

**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)]

July 5, 2022
Meeting to start at 4:30 P.M.

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

View the meeting virtually via ZOOM

Virtual: https://rowlandschools-org.zoom.us/webinar/register/WN_6d3CkNVDTGKijJSAgullfA

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

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

Please be advised that this meeting is being audio recorded.

July 5, 2022
4:30 P.M.

PLEASE CIRCULATE

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

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

3. **PRELIMINARY**

3.1 Pledge of Allegiance to the Flag

3.2 Consider adopting the Agenda as submitted for Tuesday, July 5, 2022 or adopting the Agenda with the following corrections/modifications for July 5, 2022.

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

4. REPORT FROM THE PERSONNEL DIRECTOR

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

5. PUBLIC COMMENTS

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

A. CSEA

B. District Administration

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

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

6 HEARINGS - None

7. PERSONNEL COMMISSION

7.1 Approve the minutes of the meeting of June 7, 2022. (Ref. 7.1)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Advanced Salary Step Placement

a. Consider approving the advanced salary step request from Cesar Rivas, Safety Operations Manager, to employ Applicant ID# 20735572 in the class of District Patrol at Step E of Range 19 on the Classified Salary Schedule. (Ref. 8.1a) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

8.2 Reallocation

Consider approving the recommended re-allocation of an Office Assistant position to an Office Assistant – Bilingual (Spanish) position along with the incumbent. (Ref 8.2)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

8.3 Resolution No. 21-22:06 – Personnel Commission Authority to Hold Virtual Meetings

In Accordance with Assembly Bill 361, the Personnel Commission wishes to adopt Resolution No. 21-22:06, Continuing the Personnel Commission Authority to Hold Virtual Meetings, to allow the Personnel Commission to hold teleconference meetings. (Ref. 8.3)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

8.4 New Class Description

Consider approving the establishment of the new classification of Athletic Trainer. (Ref. 8.4)

- i. Place the new classification of Athletic Trainer in the Athletic job family.
- ii. Approve the salary recommendation for the classification of Athletic Trainer at Range 21.5 on the Classified Salary Schedule.

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

8.5 Reclassification

Consider not approving the reclassification of a Lead Stock Delivery Worker to Warehouse Supervisor. (Ref. 8.5)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

8.6 Discussion on the reclassification of a Building Services Assistant to a Buyer from the December 7, 2021 agenda due to additional information provided from a reclassification review. (Ref. 8.6)

8.7 Consider rescinding the action taken at the December 7, 2021 meeting regarding the reclassification of a Building Services Assistant to a Buyer.

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

8.8 Consider approving the reclassification of a Building Services Assistant, and the current incumbent, to a Buyer with an effective date of December 8, 2021.

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

9. EXAMINATIONS/ELIGIBILITY LISTS

9.1 Exam Review and Recruitment Bulletins (Ref. 9.1)

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

- a) Computer Lab Technician (D-21/22-90)
- b) Computer Lab Technician – Bilingual (Spanish) (D-21/22-91)
- c) School Office Manager (D-21/22-92)
- d) School Office Manager – Bilingual (Spanish) (D-21/22-93)
- e) Lead Mechanic (D-21/22-94)
- f) Dispatcher / Scheduler (D-21/22-95)
- g) Food Service Assistant III (D-21/22-96)

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

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

- a) Behavior Support Assistant (D-21/22-55)

- b) Custodian (D-21/22-81)
- c) Food Service Assistant I (D-21/22-50)
- d) Instructional Assistant I (D-21/22-57)
- e) Instructional Assistant I – Bilingual (Spanish) (D-21/22-58)
- f) Instructional Assistant II – (D-21/22-08)
- g) Instructional Assistant II – Bilingual (Spanish) (D-21/22-09)
- h) Instructional Assistant II – Bilingual / Bilingual (Spanish) (D-21/22-10)
- i) Medi-Cal Billing and Program Specialist (D-21/22-86)
- j) Medi-Cal Billing and Program Specialist – Bilingual (Spanish) (D-21/22-87)
- k) Personal Care Assistant (D-21/22-04)
- l) Plant Supervisor (D-21/22-83)
- m) Senior Custodian D-21/22-82)

Motion by: _____
 Second by: _____

Vote: Sabrina Lee _____
 Judy Nieh _____
 Sharon Fernandez _____

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

- Instructional Assistant II (D-21/22-08)
 - ID# 48823652– PC Rule 6.1.10.6
 - ID# 47593746 – PC Rule 6.1.10.6
- Behavior Support Assistant (D-21/22-55)
 - ID # 26824535– PC Rule 6.1.10.1
- Food Service Assistant III (D-21/22-80)
 - ID # 49413890 – PC Rule 6.1.10.6
- Playground Supervision Aide (D-21/22-69)
 - ID # 49043134– PC Rule 6.1.10.3
- Custodian (D-21/22-51)
 - ID # 12829742 – PC Rule 6.1.10.7
- Administrative Secretary (D-21/22-78)
 - ID # 45872987– PC Rule 6.1.10.4
- Stock Delivery Worker (D-21/22-75)
 - ID # 5151630– PC Rule 6.1.10.4
- Food Service Assistant I (D-21/22-50)
 - ID # 17223900– PC Rule 6.1.10.3

Motion by: _____
 Second by: _____

Vote: Sabrina Lee _____
 Judy Nieh _____
 Sharon Fernandez _____

10. INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED ON TUESDAY, AUGUST 2, 2022 AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM

11. ADJOURNMENT

Time _____

Motion by: _____
 Second by: _____

Vote: Sabrina Lee _____
 Judy Nieh _____
 Sharon Fernandez _____

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

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF JUNE 7, 2022
MEETING HELD IN-PERSON AND VIA ZOOM**

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

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

Staff Members Present: Joan Stiegelmar, Personnel Director
 Jessica Landin, Personnel Analyst

Staff Members Absent: Arlene Zamudio, Senior Personnel Technician

APPROVAL OF THE AGENDA

A. The Personnel Commission took action to approve the agenda as amended for Tuesday, June 7, 2022.

Ms. Sharon Fernandez, Personnel Commissioner, motioned to remove Item 10 – Closed Session.

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

REPORT FROM THE PERSONNEL DIRECTOR

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

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

Open Recruitments

- Library Assistant
- Library Assistant – Bilingual (Spanish)

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

- Food Service Assistant I – Remote written test; Zoom Structured Interview
- Behavior Support Assistant – Zoom Structured Interview
- Administrative Secretary Series – Zoom Structured Interview; Computer testing
- Food Service Assistant III – Zoom Structured Interview
- Custodian – Remote written test; Zoom Structured Interview

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

- Behavior Support Assistant
- Computer Lab Technician
- Custodian (Multiple)
- Executive Secretary
- Instructional Assistant I
- Instructional Assistant I – Bilingual (Spanish)
- Instructional Assistant I – Bilingual / Biliterate (Spanish)
- Instructional Assistant II
- Library Assistant (Multiple)
- Playground Supervision Assistant

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

- 1 - Campus Aide
- 2 - District Patrol
- 2 - Food Service Assistant I
- 1 - Grounds Maintenance Worker
- 1 - Health Assistant
- 1 - Instructional Assistant I
- 1 - Library Assistant (Substitute)
- 4 - Office Assistant (Substitute)
- 2 - Playground Supervision Aide
- 4 - Playground Supervision Aide (Substitute)
- 1 - Senior Account Clerk (Substitute)
- 1 - Stock Delivery Worker (Substitute)

Updates/Reminders/Remarks:

- District Classification Study Update:
 - Ewing is in the process of scheduling interviews with employees who filled out a PDQ and who noted that they were interested in meeting with them.
- This year the Personnel Commission celebrated Classified Employees week by travelling to 26 sites during the week of May 16 to May 19 to deliver over 600 containers of Yogurtland ice cream and Famous Amos cookies. The following week, the PC Staff used an online number generator to select more than 85 employees who randomly won a gift card to Starbucks, McDonalds, Chick-fil-A, Stator Brother, In N Out burger card/t-shirt, or another item that was donated by our amazing generous sponsors. I want to thank Schools First Credit Union, Credit Union of Southern California, Chaffey Credit Union, the Commissioners, Costco, and Yogurtland for providing the donations to make this event possible. I want to especially thank the Personnel Commission staff for going out to the sites and handing out the sweet treats to the classified employees.
- Lastly, and not least, I want to recognize Judy Nieh, who is being recognized with a beautiful certificate and pin in recognition of her twenty years of dedicated service to the students, parents, and community of the Rowland Unified School District. Congratulations Judy!

COMMUNICATIONS

A. CSEA – Rodrigo Blanquel, Chief Union Steward

Mr. Blanquel shared the CSEA chapter is in full support of the reclassification of its members at any time.

B. District Administration – Dr. Julie Mitchell, Superintendent of Schools

Dr. Mitchell brought forth her concerns regarding the previously denied reclassification of an employee. Dr. Mitchell shared she felt there is an opportunity to re-review the previous findings as well as new information presented pertaining to the reclassification request. Dr. Mitchell requested the Personnel Commission work together with the District to ensure the issue is resolved in a timely manner.

C. Audience Members –

Vicki Schaffer, Library Assistant

Ms. Schaffer expressed her concern for the lack of assistance in the school libraries within the District. Ms. Schaffer shared she believes the classification is one with a high turnover as it is only offered as a part time position. Ms. Schaffer mentioned there is enough of a workload and would like the District to increase the hours of these positions. Ms. Schaffer shared she believes this would help the libraries run more efficiently for our students.

PERSONNEL COMMISSION

7.1 Recommendation: Approve the minutes of the meeting of May 3, 2022.

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

7.2 Recommendation: Approve the Personnel Commission meeting schedule for 2022 – 2023

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

ITEMS FOR DISCUSSION AND/OR ACTION

Advanced Salary Step Placement

8.1a Recommendation: To consider approving the advanced salary step request Dr. Yesenia Alvarez, Principal, Hurley Elementary, to employ Applicant ID# 45579283 in the class of Health Assistant – Bilingual (Spanish) at Step B of Range 17.5 on the Classified Salary Schedule.

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

8.1b Recommendation: To consider approving the advanced salary step request from Chris Ferrero, Director, Maintenance and Operations, to employ Applicant ID# 47246765 in the class of Grounds Maintenance Worker at Step E of Range 19 on the Classified Salary Schedule.

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

8.1c Recommendation: To consider approving the advanced salary step request from Cesar Rivas, Safety Operations Manager, to employ Applicant ID# 45395713 in the class of District Patrol at Step E of Range 19 on the Classified Salary Schedule.

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

8.2 Reallocation

Recommendation: Consider approving the recommended reallocation of an Office Assistant position to an Office Assistant – Bilingual (Spanish) position along with the incumbent.

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

8.3 Resolution No. 21-22:05 – Personnel Commission Authority to Hold Virtual Meetings

In Accordance with Assembly Bill 361, the Personnel Commission wishes to adopt Resolution No. 21-22:05, Continuing the Personnel Commission Authority to Hold Virtual Meetings, to allow the Personnel Commission to hold teleconference meetings.

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

8.4 Reclassification

Recommendation: Consider not approving the reclassification of a Lead Stock Delivery Worker to Warehouse Supervisor.

Remarks were taken from audience members who filled out a request to comment while this item was under consideration.

- Daniel Meneses, Lead Stock Delivery Worker

Mr. Meneses brought forth his concern regarding his reclassification. Mr. Meneses shared details regarding the duties he performs and mentioned he believes they do align with supervisory duties. Mr. Meneses stated he hopes to be reclassified as he feels he has performed the duties of a Warehouse Supervisor and he would like to continue to serve the District in that capacity.

- Frank Cervantes, Stock Delivery Worker

Mr. Cervantes shared his concern regarding Mr. Meneses reclassification. Mr. Cervantes mentioned several factors he believes should allow for Mr. Meneses' reclassification approval. Mr. Cervantes shared his hopes of Mr. Meneses' reclassification being approved by the Personnel Commission.

- Rigo Jacobo, Stock Delivery Worker

Mr. Jacobo spoke in support of Mr. Meneses' reclassification. Mr. Jacobo shared a brief history of the warehouse department, its staffing, and his working relationship with Mr. Meneses. Mr. Jacobo requested the Personnel Commission approve the reclassification as he feels it is well deserved.

- Rosanna McLeod, Director, Purchasing Services

Ms. McLeod expressed her concern regarding Mr. Meneses reclassification report. Ms. McLeod shared she believes Mr. Meneses is deserving of the reclassification as he holds the qualities needed to be a Warehouse Supervisor. Ms. McLeod expressed her dismay of the handling of reclassification requests by the Personnel Commission. Ms. McLeod requested the Personnel Commission review methods of overall recruiting, hiring and motivating potential candidates as she believes this would allow the Personnel Commission to better serve the District.

Ms. Nieh shared details of how the Personnel Commission handles each reclassification request. Ms. Nieh mentioned she did receive additional information regarding the reclassification and has yet to review in detail. Ms. Nieh shared she believes the Personnel Commission and District should always collaborate in making a fair and just decision on reclassifications.

Ms. Fernandez shared a brief history of the creation of the Warehouse Supervisor position and the Lead Stock Delivery worker position. Ms. Fernandez mentioned at the time of creating the Lead Stock Delivery worker position it was promised to be without any supervisory duties as they were to be assumed by the Purchasing Director. Ms. Fernandez expressed her concern for having employees given tasks outside of their classification while not being compensated for the additional duties. Ms. Fernandez stated although Mr. Meneses may have performed some duties aligned with the Warehouse Supervisor classification, it is not clear that there was gradual accretion of duties. Ms. Fernandez requested more information in regards to the timeline of the completion of duties outside of Mr. Meneses' classification.

Ms. Lee also touched on the creation of Lead Stock Delivery back in 2017. Ms. Lee shared in reviewing the reclassification report it does appear Mr. Meneses did complete some supervisory duties but not enough to verify gradual accretion of duties. Ms. Lee expressed her concern over the fact an employee is allowed to perform supervisory duties over a period of time and not be compensated accordingly. Ms. Lee shared although promotion is a positive reward, it should not be handled in this manner. Ms. Lee mentioned it is important to follow the merit system and allow others to compete for positions.

Ms. Stiegelmar brought forth details of the September 12, 2017 meeting, in which it was stated for public record, "With this new position the Director of Purchasing Services will assume the supervisory duties and the Lead Stock Delivery Worker will organize and delegate the daily work load of the warehouse." Ms. Stiegelmar also agreed it would be best to open the recruitment of the Warehouse Supervisor recruitment to all employees.

Motion made by Ms. Nieh to table the item until the next Personnel Commission meeting.

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

EXAMINATIONS/ELIGIBILITY LISTS

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

- a) Library Assistant (D-21/22-88)
- b) Library Assistant – Bilingual (Spanish) (D-21/22-89)

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

9.3 Recommendation: To ratify the following eligibility lists:

- a) Administrative Secretary (D-21/22-78)
- b) Administrative Secretary – Bilingual (Spanish) (D-21/22-79)
- c) Executive Secretary (D-21/22-77)
- d) Food Service Assistant III (D-21/22-80)
- e) Instructional Assistant I (D-21/22-57)
- f) Instructional Assistant I – Bilingual (Spanish) (D-21/22-58)
- g) Instructional Assistant I – Bilingual / Biliterate (Spanish) (D-21/22-70)
- h) Library Assistant (D-21/22-73)
- i) Library Assistant – Bilingual (Spanish) D-21/22-74)
- j) Playground Supervision Aide (D-21/22-76)

Ms. Nieh asked if there is a list being ratified, why is there a new recruitment open so soon.

Ms. Stiegelmar confirmed when the initial recruitment for Library Assistant was open it was to create a list for only one vacancy. Since then there has been three resignations.

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

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

- Campus Aide (D-21/22-45)
 - ID # 48684732 – PC Rule 6.1.10.4
- Food Service Assistant I (D-21/22-50)
 - ID # 48616023 – PC Rule 6.1.10.6
- Executive Secretary (D-21/22-77)
 - ID # 49507202 – PC Rule 6.1.10.4
- Grounds Maintenance Worker (D-21/22-52)
 - ID # 26741102 – PC Rule 6.1.10.8
 - ID# 33390563 – PC Rule 6.1.10.1
 - ID# 43767495 – PC Rule 6.1.10.4
- Custodian (D-21/22-51)
 - ID # 34096172 – PC Rule 6.1.10.7

Motion made by: Sharon Fernandez
Seconded by: Judy Nieh

Vote: Sharon Fernandez Yes
Sabrina Lee Yes
Judy Nieh Yes

ADJOURNMENT

To adjourn the meeting at 5:32 p.m.

Motion made by: Sharon Fernandez
Seconded by: Judy Nieh

Vote: Sharon Fernandez Yes
Sabrina Lee Yes
Judy Nieh Yes

Approved by: _____

Sabrina Lee
Chair
Personnel Commission

Submitted by: _____

Joan Stiegelmar
Personnel Director
Personnel Commission

THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED FOR TUESDAY, JULY 5, 2022 AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
DISTRICT PATROL

The Commission is in receipt of a request from Cesar Rivas, Safety Operations Manager, to employ Applicant ID #20735572 as District Patrol at Step E of Range 19 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 and over 7 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 19 on the Classified Salary Schedule.



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

June 21, 2022

TO: Kevin Despard, Director of Human Resources

FROM: Joan Stiegelmar, Personnel Director

RE: **RECOMMENDED REALLOCATION OF AN OFFICE ASSISTANT POSITION TO AN OFFICE ASSISTANT – BILINGUAL (Spanish) along with the incumbent**

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

Your input concerning the recommended reallocation is important. The Personnel Commission will consider approving this at the regular meeting on Tuesday, July 5, 2022.

Kindly enter your concerns and/or comments in the space below, then sign and date where indicated, and return this form to my office.

<input checked="" type="checkbox"/> I agree with the recommended reallocation.	<input type="checkbox"/> I disagree with the reallocation, and recommend the adjustments noted above.
Signature: <i>Kevin Despard</i>	Date: <i>6/21/22</i>

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

PERSONNEL COMMISSION

ROWLAND UNIFIED SCHOOL DISTRICT

July 5, 2022

ITEM 8.3 RATIONALE FOR RESOLUTION No. 21-22:06 – Personnel Commission

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

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

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

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

Rowland Unified School District
Personnel Commission

Resolution SO-21-22:06

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

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

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

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

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

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

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

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

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

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

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

(B) Any of the following circumstances exist:

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

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

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

PASSED AND ADOPTED by the following vote of the Personnel Commission of Rowland Unified School District, County of Los Angeles State of California on July 5, 2022.

AYES: _____

NOES: _____

ABSENT:: _____

Sabrina Lee
Chair
Personnel Commission

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

July 5, 2022

Item 8.4 – CONSIDER APPROVING THE ESTABLISHMENT OF THE NEW CLASSIFICATION OF ATHLETIC TRAINER; PLACING THE NEW CLASSIFICATION OF ATHLETIC TRAINER IN THE ATHLETIC JOB FAMILY, AND APPROVING THE SALARY RECOMMENDATION AT RANGE 21.5 ON THE CLASSIFIED SALARY SCHEDULE

The Personnel Commission Rules and Regulations prescribe the process for classifying a position when the Board of Education approves new job duties. Rule 3.2.5 provides the following:

When the Board of Education creates a new position, it shall submit the duties officially assigned to the position, in writing, to the Personnel Director. The proposed class specification and a salary recommendation shall be presented by the Personnel Director to the immediate supervisor, administrators within the chain of command, and Superintendent or designee for input. For all Bargaining Unit positions the proposed class specification and salary recommendation shall be presented to the CSEA Chapter President and representative(s) for input.

The Personnel Director shall submit the proposed class specification and recommended salary allocation to the Personnel Commission. No person shall be appointed to a position in the classified service until the classification of the position has been approved by the Personnel Commission. The Board of Education may recommend minimum educational and work experience requirements for new classes.

The Personnel Director shall place the new position in an existing class or if a determination is made a new class is needed, the Personnel Director shall present recommendations to the Commission for action. The Personnel Commission shall:

- 3.2.5.1** Classify the position and determine whether the position should be allocated to an existing class or whether a new class should be established.
- 3.2.5.2** Allocate the position for salary placement on the appropriate classified salary schedule. Designate the position as executive, administrative, supervisory, technical, or police.
- 3.2.5.3** Direct the Personnel Director to notify the Board of Education of the Personnel Commission's action.

RATIONALE FOR ESTABLISHMENT OF THE CLASSIFICATION OF ATHLETIC TRAINER

The Athletic Trainer would work/service students, coaches and families; be under the direction of the Athletic Director; be evaluated by the Assistant Principal that oversees Athletics; time accounting and support through the School Office Manager.

In order to support the athletic programs at the secondary level and meet the need for an on-site health professional for evaluation, care, and therapy for athletes within these programs, the new position of Athletic Trainer is recommended for establishment. The high school athletic programs have grown in size, complexity, and duration leading to an increased level of need in the prevention, recognition, management, treatment, and rehabilitation of injuries. Past efforts to maintain this type of position at the high schools have been inconsistent leading to gaps of service, limited relationships, and lack of continuity within the athletic programs. The high demand for Athletic Trainers, and the limited supply of them in our area, has created the need for an established position within the Rowland Unified School District. The Athletic Trainer position directly supports student athletes and their families, helps to educate and support coaches, and reduces liability for the school district.

In the past the athletic programs were supported by certificated coaching staff via stipends or through the Regional Occupational Program (ROP) who taught Sports Medicine and were Athletic Trainers. When the ROP program ceased to operate three years ago, Rowland Unified School District contracted

Athletic Trainers through Casa Colina Hospital and Centers for Healthcare who is not able to keep up with the demand.

SALARY RECOMMENDATION FOR ATHLETIC TRAINER

Allocation of the new classification of Athletic Trainer is recommended to the Classified Salary Schedule at Range 21.5.

According to Personnel Commission Rule 17.1.4:

17.1.4 COMMISSION SHALL RECOMMEND SALARY SCHEDULES TO BOARD

The Personnel Director shall prepare recommendations for the allocation of classes to salary ranges for approval by the Personnel Commission. The Commission's recommended salary schedule may take into account the following factors:

17.1.4.1 The wages and salaries paid by other governmental agencies in the recruitment area.

17.1.4.2 The principle of like pay for like work within the classified services.

17.1.4.3 Appropriate differentials between related classes to reflect differences in duties and responsibilities as established in the classification plan.

17.1.4.4 Such other information as the Commission may require.

REFERENCE: Education Code Sections 45256, 45260, 45261 and 45268

A comparative analysis was conducted with other school districts with similar classifications as well as the required knowledge, skills, and abilities required to perform the job.

Listed below is similar classifications in other school districts:

Classification Title	Agency	Min Monthly Salary	Max Monthly Salary
Athletic Trainer	Anaheim Union High School District	\$4,243	\$5,580
Athletic Trainer	Carlsbad USD	\$4,579	\$5,567
Athletic Trainer	Santa Monica Malibu USD	\$3,816	\$4,870
Athletic Trainer	Rowland Unified School District	\$3,963	\$4,830
Athletic Trainer	Poway USD	\$3,950	\$4,813
Athletic Trainer	Bassett USD	\$3,649	\$4,675
Athletic Trainer	Charter Oak USD	\$4,140	\$4,564

**Proposed title and Salary Range*

Based upon the internal alignment within the classification series, Personnel Commission staff recommend allocating the salary to the Classified Salary Schedule at Range 21.5 (Max salary of \$4,830 monthly).

RECOMMENDATION:

The Personnel Commission is requested to approve the establishment of the new classification of Athletic Trainer; place the new classification in the Athletic job family, and approve the salary recommendation at Range 21.5 on the Classified Salary Schedule.



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

June 30, 2022

TO: Dennis Bixler, Assistant Superintendent – Human Resources

FROM: Joan Stiegelmar, Personnel Director

RE: **NEW CLASS DESCRIPTION FOR ATHLETIC TRAINER**

Attached for your review and comment is the proposed **NEW** class description for Athletic Trainer.

Your input concerning the proposed class description is important. Please provide your concerns or comments, if any, regarding changes for the class description. Changes can be recommended at the Personnel Commission meeting. To proceed timely with recruitment, the Personnel Commission will consider approving this new classification at the regular meeting on Tuesday, July 5, 2022.

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

I agree with the proposed class description and recommended changes as presented.	I disagree with the proposed class description, and recommend the adjustments noted above.
Signature: _____	Date: _____

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

Attachments: Class Description

PC22-462

ATHLETIC TRAINER

SUMMARY OF DUTIES

Under the direction of the High School Principal or designee, performs a variety of activities involved in the prevention, recognition, evaluation, management, treatment, and rehabilitation of injuries; administers preventative or rehabilitative treatment to students and athletes engaged in various school sports; provides information, in-service, and guidance to coaches and faculty; serves as a liaison between the students, parents, coaches, and physicians in evaluation, management, treatment, and long-term rehabilitation of athletic injuries; and works a flexible schedule.

EXAMPLES OF DUTIES

- Provides technical services and information for the prevention, recognition, evaluation, management, treatment, and rehabilitation of injuries; *E*
- Evaluates student injuries and determines appropriate treatment methods; develops and implements individualized rehabilitation, therapeutic, and reconditioning programs for injured students in accordance with standard medical protocols and/or with direction from the students' personal physician; *E*
- Coordinates with coaches to establish and implement a conditioning program for student athletes designed to prevent and minimize injuries; *E*
- Attends home and away sports events to monitor athletic activities and provide medical treatment services; identifies, evaluates, and provides immediate first aid in response to athletic injuries; responds to medical emergencies; refers student athletes to physicians or the hospital as appropriate; *E*
- Supports the athletic clearance process by reviewing documentation submitted and reviewing for any conditions requiring special attention; *E*
- Advises on equipment and environmental safety; recommends and fits protective equipment for injury prevention and safety; *E*
- Provides assistance to students in the prevention of athletic injuries and prepares students for practice and competition; tapes, stretches, massages, and wraps athletes to prevent injury or re-injury; supplies and assists students with straps, braces, and other adaptive equipment to provide protection from injury; *E*
- Assists students with special therapeutic exercises by performing demonstrations and ensures students' understanding of proper exercise techniques and procedures; assists in educating students, coaches, parents, and faculty in nutrition, health, weight management, concussions, and heat illnesses; *E*
- Implements physician instructions related to rehabilitation; consults with physicians and other medical personnel in determining and monitoring appropriate course of treatment for injured students; *E*
- Evaluates, determines and recommends appropriate time lines for sidelining and returning injured student athletes to playing status; advises student athletes, coaches, and others regarding potential health risks of athletic participation to prevent injury and re-injury; *E*
- Plans, organizes, and coordinates the transportation and care of athletic safety equipment, uniforms, supplies, and materials for home and away events; *E*
- Assists in the planning of pre-season athletic physical exams for student athletes; *E*
- Prepares and maintains a variety of records and reports related to students, injuries, treatment, progress, supplies, and assigned activities; follows Health Insurance Portability and Accountability Act (HIPPA) regulations regarding confidential student information; *E*
- Orders and maintains adequate inventory levels of first aid, bracing, and other treatment supplies as needed. *E*
- Inspects and assures safety of athletic equipment, uniforms, and facilities; identifies and provide recommendations for resolving potential hazards; *E*
- Supervises student assistants and provides work direction and training; *E*
- May assist in off-season conditioning, rehabilitations, and maintenance of physical fitness;
- Performs other related duties as assigned.

SKATS (Skills, Knowledge Abilities, Traits)

SKILLS IN:

- Operate a variety of first aid, therapeutic, adaptive, rehabilitation, and weight equipment;
- Application of various physical therapy and treatment modalities;
- Safely operating a motor vehicle.

KNOWLEDGE OF:

- Principles, practices, procedures, techniques, and equipment used in the prevention, treatment, and rehabilitation of athletic injuries;
- Diagnostic symptoms of various athletic injuries and appropriate methods of treatment;
- Practices, procedures, and techniques involved in taping, stretching, massaging, and wrapping athletes to prevent injury or re-injury;
- Medical practices, procedures, and terminology related to athletic training;
- Principles and theories of anatomy, physiology, kinesiology, nutrition, and diet;
- General principles of return to play protocols;
- Safety guidelines and regulations in athletic and therapeutic activities;
- Individualized rehabilitation and reconditioning techniques and procedures for injured students;
- First Aid and CPR techniques;
- Inventory methods and practices;
- Disinfectant and clean and sterile equipment techniques.

ABILITY TO:

- Identify, evaluate, and provide immediate first aid in response to athletic injuries;
- Understand, recognize and carry out directions issued by physicians and physical therapists related to concussions and other related injuries;
- Analyze situations accurately and adopt an effective course of action;
- Learn, interpret, and apply applicable laws, codes, rules, regulations, policies, and procedures;
- Assist students with specialized therapeutic exercises;
- Recognize and correct safety hazards;
- Provide information, education, and guidance to students, parents, coaches, and faculty;
- Work flexible hours as needed by the assignment;
- Provide work direction and guidance to student assistants;
- Plan and organize work;
- Maintain records and prepare reports;
- Communicate effectively orally and in writing;
- Promote team building and a positive work environment;
- Work confidentiality with discretion;
- Establish and maintain effective working relationships;
- Work effectively within established time schedules and with little direction;
- Exercise good judgment.

TRAITS:

- Strives to meet customers' needs;
- Easily adapts to situations and changes;
- Stays focused and has good work ethic;
- Diligently attends to details and quality;
- Is punctual and follows through;
- Is trustworthy and responsible for his/her actions;
- Remains steady under pressure;
- Works around obstacles and is self-starting.
- Effectively manages one's own time, priorities, and resources.

EMPLOYMENT STANDARDS

EDUCATION: A Bachelor's degree in physical education, athletic training, health or a directly related field from an accredited college is required.

EXPERIENCE: One year of paid experience providing first aid, preventative and rehabilitative treatment to athletes is required.

LICENSE/CERTIFICATION/TRAINING REQUIREMENT:

- A valid, Class C, California Driver License and a good driving record and use of a private automobile may be required and must be maintained during employment;
- National Athletic Trainers Association Certification;
- A valid First Aid Certificate, comparable to the American Red Cross Standard First Aid Certificate and a Cardiopulmonary Resuscitation (CPR) Certificate.

WORK ENVIRONMENT:

Employees in this classification work in an indoor and outdoor work environment in seasonal heat and cold or adverse weather conditions; with direct contact with students, staff and public; with exposure to adverse weather conditions; with continuous interruptions and changing priorities; respond to emergency medical situations; drive an automobile to conduct work; may work alone without guidance from supervisor and may work over 40 hours a week, and work a flexible schedule which may include evenings, weekends and/or holidays.

PHYSICAL REQUIREMENTS:

Employees in this classification stand and sit for extended periods of time, walk, kneel, crouch, stoop/bend repeatedly; lift, carry, push and/or pull up to 50 pounds unassisted, and over 50 pounds with assistance, use both hands and legs simultaneously, reach overhead, pull hand over hand, use fingers repetitively twisting or applying pressure with wrists or hands; have rapid mental/muscular coordination; maintain balance; have depth perception, color vision, distinguish shades, and ability to see and read small print and long distances; have dexterity of hands and fingers needed to operate a variety of specialized health care equipment, adaptive tools, and a computer keyboard; speak clearly and hear normal voice conversation; use telephone and a computer; and physically able to provide rapid response to emergency situation. Incumbents in this class may be exposed to bodily fluids, bloodborne pathogens, and communicable diseases.

APPOINTMENT:

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

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

July 5, 2022

ITEM 8.5 CONSIDER NOT APPROVING THE RECLASSIFICATION OF A LEAD STOCK
DELIVERY WORKER TO WAREHOUSE SUPERVISOR

This item was tabled at the June 7, 2022 Personnel Commission (PC) meeting due to the Personnel Commissioners requesting additional information and the need to follow up on some comments that were made by Mr. Meneses at the meeting.

- 1) HIRING - Mr. Meneses commented at the June 7 PC meeting that he was involved in hiring two staff members. In March, 2018, an employee was hired, but according to Mr. Meneses' classification questionnaire he stated "the following summer, in 2018, I began to take on added responsibilities." Due to this statement, PC staff did not include the selection of the employee from March 2018 because he did not take on this added responsibility until the summer of 2018. Mr. Meneses made one hiring recommendation to the Purchasing Director in September, 2021. PC Staff confirmed that Ms. Meneses was one of three employees (one being the Director of Purchasing) on the interview panel in September, 2021 and all three members on the interview panel provided input on the selection with the Director of Purchasing making the final decision. Due to not having large staff turnover, hiring employees does not occur frequently.

Mr. Meneses commented that Ms. McLeod, Director of Purchasing gave him the supervisory authority to make the final decision to hire. A Director should not give a non-supervisory employee the authority to make a final decision to hire. In addition, hiring new employees is not done frequently in the warehouse. Two new hires in four years is not a duty that is performed frequently.

- 2) EVALUATIONS – Mr. Meneses commented at the June 7 PC meeting that Ms. McLeod "trusts and respects my yearly employee evaluation of my staff since I am the one working closely with them. This does not mean that I do not prepare evaluation forms, but it will not be on file because my name will not and cannot be on it."

According to the CSEA Bargaining Agreement 5.6,

5.6 Formal evaluation for Bargaining Unit members shall be completed by the immediate supervisor on appropriate District evaluation forms. Where applicable, the supervisor shall obtain input from the site manager regarding the employee's work performance. Such forms shall be signed by both the evaluator and the member. One copy of the evaluation shall be retained by the Bargaining Unit member, one copy of the evaluation shall be placed in the member's personnel file, and one copy of the evaluation shall be held in the evaluator's file. Formal evaluations of probationary Bargaining Unit members shall occur at approximately the conclusion of the second, fourth, and fifth months of the probationary period and not less frequently than annually for permanent Bargaining Unit members.

As noted in 5.6 of the CSEA Bargaining Agreement "formal evaluations for Bargaining Unit members shall be completed by the immediate supervisor....". There is no record of any of these evaluations being completed and no proof that the evaluations were done since they were not formal and not placed in the Personnel file. Since there are no evaluations on file, there is no frequency to completing this duty.

- 3) EVALUATIONS – Mr. Meneses commented at the June 7 PC meeting that “according to the Warehouse Supervisor job description, under examples of duties, it clearly states disciplines and counsels employees. I counsel all my staff on a regular basis.” Mr. Meneses is correct in that the Warehouse Supervisor class description includes a duty to discipline and counsel employees and prepare formal evaluations. Mr. Meneses should not be given any formal oral warnings due to PC Rule 19.1.6.1 (below).

According to the Personnel Commission Rule 19.1.6.1,

19.1.6.1 ORAL WARNING:

An employee shall be orally notified by his/her supervisor that unsatisfactory job performance has been observed. Such verbal warning shall include but not be limited to the specific deficiency or deficiencies observed, the rule violated and suggestions for improving performance. After a reasonable period of time, the supervisor shall review the employee’s performance. If the employee’s performance has not improved, the supervisor may elect to move to the next step listed for progressive discipline. This shall be an informal meeting and no record shall be included in the employee’s permanent personnel file of this meeting at this time. Whenever subsequent disciplinary action is taken, records of this warning may be included with other documentation of deficiencies.

Mr. Meneses is in the same bargaining unit as the Stock Delivery Workers and should not be giving any formal oral warnings. A Director should not give a non-supervisory employee the authority to give oral warnings. In addition, the proof of the frequency of giving these oral warnings was not documented until the most recent situation where an employee was given a formal written reprimand by the Director of Purchasing since Mr. Meneses has no authority to give formal written reprimands.

Listed on the next page is a comparison of duties of Lead Stock Delivery Worker vs Warehouse Supervisor. As written in the initial item on the June 7 PC Agenda, “When the District requested for the Lead Stock Delivery Worker classification to be established, it was communicated that this new job description was intended to replace the Warehouse Supervisor classification. It is for this reason, that many of the duties are very similar. The distinction is made in that the Lead Stock Delivery Worker omits all reference to formal supervisory duties. Those duties are defined as those which would require the incumbent to prepare and deliver formal written evaluations (duty 11 on Warehouse Supervisor class description) and make independent hiring decisions.”

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 Mr. Meneses’ duties, it is confirmed that the duties that Mr. Meneses is performing are mostly within his current classification of Lead Stock Delivery Worker. At this time, staff did not find enough evidence to support a reclassification due to the fact that the key duties that differentiate the Lead from the Supervisor while important, are performed with little to no frequency to make the recommendation to approve a reclassification from a Lead Stock Delivery Worker to Warehouse Supervisor.

If the District finds that these supervisory duties are necessary to the functioning of the Warehouse and Ms. McLeod is no longer able to assume them, PC staff recommends to open the recruitment for Warehouse Supervisor.

RECOMMENDATION:

The Personnel Commission is requested to consider not approving the reclassification request of a Lead Stock Delivery Worker to Warehouse Supervisor.

COMPARISON OF DUTIES OF LEAD STOCK DELIVERY WORKER VS. WAREHOUSE SUPERVISOR

(Note: The number in front of the job duty is the order that the duty is listed on the class description)

Lead Stock Delivery Worker <i>Job Duties from Class Description</i>	Warehouse Supervisor <i>Job Duties from Class Description</i>
1. Leads, organizes, and participates in the receipt, storage, issuance and delivery of goods, supplies, equipment, mail, computers and electronic devices.	1. Assigns, coordinates, supervises and participates in the receipt, storage, issuance and delivery of goods, supplies, equipment, mail, computers and electronic devices;
2. Coordinates and participates in conducting periodic and annual warehouse inventory; prepares items in stock for inventory, counts and records numbers of stock items, reconciles discrepancies and prepares related reports.	13. Plans , coordinates, and participates in conducting periodic and annual warehouse inventory; prepares items in stock for inventory, counts and records numbers of stock items, reconciles discrepancies and prepares related reports;
3. Reviews stock computer reports, recommends stock re-order points, determines quantity of materials needed and recommends discontinuation or purchase of new stock items and maintains computerized stock records and files.	4. Reviews stock computer reports, establishes stock re-order points, determines quantity of materials needed and recommends discontinuation or purchase of new stock items and maintains computerized stock records and files
4. Oversees and participates in the preparation and maintenance of records, reports, and files such as equipment inspections, warehouse requisitions, purchase orders, work orders, stock inventory records, Material Data Sheets (MSDS) and daily activity sheets; compiles data and prepares reports regarding assigned activities.	5. Oversees and participates in the preparation and maintenance of records, reports, and files such as equipment inspections, Material Data Sheets (MSDS) and daily activity sheets, compiles data and prepares reports regarding assigned activities;
5. Coordinates and monitors the pickup, storage and readiness for the sale of surplus equipment and furniture.	
6. Checks orders, inspects shipments of materials, supplies and equipment received for conformity to purchase order specifications, noting and reporting shortages, damages or other discrepancies to the Buyer.	17. Checks orders, inspects shipments of materials, supplies and equipment received for conformity to purchase order specifications, noting and reporting shortages, damages or other discrepancies to the Buyer.
7. Oversees and participates in the filling and processing of requisitions by pulling, packing, and shipping items in accordance with requisition specification.	15. Oversees and participates in the filling and processing of requisitions by pulling, packing, and shipping items in accordance with requisition specification;
8. Provides input for the development, implementation or revision of warehousing systems and procedures.	2. Assists in the development, formulation, implementation or revision of warehousing systems and procedures;
9. Maintains inventory levels of commonly used supplies and materials and coordinates ordering of materials and supplies with Buyers.	3. Maintains inventory levels of commonly used supplies and materials and coordinates ordering of materials and supplies with Buyers;
10. Assists in the planning and implementation of orientation and in-service training programs for warehouse personnel such as OSHA trainings and forklift certification.	6. Assists in the planning, development, and implementation of orientation and in-service training programs for warehouse personnel such as OSHA trainings and fork lift certification;
11. Trains and instructs employees in proper warehouse procedures and safe working practices.	7. Trains and instructs employees in proper warehouse procedures and safe working practices
12. Oversees and assists in maintaining the warehouse and work areas in a clean, safe, and orderly condition.	8. Oversees and assists in maintaining the warehouse and work areas in a clean, safe, and orderly condition

13. Maintains processes and procedures for fleet maintenance ensuring vehicles inspections are recorded, preventative maintenance obtained, and that vehicles are maintained in a clean and orderly condition.	9. Establishes and maintains processes and procedures for fleet maintenance ensuring vehicles inspections are recorded, preventative maintenance obtained, and that vehicles are maintained in a clean and orderly condition;
14. Recommends driver assignments, dispatching, routing and scheduling of deliveries to optimize the distribution of goods.	10. Establishes driver assignments, dispatching, routing and scheduling of deliveries to optimize the distribution of goods
15. Loads supplies, equipment, and furniture onto delivery vehicles and unloads upon arrival.	
16. Provides feedback to supervisor for formal evaluations of warehouse staff.	
17. Plans storage locations and utilizes space efficiently.	14. Determines the best usage of storage facilities verifying condition and security of goods and equipment
18. Operates a computer to input data and checks inventory status.	18. Operates a computer to input data and checks inventory status
19. Communicates with administrators, personnel, outside agencies and vendors to coordinate activities, resolve issues, answer questions, and exchange information.	19. Communicates with administrators, personnel, outside agencies and vendors to coordinate activities, resolve issues, answer questions, and exchange information.
20. Ensures required postal procedures necessary for mail requiring special handling are followed.	
21. Maintains security of materials received in the warehouse.	
22. Drives a box truck to various schools and sites throughout the District.	
	11. Disciplines and counsels employees and prepares formal evaluations
	12. Enforces safety rules and regulations
	16. Maintains a variety of records and files including warehouse requisitions, purchase orders, work orders and stock inventory records

Item 8.4 from the June 7, 2022 Personnel Commission Meeting

Staff met with Mr. Daniel Meneses, Lead Stock Delivery Worker and Ms. Rosana McLeod, Director of Purchasing Services on April 25, 2022 in regards to a classification questionnaire that was submitted requesting for his position to be studied. Staff met with Mr. Meneses an additional time on May 6, 2022 to collect additional information.

BACKGROUND:

The warehouse staff currently consists of a Lead Stock Delivery Worker and four Stock Delivery Workers. Prior to Mr. Meneses's promotion in 2017, the warehouse staff consisted of a Warehouse Supervisor and three Stock Delivery Workers. When the Warehouse Supervisor retired in 2017, Ms. McLeod requested for the Personnel Commission to establish the classification of Lead Stock Delivery Worker. Ms. McLeod communicated to staff that this new position was needed in order to accomplish many of the same duties that were assigned to the Warehouse Supervisor minus the supervisory functions. According to the PC Agenda from September 12, 2017 Item 7.2, when the position of Lead Stock Delivery Worker was created it was stated that "with this new position the Director of Purchasing Services will assume the supervisory duties and the Lead Stock Delivery Worker will organize and delegate the daily workload of the warehouse."

Upon successfully passing the examination for Lead Stock Delivery Worker and being placed on the eligibility list, Mr. Meneses was selected and promoted to Lead Stock Delivery Worker in December, 2017. As the Lead Stock Delivery Worker he leads, organizes, and participates in the District warehousing operation and distribution activities including receiving, processing, storing, and issuing District supplies, equipment, and mail; assures District sites receive timely deliveries; leads and trains Stock Delivery Workers ensuring compliance with department procedures and safe working practices; and coordinates the handling of supplies and materials, including pick up, storage and readiness for the sale of surplus items.

Mr. Meneses reports that he steadily worked within the confines of his job description for the first year as the Lead Stock Delivery Worker and began taking on additional duties in 2018. He describes attending meetings with Ms. McLeod to plan staffing and logistics, providing input on the logistical aspect of moving teachers' classrooms, creating schedules to rotate the staff through the various roles of the Stock Delivery Workers, providing feedback and participating in performance evaluations, recommending disciplinary action, and approving vacation time.

When staff followed up on the additional duties Mr. Meneses reported he was undertaking, it was found that many of the duties were currently part of his job description (pages 3 to 5). Staff did find a few duties that did not correlate with his current job description which are identified below. The information in quotes was taken from Mr. Meneses' position classification questionnaire and the bullet points below the quotes are staff findings:

- "I participated in the final interviews and the decision to make the hire was left entirely up to me, which is usually a Supervisor decision."
 - Mr. Meneses has made a hiring recommendation to the Director of Purchasing Services one time since he was employed as a Lead Stock Delivery Worker.
- "Prepared employee evaluations to propose to Director of Purchasing."
 - This statement could not be verified as there are no completed evaluations in any of the four Stock Delivery Worker employee files. PC Staff verified with Human Resources (HR) if there were any evaluations that were not filed yet and HR confirmed that all evaluations had been filed.
- "I began disciplining employees (verbally)."
 - Mr. Meneses provided a few examples with regards to the same employee that focused primarily on tardiness.

- “I was asked by the Personnel Commission (PC) to look into some of the questions for the written exam and also prepare and plan the interview.”
 - It is customary for PC staff to confer with a subject matter expert prior to implementing exam procedures to ensure the relevancy and validity of test content. In this case, staff did ask for Mr. Meneses’ feedback and asked him to assist with setting up the materials needed for the technical project. He was provided a detailed list of items needed and a map of how PC staff needed them set up to ensure the clarity of the communication. He followed the established procedures staff provided to him.

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.

When the District requested for the Lead Stock Delivery Worker classification to be established, it was communicated that this new job description was intended to replace the Warehouse Supervisor classification. It is for this reason, that many of the duties are very similar. The distinction is made in that the Lead Stock Delivery Worker omits all reference to formal supervisory duties. Those duties are defined as those which would require the incumbent to prepare and deliver formal written evaluations and make independent hiring decisions. At that time, it was understood that those duties were not being performed with much frequency and Ms. McLeod understood that she would need to assume these duties.

Mr. Meneses reports to performing these same duties and they were confirmed by Ms. McLeod, however, staff found that these duties have only been performed minimally and do not encompass a large amount of the incumbent’s time. As previously referenced, only one Stock Delivery Worker has been hired since Mr. Meneses became the Lead Stock Delivery Worker. The verbal coaching provided to one employee occurred within the last few months regarding tardiness.

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 Mr. Meneses’ duties, it is confirmed that the duties that Mr. Meneses is performing are mostly within his current classification of Lead Stock Delivery Worker. At this time, staff did not find enough evidence to support a reclassification due to the fact that the key duties that differentiate the Lead from the Supervisor while important, are not performed with enough frequency to make the recommendation.

If the District finds that these supervisory duties are necessary to the functioning of the Warehouse and Ms. McLeod is no longer able to assume them, PC staff recommends to open the recruitment for Warehouse Supervisor.

RECOMMENDATION:

The Personnel Commission is requested to consider not approving the reclassification request of a Lead Stock Delivery Worker to Warehouse Supervisor.

Worksheet to connect the Lead Stock Delivery Worker job duties to statements from the classification questionnaire received from Daniel Meneses.

<p align="center">Lead Stock Delivery Worker <i>Job Duties from Class Description</i></p>	<p align="center">Daniel Meneses' statements as to the higher-level duties he is performing that relate to Warehouse Supervisor</p>
<p>1. Leads, organizes, and participates in the receipt, storage, issuance and delivery of goods, supplies, equipment, mail, computers and electronic devices.</p>	<p>1. I went from coordinating with my Director, to organizing and planning all warehouse operations. Interaction with my Director became more and more limited. This was due to competence, communication and trust.</p>
<p>2. Coordinates and participates in conducting periodic and annual warehouse inventory; prepares items in stock for inventory, counts and records numbers of stock items, reconciles discrepancies and prepares related reports.</p>	
<p>3. Reviews stock computer reports, recommends stock re-order points, determines quantity of materials needed and recommends discontinuation or purchase of new stock items and maintains computerized stock records and files.</p>	<p>3. I review stock reports from the Purchasing Supervisor and advise on the products to order and the quantities that we need to sustain a well-balanced inventory. Also advise on reorder points and what items we no longer need to carry.</p>
<p>4. Oversees and participates in the preparation and maintenance of records, reports, and files such as equipment inspections, warehouse requisitions, purchase orders, work orders, stock inventory records, Material Data Sheets (MSDS) and daily activity sheets; compiles data and prepares reports regarding assigned activities.</p>	
<p>5. Coordinates and monitors the pickup, storage and readiness for the sale of surplus equipment and furniture.</p>	
<p>6. Checks orders, inspects shipments of materials, supplies and equipment received for conformity to purchase order specifications, noting and reporting shortages, damages or other discrepancies to the Buyer.</p>	
<p>7. Oversees and participates in the filling and processing of requisitions by pulling, packing, and shipping items in accordance with requisition specification.</p>	
<p>8. Provides input for the development, implementation or revision of warehousing systems and procedures.</p>	
<p>9. Maintains inventory levels of commonly used supplies and materials and coordinates ordering of materials and supplies with Buyers.</p>	<p>9. I keep inventory and order supplies that are needed for our Warehouse staff for daily operations.</p>
<p>10. Assists in the planning and implementation of orientation and in-service training programs for warehouse personnel such as OSHA trainings and forklift certification.</p>	
<p>11. Trains and instructs employees in proper warehouse procedures and safe working practices.</p>	<p>11. Train new employees and subs or delegate someone to train them on certain activities.</p>

<p>12. Oversees and assists in maintaining the warehouse and work areas in a clean, safe, and orderly condition.</p>	
<p>13. Maintains processes and procedures for fleet maintenance ensuring vehicles inspections are recorded, preventative maintenance obtained, and that vehicles are maintained in a clean and orderly condition.</p>	
<p>14. Recommends driver assignments, dispatching, routing and scheduling of deliveries to optimize the distribution of goods.</p>	<p>14. I carefully planned and created a delivery schedule that I distribute to every site that shows when they will be receiving their warehouse delivery. It is to allow the school site to know when they will be receiving their supplies each week so they can coordinate on their end and prepare. It creates efficiency on our end and on the receiving end.</p> <p>14. With the okay from my Director I also planned and created a rotation schedule for the warehouse staff. This is to ensure every member of the warehouse staff becomes familiar with every aspect of the Stock Delivery Worker position. They each rotate doing the task of delivery of supplies to school sites, processing and delivery of mail, and daily tasks that are needed to be completed in the warehouse.</p> <p>14. Because of my knowledge of the everyday operations in the warehouse I am the one who approves time off (vacation, sick time, etc.)</p>
<p>15. Loads supplies, equipment, and furniture onto delivery vehicles and unloads upon arrival.</p>	
<p>16. Provides feedback to supervisor for formal evaluations of warehouse staff.</p>	
<p>17. Plans storage locations and utilizes space efficiently.</p>	
<p>18. Operates a computer to input data and checks inventory status.</p>	

<p>19. Communicates with administrators, personnel, outside agencies and vendors to coordinate activities, resolve issues, answer questions, and exchange information.</p>	<p>19. Communicate with Administrators and Supervisors from various departments and sites on tasks that need to be completed. We work together on scheduling and availability of staff.</p> <p>19. Began attending meetings with my Director to provide insight on logistics, equipment needs, and staff availabilities.</p> <p>19. I plan and coordinate with freight companies [outside agencies] for delivery of goods and services to ensure a safe and efficient delivery.</p> <p>19. Keep in constant communication through email with principals when special deliveries and services had to be made to school sites.</p> <p>19. I also answer phone calls and discuss strategy during after-hours and on weekends.</p>
<p>20. Ensures required postal procedures necessary for mail requiring special handling are followed.</p>	
<p>21. Maintains security of materials received in the warehouse.</p>	
<p>22. Drives a box truck to various schools and sites throughout the District.</p>	

Additional Duties Noted by D. Meneses on Classification Questionnaire
<ul style="list-style-type: none"> • The district flew the position of Stock delivery worker in 2018. I was asked by the Personnel Commission to look into some of the questions for the written exam and also prepare and plan the structural interview. <i>(PC staff requested feedback which is a common practice.)</i> • I participated in the final interviews and the decision to make the hire was left entirely up to me, which is usually a Supervisor decision. <i>(One occurrence.)</i> • Prepared employee evaluations to propose to Director of Purchasing. <i>(Not verifiable - None in personnel files.)</i> • I began disciplining employees (verbally). <i>(Confirmed as recent, and a couple of times.)</i>

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

July 5, 2021

ITEM 8.6 DISCUSSION ON THE RECLASSIFICATION OF A BUILDING SERVICES ASSISTANT TO A BUYER FROM THE DECEMBER 7, 2021 AGENDA DUE TO ADDITIONAL INFORMATION PROVIDED FROM A RECLASSIFICATION REVIEW.

At the December 7, 2021 Personnel Commission meeting an action was taken to not approve a reclassification request made by Ms. Leticia Scanlan, Building Services Assistant. Shortly thereafter, Ms. Scanlan filed a complaint with the District. The complaint alleged misapplication of the district's policies, regulations, rules or procedures, claiming the rules of the Personnel Commission were not followed.

The Superintendent, Dr. Julie Mitchell, apprised the Personnel Commission and Personnel Director of the complaint and requested for further review or action to be taken in an attempt to reach a resolution and address the complaint, however, the concern continued to remain.

In response to the complaint, the District took action to request an independent third party to conduct a reclassification review applying the Rowland Unified Personnel Commission rules. The review took place in May of 2022 and consisted of in person interviews with Personnel Commission staff, Ms. Scanlan, and the Director of Purchasing, Ms. Rosana McLeod.

Dr. Mitchell provided the Personnel Commission and Personnel Director with a copy of the report and findings on June 1, 2022. The report indicated that the findings and recommendation made by Personnel Commission staff to approve the reclassification request made by Ms. Scanlan was appropriate and substantiated by their own independent findings, subsequently, Dr. Mitchell requested for the Personnel Commission to rescind its decision and place the item on the agenda at the next Personnel Commission meeting.

In response to the report and findings, staff has compiled additional information to assist the Commissioners in reconsidering its initial action. The additional information provided will include a summary of work assignments completed by Ms. Scanlan and a timeline of the gradual accretion of duties that will show Ms. Scanlan has been performing Buyer duties from December 2018 to September 2021 (and possibly beyond, however, the evidence we were provided ends at that time) for a total of two years and nine months. Of this time, Ms. Scanlan was paid to work out of class for a total of eight and one-half months which will be subtracted from the time period since she was appropriately compensated for the work she was performing at the Buyer level, which leaves a total of two years and one-half month which meets the time period required by Personnel Commission Rule 3.3.6:

“...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.”

The Personnel Commission is asked to rescind the action that it took at the December 7, 2021 PC meeting declining the recommendation to reclassify the Building Services Assistant position and the incumbent to the classification of Buyer.

TIMELINE FOR GRADUAL ACCRETION OF DUTIES – LETI SCANLAN

- January 2018 Ms. Scanlan transferred to the Purchasing department as a Building Services Assistant.
- July 2018 Ms. Scanlan worked with Director of Construction to enter requisitions for district wide purchase orders for construction and Public Work Contract using accounts from the Deferred Maintenance and Capital Outlay budgets.
- SEE THE ATTACHMENT OF SPECIFIC PROJECTS COMPLETED BY MS. SCANLAN FROM DECEMBER 2018 TO OCTOBER 2021**
- December 2018 Ms. Scanlan issued Public Works contracts and purchase orders which require special handling, knowledge, and specific guidelines that must be followed to comply with state, county, and District rules and regulations. Documentation that the contractors need to provide before the purchase order is released to them and more documentation after the purchase order is issued. Communication and contact are needed with the contractor advising them how to properly submit the documentation so they can begin working on the project assigned. Packages are emailed before the issuance of the purchase order and after that follow up is necessary with all the attachments such as payment, performance bonds, pay applications, retention applications, current liability insurance certificate, etc. Ms. Scanlan had to explain the contractors the differences of a small contract versus the ones over a certain amount.
- January 2019 Performed buyer duties relating to deferred maintenance, capital outlay, and for District wide school sites. One example was a purchase requisition for NHS to sawcut and removed damaged broken asphalt/concrete with a total cost of \$30,770. Project start date was 12/21/18 and the completion date was 1/15/19. Ms. Scanlan received and processed all documentation from beginning to closing of the project. *(Included in the timeline attachment)*
- May 2019 Ms. Scanlan provided an example of a purchase requisition for Rorimer Elementary to paint the exterior of the building in the amount of \$41,000. Project start date was 5/27/19 and the completion date was 7/24/19. Ms. Scanlan received and processed all documentation from beginning to closing of the project. *(Included in the timeline attachment)*
- July 2019 Ms. Scanlan provided an example of a purchase requisition for Jellick Elementary to complete asphalt/paving in the amount of \$205,900. Project start date was 7/4/19 and the completion date was 7/29/19. Ms. Scanlan received and processed all documentation from beginning to closing of the project. *(Included in the timeline attachment)*
- February 2020 Issued purchase orders for all types of commodities. Issued and closed purchase orders for District wide construction and public contracts. Ms. Scanlan states to have continuously issued and monitored projects from initiation to completion.
- March 2020 to June 2020 Paid to WORK OUT OF CLASS
- July 2020 – Continuing into the pandemic due to employees in the purchasing department working from home, Ms. Scanlan received and reviewed requisitions, verified that the lowest quote was chosen for the purchase order. If there was a discrepancy in the receiving of the good purchased, she resolved the issue with the vendor. Ms. Scanlan received and reviewed for accuracy payment applications from contractors to ensure that the District complies with state, and county regulations. Ms. Scanlan coordinated and met with the Director of Construction regarding district wide construction and Public Works contracts on a regular basis.

Dec. 2020 to May 2021	Paid to WORK OUT OF CLASS – Purchasing Supervisor (Formerly titled Senior Buyer) retired and recruitment was in process.
June 2021 to September 2021	Continues to issue requisitions and purchase orders in support of construction projects as described in “Buyer Projects Timeline” document addendum.
October 2021 to Present	No additional information has been requested from the employee since this time.

**If additional examples are needed, Personnel Commission staff can request more information from Ms. Scanlan.*

Leti Scanlan – Buyer Projects Timeline
Submitted 10/20/2021

Project Start	Completion	Project	Scope
12/21/2018	3/7/2019	NHS – Asphalt/Concrete Project \$30,770	Received and reviewed proposals for project from Construction Coordinator. Reviewed prequalification package from contractor. Verified that contractor’s license, DIR and certificates of liability were up to date. Entered requisition for PO 19-03237 Contacted fiscal director requesting funds for project. Obtained DIR# for project. Received and recorded preliminary notice. Requested and received payment and performance bonds. Recorded Notice of Award and Notice of Completion. Received and reviewed for accuracy pay applications and retention application. Verified that pay applications were notarized, contacted Director of Construction to sign and approve payment, attached conditional waivers and release forms along with signed pay applications to the fiscal department for processing. Finalized all paperwork and closed project on 3/7/2019
1/4/2019	4/26/2019	DO – Frames, Doors Project \$17,746.00	Received and reviewed proposals with project supervisor. Verified that contractor’s license, DIR, and certificates of liability were current. Entered requisition for PO 19-03534. Contacted fiscal director requesting funds for project. Received invoice # 54241. Contacted supervisor to complete project with completion date, and to sign and approve invoice. Sent documents for payment processing to the fiscal department. Needed to contact the fiscal department and school site due to delays in payment to vendor. Closed project on 4/26/2019
1/7/2019	2/11/2019	RHS – Varsity Baseball Field Renovation \$7,865	Received and reviewed proposals from project supervisor. Verified that contractor’s license, DIR, and certificates of liability were current. Entered requisition for PO 19-03538. Contacted fiscal director requesting funds for project. Received invoice. Contacted supervisor to complete project with completion date, and to sign and approve invoice. Sent documents for payment processing to the fiscal department. Closed project on 4/26/2019
2/1/2019	2/4/2019	NHS – Fire Code Deficiency Correction \$4,975	Entered requisition from Construction Coordinator to repair deficiency. Verified that contractor’s license, DIR, and certificates of liability were current. Entered requisition for PO 19-03927. Contacted fiscal director requesting funds for project. Received invoice. Contacted Construction Coordinator to complete project with completion date, and invoice approval.

Leti Scanlan – Buyer Projects Timeline
Submitted 10/20/2021

			Sent documents for payment processing to the fiscal department. Closed project on 2/4/2019
2/22/2019	4/8/2019	SHS- Repair Roofing Area \$13,250	Received and reviewed proposals with project supervisor. Verified that contractor's license, DIR, and certificates of liability were current. Entered requisition for PO 19-04314. Contacted fiscal director requesting budget transfers for project. Received invoice. Contacted supervisor to complete project with completion date, and to sign and approve. Sent documents for payment processing to the fiscal department. Closed project on 4/8/2019
3/20/2019	5/9/2019	Alvarado – Roof System, Kitchen Repair \$35,545	Received and reviewed proposals with project supervisor. Verified that contractor's license, DIR, and certificates of liability were current. Entered requisition for PO 19-04863. Contacted fiscal director requesting funds for project. Received invoice. Contacted supervisor to complete project with completion date, and invoice approval. Sent documents for payment processing to the fiscal department. Closed project on 5/9/2019
3/21/2019	3/29/2019	Various school sites – Asbestos Inspection Project \$4,800	Received and reviewed proposal with Construction Coordinator. Entered requisition for PO 19-04939 Verified contractor's State Certification, DIR # certificates of liability. Contacted the fiscal director and accounting supervisor to create budget accounts and fund the project. Received invoice. Contacted supervisor to complete project with completion date, and invoice approval. Sent documents for payment processing to the fiscal department. Closed project on 4/3/2019
4/6/2019	4/24/2019	Blandford -Fence Installation Project \$19,900	Received and reviewed proposals for project with project supervisor. Entered requisition for PO 19-05343 Verified that contractor's license, DIR, and certificates of liability were current. Entered requisition for PO 19-04863. Contacted fiscal director requesting funds for project. Received invoice. Contacted supervisor to complete project with completion date, and invoice approval. Sent documents for payment processing to the fiscal department. Closed project on 4/24/2019
4/24/2019	8/25/2019	Hurley – Roof Restoration Project \$34,680	Received one proposal for project. Contacted project supervisor requesting additional proposals as required per guidelines. Received and reviewed proposals for project with project supervisor. Entered requisition for PO 19—04939 Verified contractor's State Certification, DIR # certificates of liability. Contacted

Leti Scanlan – Buyer Projects Timeline
Submitted 10/20/2021

			the fiscal director and accounting supervisor to create budget accounts and fund the project. Recorded Notice of Award and Notice of Completion. Received and reviewed for accuracy pay applications and retention application. Verified that pay applications were notarized, contacted project supervisor to sign and approve payment, attached conditional waivers and release forms along with signed pay applications to the fiscal department for processing. Finalized all paperwork and closed project on 8/25/2019
5/27/2019	10/21/2019	Rorimer – Exterior Paint \$41,000	Received and reviewed proposals for project with project supervisor. Reviewed bid for compliance and verification of DIR#, Subcontractor’s list, pre-qualification, non-collusion declaration, liability certificates, bid bonds, W9. Issued requisition for purchase order 19-06490. Contacted fiscal director requesting funds for project Obtained DIR# for project. Requested and received payment and performance bonds. Recorded Notice of Award and Notice of Completion. Received and reviewed for accuracy pay applications and retention application. Verified that pay applications were notarized, contacted Director of Construction to sign and approve payment, attached conditional waivers and release forms along with signed pay applications to the fiscal department for processing. Finalized all paperwork and closed project on 10/21/2019
6/10/2019	7/10/2019	Alvarado – Replace Basketball Post Project \$1,384	Received and reviewed proposal for project from project supervisor. Entered requisition for PO 19-06932 Verified that contractor’s license, DIR, and certificates of liability were current. Received invoice. Contacted supervisor to complete project with completion date, and invoice approval. Sent documents for payment processing to the fiscal department. Closed project on 7/10/2019
6/25/2019	6/30/2019	Villacorta – Paving Project \$36,242.75	Issued requisition for purchase order 20-06512 for Board approved with reference #VIII.C.5 agreement of June 18, 2018 between Rowland Unified School District and Universal Asphalt Co. Verified contractor’s DIR, certificates of liability. Attached board approved agreement, surety rider, performance bond, labor and material bond. Project was not completed for 2019 fiscal year. A requisition for a roll over PO was issued.

Leti Scanlan – Buyer Projects Timeline
Submitted 10/20/2021

7/4/2019	9/29/2019	Jellick – Asphalt/Paving Project \$205,900	Issued requisition for purchase order 19-07103 for Board approved with reference #VIII.C.6 agreement of June 18, 2018 between Rowland Unified School District and Universal Asphalt Co. Verified contractor’s DIR, certificates of liability. Attached board approved agreement, surety rider, performance bond, labor and material bond, Recorded Notice of Award and Notice of Completion. Received and reviewed for accuracy pay application and retention application. Verified that pay applications were notarized, contacted Director of Construction to sign and approve payment, attached conditional waivers and release forms along with signed pay applications to the fiscal department for processing. Finalized all paperwork and closed project on 09/29/2019
8/16/2019	7/9/2020	Eight Sites – Testing and Inspection of HVAC Upgrades Project \$54,750	Issued requisition for purchase order 20-01173 for Board with reference #VII.C.2 agreement of August 14, 2019 between Rowland Unified School District and Contractor. Received certificates of liability. Attached board approved agreement. Received and reviewed multiple invoices throughout project duration, contacted Director of Construction to sign and approve payments, Finalized all paperwork and closed project on 7/09/2020
9/5/2019	9/16/2019	NHS – Trim Palm Trees Project \$3,400	Received and reviewed proposals with project supervisor. Verified that contractor’s license, DIR, and certificates of liability were current. Entered requisition for PO 20-01536. Received invoice. Contacted the project supervisor to complete the project with completion date, and to sign and approve invoice for payment. Sent documents for payment processing to the fiscal department. Closed project on 9/16/2019
10/25/2019	11/14/2019	Northam – Fire Alarm Project \$24,599.60	Received and reviewed proposals with Director of Construction. Verified that contractor’s license, DIR, and certificates of liability were current. Entered requisition for PO 20-02662. Contacted fiscal director requesting funds for project. Received invoice. Contacted Director of Construction to sign and approve invoice and to include project completion date. Sent documents for payment processing to the fiscal department. Closed project on 11/4/2019
11/14/2019	11/14/2019	Blandford – MPR Mechanical Room Project \$2,850	Received invoice from Director of Construction for emergency work performed at the site. Issued requisition for PO 20-03049. Sent invoice to the fiscal department for payment. Closed PO

Leti Scanlan – Buyer Projects Timeline
Submitted 10/20/2021

12/18/2019	2/24/2020	Oswalt – Roof Project \$39,027	Received and reviewed proposals for project with the Director of Construction. Reviewed bid for compliance and verification of DIR#, Subcontractor’s list, pre-qualification, liability certificates, bid bonds. Revised requisition to add additional item. Issued requisition for purchase order 20-03551. Contacted fiscal director requesting funds for project Obtained DIR# for project. Requested and received payment and performance bonds. Recorded Notice of Award and Notice of Completion. Received and reviewed for accuracy pay applications and retention application. Verified that pay applications were notarized, contacted Director of Construction to sign and approve payment, attached conditional waivers and release forms along with signed pay applications to the fiscal department for processing. Finalized all paperwork and closed project on 2/24/2020
1/17/2020	3/10/2020	NHS – Emergency Call Out Power Cables Project \$45,380.48	Entered requisition for emergency services due to power loss. PO#20-03877 was issued. Received invoice that had to be resubmitted as a pay application. Received all required documentation. Sent pay applications to fiscal for payment. Closed project on 3/10/2020
2/6/2020	4/23/2020	RHS – Exterior Gym Stucco Project \$16,800	Received and reviewed proposals with Director of Construction. Revised requisition to add additional item. Verified that contractor’s license, DIR, and certificates of liability were current. Entered requisition for PO 20-04226. Contacted fiscal director requesting funds for project. Received invoice. Contacted Director of Construction to complete project with completion date, and sign and approve invoice for payment. Sent documents for payment processing to the fiscal department. Closed project on 4/23/2020
3/6/2020	3/6/2020	Blandford – Chain Link Fence Project \$3,500	Received and reviewed proposals with Director of Construction. Verified that contractor’s license, DIR, and certificates of liability were current. Entered requisition for PO 20-04837. Contacted fiscal director requesting funds for project. Received invoice. Contacted Director of Construction to complete project with completion date, and to approve invoice for payment. Sent documents for payment processing to the fiscal department. Closed project on 3/6/2020
4/7/2020	6/2/2020	NHS – Gate Controller	Received and reviewed proposal from project supervisor. Verified that contractor’s license, DIR, and certificates of liability were current. Entered
Working out of Class 03/20/20 - 6/30/20			
Working out of Class			
Working out of Class			

Leti Scanlan – Buyer Projects Timeline
Submitted 10/20/2021

		Project \$6,115.80	requisition for PO 20-05339. Received invoice. Contacted the project supervisor to complete the project with completion date, and to sign and approve invoice for payment. Sent documents for payment processing to the fiscal department. Closed project on 6/2/2020
4/16/2020	7/31/2020	District-Wide – Engineering Services for Power Generators Project \$30,000	Issued requisition for purchase order 20-05459 for Board with reference #VIII.C.5 agreement of March 13, 2020 between Rowland Unified School District and Contractor. Attached board approved agreement. Issued PO# 20-05459 Received and reviewed pay applications for accuracy during project duration, contacted Director of Construction to sign and approve payments. Project expired 7/31/2020
		Working out of Class	
5/6/2020	9/10/2020	Yorbita – Catwalk Paving Project \$49,500	Received and reviewed proposals for project with the Director of Construction. Reviewed and verified DIR#, Subcontractor’s list, pre-qualification, liability certificates, bid bonds, etc. Issued requisition for purchase order 20-06011. Contacted fiscal director requesting budget transfers for project. Issued PO Obtained DIR# for project. Requested and received payment and performance bonds. Recorded Notice of Award and Notice of Completion. Received and reviewed for accuracy pay applications and retention application. Verified that pay applications were notarized, contacted Director of Construction to sign and approve payments, attached conditional waivers and release forms along with signed pay applications to the fiscal department for processing. Finalized all paperwork and closed project on 9/10/2020
		Working out of Class	
6/5/2020	7/8/2020	Alvarado – Wood Structures Project \$4,790	Received and reviewed proposal from project supervisor. Requested W9, DIR#, and certificates of liability insurance. Entered requisition for PO 20-06473. Contacted fiscal director requesting funds for project. Received invoice. Contacted project supervisor to approve and sign invoice and provide complete project with completion date. Sent documents for payment processing to the fiscal department. Closed project on 7/8/2020
		Working out of Class	
7/1/2020	9/8/2020	Rorimer – Roof Restorations Project \$20,470	Received and reviewed proposals with project supervisor. Verified that contractor’s license, DIR, and certificates of liability were current. Entered requisition for PO 21-00024. Contacted fiscal director requesting funds for project. Received invoice. Contacted project supervisor to complete project with completion date, and to sign and approve invoice.

Leti Scanlan – Buyer Projects Timeline
Submitted 10/20/2021

			Sent documents for payment processing to the fiscal department. Closed project on 9/8/2020
7/6/2020	7/27/2020	Yorbita – Sidewalk Repair Project \$8,222	Received and reviewed proposals with Director of Construction. Verified that contractor’s license, DIR, and certificates of liability were current. Entered requisition for PO 21-00183. Contacted fiscal director requesting funds for project. Received invoice. Contacted Director of Construction to complete project with completion date, and sign and approve invoice for payment. Sent documents for payment processing to the fiscal department. Closed project on 9/8/2020
8/07/2020	12/15/2020	Roll over PO 20-06512 to PO 21-00754 Villacorta Paving Project \$249,950	Project was board approved on 6/11/2020. The project was rolled-over to the following fiscal year. When project started I received and reviewed proposals for project with the Director of Construction. Reviewed bid for compliance and verification of DIR#, Subcontractor’s list, pre-qualification, non-collusion declaration, liability certificates, bid bonds, W9. Issued requisition for purchase order 21-00754. Contacted fiscal director requesting budget transfers for project Obtained DIR# for project. Requested and received payment and performance bonds. Recorded Notice of Award and Notice of Completion. Received and reviewed for accuracy pay applications and retention application. Verified that pay applications were notarized, contacted Director of Construction to sign and approve payment, attached conditional waivers and release forms along with signed pay applications to the fiscal department for processing. Finalized all paperwork and closed project on 12/15/2020
8/21/2020	10/02/2020	Villacorta – Shade Structure Project \$7,525.75	Received and reviewed proposal from the Director of Construction. Verified that contractor’s license, DIR, and certificates of liability were current. Entered requisition for PO 21-00981. Contacted fiscal director requesting funds for project. Received invoice. Contacted the Director of Construction to complete project with completion date, and to sign and approve invoice for payment. Sent documents for payment processing to the fiscal department. Closed project on 10/02/2020
9/8/2020	9/22/2020	RHS – Gym Re-Roof Project \$3,250	Received and reviewed proposals with the Director of Construction. Verified that contractor’s license, DIR, and certificates of liability were current. Entered requisition for PO 21-01199. Contacted fiscal director

Leti Scanlan – Buyer Projects Timeline
Submitted 10/20/2021

			requesting funds for project. Received invoice. Contacted the Director of Construction to complete project with completion date, and to sign and approve invoice for payment. Sent documents for payment processing to the fiscal department. Closed project on 9/22/2020
9/11/2020	9/16/2020	Food Center – Boiling Room Project \$9,500	Received and reviewed proposals from the Director of Construction. Verified that contractor’s license, DIR, and certificates of liability were current. Entered requisition for PO 21-01319. Contacted fiscal director requesting budget transfers for project. Received invoice. Contacted the Director of Construction to complete project with completion date, and to sign and approve invoice for payment. Sent documents for payment processing to the fiscal department. Closed project on 9/22/2020
10/5/2020	11/17/2020	Yorbita – Siding Project \$12,270	Received and reviewed proposals from project supervisor. Verified that contractor’s license, DIR, and certificates of liability were current. Entered requisition for PO 21-01565. Contacted fiscal director requesting funds for project. Received invoice. Contacted the project supervisor to complete the project with completion date, and to sign and approve invoice for payment. Sent documents for payment processing to the fiscal department. Closed project on 10/5/2020
10/20/2020	11/09/2020	Food Services – Steam Piping Project \$6,644	Received and reviewed proposals from the Director of Construction. Verified that contractor’s license, DIR, and certificates of liability were current. Entered requisition for PO 21-01794. Contacted fiscal director requesting funds for project. Received invoice. Contacted Director of Construction to complete project with completion date, and sign and approve invoice for payment. Sent documents for payment processing to the fiscal department. Closed project on 11/09/2020
11/12/2020	3/02/2021	Rorimer – Gate Automation Project \$38,218.06	Received and reviewed proposals for project with the Director of Construction. Reviewed bid for compliance and verification of DIR#, Subcontractor’s list, pre-qualification, liability certificates, bid bonds. Issued requisition for purchase order 21-02116. Contacted fiscal director requesting funds for project Obtained DIR# for project. Requested and received payment and performance bonds. Recorded Notice of Award and Notice of Completion. Received and reviewed for

Leti Scanlan – Buyer Projects Timeline
Submitted 10/20/2021

			and performance bonds. Received and reviewed for accuracy pay applications and retention application. Verified that pay applications were notarized, contacted Director of Construction to sign and approve payment, attached conditional waivers and release forms along with signed pay applications to the fiscal department for processing. Finalized all paperwork and closed project on 3/02/2021
11/18/2020	1/26/2021	Alvarado – Gym Drapery Replacement Project \$4,313.21	Received and reviewed proposals for project from project supervisor. Verified license, DIR#, liability certificates. Issued requisition for purchase order 21-02169. Contacted fiscal director requesting funds for project Received invoice. Contacted the project supervisor to complete project with completion date, and sign and approve invoice for payment. Sent documents for payment processing to the fiscal department. Closed project on 1/26/2021
Working out of Class 12/1/20 - 5/4/20			
12/03/2020	12/03/2020	Various Sites – Additional Inspector Services Project \$6,800	Entered requisition for PO#21-02269 for an invoice received from Director of Construction for additional inspector services related to Prop-39 MPR & Gym HVAC additions. Sent invoice to the fiscal department. Closed PO on 12/3/2020
Working out of Class			
1/12/2021	3/15/2021	District Office - Carpet Project \$7,458.13	Received and reviewed proposal for project from project supervisor. Verified license, DIR#, liability certificates. Issued requisition. Contacted the fiscal director requesting budget transfers for project. Issued purchase order 21-02509. Received invoice. Contacted the project supervisor to complete project with completion date, and to sign and approve invoice for payment. Sent documents for payment processing to the fiscal department. Closed project on 3/15/2021
Working out of Class			
1/13/2021	6/30/2021	Contract Agreement for Engineering Project not to exceed \$50,000	Received and reviewed proposal from project supervisor. Requested additional information needed to enter requisition. Entered requisition. Issued PO#21-02578. Have received and processed several invoices for signatures and approval from the Director of Construction. Project ended 6/30/2021
Working out of Class			
2/18/2021	4/20/2021	Northam - Classroom Demolition Project \$11,500	Received and reviewed proposals for project from Director of Construction. Verified license, DIR#, liability certificates. Issued requisition. Contacted the fiscal department requesting budget transfers for project. Issued purchase order 21-02831. Received invoice. Contacted the Director of Construction to complete project with completion date, and to sign and approve invoice for payment. Sent documents for
Working out of Class			

Leti Scanlan – Buyer Projects Timeline
Submitted 10/20/2021

			payment processing to the fiscal department. Closed project on 4/20/2021
2/18/2021	3/4/2021	Northam – Whiteboards Project \$4,850	Received and reviewed proposals for project from Director of Construction. Verified license, DIR#, liability certificates. Issued requisition. Contacted fiscal director requesting funds for project. Issued PO# 21-02843. Received invoice. Contacted the Director of Construction to complete project with completion date, and to sign and approve invoice for payment. Sent documents for payment processing to the fiscal department. Closed project on 3/4/2021
Working out of Class			
3/9/2021	3/16/2021	RHS – Men and Women Restroom Project \$3,990	Received and reviewed proposals for project from Director of Construction. Verified license, DIR#, liability certificates. Issued requisition. Contacted fiscal director requesting budget transfer for project. Issued PO 21-03172 Received invoice. Contacted the Director of Construction to complete project with completion date, and sign and approve invoice for payment. Sent documents for payment processing to the fiscal department. Closed project on 3/16/2021
Working out of Class			
4/6/2021	6/24/2021	District Office – Mastic & Carpet Abatement in Fiscal Area Project \$13,857.50	Received and reviewed proposals for project from Director of Construction. Verified license, DIR#, liability certificates. Issued requisition. Contacted fiscal director requesting budget transfer for project. Issued PO 21-03701 Received invoice. Contacted the Director of Construction to complete project with completion date, and sign and approve invoice for payment. Sent documents for payment processing to the fiscal department. Closed project on 6/24/2021
Working out of Class			
4/27/2021	5/28/2021	RHS – Geotechnical Engineering Services Project \$12,000	Received and reviewed proposal for project from Director of Construction. Verified license, DIR#, liability certificates. Entered requisition. Contacted fiscal director requesting budget transfer for project. Issued PO 21-04202 Received invoice. Contacted the Director of Construction to complete project with completion date, and sign and approve invoice for payment. Sent documents for payment processing to the fiscal department. Closed project on 5/28/2021
Working out of Class			
5/27/2021	Ongoing	RHS – Synthetic Field Turf Replacement Project \$1,060,046	Issued requisition for purchase order for Board Approved Piggyback contract with reference #VII.E agreement of August 5,2021. Attached board approved agreement. Requested payment and performance bonds, certificates of liability, subcontractors list. Contacted the fiscal department for budget transfers for project. Issued PO 21-04828, Obtained DIR # for project. Recorded Notice to

Leti Scanlan – Buyer Projects Timeline
Submitted 10/20/2021

			Proceed. Receive via email from contractor pay application. Upon review for accuracy, contractor submits notarized pay applications for processing throughout the project duration. Contact Director of Construction to sign and approve payments when received. Project is ongoing
5/27/2021	Ongoing	NSH – Synthetic Field Turf Replacement Project \$1,064.863	Issued requisition for purchase order for Board Approved Piggyback contract with reference #VII.E agreement of August 5,2021. Attached board approved agreement. Requested payment and performance bonds, certificates of liability, subcontractors list. Contacted the fiscal department for budget transfers to fund PO. Issued PO 21-04829, Obtained DIR # for project. Recorded Notice to Proceed. Receive via email from contractor pay application. Upon review for accuracy, contractor submits notarized pay applications for processing throughout the project duration. Contact Director of Construction to sign and approve payments when received. Project is ongoing
6/3/2021	6/25/2021	Ybarra – Abatement Services Project \$7,050	Received and reviewed proposal for project from project supervisor. Verified license, DIR#, liability certificates. Entered requisition. Contacted fiscal director requesting funds for project. Issued PO 21-04852 Received invoice. Contacted the project supervisor to complete project with completion date, and to sign and approve invoice for payment. Sent documents for payment processing to the fiscal department. Closed project on 6/25/2021
6/3/2021	6/28/2021	District Office – Removal of Office Furniture Project \$12,480	Received and reviewed proposals for project from Director of Construction. Verified license, DIR#, liability certificates. Requested current certificates. Entered requisition. Contacted fiscal director requesting funds for project. Issued PO 21-04852 Received invoice. Contacted the Director of Construction to complete project with completion date, and to sign and approve invoice for payment. Sent documents for payment processing to the fiscal department. Closed project on 6/228/2021
7/6/2021	8/30/2021	Alvarado – Locker Project \$16,999.98	Received and reviewed proposal for project from project supervisor. Verified license, DIR#, liability certificates. Issued requisition. Contacted fiscal director requesting funds for project. Issued PO 22-00027 Received invoice. Contacted the project supervisor to complete project with completion date, and to sign and approve invoice for payment. Sent

Leti Scanlan – Buyer Projects Timeline
Submitted 10/20/2021

			documents for payment processing to the fiscal department. Closed project on 8/30/2021
7/13/2021	Ongoing until May 24, 2022	Roll over balance of PO 21-04683 – District Wide Improvements and Standardization of MERV 13 filters Project \$6,669,132.07	Issued roll over PO# 22-00405 for balance of PO 21-04683. Reviewed and verified that required documents are up to date. Received pay applications, upon review, a meeting was set up with Director of Construction, Director of Purchasing, Director of Maintenance and contractor’s representatives. At the meeting we clarified the mistakes that needed to be corrected on pay applications and proper submission of additional forms needed for payment processing. Since that meeting, the contractor sends me an email with the attachments for my review before they notarize them and mail a complete package for payment. I contact the Director of Construction once the documentation is ready for him to review and then he approves and verifies amount of payment. I then send package to the fiscal department for further processing and to issue payment to the contractor. The project is ongoing until May 24, 2022.
7/09/2021	Ongoing	Roll over balance of PO 21-03967 Oswalt Power Supply Controller Project \$2,797.79	Issued roll-over PO 22-00514 to replace PO 21-03967. Contacted the fiscal department requesting budget transfer for project. Have not received billing from contractor.
8/6/2021	Ongoing	Nogales High School Baseball Scoreboard Project \$5,493	Received and reviewed proposal for project from Director of Construction. Verified current professional liability certificate. Issued requisition. Contacted the fiscal department requesting funds for the project. Issued purchase order 22-00786. Have not received invoices from contractor.
8/6/2021	8/9/2021	Oswalt – MERV 13 Filter Installation Project \$9,313.24	Received invoice for project to procure and install MERV 13 filters from the Director of Construction. Issued requisition. Contacted the fiscal department for budget transfer requesting funds for project. Issued purchase order 22-00790. Received invoice. Sent documents for payment processing to the fiscal department. Closed project on 8/9/2021
9/1/2021	9/23/2021	Oswalt – Asphalt Repair Project \$10,500	Received and reviewed proposals for project from Director of Construction. Verified license, DIR#, liability certificates. Entered requisition. Contacted the fiscal department requesting funds for project. Issued PO 22-01293 Received invoice. Contacted the Director of Construction to complete project with completion date, and to sign and approve invoice for payment.

Leti Scanlan – Buyer Projects Timeline
Submitted 10/20/2021

			Sent documents for payment processing to the fiscal department. Closed project on 9/23/2021
9/09/2021	To be completed week of 10/18/21	Roll over balance of PO 21-04358 RHS – Interior Painting of Gyms Project \$38,900	Entered requisition for a roll-over to replace PO 21-04358. Contacted the fiscal department requesting budget transfer for project. Issued PO 22-001409 Received and sent first pay application. Contacted the project supervisor to sign and approve the pay application. Sent it to the fiscal department including payment and performance bonds, subcontractors list, liability insurance certificate and conditional waiver and release certificate to fiscal to process for payment. Recorded Notice of Completion. There was an error on the retention pay application. Sent an email to the contractor with an explanation and how to submit the retention application for payment. Revised and notarized pay application has been received. Will contact the project supervisor to approve and sign it. It will be sent to the fiscal department for processing and payment. Project will then be closed.

Item 7.2a from the December 7, 2021 Personnel Commission Meeting

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

July 5, 2022

ITEM 9.1 EXAM REVIEW

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

Classification	Length of Eligibility List	Number of Positions	Hours / Months	Last Class Description Revision	Tentative Exam Plan
Computer Lab Technician / Computer Lab Technician – Bilingual (Spanish)	6	1	5.0 hours /10 months	7/2013	<ul style="list-style-type: none">• Zoom Structured Interview• Bilingual Exam
School Office Manager / School Office Manager – Bilingual (Spanish)	6	1	8.0 hours /11.0 months	9/2020	<ul style="list-style-type: none">• Remote Written Test• Zoom Structured Interview• Computer Testing• Bilingual Exam
Lead Mechanic	6	1	8.0 hours/12.0 months	4/2017	<ul style="list-style-type: none">• Zoom Structured Interview• Technical Project
Dispatcher/Scheduler	6	1	8.0 hours/12.0 months	11/2016	<ul style="list-style-type: none">• Zoom Structured Interview• Technical Project• Computer Testing
Food Service Assistant III	6	1	8.0 hours/9.5 months	4/2022	<ul style="list-style-type: none">• Technical Project• Zoom Structured Interview

Recommendation

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



ROWLAND UNIFIED SCHOOL DISTRICT

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

INVITES APPLICATIONS FOR THE POSITION OF:

COMPUTER LAB TECHNICIAN: \$18.30 - \$22.31 Hourly
COMPUTER LAB TECHNICIAN-BILINGUAL (SPANISH): \$18.76 - \$22.86 Hourly

An Equal Opportunity Employer

OPENING DATE: June 10, 2022

FINAL FILING DATE: July 1, 2022

POSITION

There is tentatively one (1) Computer Lab Technician position available at Rowland Elementary, five (5) hours per day, five (5) days per week, ten (10) months a year. Tentative schedule is 9:00 AM - 2:00 PM. An eligibility list is being established to fill current and future vacancies and hire substitutes.

SUMMARY OF DUTIES

Under general direction of a Principal or other school site administrator, independently organizes, operates and maintains a school computer lab for use by all staff and students, including non- or limited-English speaking students and Special Education students; plans and coordinates activities and materials according to lab schedule and class curriculum; prepares daily computer work assignments for each incoming class of students in accordance with teachers' lesson plans; trains and assists students in the proper and effective operation of computer hardware and video-assisted instructional materials and the application of educational software; and troubleshoots computer problems. Positions in the specialized language classes require incumbents to assist non- and limited-English speaking students in their primary language.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency and 8 semester or 12 quarter units of college-level coursework in data processing, computer science or a closely related field. An additional six months of technical computer operations experience in addition to the required experience listed below may be substituted for the required education.

EXPERIENCE: Six months of technical computer operations experience including the maintenance of computer hardware and software. An additional 8 semester or 12 quarter units of college-level coursework in data processing, computer science, or a closely related field in addition to the required education listed above may be substituted for the required experience.

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; and
- College Transcripts or Diploma (BA/AA) on letterhead/watermarked paper

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.

LICENSE / CERTIFICATION / TRAINING REQUIREMENTS: A valid, Class C, California Driver License, a good driving record and use of a private automobile may be required, and if so, must be maintained during employment. Positions in the specialized language classes require individuals who can speak and read (bilingual) in a second language as specified.

WORK ENVIRONMENT: Employees in this classification work primarily inside a computer lab environment and have direct contact with students and the public.

PHYSICAL REQUIREMENTS: Employees in this classification stand, walk, repetitively use fingers, use both hands simultaneously, stoop/bend, reach overhead, have rapid mental and/or muscular coordination, lift and carry up to 25 lbs. or over 25 lbs. with assistance, have depth perception and color vision or the ability to distinguish shades, speak clearly, and hear normal voice conversation.

FILING PERIOD

Applications for this position will be accepted on-line only, **Friday, June 10, 2022, to Friday, July 1, 2022, until 4:30 p.m.**

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

Applicants will be sent notifications via e-mail only

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination will tentatively consist of the following:

- Job Related Written
- Structured Interview / Computer Performance Exams

Classified Salary Range:

Computer Lab Technician: 17 Computer Lab Technician-Bilingual (Spanish): 17.5

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 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:

SCHOOL OFFICE MANAGER

\$22.86 - \$27.88 Hourly / \$3,963.00 - \$4,830.00 Monthly

SCHOOL OFFICE MANAGER-BILINGUAL (SPANISH)

\$23.45 - \$28.57 Hourly / \$4,065.00 - \$4,950.00 Monthly

An Equal Opportunity Employer

OPENING DATE: June 10, 2022

FINAL FILING DATE: July 1, 2022

POSITION: Eligibility lists are being established to fill future vacancies and to hire substitutes for the next six months for the classification of **School Office Manager and School Office Manager - Bilingual (Spanish)**. Typical work hours are eight (8) hours per day, eleven (11) months per year.

SUMMARY OF DUTIES: Under the direction of the Principal or designee, performs a wide variety of clerical and secretarial duties to manage school office activities and to relieve the Principal or designee of a variety of administrative detail; serves as a lead worker; performs public relations and communications services; and assures smooth operations of the school.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is required.

EXPERIENCE: Equivalent to three years of recent full-time clerical experience is required. *Note: Recent experience is defined as experience obtained within the last five years.*

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

- **High School Diploma or equivalent or highest obtained degree if you possess a BA/MA; AND**
- **A valid and current Basic/Standard First Aid Certificate.**

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

LICENSE / CERTIFICATION / TRAINING REQUIREMENTS: A valid, Class C, California Driver License, 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 and read Spanish and English is required for the class of School Office Manager - Bilingual (Spanish). A valid first aid certificate, comparable to the American Red Cross Standard First Aid Certificate, is required for all positions.

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

PHYSICAL REQUIREMENTS: Employees in this classification stand, walk, sit, stoop/bend, reach overhead, lift and carry up to 20 lbs., use fingers repetitively, use both hands simultaneously, speak clearly, hear normal conversation, see small details, drive a vehicle, use a computer, and telephone.

FILING PERIOD

Applications for these positions will be accepted online only, from Friday, June 10, 2022 to Friday, July 1, 2022 until 4:30 pm.

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

Applicants will be sent notifications via e-mail only

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

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Job Related Written Exam/Structured Interview and Technical Project/Computer Performance Exams/Language Assessment (Sp)

Salary Range: School Office Manager: 21.5 – School Office Manager-Bilingual (Sp): 22

PROOF OF EDUCATION:

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

*For a more detailed job description, including benefits/leave information, please 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:

LEAD MECHANIC:

\$5,461.00 - \$6,660.00 Monthly
\$65,532.00 - \$79,920.00 Annually
An Equal Opportunity Employer

OPENING DATE: June 24, 2022

FILING DATE: July 15, 2022

PROMOTIONAL ONLY

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

POSITION:

There is currently one Lead Mechanic position available, eight (8) hours per day, five (5) days per week, twelve (12) months a year. The tentative work schedule is 5:30 AM - 2:00 PM.

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

SUMMARY OF DUTIES

Under the direction of the Director of Transportation, schedules, assigns and coordinates the maintenance, modification, and repair of District vehicles; performs skilled journey level mechanic work in the diagnosis, overhaul, repair and preventive maintenance of all District vehicles; assigns, prioritizes, observes, and inspects the work of Mechanics; acts as a working lead person; and provides necessary reports for the maintenance and costs for equipment.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is required.

EXPERIENCE: Two years of experience as a journey-level mechanic performing a full range of fleet repairs on heavy duty and/or commercial vehicles is required.

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

- **Proof of Education**
- **A valid and current Class A or B, California Commercial Driver License with Passenger and Air Brake Endorsements**
- **A valid and current DL-51a Medical Examiner's Certificate**

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

LICENSE / CERTIFICATION / TRAINING REQUIREMENTS:

Possession of a valid, Class A or B, California Commercial Driver License with Passenger and Air Brake Endorsements, and a current DL-51a Medical Examiner's Certificate is required. A good driving record is required and must be maintained during employment.

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

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

WORK ENVIRONMENT: Employees in this classification work primarily outside in a garage environment, in varying temperatures, in contact with machinery with moving parts and sharp objects, on ladders, with exposure to exhaust fumes, dust and dirt, and drive various District vehicles including school buses to conduct work.

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 until **Friday, July 15, 2022, until 4:30 p.m.** Interested candidates are encouraged to apply as soon as possible. Log on to www.rowlandschools.org, Departments → Personnel Commission → Classified Job Openings.

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

Applicants will be sent notifications via e-mail only

EXAMINATION - PROMOTIONAL

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

- Structured Interview / Technical Project

Salary Range: 28

PROOF OF EDUCATION

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

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



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

INVITES APPLICATIONS FOR THE POSITION OF:

DISPATCHER/SCHEDULER:

\$3,870.00 - \$4,711.00 Monthly
\$46,440.00 - \$56,532.00 Annually
An Equal Opportunity Employer

OPENING DATE: June 24, 2022

FILING DATE: July 15, 2022

PROMOTIONAL ONLY

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

POSITION:

There is currently one (1) 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 9:00 AM to 5:00 PM.

This classification has been designated as safety-sensitive in accordance with the drug and alcohol testing requirements adopted by the District pursuant to Board Policy 4112.42.

SUMMARY OF DUTIES

Under the direction of the Director of Transportation Services, plans and maintains all bus routes, stops and schedules; performs dispatching duties related to student transportation, including home-to-school, regular, special education and field trip routes; assigns drivers to routes according to established procedures; maintains related files and records; and substitutes for School Bus Drivers on an as needed basis.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is required.

EXPERIENCE: Two years of experience as a school bus driver is required. Experience planning bus routes or dispatching vehicles is desirable.

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

- **High School Diploma or equivalent is required;**
- **A valid Class A or B California Commercial Driver License with Passenger, School Bus, and Air Brake Endorsements (copy front & back) is required;**
- **A California Special Driver Certificate designated for School Bus (with no restrictions for Air Brakes and/or Conventional Type-II buses only) issued by the California Department of Motor Vehicles (copy front & back) is required;**
- **A current DL-51a Medical Certificate approved by the California Department of Motor Vehicles (copy front & back) is required; and**
- **If applicable, a valid First Aid certificate comparable to the American Red Cross Standard First Aid certificate (copy front & back) is required.**

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

LICENSE / CERTIFICATION / TRAINING REQUIREMENTS:

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

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

This classification has been designated as safety-sensitive in accordance with the drug and alcohol testing requirements adopted by the District pursuant to Board Policy 4112.42.

WORK ENVIRONMENT: Employees in this classification work primarily outside in a garage environment, in varying temperatures, in contact with machinery with moving parts and sharp objects, on ladders, with exposure to exhaust fumes, dust and dirt, and drive various District vehicles including school buses to conduct work.

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 until **Friday, July 15, 2022, until 4:30 p.m.** Interested candidates are encouraged to apply as soon as possible. Log on to www.rowlandschools.org, Departments → Personnel Commission → Classified Job Openings.

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

Applicants will be sent notifications via e-mail only

EXAMINATION - PROMOTIONAL

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

- Structured Interview / Technical Project

Salary Range: 21

PROOF OF EDUCATION

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

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



ROWLAND UNIFIED SCHOOL DISTRICT

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

INVITES APPLICATIONS FOR THE POSITION OF:

FOOD SERVICE ASSISTANT III:

\$15.79 - \$19.24 Hourly
\$2,738.00 - \$3,336.00 Monthly

An Equal Opportunity Employer

OPENING DATE: June 24, 2022

FILING DATE: July 15, 2022

POSITION:

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

SUMMARY OF DUTIES

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

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is required.

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

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

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

You may upload your documents to your application or email them to 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](http://www.usa.gov).

LICENSE / CERTIFICATION / TRAINING REQUIREMENTS:

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

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

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

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

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

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

FILING PERIOD

Applications for this position will be accepted online until **Friday, July 15, 2022, until 4:30 p.m.** Interested candidates are encouraged to apply as soon as possible. Log on to www.rowlandschools.org, Departments → Personnel Commission → Classified Job Openings.

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

Applicants will be sent notifications via e-mail only

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

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

- Structured Interview / Technical Project

Salary Range: 14

PROOF OF EDUCATION

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

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

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

July 5, 2022

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

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

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

ELIGIBILITY LIST RECRUITMENT NUMBER	PERSON I.D. PERSONNEL COMMISSION RULE REFERENCE
Instructional Assistant II (D-21/22-08)	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# 48823652 • ID# 47593746
Behavior Support Assistant (D-21/22-55)	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# 26824535
Food Service Assistant III (D-21/22-80)	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# 49413890
Playground Supervision Aide (D-21/22-69)	PC Rule 6.1.10.3– Failure to report for a scheduled interview after certification. <ul style="list-style-type: none"> • ID# 49043134
Custodian (D-21/22-51)	PC Rule 6.1.10.7 – Three waivers of certification during the life of the eligibility list, except that waivers relating to part-time or limited-term appointments shall not be counted for the purpose of this Rule. <ul style="list-style-type: none"> • ID# 12829742
Administrative Secretary (D-21/22-78)	PC Rule 6.1.10.4 - A written request by the eligible for removal. <ul style="list-style-type: none"> • ID # 45872987
Stock Delivery Worker (D-21/22-75)	PC Rule 6.1.10.4 - A written request by the eligible for removal. <ul style="list-style-type: none"> • ID # 5151630
Food Service Assistant I (D-21/22-50)	PC Rule 6.1.10.3 - Failure to report for a scheduled interview after certification. <ul style="list-style-type: none"> • ID # 17223900

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.