

**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)]

February 7, 2023
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_p181GtJLS2WHKcdXaanudw

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 a 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. During Public Comments you will be invited to share your comments.

Please be advised that this meeting is being audio recorded.

February 7, 2023
4:30 P.M.

PLEASE CIRCULATE

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

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

3. **PRELIMINARY**

3.1 Pledge of Allegiance to the Flag

3.2 Consider adopting the Agenda as submitted for Tuesday, February 7, 2023 or adopting the Agenda with the following corrections/modifications for February 7, 2023.

Motion by: _____
Second by: _____

Vote:	Judy Nieh	<u>ABSENT</u>
	Sharon Fernandez	_____
	Sabrina Lee	_____

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

6. HEARINGS - None

7. ITEMS FOR DISCUSSION AND/OR ACTION

7.1 Resolution No. 21-22:13 – Personnel Commission Authority to Hold Virtual Meetings

In Accordance with Assembly Bill 361, the Personnel Commission wishes to adopt Resolution No. 21-22:13, Continuing the Personnel Commission Authority to Hold Virtual Meetings, to allow the Personnel Commission to hold teleconference meetings. (Ref. 7.1)

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

7.2 Advanced Salary Step Placement

- a. Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID #52097054 as Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule. (Ref. 7.2a) & (Ltd. Dist.)

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

- b. Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID #38434473 as Personal Care Assistant at Step D of Range 14 on the Classified Salary Schedule. (Ref. 7.2b) & (Ltd. Dist.)

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

- c. Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID# 52131075 in the class of Personal Care Assistant at Step D of Range 14 on the Classified Salary Schedule. (Ref. 7.2c) & (Ltd. Dist.)

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

- d. Consider approving the advanced salary step request from Dr. Brian Huff, Assistant Superintendent, Educational Services, to employ Applicant ID# 50216764 in the class of Instructional Assistant I at Step C of Range 15 on the Classified Salary Schedule. (Ref. 7.2d) & (Ltd. Dist.)

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

- e. Consider approving the advanced salary step request from Miriam Kim, Director, Family Resource Center, to employ Applicant ID# 35831292 in the class of Community Liaison - Bilingual (Spanish) at Step C of Range 17.5 on the Classified Salary Schedule. (Ref. 7.2e) & (Ltd. Dist.)

Motion by: _____
 Second by: _____

Vote: Judy Nieh ABSENT
 Sharon Fernandez _____
 Sabrina Lee _____

- f. Consider approving the advanced salary step request from Mitchell Brunyer, Principal, Rowland High School, to employ Applicant ID# 49748696 in the class of Office Assistant at Step B of Range 17 on the Classified Salary Schedule. (Ref. 7.2f) & (Ltd. Dist.)

Motion by: _____
 Second by: _____

Vote: Judy Nieh ABSENT
 Sharon Fernandez _____
 Sabrina Lee _____

8. EXAMINATIONS/ELIGIBILITY LISTS

8.1 Exam Review and Recruitment Bulletins (Ref. 8.1)

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

- a) Office Assistant Bilingual / Biliterate (Mandarin) (D-22/23-46)
- b) Administrative Secretary (D-22/23-47)
- c) Administrative Secretary – Bilingual (Spanish) (D-22/23-48)
- d) Career Vocational Assistant (D-22/23-49)
- e) Secretary – (D-22/23-50)
- f) Secretary – Bilingual (Spanish) (D-22/23-51)
- g) Grounds Maintenance Worker (D-22/23-52)

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

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

- a) Payroll Operations Supervisor (D-22/23-36)
- b) School Bus Driver (D-22/23-01)

Motion by: _____
 Second by: _____

Vote: Judy Nieh ABSENT
 Sharon Fernandez _____
 Sabrina Lee _____

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

- Playground Supervision Aide (D-22/23-35)
 - ID# 51954466– PC Rule 6.1.10.4
- Senior Account Clerk (D-22/23-30)
 - ID# 6285746 – PC Rule 6.1.10.3
- Food Service Assistant I (D-22/23-13)
 - ID# 51611478 – PC Rule 6.1.10.2 & 4.4.11

Motion by: _____
 Second by: _____

Vote: Judy Nieh ABSENT
 Sharon Fernandez _____
 Sabrina Lee _____

9. INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED ON TUESDAY, MARCH 7, 2023 AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.

10. ADJOURNMENT

Time _____

Motion by: _____

Second by: _____

Vote: Judy Nieh ABSENT
Sharon Fernandez _____
Sabrina Lee _____

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

February 7, 2023

ITEM 7.1 RATIONALE FOR RESOLUTION No. 21-22:13 – 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-21-22:13

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 February 7, 2023.

AYES: _____

NOES: _____

ABSENT:: _____

Judy Nieh
Chair
Personnel Commission

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
INSTRUCTIONAL ASSISTANT II

The Commission is in receipt of a request from Stacy Berrest, Director, Special Education, to employ Applicant ID #52097054 as Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
PERSONAL CARE ASSISTANT

The Commission is in receipt of a request from Stacy Berrest, Director, Special Education, to employ Applicant ID #38434473 as Personal Care Assistant at Step D of Range 14 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step D of Range 14 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
PERSONAL CARE ASSISTANT

The Commission is in receipt of a request from Stacy Berrest, Director, Special Education, to employ Applicant ID #52131075 as Personal Care Assistant at Step D of Range 14 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step D of Range 14 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
INSTRUCTIONAL ASSISTANT I

The Commission is in receipt of a request from Dr. Brian Huff, Assistant Superintendent, Educational Services, to employ Applicant ID #50216764 as Instructional Assistant I at Step C of Range 15 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step C of Range 15 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
COMMUNITY LIAISON - BILINGUAL (SPANISH)

The Commission is in receipt of a request from Miriam Kim, Director, Family Resource Center, to employ Applicant ID #35831292 as Community Liaison - Bilingual (Spanish) at Step C of Range 17.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
OFFICE ASSISTANT

The Commission is in receipt of a request from Mitch Brunyer, Principal, Rowland High School, to employ Applicant ID #49748696 as Office Assistant at Step B of Range 17 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

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

PERSONNEL COMMISSION

ROWLAND UNIFIED SCHOOL DISTRICT

February 7, 2023

ITEM 8.1 EXAM REVIEW

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

Classification	Length of Eligibility List	Number of Positions	Hours / Months	Last Class Description Revision	Tentative Exam Plan
Office Assistant Bilingual / Biliterate (Mandarin)	6 months	1	3 hours / 10 months	9/2011	<ul style="list-style-type: none">• Remote Written Exam• Structured Interview• Computer Tests
Administrative Secretary & Administrative Secretary - Bilingual (Spanish)	6 months	1	8 hours / 12 months	9/2020	<ul style="list-style-type: none">• Remote Written Exam• Technical Project• Structured Interview• Computer Tests
Career Vocational Assistant	6 months	1	5.5 hours / 9.5 months	2/2017	<ul style="list-style-type: none">• Structured Interview
Secretary & Secretary - Bilingual (Spanish)	6 months	1 (Bilingual – SP)	8 hours / 11 months	9/2020	<ul style="list-style-type: none">• Remote Written Exam• Technical Project• Structured Interview• Computer Tests
Grounds Maintenance Worker	6 months	1	8 hours / 12 months	6/2011	<ul style="list-style-type: none">• Remote Written Exam• 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:

OFFICE ASSISTANT-BILINGUAL / BILITERATE (MANDARIN)

\$20.59 - \$25.09 HOURLY

An Equal Opportunity Employer

OPENING DATE: January 13, 2023

FINAL FILING DATE: February 6, 2023

POSITION

There is currently one (1) immediate Office Assistant – Bilingual/Biliterate (Mandarin) position available at Rowland Elementary School, three (3) hours per day, five (5) days per week, ten (10) months a year. The tentative work hours are 11:00 AM to 2:00 PM. An eligibility list is being established for the position of Office Assistant – Bilingual / Biliterate (Mandarin) and to hire substitutes and fill future vacancies.

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

SUMMARY OF DUTIES

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

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is required.

EXPERIENCE: Clerical experience is desirable.

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

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

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

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

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

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

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

FILING PERIOD

Applications for these positions will be accepted on-line only, from **Friday, January 13, 2023, to Monday, February 6, 2023, until 4:30 p.m.**

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

Applicants will be sent notifications via e-mail only

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

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

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

PROOF OF EDUCATION:

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

<http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

PLEASE NOTE: RUSD will only accept evaluation of foreign transcripts from agencies listed within the document.

ADVANCED SALARY STEP PLACEMENT

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

Advanced salary placement is only available to employees upon their initial hire.

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

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:

ADMINISTRATIVE SECRETARY
\$4,240.00 - \$5,168.00 Monthly
\$24.46 - \$29.83 Hourly

ADMINISTRATIVE SECRETARY – BILINGUAL (SPANISH)
\$4,350.00 - \$5,297.00 Monthly
\$25.09 - \$30.57 Hourly

An Equal Opportunity Employer

OPENING DATE: January 19, 2023

FINAL FILING DATE: February 8, 2023

POSITION

There is one (1) immediate position available in the Superintendent's Office. This position is typically eight (8) hours per day, five (5) days per week, twelve (12) months a year. The tentative work schedule is 7:45 AM to 4:45 PM. An eligibility list is being established to fill future vacancies.

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.

SUMMARY OF DUTIES

Under the direction of an assigned District or site-level administrator or designee, communicates with other departments, managers, offices, and community groups to coordinate the activities of the assigned office; performs various duties including purchasing, budgeting, payroll, and personnel; compiles data and prepares specialized and comprehensive reports; coordinates projects, systems and activities; and serves as lead worker directing clerical employees.

QUALIFICATIONS

EDUCATION: Graduation from high school or its 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 completed degree (AA/BA/MA) on watermarked paper or copy of diploma.

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

LICENSE/LANGUAGE REQUIREMENTS: A valid, Class C, California Driver's License, a good driving record, and use of a private automobile may be required, and if so, must be maintained during employment. The ability to speak and read Spanish and English is required for the class of Administrative Secretary - Bilingual (Spanish).

WORK ENVIRONMENT: Employees in this classification work primarily inside an office environment, with frequent interruptions, with changing priorities and short deadlines, may be required to drive an automobile to conduct work, and have direct contact with District staff and the public.

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

FILING PERIOD

Applications for this position will be accepted online only, Thursday, January 19, 2023, to Wednesday, February 8, 2023, until 4:30 pm.

Please visit www.rowlandschools.org, Departments → Personnel Commission → Classified Job Openings to submit your application.

Applicants will be sent notifications via e-mail only

EXAMINATION – OPEN/PROMOTIONAL WITH DUAL CERTIFICATION:

The examination may consist of the following:

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

Classified Salary Range: ADMINISTRATIVE SECRETARY - Range 21.5

ADMINISTRATIVE SECRETARY - BILINGUAL (SPANISH) - Range 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 twelve (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 the processing appointment, with a MONEY ORDER ONLY, payable to RUSD.

VETERANS CREDIT

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

*For a detailed job description, including benefits 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:

CAREER/VOCATIONAL ASSISTANT

Salary: \$21.65 - \$26.34 Hourly Rate

An Equal Opportunity Employer

OPENING DATE: January 26, 2023

FINAL FILING DATE: February 15, 2023

POSITION

There is currently one (1) part time Career/Vocational Assistant position available, five and one half (5.5) hours per day, five (5) days per week, nine and a half (9 1/2) months per year.

SUMMARY OF DUTIES

Under the general direction of the Coordinator of Special Education or Site Principal, assists students with physical and/or learning disabilities, as determined by the Individual Education Plan, to successfully seek and gain employment in the community; contacts employers to identify possible employment opportunities for students; provides support to students in work experience jobs; serves as liaison between teachers, students and employers; maintains records and completes reports; performs a variety of clerical and record keeping activities; and assists students with instructional and physical needs in the classroom as needed.

QUALIFICATIONS

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

EXPERIENCE: One year of experience working with students in an educational setting is required. Experience working with special education students is desirable.

LICENSE/CERTIFICATION/TRAINING REQUIREMENTS: A valid, Class C, California Driver's License, a good driving record and use of a private automobile may be required, and if so, must be maintained during employment.

A valid First Aid Certificate, comparable to the American Red Cross Standard First Aid Certificate and an Adult Cardiopulmonary Resuscitation Certificate is required for all positions and must be maintained during employment.

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

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;
- **Proof of college coursework:** A copy of transcripts on watermarked paper or completed AA/BA/MA degree (Reflecting a minimum of 24 semester units or 36 quarter units);
- A valid and current **First Aid Certificate**; and
- An **Adult Cardiopulmonary Resuscitation (CPR) Certificate**.

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

FILING PERIOD

Applications for this position will be accepted online only, from **Thursday, January 26, 2023 to Wednesday, February 15, 2023 until 4:30 pm.**

Please visit www.rowlandschools.org to begin creating your application or to edit/update an existing account and/or application.

Applicants will be sent notifications via e-mail only

EXAMINATION – OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Structured Interview / Performance Exercise

Classified Salary Range: 19

PROOF OF EDUCATION:

If you received your education outside of the United States, you **MUST** have your degree/transcripts evaluated by an approved agency transcript evaluation service that certifies that your degree meets the United States equivalent for it to be considered. For more information about organizations who offer this service, please access the following:

<http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>. **RUSD will only accept evaluations from agencies listed within the document.**

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

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ROWLAND UNIFIED SCHOOL DISTRICT

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

www.rowlandschools.org

INVITES APPLICATIONS FOR THE POSITION OF:

SECRETARY: \$3,841.00 - \$4,682.00 MONTHLY

SECRETARY-BILINGUAL (SPANISH): \$3,937.00 - \$4,800.00 MONTHLY

An Equal Opportunity Employer

OPENING DATE: February 1, 2023

FINAL FILING DATE: February 22, 2023

POSITION: There is currently one (1) full-time Secretary-Bilingual (Spanish) position available at Nogales High School, eight (8) hours per day, five (5) days per week, eleven (11) months per year. Tentative workday hours are 7:30 AM to 4:00 PM. Eligibility lists will be established to fill the current vacancy, hire substitutes and fill future vacancies.

SUMMARY OF DUTIES: Under the direction of a District or site-level administrator or designee, provides secretarial support to relieve the administrator of administrative detail; serves as lead person for an assigned activity at a school site such as attendance and guidance; and performs specialized duties in the administration and support of District programs and activities.

QUALIFICATIONS

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

EXPERIENCE: Equivalent to two 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 (please upload the documents to your profile):

- **High School Diploma or equivalent; and**
- **A valid and current First Aid certificate, comparable to the American Red Cross Standard First Aid certificate.**

Documents may also be submitted via email 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.

Please email cvahimarae@rowlandschools.org with any questions.

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; A valid first aid certificate, comparable to the American Red Cross Standard First Aid Certificate must be presented at the time of application and maintained during the course of employment; Incumbents in the class of Secretary - Bilingual (Spanish) are required to speak and read Spanish and English; and Incumbents in the class of Secretary – Bilingual/Biliterate (Spanish) are required to speak, read and write Spanish and English.

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

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

FILING PERIOD

Applications for this position will be accepted online only, Wednesday, February 1, 2023, to Wednesday, February 22, 2023, until 4:30 pm.

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

*** Applicants will be sent notifications via e-mail only ***

EXAMINATION – OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Written Examination
- Project / Structured Interview
- Computer Assessment Testing (MS Word, Excel, etc.)
- Bilingual Language Assessment (Spanish)

Range 19.5: Secretary

Range 20: Secretary-Bilingual (Spanish)

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

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

INVITES APPLICATIONS FOR THE POSITION OF:

GROUND MAINTENANCE WORKER

\$21.65 - \$26.34 Hourly
\$3,749.00 - \$4,564.00 Monthly

An Equal Opportunity Employer

OPENING DATE: February 1, 2023

FINAL FILING DATE: February 22, 2023

POSITION

There is currently one (1) full time position available for Grounds Maintenance Worker. The position is eight (8) hours per day, five (5) days per week, twelve (12) months a year. Tentative work hours are 6:00 AM to 2:30 PM. An eligibility list will be established to fill the current vacancy, hire substitutes and to fill future vacancies for the next 6 months.

SUMMARY OF DUTIES

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

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is desirable.

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

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

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

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

FILING PERIOD

Applications for this position will be accepted online only, Wednesday, February 22, 2023, through Wednesday, February 22, 2023, until 4:30 pm.

Applicants will be sent notifications via e-mail only

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

- Job Related Written Examination
- Structured Interview

Salary Range 19

PROOF OF EDUCATION

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ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

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**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

February 7, 2023

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

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

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

ELIGIBILITY LIST RECRUITMENT NUMBER	PERSON I.D. PERSONNEL COMMISSION RULE REFERENCE
Playground Supervision Aide (D-22/23-35)	6.1.10.4 A written request by the eligible for removal. <ul style="list-style-type: none">• ID# 51954466
Senior Account Clerk (D-22/23-30)	6.1.10.3 Failure to report for a scheduled interview after certification. <ul style="list-style-type: none">• ID# 6285746
Food Service Assistant I (D-22/23-13)	6.1.10.2 Any of the causes listed in Rule 4.4. 4.4.11 Making a false statement or intentionally omitting a statement of a material fact requested on the application form. <ul style="list-style-type: none">• ID# 51611478

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.