

**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)]

March 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_yv1G0PciQ2SjF1NCJZ_CgA

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.

March 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	_____	_____
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, March 7, 2023 or adopting the Agenda with the following corrections/modifications for March 7, 2023.

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
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. PERSONNEL COMMISSION

7.1 Approve the minutes of the meeting of January 10, 2023. (Ref. 7.1)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee ABSTAIN

7.2 Approve the minutes of the meeting of February 7, 2023. (Ref. 7.2)

Motion by: _____
Second by: _____

Vote: Judy Nieh ABSTAIN
Sharon Fernandez _____
Sabrina Lee _____

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Resolution No. 21-22:14 – Personnel Commission Authority to Hold Virtual Meetings

In Accordance with Assembly Bill 361, the Personnel Commission wishes to adopt Resolution No. 21-22:14, Continuing the Personnel Commission Authority to Hold Virtual Meetings, to allow the Personnel Commission to hold teleconference meetings. (Ref. 8.1)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

8.2 Advanced Salary Step Placement

a. Consider approving the advanced salary step request from Corrie Duran, Director, Fiscal Services, to employ Applicant ID #38474917 as Senior Account Clerk at Step E of Range 20.5 on the Classified Salary Schedule. (Ref. 8.2a) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

b. Consider approving the advanced salary step request from Amy Grigsby, Principal, Yorbita Elementary, to employ Applicant ID #28082656 as Library Assistant at Step B of Range 17 on the Classified Salary Schedule. (Ref. 8.2b) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

- c. Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID# 52409181 in the class of Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule. (Ref. 8.2c) & (Ltd. Dist.)

Motion by: _____
 Second by: _____

Vote: Judy Nieh _____
 Sharon Fernandez _____
 Sabrina Lee _____

- d. Consider approving the advanced salary step request from Miriam Kim, Director, Family Resource Center, to employ Applicant ID# 41594797 in the class of Community Liaison – Bilingual (Mandarin) at Step E of Range 17.5 on the Classified Salary Schedule. (Ref. 8.2d) & (Ltd. Dist.)

Motion by: _____
 Second by: _____

Vote: Judy Nieh _____
 Sharon Fernandez _____
 Sabrina Lee _____

8.3 Extension of Eligibility Lists

Consider approving the extension of the following eligibility list for another six months per PC Rule 6.1.5.

- o Pool Maintenance Worker (D-22/23-02)
 - Previous expiration date: 3/26/23
 - New expiration date: 9/26/23

Motion by: _____
 Second by: _____

Vote: Judy Nieh _____
 Sharon Fernandez _____
 Sabrina Lee _____

- 8.4 Consider approving the revised class description and salary recommendation for the classification of Director of Technology Services from the Salary Range 99 to Salary Range 103 on the District Leadership Team Salary Schedule. (Ref. 8.4)

Motion by: _____
 Second by: _____

Vote: Judy Nieh _____
 Sharon Fernandez _____
 Sabrina Lee _____

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) Personnel Technician (D-22/23-53)
- b) Personnel Technician – Bilingual (Spanish) (D-22/23-54)
- c) Office Assistant (D-22/23-55)
- d) Office Assistant – Bilingual (Spanish) (D-22/23-56)
- e) Office Assistant – Bilingual / Biliterate (Spanish) (D-22/23-57)
- f) Behavior Support Assistant (D-22/23-58)
- g) Behavior Support Assistant – Bilingual (Spanish) (D-22/23-59)
- h) Health Assistant II (D-22/23-60)
- i) Food Service Assistant III (D-22/23-61)
- j) School Office Manager (D-22/23-62)
- k) School Office Manager – Bilingual (SP) (D-22/23-63)

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-22/23-41)

- b) Behavior Support Assistant – Bil (SP) (D-22/23-42)
- c) Campus Aide (D-22/23-09)
- d) Food Service Assistant I (D22/23-13)
- e) Health Assistant (D-22/23-37)
- f) Health Assistant – Bil (SP) (D-22/23-38)
- g) Instructional Assistant I (D-22/23-03)
- h) Instructional Assistant I – Bilingual (SP) (D-22/23-04)
- i) Instructional Assistant I – Bilingual / Biliterate (SP) (D-22/23-05)
- j) Instructional Assistant II (D-22/23-06)
- k) Instructional Assistant II – Bil (SP) (D-22/23-07)
- l) Instructional Assistant II – Bil/Bil (SP) (D-22/23-08)
- m) Library Assistant (D-22/23-44)
- n) Library Assistant – Bilingual (SP) (D-22/23-45)
- o) Personal Care Assistant (D-22/23-53)
- p) Senior Custodian (D-22/23-39)
- q) Senior Payroll Clerk (D-22/23-40)
- r) Speech Language Pathology Assistant(D-22/23-43)

Motion by: _____
 Second by: _____

Vote: Judy Nieh _____
 Sharon Fernandez _____
 Sabrina Lee _____

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

- Instructional Assistant I (D-21/22-57)
 - ID# 49415169– PC Rule 6.1.10.4
- Food Service Assistant I (D-22/23-13)
 - ID# 51842586 – PC Rule 6.1.10.2 and 4.4.11
- Personal Care Assistant (D-22/23-12)
 - ID# 47682423 – PC Rule 6.1.10.4
 - ID# 49850350 – PC Rule 6.1.10.1
 - ID# 50208016 – PC Rule 6.1.10.1
- Career Vocational Assistant (D-22/23-33)
 - ID# 8328408 – PC Rule 6.1.10.1
 - ID# 51931639 – PC Rule 6.1.10.4
- Campus Aide (D-22/23-09)
 - ID# 38767189– PC Rule 6.1.10.1

Motion by: _____
 Second by: _____

Vote: Judy Nieh _____
 Sharon Fernandez _____
 Sabrina Lee _____

10. INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

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

11. ADJOURNMENT

Time _____

Motion by: _____
 Second by: _____

Vote: Judy Nieh _____
 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
MINUTES OF THE REGULAR MEETING OF JANUARY 10, 2023
MEETING HELD IN-PERSON AND VIA ZOOM**

The meeting of the Personnel Commission of the Rowland Unified School District was called to order at 4:30 p.m., with the Pledge of Allegiance led by Ms. Judy Nieh, Personnel Commissioner.

Members Present: Judy Nieh, Chair
Sharon Fernandez, Vice Chair

Members Absent: Sabrina Lee, Member

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

Staff Members Absent: Jessica Landin, Personnel Analyst

APPROVAL OF THE AGENDA

A. The Personnel Commission took action to approve the agenda as submitted for Tuesday, January 10, 2023.

Motion made by: Sharon Fernandez
Seconded by: Judy Nieh

Vote:	Judy Nieh	Yes
	Sharon Fernandez	Yes
	Sabrina Lee	Absent

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

- Behavior Support Assistant series
- Health Assistant series
- Library Assistant series
- School Bus Driver Trainee
- Senior Custodian
- Senior Payroll Clerk
- Speech Language Pathology Asst

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

- Career Vocational Assistant – Zoom Structured Interview / Technical Project
- Community Liaison – Bilingual (Mandarin) – Technical Project / Structured Interview
- Custodian – Zoom Structured Interview
- Food Service Assistant I – Zoom Structured Interview
- Playground Supervision Aide – Remove Quiz
- School Bus Driver / Structured Interview
- Senior Account Clerk – Zoom Structured Interview / Computer Testing

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

- Campus Aide
- Instructional Assistant I

- Office Assistant
- School Bus Driver
- Senior Account Clerk
- Food Service Assistant I
- Career / Vocational Assistant
- Community Liaison - Bilingual (Mandarin)

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

- 1 - Behavior Support Assistant
- 1 - Campus Aide
- 3 - Custodian (Substitute)
- 1 - District Safety
- 1 - Executive Director of Facilities, Maintenance, Operations, and Construction
- 1 - Food Service Assistant I
- 1 - Grounds Maintenance Worker
- 1 - Instructional Assistant I
- 1 - Instructional Assistant II (Substitute)
- 1 - Instructional Assistant II Bilingual / Biliterate (Mandarin)
- 1 - Office Assistant (Substitute)
- 2 - Personal Care Assistant
- 1 - Playground Supervision Aide
- 1 - School Bus Driver (Substitute)

Updates/Reminders/Remarks:

- Ms. Sharon Fernandez and I will be attending the CSPCA Annual Conference in Long Beach starting on January 22 to January 24. Some of the Personnel Commission staff will be attending the half day workshop training that is being held on January 24.
- PC staff is busy planning for the Classified Employees Appreciation day on Wednesday, May 24 and the PC will be hosting a Safari lunch outside the District Office. Staff is working on getting donations of money, gift cards, and prizes to be distributed at the event. More details will be following.

Ms. Judy Nieh asked for details on Behavior Support Assistant recruitment and what their job duties are for the classification.

Ms. Stiegelmar shared the employees in this classification work primarily at the Elementary Schools and assist the counselors with students who may need assistance in some areas to ensure they are successful. Ms. Stiegelmar shared the Behavior Support Assistant classification is a great stepping stone for those who are interested in becoming a school counselor.

COMMUNICATIONS

- A. CSEA – Karen Rodriguez, Instructional Assistant II and CSEA Rowland Chapter 133 1st Vice President, wished everyone a Happy New year and thanked the Personnel Commission for their dedication and hard work throughout the year.
- B. District Administration - None
- C. Audience Members –

Ms. Katherine Connaughton, Community Member, former Rowland High School Teacher and ELD Coordinator, addressed the Personnel Commission in regards to the recent decision on the reclassification request for Ms. Claire Huang. Ms. Connaughton shared her experience in working in the ELD department as well as her history of working closely with Ms. Huang. Ms. Connaughton stated she believes the District should see the importance of the ELD department as other school districts do. Ms. Connaughton thanked the Personnel Commission for allowing her time to share her thoughts.

PERSONNEL COMMISSION

7.1 Recommendation: Approve the minutes of the meeting of December 6, 2022 as amended.

Ms. Sharon Fernandez requested the correction of item 7.1 page 9 of 10, to update the word "appointed" to "re-appointed".

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

ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Resolution No. 21-22:12 – Personnel Commission Authority to Hold Virtual Meetings

In Accordance with Assembly Bill 361, the Personnel Commission wishes to adopt Resolution No. 21-22:10, Continuing the Personnel Commission Authority to Hold Virtual Meetings, to allow the Personnel Commission to hold teleconference meetings.

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

Advanced Salary Step Placement

8.2a Recommendation: To consider approving the advanced salary step request from Gregory Perez, Principal Santana High School, to employ Applicant ID #48454586 as Campus Aide at Step B of Range 12 on the Classified Salary Schedule.

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

8.2b Recommendation: To consider approving the advanced salary step request from Alex Flores, Deputy Superintendent, Administrative Services, to employ Applicant ID #51905463 as Executive Director of Facilities, Maintenance, Operations, and Construction at Step E of Range 103 on the Management Salary Schedule.

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

8.2c Recommendation: To consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID# 51528303 in the class of Behavior Support Assistant at Step E of Range 17 on the Classified Salary Schedule.

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

8.2d Recommendation: To consider approving the advanced salary step request from Eric Jones, Interim Director, Building Services, to employ Applicant ID# 4056654 in the class of Grounds Maintenance Worker at Step E of Range 19 on the Classified Salary Schedule.

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

8.2e Recommendation: To consider approving the advanced salary step request from Mitch Brunyer, Principal, Rowland High School, to employ Applicant ID# 38407636 in the class of Campus Aide at Step B of Range 12 on the Classified Salary Schedule.

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

EXAMINATIONS/ELIGIBILITY LISTS

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

- a) Health Assistant (D-22/23-37)
- b) Health Assistant – Bilingual (Spanish) (D-22/23-38)
- c) Senior Custodian (D-22/23-39)
- d) Senior Payroll Clerk (D-22/23-40)
- e) Behavior Support Assistant (D-22/23-41)
- f) Behavior Support Assistant – Bilingual (Spanish) (D-22/23-42)
- g) Speech Language Pathology Asst (D-22/23-43)
- h) School Bus Driver Trainee (0-11)
- i) Library Assistant (D-22/23-44)
- j) Library Assistant – Bilingual (Spanish) (D-22/23-45)

Ms. Sharon Fernandez asked for details on the Senior Custodian recruitment as being promotional only. Ms. Fernandez asked if there was a vacancy for this position or if the eligibility list is being established for future vacancies. Ms. Fernandez also asked if there is an update on any classified early retirement incentives which would possibly open several vacancies.

Ms. Stiegelmar shared the current eligibility list is going to be expiring soon and the list is being established for future vacancies. Ms. Stiegelmar stated there has not been any updates regarding any retirement incentives and the Personnel Commission prefers to take the initiative in ensuring there is a current list for this position rather than wait for a position to become vacant.

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

9.3 Recommendation: To ratify the following eligibility lists:

- a) Career / Vocational Assistant (D-22/23-33)
- b) Community Liaison – Bilingual (Mandarin) (D-22/23-26)
- c) Custodian (D-22/23-31)
- d) Food Service Assistant I (D-22/23-13)
- e) Instructional Assistant I (D-22/23-03)
- f) Instructional Assistant II (D-22/23-06)
- g) Instructional Assistant II – Bilingual (Spanish) – (D-22/23-07)
- h) Instructional Assistant II – Bilingual/Biliterate (Spanish) – (D-22/23-08)
- i) Personal Care Assistant (D-22/23-12)
- j) Playground Supervision Aide (D-22/23-35)
- k) School Bus Driver (D-22/23-01)
- l) Senior Account Clerk (D-22/23-30)

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

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

- District Safety (D-22/23-20)
 - ID# 17149620 – PC Rule 6.1.10.2 and 4.4.11
 - ID# 6730670 – PC Rule 6.1.10.4

- Payroll Operations Supervisor (D-22/23-17)
 - ID# 26139340 – PC Rule 6.1.10.6
- Playground Supervision Aide (D-22/23-27)
 - ID# 50889741– PC Rule 6.1.10.6
- Instructional Assistant II (D-22/23-06) and Instructional Assistant II – Bilingual (Spanish) (D-22/23-07)
 - ID# 51271307– PC Rule 6.1.10.3
- Library Assistant (D-21/22-88)
 - ID# 47689084 – PC Rule 6.1.10.4
- Campus Aide (D-22/23-09)
 - ID# 50786223 – PC Rule 6.1.10.6

Ms. Nieh inquired if the removal on Instructional Assistant II and Instructional Assistant II – Bilingual (Spanish) was for one eligible and two positions.

Ms. Stiegelmar clarified the removal is for one person who was an eligible on both lists. Ms. Stiegelmar shared the removal reason was due to the eligible not reporting for a scheduled interview after certification. Ms. Stiegelmar also shared a notice of removal letter is mailed and e-mailed to the eligible and there is a 5-day appeal period after the notice is sent.

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

INPUT OR COMMENTS FROM COMMISSIONERS

Sharon Fernandez – Ms. Fernandez wished everyone a Happy New Year. Ms. Fernandez asked for an update on the Classification Study results. Ms. Fernandez stated she hopes everyone stays safe in the current rainy weather.

In response to Ms. Fernandez inquiry, Ms. Stiegelmar shared that she has requested information from Mr. Bixler, Assistant Superintendent of Human Resources, for information on the Classification Study results and will share the information with the Commissioners once received.

Judy Nieh – Ms. Nieh shared she is pleased it is raining in California. Ms. Nieh mentioned Chinese New Year will be on January 19th this year. Ms. Nieh wished everyone a Happy New Year and shared she will be out of the country and will not be attending the next Commission Meeting. Ms. Nieh thanked those in the audience for attending the meeting.

ADJOURNMENT

To adjourn the meeting at 4:55 p.m.

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

Approved by: _____
Judy Nieh
 Chair
 Personnel Commission

Submitted by: _____
Joan Stiegelmar
 Personnel Director
 Personnel Commission

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

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

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF FEBRUARY 7, 2023
MEETING HELD IN-PERSON AND VIA ZOOM**

The meeting of the Personnel Commission of the Rowland Unified School District was called to order at 4:30 p.m., with the Pledge of Allegiance led by Ms. Sharon Fernandez, Personnel Commissioner.

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

Members Absent: Judy Nieh, Chair

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

APPROVAL OF THE AGENDA

A. The Personnel Commission took action to approve the agenda as submitted for Tuesday, February 7, 2023.

Motion made by: Sabrina Lee
Seconded by: Sharon Fernandez

Vote:	Judy Nieh	Absent
	Sharon Fernandez	Yes
	Sabrina Lee	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

- Office Assistant Bilingual / Biliterate (Mandarin)
- Administrative Secretary Series
- Career Vocational Assistant
- Secretary Series
- Grounds Maintenance Worker
- Personnel Technician Series

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

- Behavior Support Assistant Series – Structured Interview
- Health Assistant Series – Remote written test
- Instructional Assistant I – Remote Assessment / Structured Interview
- Instructional Assistant II – Remote Assessment / Structured Interview
- Library Assistant Series – Remote written test
- Payroll Operations Supervisor – Technical Project / Structured Interview
- Personal Care Assistant – Structured Interview
- School Bus Driver / Structured Interview
- Senior Payroll Clerk – Remote written test
- Stock Delivery Worker – Remote written test

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

- Behavior Support Assistant

- Custodian (multiple)
- Food Service Assistant I
- Instructional Assistant I
- Office Assistant – Bilingual (Spanish)
- Payroll Operations Supervisor
- Playground Supervision Aide
- School Bus Driver

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

- 1 – Community Liaison – Bilingual (Spanish)
- 1 – Custodian
- 3 – Custodian (Substitute)
- 2 – Food Service Assistant I
- 1 – Food Service Assistant III
- 1 – Instructional Assistant I
- 1 – Instructional Assistant I – Bilingual (Spanish)
- 1 – Instructional Assistant II
- 1 – Instructional Assistant II – Bilingual (Spanish) (Substitute)
- 1 – Instructional Assistant II – Bilingual / Biliterate – Mandarin
- 1 – Library Assistant
- 2 – Office Assistant
- 1 – Office Assistant – Bilingual (Spanish)
- 1 – Payroll Operations Supervisor
- 3 – Personal Care Assistant
- 1 – Senior Account Clerk

Updates/Reminders/Remarks:

- Ms. Sharon Fernandez and I attended the CSPCA Annual Conference in Long Beach from January 22 to January 24. The topics that we learned about were Bringing Innovation to Talent Acquisition in the K-12 World, Roberts Rules and Brown Act, The In's and Out's of Conducting a Job Fair, Diversity, Equity, Inclusion, and Accessibility, Quiet Quitting, Streamlining the New Hire Process. Ms. Landin and Ms. Zamudio attended the half day workshop training on January 24 with topics of Item Analysis, Structured Interviews and Panel Prep, and Pass point Setting.
- PC Staff conducted a hiring fair for Personal Care Assistants, IAI's and Instructional Assistant II's on Monday, January 30 for applicants who had applied between December 1 and mid January. Fourteen qualified applicants were invited and five job offers were made to Personal Care Assistants and three job offers were made to Instructional Assistant II's. Five candidates were added to the Instructional Assistant I eligibility list.
- PC Staff was invited to participate in Rio Hondo Community College's Job fair on Wednesday, March 22, 2023 from 10 a.m. to 2 pm.

COMMUNICATIONS

- A. CSEA – Lita Hernandez, CSEA President / School Office Manager at Jellick Elementary
Ms. Hernandez thanked everyone for their hard work and is pleased to see many new hires being processed by the Personnel Commission. Ms. Hernandez shared she attended a New Employee Orientation with Dr. Kevin Despard, Human Resources Director in January. Ms. Hernandez thanked everyone for their time.
- B. District Administration - None
- C. Audience Members – None

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. 21-22:10, Continuing the Personnel Commission Authority to Hold Virtual Meetings, to allow the Personnel Commission to hold teleconference meetings.

Ms. Fernandez asked if there is a set end date for the option to hold virtual meetings.

Ms. Stiegelmar shared at this time there is not a definite end date for the resolution. Ms. Stiegelmar shared until there is an end date, the resolution has to be renewed monthly.

Ms. Lee asked if the Board of Education is still offering teleconference board meetings.

Ms. Stiegelmar confirmed the Board of Education is still holding in-person and teleconference meetings.

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

Advanced Salary Step Placement

7.2a Recommendation: To 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.

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

7.2b Recommendation: To 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.

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

7.2c Recommendation: To 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.

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

7.2d Recommendation: To 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.

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

7.2e Recommendation: To 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.

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

7.2f Recommendation: To 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.

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

EXAMINATIONS/ELIGIBILITY LISTS

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

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

8.3 Recommendation: To ratify the following eligibility lists:

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

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

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

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

INPUT OR COMMENTS FROM COMMISSIONERS

Ms. Sabrina Lee stated she is pleased to be back at this meeting since she missed the last one. Ms. Lee shared she hoped that Ms. Nieh is having a pleasant time out of the country. Ms. Lee mentioned she didn't attend the CSPCA conference this year since she was out of the country for the Chinese New Year.

Ms. Stiegelmar shared the CSPCA conference will be moved to March next year as January is found to be a busy month for all attendees. Ms. Stiegelmar mentioned she has provided links to the presentations that took place at the conference to the Personnel Commissioners and will also send the link to CSEA to share with their members.

Ms. Fernandez thanked Mita Salgado, Personnel Technician, for assisting with registration at the CSPCA conference. Ms. Fernandez shared she hopes everyone has a pleasant Valentine holiday.

ADJOURNMENT

To adjourn the meeting at 4:48 p.m.

Motion made by: Sabrina Lee
Seconded by: Sharon Fernandez

Vote: Judy Nieh Absent
Sharon Fernandez Yes
Sabrina Lee Yes

Approved by: _____
Judy Nieh
Chair
Personnel Commission

Submitted by: _____
Joan Stiegelmar
Personnel Director
Personnel Commission

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

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

PERSONNEL COMMISSION

ROWLAND UNIFIED SCHOOL DISTRICT

March 7, 2023

ITEM 8.1 RATIONALE FOR RESOLUTION No. 21-22:14 – 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-21-22:14

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 March 7, 2023.

AYES: _____

NOES: _____

ABSENT:: _____

Judy Nieh
Chair
Personnel Commission

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
SENIOR ACCOUNT CLERK

The Commission is in receipt of a request from Corrie Duran, Director, Fiscal Services, to employ Applicant ID #38474917 as Senior Account Clerk at Step E of Range 20.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant a Bachelor's degree and has over 17 years of experience. The number of years of education and related work experience does qualify this applicant for step placement at Step E based on the formula of one step will be given for two years of additional education beyond the employment standards for the classification and one step will be given for two years of additional related experience beyond the employment standards for the classification.

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step E of Range 20.5 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
LIBRARY ASSISTANT

The Commission is in receipt of a request from Amy Grigsby, Principal, Yorbita Elementary, to employ Applicant ID #28082656 as Library Assistant Step B of Range 17 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
INSTRUCTIONAL ASSISTANT II

The Commission is in receipt of a request from Stacy Berrest, Director, Special Education, to employ Applicant ID #52409181 as Instructional Assistant II 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 Bachelor's degree. The number of years of education does qualify this applicant for step placement at Step B based on the formula of one step will be given for two years of additional education beyond the employment standards for the classification.

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
COMMUNITY LIAISON – BILINGUAL (MANDARIN)

The Commission is in receipt of a request from Miriam Kim, Director, Family Resource Center, to employ Applicant ID #41594797 as Community Liaison – Bilingual (Mandarin) Step E 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 Bachelor's degree and has over 7 years of experience. The number of years of education and related work experience does qualify this applicant for step placement at Step E based on the formula of one step will be given for two years of additional education beyond the employment standards for the classification and one step will be given for two years of additional related experience beyond the employment standards for the classification.

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

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

MARCH 7, 2023

ITEM 8.4 CONSIDER APPROVING THE REVISED JOB DESCRIPTION AND SALARY RECOMMENDATION FOR THE CLASSIFICATION OF DIRECTOR OF TECHNOLOGY SERVICES.

Staff was asked to meet with Mr. Alex Flores, Deputy Superintendent, about the need to revise some duties and review the salary of the Director of Technology Services. Staff also met with the current incumbent to discuss the revisions of the classification specification. A job analysis was conducted to ensure that the job classification was reflective of the current duties. One of the duties that was added included serving as the primary contact with vendors in the generation of request for proposals, bids, contracts, agreements, and other vendor interactions for technology purchases.

The recommended changes in the job description are presented in the customary **strikeout and bold/underscore** text format. A salary study was conducted and the labor market indicates that a slight increase in salary is needed in order to be competitive and to attract highly qualified applicants. Mr. Flores reviewed the salary study data and agreed with the recommended increase in the salary from District Leadership Team Salary Range 99 to Salary Range 103.

The Technology Services department consists of the following classifications:

Classification	Number of Positions
Director of Technology Services	1
Technology Support Manager	0
Senior Server Analyst	1
Senior Technology Specialist	1
Technology Specialist II	4
Electronic Repair Technician	1
Technology Specialist I	6
Technology Mobile Device Mgmt and Accounts Associate	1
Office Assistant – Bilingual (Sp)	1

RECOMMENDED SALARY INCREASE FOR DIRECTOR OF TECHNOLOGY SERVICES

The Districts that were surveyed have been established as benchmark districts that have comparable student enrollment and are in the surrounding areas of Rowland USD in Los Angeles County. Additionally, these districts were used in a Classification and Compensation study that was completed at Rowland USD in 2009. Both merit and non-merit districts were surveyed.

Listed below are similar classifications in other school districts in Los Angeles County:

Agency	Classification Title	Min Monthly Salary	Max Monthly Salary	
Downey USD	Chief Technology Officer	\$12,783	\$15,534	
Montebello USD	Chief Information Technology Officer	\$12,591	\$15,290	
Hacienda La Puente USD	Director of Network and Computer Services	\$12,866	\$15,277	
West Covina USD	Chief Technology Officer	\$11,990	\$15,169	
Paramount USD	Director of Technology and Information Systems	\$12,887	\$14,989	
Rowland USD (Proposed)	Director of Technology Services	\$11,959	\$13,528	Range 103
Walnut USD	Director of Technology	\$12,607	\$13,389	
Rowland USD (Current)	Director of Technology Services	\$11,496	\$13,004	Range 99
Arcadia USD	Asst Director of Tech and Info Services	\$11,282	\$12,764	
Pomona USD	Director of ITS	\$11,055	\$12,664	
Pasadena USD*	Chief Information Technology Officer	\$11,405	\$12,294	
Bassett USD	Director of Technology	\$10,007	\$11,484	

ALIGNMENT WITHIN THE JOB FAMILY

Listed below is a partial listing of the Rowland USD Technology Series job family which includes the following classifications:

Classification Title	Salary Range	Min Monthly Salary	Max Monthly Salary
Director of Technology Services (Proposed)	DLT 103	\$11,959	\$13,528
Technology Support Manager (Vacant)	DLT 74	\$8,608	\$9,736
Senior Server Analyst	CSEA 33.5	\$7,670	\$9,349
Senior Technology Specialist	CSEA 31.5	\$6,949	\$8,466
Technology Specialist II	CSEA 29.5	\$6,296	\$7,670

Rowland USD has an interest in recruiting and retaining high quality staff and to pay at the median of the salary survey. It is therefore recommended to place the salary at range 103 of the District Leadership Team Salary Schedule.

RECOMMENDATION:

The Personnel Commission is requested to approve the recommended revisions to the job description for the classification of Director of Technology Services; and to approve the salary recommendation from Range 99 to Range 103 on the District Leadership Team Salary Schedule.



UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

MEMORANDUM

March 1, 2023

TO: Dennis Bixler, Assistant Superintendent – Human Resources

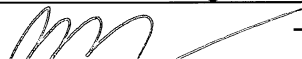
FROM: Joan Stiegelmar, Personnel Director

RE: **REVISED CLASS DESCRIPTION FOR DIRECTOR OF TECHNOLOGY SERVICES**

Attached for your review and comment is the proposed **REVISED** class description for Director of Technology Services.

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, March 7, 2023.

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

<input checked="" type="checkbox"/> I agree with the proposed class description and recommended changes as presented.	<input type="checkbox"/> 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

PC23-314



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

March 1, 2023

TO: Lita Hernandez, CSEA President

FROM: Joan Stiegelmar, Personnel Director

RE: **REVISED CLASS DESCRIPTION FOR DIRECTOR OF TECHNOLOGY SERVICES**

Attached for your review and comment is the proposed **REVISED** class description for Director of Technology Services.

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, March 7, 2023.

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

<input checked="" type="checkbox"/>	I agree with the proposed class description and recommended changes as presented.	<input type="checkbox"/>	I disagree with the proposed class description, and recommend the adjustments noted above.
Signature:		Date: 3/3/2023	

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

PC23-313

DIRECTOR OF TECHNOLOGY SERVICES

SUMMARY OF DUTIES

Under the direction of the **Deputy Superintendent or designee** ~~Assistant Superintendent—Administrative Services~~, provides leadership and direction to the District's information technology program, including planning, developing and implementing the District's information technology plan; trains, supervises and evaluates assigned personnel; coordinates the selection and utilization of computer hardware and software, telecommunications systems and related technology for the District's instructional and administrative needs; provides technical support for all computer and telecommunications systems within the District; ensures successful computing/networking communications among and between the various instructional units, school sites, and the District office; and provides leadership in the development of information management systems and educational technology applications for all instructional and administrative units.

DISTINGUISHING CHARACTERISTICS

The Director of Technology Services is responsible for the administration of the District's information technology program and for analyzing the District's technology needs in schools and administrative units. Decisions made by the incumbent will have serious short and long-range implications, affecting the successful implementation of many school-based and administrative programs and activities. An employee in this class reports to the executive level and receives limited supervision, principally in the areas of policy, goals, budget, special projects and customer service priorities. Supervisory assistance during the year is on an as needed basis while the incumbent is expected to exercise considerable judgment on procedures, day-to-day operations, supervision, etc. The incumbent is responsible for the supervision of personnel involved in providing technical support, maintenance and repair of computer/network systems. The Director of Technology Services is expected to possess extensive management and technical skills, knowledge, abilities and traits. The Director must work collaboratively with the fiscal services, human resources, facilities, and academics teams in providing optimum support for the educational programs.

The class of Director of Technology Services is distinguished from the class of Technology Support Manager in that the former is responsible for the administration of the District's information technology program and for analyzing the District's technology needs in schools and administrative units; reports to the executive level and receives limited supervision, principally in the areas of policy, goals, budget, special projects and customer service priorities.

EXAMPLES OF DUTIES

- Develops and implements the District's information technology plan, responding to short and long-term administrative and instructional technology needs; *E*
- Responds to District, department and site requests for technology assistance; *E*
- **Serves as the primary contact with vendors in the generation of Requests for Proposals (RFP), bids, contracts, agreements, and other vendor interactions for technology purchases; E**
- Works closely with departments, sites and divisions to ensure optimum acquisition, deployment, installation, maintenance, utilization, repair and security of available technology; *E*
- Develops and coordinates a systematic approach to the selection and utilization of telephone and computer hardware, software, networking technology, on-line services and related technology to meet the District's instructional and administrative needs; *E*
- Develops policies and procedures to preserve the confidentiality of all proprietary confidential data and information residing in the District, in accordance with District policy, state, and federal law; *E*
- Develops and implements policies to ensure adequate security to protect the District from Cyber-attacks and other malicious malware; *E*

- Selects, supervises, trains, and evaluates the performance of staff and establishes performance requirements and personal development targets, regularly monitors performance, and provides coaching for performance improvement and development; *E*
- Designs solutions for educational applications of technology and promotes their use by teachers and students; *E*
- Provides systems advice and supervises technical support for student information systems, such as AERIES; *E*
- Plans and coordinates the establishment and maintenance of local area and wide area networks, including designing, managing and troubleshooting the systems; *E*
- Develops and implements functional specifications, standards and requirements for hardware and/or software purchase and design to ensure optimum system and end-user performance; *E*
- Pursues public and private grant funding sources to support the technology needs of the District; *E*
- Maintains the operational integrity of the District's telecommunications and computing networking systems; *E*
- Convenes and attends any District Technology Advisory Committee meetings; *E*
- Coordinates and supervises the work of staff involved in providing technical support, maintenance and repair of information system components; *E*
- Leads the selection process for all District software, hardware, voice technology including the VOIP (Voice Over Internet Protocol), and infrastructure; *E*
- Develops short- and long-range plans for the utilization of computers and telecommunications; *E*
- Advises staff on the development, implementation or acquisition of software programs to service District operations or school needs; *E*
- Coordinates appropriate certificated and classified staff training and inservice in computer and telecommunications technology; *E*
- Develops policies and procedures on the use of computers and technology for administrative and instructional purposes; monitors and maintains software licensing, documents and records; *E*
- Supervises the development of applications for use by instructional and administrative personnel; determines appropriateness of new applications for automation; *E*
- Prepares reports and briefs for the Board of Education, Cabinet ~~Executive Leadership team~~, and various stakeholders; *E*
- Advises, coordinates, and ensures the successful deployment of the District's one-to-one student device program, including ensuring internet connectivity for all students; *E*
- Provides management of student devices and appropriate applications; *E*
- Supports the facilities area in implementing capital projects; *E*
- Implements and supports the District-wide radio communication systems; *E*
- Provides technical support for the District-wide surveillance systems; *E*
- Expands own knowledge of current and future technology developments and incorporates such knowledge into District planning and implementation; *E*
- Performs other related duties as assigned.

SKATS (Skills, Knowledge, Abilities and Traits)

SKILL IN:

- Operating a motor vehicle;
- Operating a variety of office equipment such as computers, printers, scanners, facsimile machines, copiers, calculators, telephones, etc.

KNOWLEDGE OF:

- Principles and practices, and techniques of information system management, including both network and applications design, hardware and software options for business and school administration applications, and system alternatives;
- Laws, codes, rules, regulations, and Board policies related to Information Technology;
- Relevant governmental requirements for school district data reporting;
- Data and privacy issues associated with student data and school districts;

- Current trends in informational technology;
- Advanced concepts and principles of local area and wide area networks and protocols, including TCP/IP protocols, Internet, etc;
- Existing, new and emerging technologies in a learning and teaching environment;
- Characteristics, capabilities and uses of telecommunications system components, including data communications equipment protocols, computer operating systems, network related software, and specialized programs for network operations;
- Principles and practices of administration including supervision and training;
- Preventive maintenance principles, policies and programs related to high technology equipment;
- Effective techniques for assessing and analyzing user needs and recommending hardware/software solutions;
- Hardware/software installation, repair, and upgrading techniques;
- Modern office procedures and equipment;
- Instructional methodologies and curricular applications (~~desirable~~).

ABILITY TO:

- Plan, organize, control, integrate, administer, and manage the District's information technology services and activities;
- Develop, implement and maintain computer and telephone systems and related technology;
- Assess client user technology requirements, set priorities, and allocate resources to most effectively meet needs in a timely matter;
- Develop information systems procedures; Accurately assess current and future computer and telephone resource needs;
- Develop plans for timely acquisition and implementation of informational technology systems;
- Provide technical training in advanced computer and network technology;
- Make presentations to groups, such as teachers, administrators and the Board of Education;
- Direct, supervise, train, motivate, evaluate, and discipline personnel;
- Establish and maintain cooperative and effective working relationships with others;
- Exercise tact and diplomacy in dealing with sensitive, complex, and confidential issues and situations;
- Communicate effectively both orally and in writing.

TRAITS:

- Promotes goals and leads by example;
- Works around obstacles and is self-starting;
- Is trustworthy and responsible for his/her actions;
- Strives to meet customers' needs;
- Interpersonal skills using tact, patience, and courtesy;
- Easily adapts to situations and changes;
- Stays focused and has good work ethic;
- Remains steady under pressure.

EMPLOYMENT STANDARDS

EDUCATION: A Bachelor's Degree from an accredited college or university is required, with a major in computer science, computer engineering, business or public administration, information systems management, school business management, education or other closely related field. An advanced degree in any of the above fields is desirable. ***A Chief Technology Officer (CCTO) certification is desirable and, if obtained, a stipend of \$3,000 per year will be applied to the yearly salary.***

EXPERIENCE: Five years of recent increasingly responsible experience in information technology management, such as the development, installation and maintenance of information systems, LAN/WAN networks, telecommunications systems, the application of technology for administrative purposes or the application of

educational technology in the classroom including at least two years of management or supervisory level experience in an educational environment is required. *Note: Recent experience is defined as experience obtained within the last five years.*

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

WORKING CONDITIONS

ENVIRONMENT:

Employees in this classification work in both office environments and off-site settings, where the noise level is usually moderate, with changing priorities and short deadlines, may be exposed to electrical hazards, fumes, dust, odors, air and blood-borne pathogens and germs, bodily fluids, and communicable diseases, drive an automobile to conduct work, and in direct contact with students, the public, and District personnel.

PHYSICAL REQUIREMENTS:

Employees in the classification stand, sit, walk, push/pull, lift, and carry up to 20 pounds, climb stairs, stoop/bend, kneel, crouch, crawl, twist or apply pressure with wrists or hands, use both hands simultaneously, speak clearly, use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, have rapid mental/muscular coordination, speak clearly, hear normal voice conversation, have depth perception, color vision/distinguish shades, see small details, drive a vehicle, use a computer, and telephone.

APPOINTMENT:

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time the employee must demonstrate an overall satisfactory performance. No employee shall attain permanent status in the classified service until he or she has completed a probationary period in a class. An employee may be released at any time during the probationary period. This classification is designated at the management level.

District Leadership Team Salary Schedule: Range ~~99~~ **103**

Established January 1997
Revised 02/21, **03/23**

PERSONNEL COMMISSION

ROWLAND UNIFIED SCHOOL DISTRICT

March 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
Personnel Technician & Personnel Technician – Bilingual (Spanish)	6 months	1	8 hours / 12 months	5/2014	<ul style="list-style-type: none"> • Remote Written Exam • Technical Project • Structured Interview • Computer Tests
Office Assistant / Office Assistant – Bil (SP) / Office Assistant – B/B (Spanish)	6 months	1 (B/B Spanish)	8 hours /12 months	9/2011	<ul style="list-style-type: none"> • Remote Written Exam • Technical Project • Structured Interview • Computer Tests
Behavior Support Assistant / Behavior Support Assistant – Bil (Sp)	6 months	1	5.5 hours / 9.5 months	4/2019	<ul style="list-style-type: none"> • Structured Interview
Health Assistant II	6 months	1	7 hours / 10 months	7/2013	<ul style="list-style-type: none"> • Technical Project • Structured Interview
Food Service Assistant III	6 months	1	8 hours / 12 months	4/2022	<ul style="list-style-type: none"> • Technical Project • Structured Interview
School Office Manager / School Office Manager-Bil (Sp)	6 months	To fill future vacancies and substitutes	8 hrs / 11 months	9/2020	<ul style="list-style-type: none"> • Remote Written Exam • Technical Project • Structured Interview • Computer Tests

Recommendation

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



ROWLAND UNIFIED SCHOOL DISTRICT

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

www.rowlandschools.org

INVITES APPLICATIONS FOR THE POSITION OF:

PERSONNEL TECHNICIAN - \$21.65 - \$26.34 – HOURLY

PERSONNEL TECHNICIAN – BILINGUAL (SPANISH) - \$22.16 – \$27.01 - HOURLY

An Equal Opportunity Employer

OPENING DATE: February 3, 2023

FINAL FILING DATE: February 24, 2023

POSITION

There is currently one full-time Personnel Technician – Bilingual (Spanish) position available, eight (8) hours per day, five (5) days per week, twelve (12) months per year in the Human Resources department. An eligibility list is being established to fill future vacancies and substitute positions throughout the year.

SUMMARY OF DUTIES

Under the direction of an assigned supervisor, performs specialized technical and administrative duties such as coordinating the recruitment, examination and selection system for classified, non-classified, and certificated employees; processes new employees; coordinates placement of limited term, substitute, and provisional employees; develops and maintains employee files; provides information and assistance in person and on the telephone to District staff and the public regarding personnel matters; and performs other related duties as required.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is required.

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

- **High School Diploma or equivalent**

You may upload your documents to your application (preferred), or email them to Arlene Zamudio at Arlene.Zamudio@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.

EXPERIENCE: Two years of full-time clerical experience involving public contact is required.

LICENSE/LANGUAGE 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.

ENVIRONMENT:

Employees in this classification work primarily inside an office environment, with frequent interruptions, with changing priorities and short deadlines, may be exposed to germs 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, and see small details.

FILING PERIOD

Applications for this position will be accepted online only starting Friday, February 3, 2023 to Friday, February 24, 2023 until 4:30 pm.

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

Salary Range: 19, 19 ½

PROOF OF EDUCATION

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

OFFICE ASSISTANT: \$19.58 - \$23.87 HOURLY

OFFICE ASSISTANT-BILINGUAL (SPANISH): \$20.07 - \$24.46 HOURLY

OFFICE ASSISTANT-BILINGUAL/BILITERATE (SPANISH): \$20.59 - \$25.09 HOURLY

An Equal Opportunity Employer

OPENING DATE: February 8, 2023

FINAL FILING DATE: March 1, 2023

POSITION

Eligibility lists are being established to fill future vacancies for the next six months, as well as hire substitutes for the classifications of: Office Assistant, Office Assistant – Bilingual (Spanish), Office Assistant – Bilingual/Biliterate (Spanish).

If you wish to be considered for the BILINGUAL positions, please indicate in the supplemental questions you will be asked at the end of the application process. You will be tested for your ability to speak and write in the second language as part of the testing process. A list will be established to hire subs and fill future vacancies for the next 6 months.

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, or your highest completed degree - AA/BA/MA) and
- **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 **Wednesday, February 8, 2023, to Wednesday, March 1, 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 evaluation (if applicable)

Salary Range: Off. Assistant: 17, Off. Asst-Bilingual (Spanish): 17.5, Off. Asst-Bil/Bil (Spanish): 18

PROOF OF EDUCATION:

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

Candidates who pass all hurdles of the testing process will be placed on an eligibility list in rank order based on final scores including any veteran's / seniority credit. The top three ranks of eligibles who are ready and willing to accept the position shall be referred to the hiring administrator for interview. **The eligibility list will be established for 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:

BEHAVIOR SUPPORT ASSISTANT

\$19.58 - \$23.87 Hourly Rate

BEHAVIOR SUPPORT ASSISTANT – BILINGUAL (SPANISH)

\$20.07 - \$24.46 Hourly Rate

An Equal Opportunity Employer

OPENING DATE: February 8, 2023

FINAL FILING DATE: March 1, 2023

POSITION

There is currently one (2) positions, five and a half (5.5) hours per day, five (5) days per week, nine and a half (9.5) months a year. Eligibility lists are being established in all positions to fill current and future vacancies and hire substitutes for the next six months.

LOCATION	HOURS/MONTHS	REPORTING HOURS
Jellick Elementary	5.5 hours per day / 9.5 months a year	8:25 a.m. to 2:25 p.m.
Blandford Elementary	5.5 hours per day / 9.5 months a year	8:30 a.m. to 2:30 p.m.

SUMMARY OF DUTIES

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

QUALIFICATIONS

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

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

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

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

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

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

FILING PERIOD

Applications for this position will be accepted online only, from **Wednesday, February 8, 2023, until Wednesday, March 1, 2023.**

Please visit: www.rowlandschools.org → Departments → Personnel Commission → Classified Job Openings, to begin creating your application or to edit/update an existing account.

APPLICANTS WILL BE SENT NOTIFICATIONS BY E-MAIL ONLY*

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

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

Salary Range

Behavior Support Assistant: 17

Behavior Support Assistant-Bilingual (Sp): 17 ½

PROOF OF EDUCATION:

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

ADVANCED SALARY STEP PLACEMENT:

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

APPOINTMENT:

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

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

PROCESSING FEE:

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

VETERANS CREDIT:

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

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

HEALTH ASSISTANT II

Salary: \$25.09 - \$30.57 Hourly

An Equal Opportunity Employer

OPENING DATE: February 15, 2023

FINAL FILING DATE: March 8, 2023

POSITION

There is one (1) vacancy for the position of Health Assistant II. The tentative work hours are 7:30 a.m. – 3:00 p.m., seven (7) hours per day, five (5) days per week, 10.0 months per year. An eligibility list will be established to fill current vacancies, hire substitutes, and fill future vacancies for the next 6 months.

SUMMARY OF DUTIES

Under supervision of the assigned administrator and the professional direction of the Health Services Specialist and the California Credentialed School Nurse, meets health needs of students requiring special services complying with health care plans directed by physicians; complies with laws relating to student health, including parental and guardian consent; provides appropriate care for ill, medically fragile and/or injured students.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is required.

EXPERIENCE: Two years of experience working with medically fragile children or adults in a health care service environment.

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

- **A copy of your highest completed degree (HS Diploma, AA, BA, MA) or transcripts**
- **A copy of your valid State of California License of Vocational Nursing (LVN) or Registered Nurse (RN) certification**
- **A current and valid Standard/Basic First Aid Card (copy front and back)**
- **A current and valid Child AND Adult CPR card (copy front and back)**

NOTE: Applicants must provide a copy of the above referenced documents at the time of application by uploading the documents to your profile. Documents may also be emailed to mita.salgado@rowlandschools.org. Applications without the supporting documents will be considered incomplete and will be disqualified. Transcripts/Diplomas from foreign countries must be certified to meet the [US equivalent](#) to be considered.

LICENSE/CERTIFICATE REQUIREMENTS:

- A valid State of California License of Vocational Nursing (LVN) or Registered Nurse (RN)
- A valid Class C, California Driver License, a good driving record and use of a private vehicle is required and must be maintained during employment.
- A valid first aid certificate, comparable to the American Red Cross Standard First Aid Certificate and a Child and Adult Cardiopulmonary Resuscitation Certificate is required for all positions and must be maintained during the course of employment.

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 50 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 from **Wednesday, February 15, 2023 to Wednesday, March 8, 2023 until 4:30 p.m.**

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

Applicants will be sent notifications via e-mail only

OPEN/PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

Job related written examination
Structured Interview/Technical Project

Classified Salary Range: 22

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 to receive such credit. **Veteran's credit can only be applied upon initial hire.**

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

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

INVITES APPLICATIONS FOR THE POSITION OF:

FOOD SERVICE ASSISTANT III (Including Benefits):

\$16.90 - \$20.59 Hourly*
\$2,930.00 - \$3,570.00 Monthly*

An Equal Opportunity Employer

OPENING DATE: February 17, 2023

FINAL FILING DATE: March 10, 2023

POSITION:

There is currently one (1) full-time position available (including benefits) in the Nutrition Services Department, eight (8) hours a day, five (5) days a week, twelve (12) months a year. The tentative 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 cvahimarae@rowlandschools.org. Applications without supporting documents will be considered incomplete and will be disqualified. Transcripts or diplomas from foreign countries must be certified to meet the [US equivalent](#).

LICENSE / CERTIFICATION / TRAINING REQUIREMENTS:

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

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

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

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

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

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

FILING PERIOD

Applications for this position will be accepted online **until Friday, March 10, 2023, 4:30 p.m.** Interested candidates are encouraged to apply as soon as possible. Log on to www.rowlandschools.org, Departments → Personnel Commission → Classified Job Openings.

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

Applicants will be sent notifications via e-mail only

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

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

- Structured Interview / Technical Project

Salary Range: 14

PROOF OF EDUCATION

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

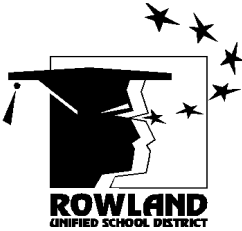
New employees will be charged a processing fee (approximately \$64) for the cost of fingerprinting. This fee must be paid at the time of processing appointment, with a MONEY ORDER ONLY, payable to RUSD.

VETERANS CREDIT

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

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

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



ROWLAND UNIFIED SCHOOL DISTRICT

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

INVITES APPLICATIONS FOR THE POSITION OF:

SCHOOL OFFICE MANAGER

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

SCHOOL OFFICE MANAGER-BILINGUAL (SPANISH)

\$25.09 - \$30.57 Hourly / \$4,350.00 - \$5,297.00 Monthly

An Equal Opportunity Employer

OPENING DATE: February 22, 2023

FINAL FILING DATE: March 15, 2023

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)**. These positions are typically eight (8) hours per day, five (5) days a week, 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 Wednesday, February 22, 2023 to Wednesday, March 15, 2023 until 4:30 p.m.

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

Applicants will be sent notifications via e-mail only

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

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*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**

March 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
Instructional Assistant I (D-21/22-57)	6.1.10.4 A written request by the eligible for removal. <ul style="list-style-type: none"> • ID# 49415169
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# 51842586
Personal Care Assistant (D-22/23-12)	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# 49850350 • ID# 50208016 6.1.10.4 A written request by the eligible for removal. <ul style="list-style-type: none"> • ID# 47682423
Career Vocational Assistant (D-22/23-33)	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# 8328408 6.1.10.4 A written request by the eligible for removal. <ul style="list-style-type: none"> • ID# 51931639
Campus Aide (D-22/23-09)	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# 38767189

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.