

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT
AGENDA**

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

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

September 6, 2022
Meeting to start at 4:30 P.M.

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

View the meeting virtually via ZOOM

Virtual: https://rowlandschools-org.zoom.us/webinar/register/WN_FbYedl_rTey2tSw18p4wAg

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.

September 6, 2022
4:30 P.M.

PLEASE CIRCULATE

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

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

3. **PRELIMINARY**

3.1 Pledge of Allegiance to the Flag

3.2 Consider adopting the Agenda as submitted for Tuesday, September 6, 2022 or adopting the Agenda with the following corrections/modifications for September 6, 2022.

Motion by: _____
Second by: _____

Vote: Sabrina Lee	_____
Judy Nieh	_____
Sharon Fernandez	_____

4. REPORT FROM THE PERSONNEL DIRECTOR

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

5. PUBLIC COMMENTS

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

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

6. HEARINGS - None

7. PERSONNEL COMMISSION

7.1 Approve the minutes of the meeting of August 2, 2022. (Ref. 7.1)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

7.2 Receive the Personnel Commission's Annual Report for the 2021-2022 fiscal year to review for future distribution. (Ref. 7.2 Ltd. Dist.)

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Resolution No. 21-22:08 – Personnel Commission Authority to Hold Virtual Meetings

In Accordance with Assembly Bill 361, the Personnel Commission wishes to adopt Resolution No. 21-22:08, 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: Sabrina Lee _____
Judy Nieh _____

8.2 Advanced Salary Step Placement

- a. Consider approving the advanced salary step request from Dr. Yesenia Alvarez, Principal, Hurley Elementary, to employ Applicant ID# 39889637 in the class of Instructional Assistant I – Bilingual (Spanish) at Step C of Range 15.5 on the Classified Salary Schedule. (Ref. 8.2a) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

- b. Consider approving the advanced salary step request from Carlos Ochoa, Principal, Giano Intermediate, to employ Applicant ID# 41267078 in the class of Instructional Assistant I – Bilingual (Spanish) at Step C of Range 15.5 on the Classified Salary Schedule. (Ref. 8.2b) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

- c. Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID# 41846965 in the class of Instructional Assistant II at Step D of Range 16 on the Classified Salary Schedule. (Ref. 8.2c) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

- d. Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID# 43431502 in the class of Instructional Assistant II at Step C of Range 16 on the Classified Salary Schedule. (Ref. 8.2d) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

- e. Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID# 25646909 in the class of Personal Care Assistant at Step B of Range 14 on the Classified Salary Schedule. (Ref. 8.2e) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

- f. Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID# 43166707 in the class of Instructional Assistant II – Bilingual (Spanish) at Step B of Range 16.5 on the Classified Salary Schedule. (Ref. 8.2f) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

- g. Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID# 14743959 in the class of Instructional Assistant II at Step E of Range 16 on the Classified Salary Schedule. (Ref. 8.2g) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

- h. Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID# 49221386 in the class of Personal Care Assistant at Step E of Range 14 on the Classified Salary Schedule. (Ref. 8.2h) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

- i. Consider approving the advanced salary step request from Scott Cavanias, Principal, Alvarado, to employ Applicant ID# 48972636 in the class of Library Assistant at Step B of Range 17 on the Classified Salary Schedule. (Ref. 8.2i) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

- j. Consider approving the advanced salary step request from John Martinez, Principal, Rowland Elementary, to employ Applicant ID# 48485923 in the class of Library Assistant at Step C of Range 17 on the Classified Salary Schedule. (Ref. 8.2j) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

- k. Consider approving the advanced salary step request from Dr. June Sakaue, Principal, Blandford Elementary, to employ Applicant ID# 48664488 in the class of Instructional Assistant I at Step B of Range 15 on the Classified Salary Schedule. (Ref. 8.2k) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

- l. Consider approving the advanced salary step request from Corrie Duran, Director, Fiscal Services, to employ Applicant ID# 48695460 in the class of Senior Account Clerk at Step C of Range 20.5 on the Classified Salary Schedule. (Ref. 8.2l) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

- m. Consider approving the advanced salary step request from Danielle Villa, Principal, Telesis Academy, to employ Applicant ID# 23273335 in the class of Custodian at Step B of Range 18 on the Classified Salary Schedule. (Ref. 8.2m) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

- n. Consider approving the advanced salary step request from Eric Jones, Structural Supervisor, Building Services, to employ Applicant ID#27992399 in the class of Grounds Maintenance Worker at Step C of Range 19 on the Classified Salary Schedule. (Ref. 8.2n) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

- o. Consider approving the advanced salary step request from Dr. Celia Munguia, Director, Educational Services - Elementary, to employ Applicant ID# 30678128 in the class of Instructional Assistant I at Step D of Range 15 on the Classified Salary Schedule. (Ref. 8.2o) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

- p. Consider approving the advanced salary step request from Scott Cavanias, Principal, Alvarado Intermediate, to employ Applicant ID# 49175439 in the class of Campus Aide at Step D of Range 12 on the Classified Salary Schedule. (Ref. 8.2p) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

- q. Consider approving the advanced salary step request from Dr. Julie Mitchell, Superintendent of Schools, to employ Applicant ID# 16788923 in the class of Administrative Secretary at Step C of Range 21.5 on the Classified Salary Schedule. (Ref. 8.2q) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

- r. Consider approving the advanced salary step request from Amy Grigsby, Principal, Yorbita Elementary and Heidi West, Principal, Rorimer Elementary, to employ Applicant ID# 24094118 in the class of Custodian at Step E of Range 18 on the Classified Salary Schedule. (Ref. 8.2r) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

- s. Consider approving the advanced salary step request from Silvia Rivas, Director, Special Projects, to employ Applicant ID# 38116265 in the class of Senior Account Clerk at Step C of Range 20.5 on the Classified Salary Schedule. (Ref. 8.2s) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

- t. Consider approving the advanced salary step request from Karen Magana, Principal, Killian Elementary, to employ Applicant ID# 50144046 in the class of Library Assistant at Step B of Range 17 on the Classified Salary Schedule. (Ref. 8.2t) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

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.

- Custodian (D-21/22-51)
 - Previous expiration date: 7/21/22
 - New expiration date: 1/21/23

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

- 8.4 Consider approving the reclassification of an Office Assistant – Bilingual (Spanish), and the current incumbent, to a Senior Office Assistant – Bilingual (Spanish) with an effective date of September 7, 2022.

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

9. EXAMINATIONS/ELIGIBILITY LISTS

9.1 Exam Review and Recruitment Bulletins (Ref. 9.1)

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

- a) Athletic Trainer (D-22/23-19)
- b) District Safety (D-22/23-20)
- c) District Patrol (D-22/23-21)
- d) Grounds Maintenance Worker (D-22/23-22)
- e) Office Assistant Series (D-22/23-23,24,25)
- f) Community Liaison – Bil (Mand) (D-22/23-26)
- g) Playground Supervision Aide – (D-22/23-27)

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-22/23-10)
- b) Behavior Support Assistant – Bilingual (Spanish) (D-22/23-11)
- c) Cafeteria Lead Worker I (D-21/22-65)
- d) Computer Lab Technician (D-21/22-90)
- e) Computer Lab Tech – Bilingual (Spanish) (D-21/22-91)
- f) Dispatcher /Scheduler (D-21/22-95)
- g) Food Service Assistant I (D-22/23-13)
- h) Instructional Assistant I (D-22/23-03)
- i) Instructional Assistant I – Bilingual (Spanish) (D-22/23-04)
- j) Instructional Assistant II (D-22/23-06)
- k) Instructional Assistant II – Bilingual (Spanish) (D-22/23-07)
- l) Personal Care Assistant (D-22/23-12)
- m) School Office Manager (D-21/22-92)
- n) School Office Manager – Bilingual (Spanish) (D-21/22-93)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

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

- Senior Account Clerk
 - ID# 40688233 – PC Rule 6.1.10.1
 - ID# 30252982 – PC Rule 6.1.10.4
- Personal Care Assistant
 - ID# 47723540 – PC Rule 6.1.10.6
 - ID# 38873326 – PC Rule 6.1.10.6
 - ID# 17360598 – PC Rule 6.1.10.8
- Custodian
 - ID# 49592636 – PC Rule 6.1.10.2 and 4.4.11
 - ID# 29823291 – PC Rule 6.1.10.4
 - ID# 16974347 – PC Rule 6.1.10.1
 - ID# 42426455 – PC Rule 6.1.10.1
- Grounds Maintenance Worker
 - ID# 45578814 – PC Rule 6.1.10.6
- Office Assistant
 - ID# 30086370 – PC Rule 6.1.10.4
- Campus Aide
 - ID# 16813803 – PC Rule 6.1.10.6
- Playground Supervision Aide
 - ID# 19822444 – PC Rule 6.1.10.1

- Instructional Assistant II
 - ID# 37172062 – PC Rule 6.1.10.1
 - ID# 50399731 – PC Rule 6.1.10.4
- Instructional Assistant I
 - ID# 50399731 – PC Rule 6.1.10.4
- Instructional Assistant I – Bilingual (Spanish)
 - ID# 50399731 – PC Rule 6.1.10.4
- Instructional Assistant II – Bilingual (Spanish)
 - ID# 50399731 – PC Rule 6.1.10.4

Motion by: _____
 Second by: _____

Vote: Sabrina Lee _____
 Judy Nieh _____
 Sharon Fernandez _____

10. INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

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

11. ADJOURNMENT

Time _____

Motion by: _____
 Second by: _____

Vote: Sabrina Lee _____
 Judy Nieh _____
 Sharon Fernandez _____

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

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF AUGUST 2, 2022
MEETING HELD IN-PERSON AND VIA ZOOM**

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

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

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, August 2, 2022.

Motion made by: Judy Nieh
Seconded by: Sharon Fernandez

Vote:	Sharon Fernandez	Yes
	Sabrina Lee	Yes
	Judy Nieh	Yes

REPORT FROM THE PERSONNEL DIRECTOR

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

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

Open Recruitments

- Payroll Supervisor
- Stock Delivery Worker
- Athletic Trainer
- District Safety
- District Patrol

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

- Cafeteria Lead Worker I; Zoom Structured Interview
- Campus Aide - Zoom Structured Interview
- Food Service Assistant I – Remote Written Test / Zoom Structured Interview
- Library Assistant Series – Zoom Structured Interview
- Computer Lab Technician Series – Zoom Structured Interview
- School Office Manager Series – Remote written test

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

- Cafeteria Lead Worker I - Multiple Vacancies
- Computer Lab Technician
- Computer Lab Technician - Bilingual (Spanish)
- Computer Lab Technician - Substitute
- Custodian - Multiple Vacancies
- Instructional Assistant I
- Instructional Assistant II
- Library Assistant - Multiple Vacancies
- Library Assistant - Bilingual (Spanish)

- School Office Manager
- Senior Account Clerk
- Stock Delivery Worker - Multiple Vacancies

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

- 1 - Custodian Substitute
- 2 - Food Service Assistant
- 2 - Instructional Assistant I Bilingual (Spanish)
- 1 - Instructional Assistant II
- 1 - Instructional Assistant II Bilingual (Spanish)
- 2 - Personal Care Assistant
- 1 - Playground Supervision Aide
- 1 - Stock Delivery Worker

Updates/Reminders/Remarks:

- District Classification Study Update
 - Interviews with employees are still taking place
- Personnel Commission staff has been working hard to complete employment processing on Playground Supervision Aides and substitutes, Custodian substitutes, Food Service Assistants, Personal Care Assistants, and Instructional Assistant II new hires. School is starting on Monday, August 8.
- The Welcome Back event for the District started today with all staff watching a pre-recorded video at their site so that social distancing could take place. All staff received insulated lunch bags with goodies and a certificate good for a Starbucks drink at one of 4 locations tomorrow only, and a certificate for the Habit Food Trucks on August 4 from 11 a.m. to 2 p.m. which will be located at both NHS and RHS. This is a great way to start the year with coffee and food spread out throughout the week!

COMMUNICATIONS

A. CSEA – Lita Hernandez, CSEA President

Ms. Hernandez introduced herself. Ms. Hernandez wished everyone a successful year. Ms. Hernandez shared she is grateful there are opportunities available for those seeking employment within the District. Ms. Hernandez thanked the Personnel Commission for their time.

B. District Administration - None

C. Audience Members – None

PERSONNEL COMMISSION

7.1 Recommendation: Approve the minutes of the meeting of July 5, 2022.

Motion made by: Judy Nieh
Seconded by: Sharon Fernandez

Vote:	Sharon Fernandez	Yes
	Sabrina Lee	Yes
	Judy Nieh	Yes

7.2 Recommendation: Approve the minutes of the meeting of July 20, 2022.

Motion made by: Judy Nieh
Seconded by: Sharon Fernandez

Vote:	Sharon Fernandez	Yes
	Sabrina Lee	Yes
	Judy Nieh	Yes

ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Resolution No. 21-22:07 – Personnel Commission Authority to Hold Virtual Meetings

In Accordance with Assembly Bill 361, the Personnel Commission wishes to adopt Resolution No. 21-22:07, Continuing the Personnel Commission Authority to Hold Virtual Meetings, to allow the Personnel Commission to hold teleconference meetings.

Motion made by: Judy Nieh
Seconded by: Sharon Fernandez

Vote:	Sharon Fernandez	Yes
	Sabrina Lee	Yes
	Judy Nieh	Yes

8.2 New Class Description

Recommendation: To receive input from District administration and CSEA regarding the new classification of Senior Payroll Clerk.

- i. Place the new classification of Senior Payroll Clerk in the Accounting Series job family.
- ii. Approve the salary recommendation for the classification of Senior Payroll Clerk at Range 20.5 on the Classified Salary Schedule.

Discussion took place regarding the term “interpreting” mentioned in the distinguishing characteristics section of the job description. It was recommended that the word “interpreting” be changed to “understanding and following”.

Ms. Landin, Personnel Analyst, shared that when creating the Senior Payroll Clerk classification, most of the information was duplicated from the Senior Account Clerk classification as the same level of work is being performed within both classifications.

Ms. Nieh, requested details on the second paragraph in the Distinguishing Duties section of the classification in which it states, “The class of Senior Payroll Clerk is distinguished from the class of Senior Account Clerk in that incumbents in this class perform payroll related duties and do not spend most of their time on accounting related duties.” Ms. Nieh shared her concern with this as she feels the Senior Payroll Clerk should not be performing general accounting duties, such as accounts receivable, accounts payable, etc. Ms. Nieh states she believes having this statement leaves room for the incumbent to be performing more than the essential payroll duties.

Ms. Lee mentioned she understands that the functions of payroll do fall under the accounting umbrella. Ms. Lee shared she agrees with Ms. Nieh that the verbiage should be updated to read clearly so there is not confusion when it comes to the duties of a Senior Payroll Clerk. Ms. Lee stated she believes the statement should read as follows, “The class of Senior Payroll Clerk is distinguished from the class of Senior Account Clerk in that incumbents in this class perform payroll related duties and do not spend most of their time on *other* accounting related duties.” Ms. Lee mentioned that if the term accounting duties is removed it may cause confusion as the incumbent may perform some general accounting functions other than payroll.

Ms. Nieh shared her concern of leaving the term *accounting related duties* as it may allow the incumbent to perform duties outside of payroll functions which may lead to a reclassification request in the future. Ms. Nieh prefers the duties clearly stating that this position is primarily related to payroll functions and the performance of any other accounting duties should be minimal.

Ms. Lee mentioned she believes it is best to leave the term *accounting related duties* in the job description as the incumbent could possibly perform general accounting functions if assistance is needed at any time.

Ms. Nieh shared she believes although payroll is an accounting function, it is best to differentiate the Senior Payroll Clerk duties from all other accounting functions to ensure applicants have payroll experienced. Ms. Nieh stated the supervisor still is able to request the incumbent to perform other duties, but she feels it should be stated payroll functions are the primary.

Ms. Landin mentioned the statement “other accounting related duties” is important as the employee may assist in completing other accounting duties if there is a need. Ms. Landin shared leaving the statement out of the job description could allow the candidate to decline to assist in other accounting duties if not related to payroll. Ms. Landin mentioned since the Senior Account Clerk and Senior Payroll

clerk are at the same level in the Fiscal Department it leaves minimal concern for a reclassification request as it would only reflect a title change

Ms. Nieh stated she believes although the payroll function is within the accounting scope, she doesn't feel it fair to ask someone from a specific accounting class to perform accounting duties they may not have knowledge of. Ms. Nieh shared the example of having an Accounts Receivable employee perform Payroll functions. Ms. Nieh stated the job description should be clearly stated to reflect what we are recruiting for.

Ms. Fernandez mentioned since the Senior Account Clerk and Senior Payroll Clerk are at the same level, if the distinguishing characteristics paragraph is needed.

Ms. Stiegelmar shared it was created to differentiate the two to make it clear that one is within the payroll department and the other is within the accounting department. Ms. Stiegelmar shared both classifications are under the same Director and in the same salary range. Ms. Stiegelmar mentioned there may be some instances where the Senior Payroll Clerk may need to assist in other areas which are not related to payroll and vice versa.

Ms. Lee shared she agrees with leaving the statement as is due to the fact that the Senior Payroll clerk will be asked to perform general accounting duties which may not be related to payroll.

Ms. Landin shared the purpose of creating the classification of Senior Payroll Clerk is to show separation from the Senior Account Clerk and its duties. Ms. Landin also shared when recruiting for Senior Account Clerk it was found that most candidates were not interested in performing payroll duties and preferred general accounting duties.

Ms. Lee shared there are current employees who are titled Senior Account Clerk, but perform primarily payroll duties. Ms. Lee mentioned establishing Senior Payroll Clerk allows for those employees to be retitled to clearly show payroll is their primary function.

Ms. Nieh mentioned she does not agree with the classification as written as it allows the incumbent to perform other duties outside of the payroll function. Ms. Nieh stated she believes it needs to clearly define the classification as solely a payroll employee.

Motion made to approve the classification with the following modifications:

The statement should read: "Employees exercise judgment in *understanding and following* rules, policies, guidelines, establishing methods and determining work priorities, and are expected to independently solve a variety of payroll related issues."

Motion made by: Sharon Fernandez

Seconded by: Judy Nieh

Vote:	Sharon Fernandez	Yes
	Sabrina Lee	Yes
	Judy Nieh	No

EXAMINATIONS/ELIGIBILITY LISTS

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

- a) Locker Room Attendant (Female) (D-22/23-14)
- b) Translator (Spanish) (D-22/23-15)
- c) Custodian (Substitute) (D-22/23-16)
- d) Payroll Supervisor (D-22/23-17)
- e) Stock Delivery Worker (D-22/23-18)

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

9.3 Recommendation: To ratify the following eligibility lists:

- a) Campus Aide – (D-22/23-09)
- b) Health Assistant – (D-21/22-84)
- c) Health Assistant – Bilingual (Spanish) (D-21/22-85)

- d) Instructional Assistant II – (D-21/22-08)
- e) Instructional Assistant II – Bilingual (Spanish) (D-21/22-09)
- f) Library Assistant – (D-21/22-88)
- g) Library Assistant – Bilingual (Spanish) (D-21/22-89)
- h) Personal Care Assistant – (D-21/22-04)

Motion made by: Sharon Fernandez
 Seconded by: Judy Nieh

Vote:	Sharon Fernandez	Yes
	Sabrina Lee	Yes
	Judy Nieh	No

9.4 Removal of Names from the Eligibility Lists – Ratify the removal of a name from the following eligibility list:

- Personal Care Assistant
 - ID# 38873326– PC Rule 6.1.10.6

Motion made by: Judy Nieh
 Seconded by: Sharon Fernandez

Vote:	Sharon Fernandez	Yes
	Sabrina Lee	Yes
	Judy Nieh	Yes

INPUT OR COMMENTS FROM COMMISSIONERS

Ms. Fernandez stated she hopes that all employees have a successful school year.

Ms. Nieh shared she hopes that everyone has a successful school year. Ms. Nieh shared she is excited to see students and staff returning for the new school year.

Ms. Lee expressed her appreciation to the District for providing the insulated lunch bag and goodies provided for the employee welcome back event.

ADJOURNMENT

To adjourn the meeting at 5:35 p.m.

Motion made by: Judy Nieh
 Seconded by: Sharon Fernandez

Vote:	Sharon Fernandez	Yes
	Sabrina Lee	Yes
	Judy Nieh	Yes

Approved by: _____
 Sabrina Lee
 Chair
 Personnel Commission

Submitted by: _____
 Joan Stiegelmar
 Personnel Director
 Personnel Commission

THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED FOR TUESDAY, SEPTEMBER 6, 2022 AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.

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

PERSONNEL COMMISSION

ROWLAND UNIFIED SCHOOL DISTRICT

September 6, 2022

ITEM 8.1 RATIONALE FOR RESOLUTION No. 21-22:08 – 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-21-22:08

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 September 6, 2022.

AYES: _____

NOES: _____

ABSENT:: _____

Sabrina Lee
Chair
Personnel Commission

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

The Commission is in receipt of a request from Dr. Yesenia Alvarez, Principal, Hurley Elementary, to employ Applicant ID #39889637 as Instructional Assistant I – Bilingual (Spanish) at Step C of Range 15.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step C of Range 15.5 on the Classified Salary Schedule.

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

The Commission is in receipt of a request from Carlos Ochoa, Principal, Giano Intermediate, to employ Applicant ID #41267078 as Instructional Assistant I – Bilingual (Spanish) at Step C of Range 15.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step C of Range 15.5 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 #41846965 as Instructional Assistant II at Step D of Range 16 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step D of Range 16 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 #43431502 as Instructional Assistant II at Step C 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 and has over 2 years of experience. The number of years of education and related work experience does qualify this applicant for step placement at Step C based on the formula of one step will be given for two years of additional education beyond the employment standards for the classification and one step will be given for two years of additional related experience beyond the employment standards for the classification.

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
PERSONAL CARE ASSISTANT

The Commission is in receipt of a request from Stacy Berrest, Director, Special Education, to employ Applicant ID #25646909 as Personal Care Assistant at Step B of Range 14 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has qualifying college level semester units. The number of years of education does qualify this applicant for step placement at Step B based on the formula of one step will be given for two years of additional education beyond the employment standards for the classification.

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

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

The Commission is in receipt of a request from Stacy Berrest, Director, Special Education, to employ Applicant ID #43166707 as Instructional Assistant II – Bilingual (Spanish) at Step B of Range 16.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step B of Range 16.5 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 #14743959 as Instructional Assistant II at Step E of Range 16 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant an Associate'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 16 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
PERSONAL CARE ASSISTANT

The Commission is in receipt of a request from Stacy Berrest, Director, Special Education, to employ Applicant ID #49221386 as Personal Care Assistant at Step E of Range 14 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has over 9 years of work-related experience. The number of years of 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 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 14 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
LIBRARY ASSISTANT

The Commission is in receipt of a request from Scott Cavanias, Principal, Alvarado Intermediate, to employ Applicant ID #48972636 as Library Assistant at Step B of Range 17 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has 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
LIBRARY ASSISTANT

The Commission is in receipt of a request from John Martinez, Principal, Rowland Elementary, to employ Applicant ID #48485923 as Library Assistant at Step C of Range 17 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has qualifying college level semester units and has over 2 years of experience. The number of years of education and related work experience does qualify this applicant for step placement at Step C based on the formula of one step will be given for two years of additional education beyond the employment standards for the classification and one step will be given for two years of additional related experience beyond the employment standards for the classification.

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
INSTRUCTIONAL ASSISTANT I

The Commission is in receipt of a request from Dr. June Sakaue, Principal, Blandford Elementary, to employ Applicant ID #48664488 as Instructional Assistant I at Step B of Range 15 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 15 on the Classified Salary Schedule.

PERSONNEL COMMISSION

ADVANCED SALARY STEP PLACEMENT

SENIOR ACCOUNT CLERK

The Commission is in receipt of a request from Corrie Duran, Director, Fiscal Services, to employ Applicant ID #48695460 as Senior Account Clerk at Step C 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 2 years of experience. The number of years of education and related work experience does qualify this applicant for step placement at Step C based on the formula of one step will be given for two years of additional education beyond the employment standards for the classification and one step will be given for two years of additional related experience beyond the employment standards for the classification.

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
CUSTODIAN

The Commission is in receipt of a request from Danielle Villa, Principal, Telesis Academy, to employ Applicant ID #23273335 as Custodian at Step B of Range 18 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 18 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
GROUND MAINTENANCE WORKER

The Commission is in receipt of a request from Eric Jones, Structural Supervisor, Building Services, to employ Applicant ID #27992399 as Grounds Maintenance Worker at Step C of Range 19 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step C of Range 19 on the Classified Salary Schedule.

PERSONNEL COMMISSION

ADVANCED SALARY STEP PLACEMENT

INSTRUCTIONAL ASSISTANT I

The Commission is in receipt of a request from Dr. Celia Munguia, Director, Educational Services - Elementary to employ Applicant ID #30678128 as Instructional Assistant I at Step D of Range 15 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant an Associate's degree and has over 4 years of experience. The number of years of education and related work experience does qualify this applicant for step placement at Step D based on the formula of one step will be given for two years of additional education beyond the employment standards for the classification and one step will be given for two years of additional related experience beyond the employment standards for the classification.

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
CAMPUS AIDE

The Commission is in receipt of a request from Scott Cavanias, Principal, Alvarado Intermediate to employ Applicant ID #49175439 as Campus Aide at Step D of Range 12 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has over 6 years of work-related experience. The number of years of related work experience does qualify this applicant for step placement at Step D based on the formula of one step will be given for two years of additional related experience beyond the employment standards for the classification.

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step D of Range 12 on the Classified Salary Schedule.

PERSONNEL COMMISSION

ADVANCED SALARY STEP PLACEMENT

ADMINISTRATIVE SECRETARY

The Commission is in receipt of a request from Dr. Julie Mitchell, Superintendent of Schools to employ Applicant ID #16788923 as Administrative Secretary at Step C of Range 21.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has over 4 years of work-related experience. The number of years of related work experience does qualify this applicant for step placement at Step C based on the formula of one step will be given for two years of additional related experience beyond the employment standards for the classification.

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step C of Range 21.5 on the Classified Salary Schedule.

PERSONNEL COMMISSION

ADVANCED SALARY STEP PLACEMENT

CUSTODIAN

The Commission is in receipt of a request from Amy Grigsby, Principal, Yorbita Elementary & Heidi West, Principal, Rorimer Elementary to employ Applicant ID #24094118 as Custodian at Step E of Range 18 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

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

PERSONNEL COMMISSION

ADVANCED SALARY STEP PLACEMENT

SENIOR ACCOUNT CLERK

The Commission is in receipt of a request from Silvia Rivas, Director, Special Projects to employ Applicant ID #38116265 as Senior Account Clerk at Step C 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 2 years of experience. The number of years of education and related work experience does qualify this applicant for step placement at Step C based on the formula of one step will be given for two years of additional education beyond the employment standards for the classification and one step will be given for two years of additional related experience beyond the employment standards for the classification.

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

PERSONNEL COMMISSION

ADVANCED SALARY STEP PLACEMENT

LIBRARY ASSISTANT

The Commission is in receipt of a request from Karen Magana, Principal, Killian Elementary to employ Applicant ID #50144046 as Library Assistant at Step B of Range 17 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has 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
ROWLAND UNIFIED SCHOOL DISTRICT**

September 6, 2022

ITEM 8.4 CONSIDER APPROVING THE RECLASSIFICATION OF AN OFFICE ASSISTANT - BILINGUAL (SPANISH) POSITION, AND THE CURRENT INCUMBENT, TO A SENIOR OFFICE ASSISTANT – BILINGUAL (SPANISH) POSITION.

Staff met with Norma Gonzalez, Office Assistant - Bilingual (Spanish) in the Student Services office on February 7, 2022 in regards to a classification questionnaire that she submitted requesting for her position be studied. The initial meeting was conducted via zoom and was attended by Annette Ramirez, Director of Student Services; Debbi Gatti, Health Services Specialist; and Rosa Trujillo, Administrative Secretary – Bilingual (Spanish) and Ms. Gonzalez. Staff subsequently met with Ms. Gonzalez on April 12, 2022 and April 13, 2022, to review her duties in depth. On April 19, 2022 staff met with Ms. Annette Ramirez for a second time to confirm the information that was collected from the previous meetings with Ms. Gonzalez. Staff met with Ms. Gonzalez and Ms. Ramirez on April 26, 2022 to discuss the findings and the intent to place the staff recommendation on the May Personnel Commission agenda and they requested additional time to explore an alternative solution. Staff reached out in the subsequent months to follow up on the progress of the alternative solution and met again in August to finalize the Personnel Commission staff's initial recommendation.

Ms. Gonzalez was hired as an Office Assistant – Bilingual (Spanish) in the Student Services office in October of 2013. Her primary function was to support the office by working as the office receptionist and assisting with general clerical duties such as answering the phones, receiving and distributing mail, preparing requisitions to purchase office supplies, technology work orders and maintenance work orders. In addition to general office support, she is also the primary contact for anyone requesting copies of student records from 1950 to 1997. She also receives and processes inactive student cumulative (CUM) file records requests. Cumulative files consist of general school information that typically contains grades, attendance, discipline, standardized assessment reports and other information from a student's educational career. Ms. Gonzalez is also in charge of organizing, filing, and storing the district-wide inactive CUM and permanent record cards for the District.

The Student Services office specializes in the areas of enrollment, transfers, child welfare and attendance (SARB), custody of student records, discipline, parent concerns and health services. The office also oversees the dual language immersion programs, transitional kindergarten, kindergarten and is the hub for the centralized communication from the District to the parents via the Annual Parent Information and Notifications Handbook.

The office support staff consists of a total four employees; one administrative Secretary – Bilingual (Spanish), one eight-hour Senior Office Assistant – Bilingual/Biliterate (Spanish), one six-hour Senior Office Assistant, and one eight-hour Office Assistant – Bilingual (Spanish). The support staff interfaces with hundreds of families and work together to provide excellent service in a myriad of areas.

Ms. Gonzalez has had four directors since 2013 and with each director the accountability of the office has changed and work has been added. Many of these new accountabilities have been delegated to her.

In 2014, Class Size Reduction (CSR) reporting was delegated to the Student Services Office in the middle of the school year. At the beginning of every school year the District has Student Services staff review the teacher/student ratio to ensure that the ratio does not exceed the certificated contract agreement. Although a seemingly simple task, it requires the coordination of all of 11 school sites (TK – 6th grade) and multiple software platforms to get a final number.

During the first ten days of school, student attendance data is collected from the school sites reporting how many students are in each class room. Ms. Gonzalez enters this data into a custom spreadsheet that calculates the average student to teacher ratio per grade to ensure that no teacher is over their class size limit. Ms. Gonzalez compiles this information and it is delivered to Cabinet administrators to assist in making decisions regarding grade span averages and student transfers. Since this task was delegated to the Student Services office mid-year, Ms. Gonzalez completed her first CSR report in 2015 and has completed this task on a yearly basis.

CSR reporting is a function that Ms. Gonzalez reviews on a monthly basis as students enter and leave the District at various times of the year. In addition to being the lead on the data collection, Ms. Gonzalez uses this data to monitor the class size ratio year-round and to guide her in making the recommendations as to where to place a student if their designated school does not have room for them. Ms. Gonzalez gathers the relevant student data such as age, address, if they have siblings, if they require special education, and if they will require transportation to and from school. Because they are being sent to a different school than their home school, the District is required to provide transportation for the student(s). If the student requires special education, has siblings, and will require transportation, she then ensures those services can be provided to the student at the closest school site to that student's home and ensures there is room for siblings (if applicable). Ms. Gonzalez completes these tasks with little guidance and makes her recommendation to her Director whom then signs off on the placement of the student(s).

The consequence of error for this task is large. Envision how a parent would feel after being told the school they live across the street from is not available to them and the recommended school that Ms. Gonzalez suggested has no room for their sibling(s) or worse, after several days of attending, they are told that the special education services they need are not available at that location and they must relocate to a different school. Ms. Gonzalez was tasked with these duties with little guidance and has since created a streamlined and cohesive questionnaire to assist her in asking the right questions to ensure a good fit the first time. Ms. Gonzalez estimates that she has completed this task every other week prior to the pandemic in March 2020.

The District initiated its Saturday Exploration Academy to provide students an opportunity to learn fun and exciting subjects like robotics and coding to recuperate lost Average Daily Attendance (ADA) monies for students who had absences during the school year. In 2018, this task was assigned to the Student Services office and delegated to Ms. Gonzalez to assist in coordinating the event once the teachers and location was secured. Ms. Gonzalez coordinates the event from start to finish which entails several factors. Ms. Gonzalez creates all of the communication materials/flyers for each themed event and works with reprographics to prepare and distribute materials to the elementary school sites to promote the event to its students. She, along with the Student Services staff, compiles the registrants and then creates the master class roster, ensuring to group students from the same school and age range together to encourage attendance. Although a seemingly simple task, Ms. Gonzalez received little guidance on how to create the roster. She had to manage creating the roster consisting of 575 students in grades K-6th grade and anywhere from 19 to 21 teachers while ensuring students were grouped by grade/school site and maintaining the grade span average across all classrooms.

Master schedules are typically created using the Aeries software after inputting parameters into the system and it creates a rough draft for the user. Since these students were from various school sites, she had to create the master roster using Microsoft Excel and Google sheets.

Ms. Gonzalez coordinates with the Nutrition Services department to order meals, making arrangements for students who have special dietary needs and also contacts Special Education department to coordinate support for any special education students.

Ms. Gonzalez utilizes Parent Square to communicate with the parents of the attendees to remind them of the upcoming event. She prepares the communication in both English and Spanish.

At the conclusion of the academy, Ms. Gonzalez is charged with reconciling the attendees and communicating that information to various stakeholders. Once the final count is made, Student Services

staff look up every student who attended to see if they can recover their attendance. Ms. Gonzalez creates a report of recovered ADA and attendance rate breakdown by school/grade which is then presented to the Superintendent's office and Educational Services department for review.

To date, Ms. Gonzalez has coordinated 18 of these events and there are already six scheduled for the 2022-2023 school year.

The consequence of error that Ms. Gonzalez is responsible for has district-wide implications. As the classified lead on Saturday Exploration Academy, she is responsible for the planning and coordinating the logistics of each event. The successful implementation of these events results in thousands of dollars of revenue for the District via the returned ADA. Additionally, as the lead on CSR reporting, a miscalculated entry could cause for the District to be out of compliance with the certificated contract student/teacher ratio.

In reviewing the job description for the Office Assistant, it describes the incumbent as someone that provides clerical support by performing such duties as typing, filing, duplicating, answering phones, assisting students and the public as well as requisitioning supplies and materials and generating reports. These duties definitely describe the scope of the work Ms. Gonzalez completed at the beginning of her career as an Office Assistant with Student Services. As her time in the department progressed, she was slowly tasked with additional duties that had limited or no established procedures and guidelines and that required specialized knowledge.

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

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

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

In reviewing Ms. Gonzalez's duties and verifying the information with Ms. Ramirez, it is apparent that the duties that Ms. Gonzalez is performing are outside of her current classification of Office Assistant and have steadily increased in scope, responsibility, and complexity from the beginning of 2015 to the present.

The Office Assistant classification is intended to be a general support role which handles a variety of clerical tasks and follows well established procedures and guidelines. The distinguishing characteristics of a Senior Office Assistant describe the position as one where specialized knowledge and independent judgement take a more pronounced role in the incumbent's day to day operation.

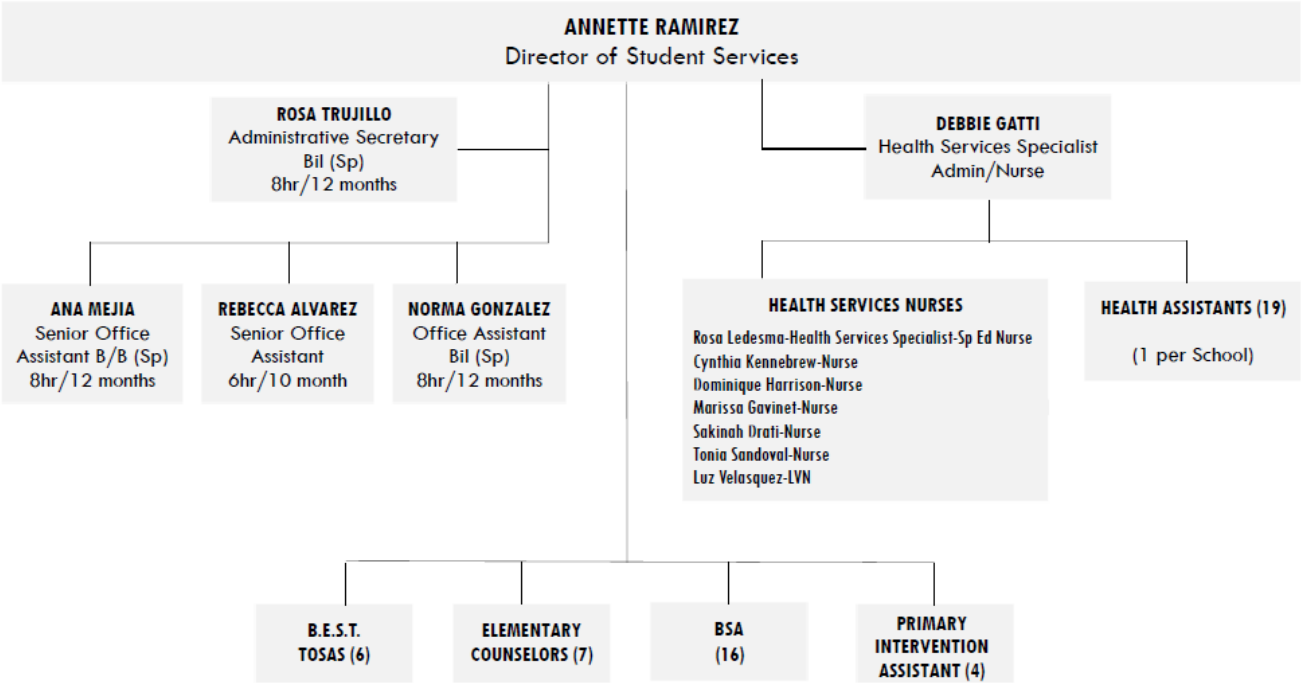
At this time, Ms. Gonzalez spends the majority of her day performing duties consistent with the Senior Office Assistant – Bilingual (Spanish) classification.

RECOMMENDATION

The Personnel Commission is requested to consider approving the reclassification request of the Office Assistant – Bilingual (Spanish) and the current incumbent, to a Senior Office Assistant – Bilingual (Spanish) position with an effective date of September 7, 2022.

STUDENT SERVICES ORGANIZATIONAL CHART

STUDENT SERVICES STAFF



PERSONNEL COMMISSION

ROWLAND UNIFIED SCHOOL DISTRICT

September 6, 2022

ITEM 9.1 EXAM REVIEW

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

Classification	Length of Eligibility List	Number of Positions	Hours / Months	Last Class Description Revision	Tentative Exam Plan
Athletic Trainer	6	2	6 hours / 12 months	7/2022	<ul style="list-style-type: none">• Structured Interview
District Safety	6	2	8 hours / 12 months	11/2017	<ul style="list-style-type: none">• Technical Project• Structured Interview
District Patrol	6	2	3.2 to 8 hours / 12 months	10/2017	<ul style="list-style-type: none">• Technical Project• Structured Interview
Grounds Maintenance Worker	6	2	8 hours / 12 months	6/2011	<ul style="list-style-type: none">• Remote Written Exam• Structured Interview
Office Assistant Series	6	1	3 hours / 9.5 months	9/2011	<ul style="list-style-type: none">• Remote Written Exam• Structured Interview• Computer Testing• Bilingual Exam (if applicable)
Community Liaison – Bil (Mandarin)	6	1	3 hours / 9.5 months	10/2011	<ul style="list-style-type: none">• Technical Project• Structured Interview
Playground Supervision Aide	6	2	1.5 hours / 9.5 months & 3.5 hours / 9.5 months	1/2018	<ul style="list-style-type: none">• Remote Written Quiz

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

EXTENDED

INVITES APPLICATIONS FOR THE POSITION OF:
ATHLETIC TRAINER

\$24.46 - \$29.83 Hourly*

*Updated salary

An Equal Opportunity Employer

OPENING DATE: July 29, 2022

FINAL FILING DATE: Extended to September 9, 2022

POSITION

There are currently two (2) immediate positions available for Athletic Trainer, six (6) hours a day, twelve (12) months a year. The reporting hours will vary due to the scheduling of games. An eligibility list is being established to hire substitutes and fill future vacancies for the next six (6) months.

SUMMARY OF DUTIES

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

QUALIFICATIONS

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

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

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

- **Proof of Education:** Bachelor's Degree, or copy of highest completed degree (/BA/MA) (Copy of diploma or official transcripts on watermarked paper/letterhead); **and**
- **A valid and current National Athletic Trainers Association Certification; and**
- **A valid and current Basic/Standard First Aid Certificate; and**
- **A valid and current CPR Certificate.**

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.**

If you have questions, please contact Crystal Vahimarae at cvahimarae@rowlandschools.org

LICENSE/CERTIFICATION/TRAINING REQUIREMENT:

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

FILING PERIOD

Applications for this position will be accepted online only, **EXTENDED** until **Friday, September 9, 2022**. Interested candidates are encouraged to apply as soon as possible.

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 / Technical Project

Salary Range: 21.5

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

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:

DISTRICT SAFETY

SALARY

\$22.72 - \$27.70 – HOURLY*

\$3,937 - \$4,800 – MONTHLY*

*Updated Salary

An Equal Opportunity Employer

EXTENDED

OPENING DATE: July 29, 2022

FINAL FILING DATE EXTENDED: September 9, 2022

POSITION

There are currently three (3) District Safety positions, eight (8) hours per day, five (5) days per week, twelve (12) months per year. Work hours are 7:00 a.m. – 3:30 p.m. An eligibility list will be established to hire substitutes and to fill future vacancies.

SUMMARY OF DUTIES

Under direction of the Assistant Superintendent - Administrative Services or designee, patrols campus buildings, District work sites, grounds, parking areas and related areas to observe students and non-students to provide for the safety of students, personnel, property and equipment on District property; ensures facilities are properly secured and determines if unauthorized persons are on such premises; responds to alarms and observes site to determine if there are intruders; conducts investigations; calls city police/sheriff if assistance is needed in handling intruders and unauthorized visitors; makes emergency maintenance repairs; and completes a variety of records and reports.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is required and must be supplemented by training or coursework in public safety, security, patrol methods, and procedures.

EXPERIENCE: Two years of experience in law enforcement, security, or experience working with students in a school setting in a security or supervising capacity is required. A certificate of completion from a California Basic P.O.S.T. Training Academy can be substituted for one year of the required experience. The certificate of completion must be dated within the last three years. Additional security training and/or experience with middle school or high school students is desirable.

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

- **High School Diploma/Equivalent or highest completed diploma (AA/BA/MA).**
- **P.O.S.T Training Academy Certificate (obtained within the last 3 years) is required if being substituted for one year of the required experience.**
- **Current First Aid Certificate, comparable to the American Red Cross Standard First Aid Certificate and a Child and Adult Cardiopulmonary Resuscitation Certificate.**

Document(s) may also be emailed to Arlene.Zamudio@RowlandSchools.Org. **Applications without the supporting document(s) will be considered incomplete and will be disqualified.** Transcripts/Diplomas from foreign countries must be certified to meet the US equivalent to be considered.

LICENSE REQUIREMENTS: Possession of a valid, Class C, California Driver license and a good driving record is required prior to and during employment. A valid First Aid Certificate and a Child and Adult CPR certificate is required. A current SB 1626 Training Certificate in accordance with 832.2 of California Penal Code, compliant with California Education Code Section 38001.5, must be completed within three months of hire at the employee's expense. All incumbents must be free of any record of conviction for any felony, narcotics, or moral offenses, as defined in the Education Code and Penal Code of California.

ENVIRONMENT: Employees in this classification work both inside and outside, in varying weather conditions, with exposure to verbal abuse, harassment, potential physical hazards when intervening in anti-social, illegal activity, and/or physical fights or confrontations, in the absence of immediate supervision, and in direct contact with students, the public, and District personnel.

PHYSICAL REQUIREMENTS: Employees in the classification lift and carry up to 50 lbs., push/pull, climb stairs and ramps, run, stoop/bend, twist or apply pressure with wrists or hands, use both hands and/or legs simultaneously, speak clearly, hear, have depth perception, have color vision/distinguish shades, see small details and for long distances, operate a computer, radio, or mobile phone, and drive a vehicle.

FILING PERIOD

Applications for this position will be accepted online only starting Friday, July 29, 2022, EXTENDED to Friday, September 9, 2022, until 4:30pm.

Applicants will be sent notifications via e-mail only

EXAMINATION – OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination will tentatively consist of the following:

- Structured Interview/Technical Project

Classified Salary Range: 20

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 log on to www.rowlandschools.org. → Departments → Personnel Commission → Classified Job Openings**

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



ROWLAND UNIFIED SCHOOL DISTRICT

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

www.rowlandschools.org

INVITES APPLICATIONS FOR THE POSITION OF:

DISTRICT PATROL

SALARY

\$20.23 - \$24.62 Hourly

\$3,504 - \$4265 Monthly

An Equal Opportunity Employer

OPENING DATE: July 29, 2022

FINAL FILING DATE: August 19, 2022

POSITION

There is currently one (1) full time position and one (1) part time position available. These positions may work weekends. An eligibility list will be established to hire substitutes and to fill future vacancies.

Vacancy Information:

Full time (40 hrs/wk) 8 hours a day, 12 months per year. Schedule: Wednesday-Sunday, 2:30 p.m. – 11:00 p.m.

Part time (16 hrs/wk) 8 hours per day, 12 months a year. Schedule: Saturday & Sunday, 6:30 a.m. – 3:00 p.m.

SUMMARY OF DUTIES

Under general direction of a District Administrator or designee, patrols District work sites, campuses, parking lots and related areas to ensure facilities are properly secured; observes and controls behavior of students and determines if unauthorized visitors are on such premises; approaches such visitors to determine the reasons for their presence and assists them; encourages unauthorized visitors to leave voluntarily using tact, persuasion and good judgment; responds to alarms and observes site to determine if there are intruders; calls police for assistance in handling intruders and unauthorized visitors; makes emergency maintenance repairs; secures premises; and completes various records and reports.

QUALIFICATIONS

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

EXPERIENCE: One year of experience in security/safety work or law enforcement is required. A certificate of completion from a California Basic P.O.S.T. Training Academy can be substituted for the required experience. The certificate of completion must be dated within the last three years.

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

- **High School Diploma/Equivalent or highest completed diploma (GED, AA/BA/MA)**
- **P.O.S.T Training Academy Certificate (dated within the last 3 years) is required if being substituted for the required experience.**

Document(s) may also be emailed to Arlene.Zamudio@RowlandSchools.org. **Applications without the supporting document(s) will be considered incomplete and will be disqualified.** Transcripts/Diplomas from foreign countries must be certified to meet the US equivalent to be considered.

LICENSE REQUIREMENTS: Possession of a valid, Class C, California Driver license and a good driving record is required prior to and during employment. A current SB 1626 Training Certificate in accordance with 832.2 of California Penal Code, compliant with California Education Code Section 38001.5, must be completed within six months of hire at the employee's expense.

ENVIRONMENT: Employees in this classification work both inside and outside, in varying weather conditions, with exposure to verbal abuse, harassment, potential physical hazards when intervening in anti-social, illegal activity, and/or physical fights or confrontations, in the absence of immediate supervision, and in direct contact with students, the public, and District personnel.

PHYSICAL REQUIREMENTS: Employees in the classification lift and carry up to 50 lbs, push/pull, climb stairs and ramps, run, stoop/bend, twist or apply pressure with wrists or hands, use both hands and/or legs simultaneously, speak clearly, hear, have depth perception, have color vision/distinguish shades, see small details and for long distances, operate a computer, radio, or mobile phone, and drive a vehicle.

FILING PERIOD

Applications for this position will be accepted online only starting **Friday, July 29, 2022 to Friday, August 19, 2022 until 4:30pm.**

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

Classified Salary Range: 19

PROOF OF EDUCATION:

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS' CREDIT

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

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

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



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

INVITES APPLICATIONS FOR THE POSITION OF:

GROUND MAINTENANCE WORKER

\$20.23 - \$24.62 Hourly
\$3,504.00 - \$4,265.00 Monthly

An Equal Opportunity Employer

OPENING DATE: August 5, 2022

FINAL FILING DATE: August 26, 2022

POSITION

There are currently two (2) positions available for Grounds Maintenance Worker, including full benefits. Typical hours for these positions are eight (8) hours per day, five (5) days per week, twelve (12) months a year. An eligibility list will be established to hire substitutes and to fill future vacancies for the next 6 months.

SUMMARY OF DUTIES

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

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is desirable.

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

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

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

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

FILING PERIOD

Applications for this position will be accepted online only, Friday, August 5, 2022, through Friday, August 26, 2022, until 4:30 pm.

Applicants will be sent notifications via e-mail only

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

- Job Related Written Examination
- Structured Interview

Salary Range 19

PROOF OF EDUCATION

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

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: August 12, 2022

FINAL FILING DATE: September 2, 2022

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, highest completed degree - AA/BA/MA)
- **A valid and current First Aid Certificate**, comparable to the American Red Cross Standard First Aid Certificate (copy front & back)

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

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

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

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

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

FILING PERIOD

Applications for these positions will be accepted on-line only, from **Friday, August 12, 2022, to Friday, September 2, 2022, 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 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:

COMMUNITY LIAISON-BILINGUAL (MANDARIN):

\$18.76 - \$22.86 HOURLY

An Equal Opportunity Employer

OPENING DATE: August 12, 2022

FINAL FILING DATE: September 2, 2022

POSITION

There is one (1) immediate Community Liaison-Bilingual (Mandarin) position available, three (3) hours per day, five (5) days per week, nine and one half (9.5) months per year. Tentative work hours are 8:00 a.m. to 11:00 a.m. An eligibility list will be established to hire substitutes and fill future vacancies.

SUMMARY OF DUTIES

Under supervision, serves as liaison between a District program, parents, students, community groups and social service agencies; assists school personnel in the recognition and understanding of pupils' backgrounds through direct contact with parents; provides family case management; participates in required training; and performs routine clerical duties.

QUALIFICATIONS

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

EXPERIENCE: One year of community work or involvement, such as church, community advisory groups, PTA, scouting, etc.

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

- High School Diploma or equivalent
- Transcripts on Letterhead or Diploma if you have completed your AA/BA/MA

You may upload your documents to your application 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](#).

WORK ENVIRONMENT:

Employees in this classification work both inside and outside, may be exposed to airborne pathogens and germs, drive a personal vehicle to conduct work, and have direct contact with students and the public.

PHYSICAL REQUIREMENTS:

Employees in this classification stand, walk, repetitively use fingers, use both hands simultaneously, stoop/bend, reach overhead, have rapid mental and/or muscular coordination, lift and carry up to 20 lbs. or over 20 lbs. with assistance, speak clearly, hear normal voice conversation, see small details and long distances, sit for extended periods of time, and operate a vehicle.

FILING PERIOD

Applications for this position will be accepted online only, **Friday, August 12, 2022 through Friday, September 2, 2022 until 4:30 pm.**

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 / Language Assessment (Mandarin)

Salary Range: 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 **twelve (12) months**. All new employees are subject to passing a physical examination, tuberculosis test, background review and must provide satisfactory evidence of authorization to work in the United States. Employment start date is contingent upon fingerprinting and criminal background clearance.

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

PROCESSING FEE

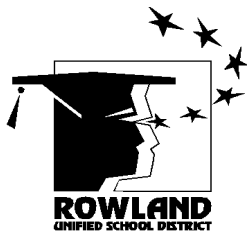
New employees will be charged a processing fee (approximately \$64) for the cost of fingerprinting. This fee must be paid at the time of processing appointment, with a **MONEY ORDER ONLY**, payable to RUSD.

VETERANS CREDIT

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

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

PLAYGROUND SUPERVISION AIDE

\$16.05 Hourly

An Equal Opportunity Employer

OPENING DATE: Friday, August 12, 2022

FINAL FILING DATE: Friday, September 2, 2022

POSITION

hours for this job range from one (1) hour per day to three (3) hours per day, five (5) days per week, nine and a half (9 1/2) months per year. Reporting hours will vary in these positions. An eligibility list will be established to fill current vacancies, hire substitutes and fill future vacancies within the next 6 months.

SUMMARY OF DUTIES

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

QUALIFICATIONS

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

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

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

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

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

FILING PERIOD

Applications for this position will be accepted starting on **Friday, August 12, 2022 until Friday, September 2, 2022 at 4:30 p.m.**

Applicants will be sent notifications via e-mail only

EXAMINATION – OPEN/PROMOTIONAL WITH DUAL CERTIFICATION:

The examination may consist of the following:

- Job Related Written Quiz

Classified Salary Range: 9

PROOF OF EDUCATION:

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

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

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

September 6, 2022

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

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

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

ELIGIBILITY LIST RECRUITMENT NUMBER	PERSON I.D. PERSONNEL COMMISSION RULE REFERENCE
Senior Account Clerk (D-21/22-64)	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# 40688233 6.1.10.4 A written request by the eligible for removal <ul style="list-style-type: none">ID# 30252982
Personal Care Assistant (D-21/22-04)	6.1.10.6 Refusing an employment offer after certification as an eligible and available for the appointment. <ul style="list-style-type: none">ID# 47723540ID# 38873326 6.1.10.8 Failure to satisfactorily complete all pre-employment and background reviews, including reference checks conducted by the Appointing Authority. <ul style="list-style-type: none">ID# 17360598
Custodian (D-21/22-81)	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# 49592636 6.1.10.4 A written request by the eligible for removal. <ul style="list-style-type: none">ID# 29823291 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# 16974347ID# 42426455
Grounds Maintenance Worker (D-21/22-52)	6.1.10.6 Refusing an employment offer after certification as an eligible and available for the appointment. <ul style="list-style-type: none">ID# 45578814

Office Assistant (D-21/22-66)	6.1.10.4 A written request by the eligible for removal. • ID# 30086370
Campus Aide (D-21/22-45)	6.1.10.6 Refusing an employment offer after certification as an eligible and available for the appointment. • ID# 16813803
Playground Supervision Aide (D-21/22-76)	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. • ID# 19822444
Instructional Assistant II (D-21/22-08)	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. • ID# 37172062
Instructional Assistant II (D-22/23-06)	6.1.10.4 A written request by the eligible for removal. • ID# 50399731
Instructional Assistant I (D-22/23-03)	6.1.10.4 A written request by the eligible for removal. • ID# 50399731
Instructional Assistant I – Bilingual (Spanish) (D-22/23-04)	6.1.10.4 A written request by the eligible for removal. • ID# 50399731
Instructional Assistant II – Bilingual (Spanish) (D-22/23-07)	6.1.10.4 A written request by the eligible for removal. • ID# 50399731

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.