee to the Personnel Commission will expire on December 1, 2021. Ms. Sabrina Lee has indicated her interest in being re-appointed to a new three-year term.

The Education Code and Personnel Commission Rules and Regulations prescribe that the following procedure be followed for appointing or reappointing a Commissioner;

- By September 30th, the appointee of the Board of Education and appointee of the classified employees shall publicly announce the name of the person they intend to appoint or reappoint.
- At a Personnel Commission meeting to be held after thirty (30) and within forty-five (45) days of the date the Commission publicly announced its candidate, the Commission shall hold a public hearing to provide the public, employees, and employee organizations the opportunity to express their views on the qualifications of the person recommended by the Commission.
- The Commission at that time may make its appointment or may make a substitute appointment or recommendation without further notification or public hearing.

Based on the foregoing procedures, the Personnel Commission may choose to publicly announce its intent to re-appoint Ms. Sabrina Lee to a new three-year term beginning December 1, 2021. Taking an action such as that is to approve announcing the Commission's intent to reappoint Ms. Lee. Prior to making the actual appointment, the Commission will have to conduct a public hearing to receive input from the public, employee association representatives, and the District at the next Commission meeting.

The required public hearing will be held at the meeting of the Personnel Commission on Tuesday, November 2, 2021. Subsequent to conducting the public hearing, the Commission will consider making its' appointment or re-appointment of the joint-appointee.

RECOMMENDATION:

This is being provided to the Personnel Commission for information only.

PERSONNEL COMMISSION

ROWLAND UNIFIED SCHOOL DISTRICT

September 21, 2021

ITEM 8.1 EXAM REVIEW

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

Classification	Length of Eligibility List	Number of Positions	Hours / Months	Last Class Description Revision	Tentative Exam Plan
Playground Supervision Aide	6 months	8	1 to 2/9.5	11/2018	Remote Written Quiz
Behavior Support Assistant / Behavior Support Assistant – Bil (SP)	6 months	4	5.5/9.5	4/2019	Zoom Structured Interview
Office Assistant – Bilingual / Biliterate (Mandarin)	12 months	1	8/10	9/2011	<ul style="list-style-type: none">• Remote Written Test• Zoom Structured Interview• Computer Tests• Bilingual Exam
Senior Office Assistant / Sr. OA – Bil (SP) / Sr. OA – Bil/Bil (SP)	12 months	2	1- 6 hrs/10 mo 1- 8 hrs/12 mo	6/1995	<ul style="list-style-type: none">• Remote Written Test• Zoom Structured Interview• Computer Tests

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

REVISED

INVITES APPLICATIONS FOR THE POSITION OF:

PLAYGROUND SUPERVISION AIDE

\$14.86 Hourly

An Equal Opportunity Employer

OPENING DATE: Friday, September 3, 2021

FINAL FILING DATE: Monday, September 27, 2021

POSITION

There are several vacancies tentatively available for the position of Playground Supervision Aide. Typical hours for this job range from one (1) hour per day to three (3) hours per day, five (5) days per week, nine and a half (9 1/2) months per year. Reporting hours will vary in these positions. An eligibility list will be established to hire substitutes and fill future vacancies.

SUMMARY OF DUTIES

Under the direction of the Principal or designee, performs a variety of assignments monitoring and overseeing students in the cafeterias, lunch areas, restrooms, playgrounds, school hallways, parking lots, or grounds during breakfast, lunch, or other non-instructional times; assists school staff in the safety and well-being of students; and intercedes in potentially harmful situations in accordance with school and organizational procedures.

QUALIFICATIONS

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

EXPERIENCE: Six months of experience in supervising or working with students in an organized setting is desirable.

LICENSE/CERTIFICATION/TRAINING REQUIREMENTS: A valid, Class C, California Driver's License is desirable.

WORK ENVIRONMENT: Employees in this classification will work indoors and outdoors; in seasonal heat and cold or adverse weather conditions, in direct contact with the public, students, and District personnel, and in the absence of direct supervision.

PHYSICAL REQUIREMENTS: Employees in this classification stand for extended periods of time, walk, sit, stoop/bend, reach overhead, lift and carry up to 20 lbs., simultaneously use both arms, legs, and hands; reach overhead; hear normal voice conversation; speak clearly; have depth perception and color vision, distinguish shades, see small details and long distances, and use a radio and telephone.

9/2021

D-21/22-20

FILING PERIOD

Applications for this position will be accepted starting on **Friday, September 3, 2021 until Monday, September 27, 2021 at 4:30 p.m.**

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 Quiz

Classified Salary Range: 9

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.*

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

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



ROWLAND UNIFIED SCHOOL DISTRICT

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

INVITES APPLICATIONS FOR THE POSITION OF:

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: September 3, 2021

FINAL FILING DATE: September 27, 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, September 3, 2021, to Monday, September 27 2021.**

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. **Veterans credit can only be applied once, upon initial hire.**

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

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ROWLAND UNIFIED SCHOOL DISTRICT

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

INVITES APPLICATIONS FOR THE POSITION OF:

OFFICE ASSISTANT-BILINGUAL/BILITERATE (MANDARIN)

\$18.15 - \$22.12 HOURLY
\$3,147 - \$3,835 MONTHLY

An Equal Opportunity Employer

OPENING DATE: September 3, 2021

FINAL FILING DATE: September 27, 2021

POSITION

There is currently one (1) immediate Office Assistant – Bilingual/Biliterate (Mandarin) position available at Alvarado Intermediate, eight (8) hours per day, five (5) days per week, ten (10) months a year. The tentative work hours are 7:30 AM to 4:00 P.M. An eligibility list is being established for the position of Office Assistant – Bilingual / Biliterate (Mandarin) and to hire substitutes and fill future vacancies.

NOTE: This position requires the ability to speak, read, and write in Mandarin.

SUMMARY OF DUTIES

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

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is required.

EXPERIENCE: Clerical experience is desirable.

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

- **Proof of Education** (High School Diploma or equivalent, highest completed degree - AA/BA/MA)
- **A valid and current First Aid Certificate**, comparable to the American Red Cross Standard First Aid Certificate (copy front & back)

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

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

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

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

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

FILING PERIOD

Applications for these positions will be accepted on-line only, from **Friday, September 3, 2021, to Monday, September 27, 2021, until 4:30 p.m.**

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

Applicants will be sent notifications via e-mail only

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Job Related Written Exam
- Structured Interview / Technical Project / Computer Performance Exams
- Bilingual / Biliterate evaluation

Salary Range: Off. Asst-Bil/Bil (Mandarin): 18

PROOF OF EDUCATION:

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

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ROWLAND UNIFIED SCHOOL DISTRICT

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

INVITES APPLICATIONS FOR THE POSITION OF:

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

OPENING DATE: Friday, September 10, 2021

FINAL FILING DATE: Friday, October 1, 2021

POSITION

There is currently one (1) **Senior Office Assistant - Bilingual/Biliterate (Spanish)** position available in the Nutrition Services Department. The position is eight (8) hours a day, five (5) days a week, twelve (12) months per year and **includes benefits**.

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

Eligibility lists are established to fill current vacancies, hire substitutes, and fill future vacancies for the next twelve (12) months.

SUMMARY OF DUTIES

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

QUALIFICATIONS

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

EXPERIENCE: One year of full-time general clerical experience is required.

LICENSE / CERTIFICATION / TRAINING REQUIREMENTS: A valid Class C, California driver's license, a good driving record and use of a private automobile may be required, and if so, must be maintained during employment. The ability to speak, read and write a language, in addition to English, is desirable for the class of Senior Office Assistant. The ability to speak and read Spanish and English is required for the class of Senior Office Assistant Bilingual (Spanish). The ability to speak, read and write Spanish and English is required for the class of Senior Office Assistant Bilingual/Bi-literate (Spanish). A valid and current first aid certificate, comparable to the American Red Cross Standard First Aid Certificate must be presented to the Personnel Department prior to or within 90 days of employment.

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

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

Documents may be emailed to cvahimarae@rowlandschools.org. **Applications without the supporting documents will be considered incomplete and will be disqualified.** Transcripts/Diplomas from foreign countries must be certified to meet the US equivalent to be considered. Transcripts or diplomas from foreign countries must be certified to meet the [US equivalent](#).

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

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

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

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

FILING PERIOD

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

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

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

Applicants will be sent notifications via e-mail only

OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination will tentatively consist of the following:

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

Classified Salary Range:

Sr. Office Assistant: 18.5 Sr. Office Assistant-Bilingual (Spanish): 19 Sr. Office Assistant-Bilingual/Biliterate (Spanish): 19.5

PROOF OF EDUCATION:

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

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**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

September 21, 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
Office Assistant – Bilingual (Spanish) (D-20/21-53)	PC Rule 6.1.10.4 – A written request by the eligible for removal. <ul style="list-style-type: none">• ID# 18231411
Campus Aide (D-20/21-45)	PC Rule 6.1.10.4 – A written request by the eligible for removal. <ul style="list-style-type: none">• ID# 46513289
Campus Aide (D-20/21-71)	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# 33327389
Custodian (D-20/21-27)	PC Rule 6.1.10.4 – A written request by the eligible for removal. <ul style="list-style-type: none">• ID# 34096172

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.