

**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)]

November 1, 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_ssk4MsX0RxC58KJXbRjeXA

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.

November 1, 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, November 1, 2022 or adopting the Agenda with the following corrections/modifications for November 1, 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 October 4, 2022. (Ref. 7.1)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Resolution No. 21-22:10 – Personnel Commission Authority to Hold Virtual Meetings

In Accordance with Assembly Bill 361, the Personnel Commission wishes to adopt Resolution No. 21-22:10, Continuing the Personnel Commission Authority to Hold Virtual Meetings, to allow the Personnel Commission to hold teleconference meetings. (Ref. 8.1)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

8.2 Advanced Salary Step Placement

- a. Consider approving the advanced salary step request from Amy Grigsby, Principal, Yorbita Elementary, to employ Applicant ID# 45933345 in the class of Behavior Support Assistant at Step C of Range 17 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 Ventura Carrera, Director, Transportation Services, to employ Applicant ID# 38361296 in the class of School Bus Driver at Step B of Range 19.5 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 Danielle Villa, Principal, Telesis Academy, to employ Applicant ID# 7618257 in the class of Custodian at Step E of Range 18 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# 43894195 in the class of Instructional Assistant II at Step D 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# 50705762 in the class of Personal Care Assistant at Step E 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# 49415169 in the class of Instructional Assistant II at Step B of Range 16 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# 43875193 in the class of Instructional Assistant II at Step B 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# 48844132 in the class of Instructional Assistant II at Step B of Range 16 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 Stacy Berrest, Director, Special Education, to employ Applicant ID# 50987751 in the class of Instructional Assistant II at Step E of Range 16 on the Classified Salary Schedule. (Ref. 8.2i) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

8.3 Reallocation

Consider approving the recommended re-allocation of an Office Assistant – Bilingual (Spanish) position to an Office Assistant position. (Ref 8.3)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

8.4 Reclassification

Consider not approving the reclassification of an Office Assistant – Bilingual / Biliterate (Mandarin) position. (Ref. 8.4)

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) Custodian (D-22/23-31)
- b) Executive Director Facilities, Maintenance, Operations, and Construction (D-22/23-32)
- c) Career / Vocational Assistant (D-22/23-33)

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) Campus Aide (D-22/23-09)
- b) District Safety (D-22/23-20)
- c) Food Service Assistant I (D-22/23-13)
- d) Instructional Assistant I – Bilingual (Spanish) (D-22/23-04)
- e) Instructional Assistant II (D-22/23-06)
- f) Instructional Assistant II – Bilingual (Spanish) (D-22/23-07)
- g) Instructional Assistant II – Bilingual/Biliterate (Spanish) (D-22/23-08)
- h) Office Assistant (D-22/23-23)
- i) Office Assistant – Bilingual (Spanish) (D-22/23-24)
- j) Office Assistant – Bilingual / Biliterate (Spanish) (D-22/23-25)
- k) Personal Care Assistant (D-22/23-12)
- l) Stock Delivery Worker (D-22/23-18)

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)

- Food Service Assistant I (D-22/23-13)
 - ID# 50462466 – PC Rule 6.1.10.4
 - ID# 50587023 – PC Rule 6.1.10.3
 - ID# 48059251– PC Rule 6.1.10.6
- Personal Care Assistant (D-22/23/12)
 - ID# 40207711 – PC Rule 6.1.10.2 and 4.4.11
- Personal Care Assistant (D-21/22-04)
 - ID# 43875193 – PC Rule 6.1.10.4
- Playground Supervision Aide (D-22/23-27)
 - ID# 50883013 – PC Rule 6.1.10.4
- Computer Lab Technician (D-21/22-90)
 - ID# 38221636– PC Rule 6.1.10.3

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

10. INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED ON TUESDAY, DECEMBER 6, 2022 AT 4:30 P.M., DISTRICT OFFICE – TESTING CENTER.

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 OCTOBER 4, 2022
MEETING HELD IN-PERSON AND VIA ZOOM**

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

Members Present: Sabrina Lee, Chair
 Judy Nieh, Vice Chair

Members Absent: 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, October 4, 2022.

Motion made by: Judy Nieh
Seconded by: Sabrina Lee

Vote:	Sharon Fernandez	Absent
	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 - -

- Instructional Assistant - Hearing Impaired
- School Bus Driver Trainee
- Senior Account Clerk

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

- School Bus Driver – Zoom Structured Interview
- Pool Maintenance Worker – Technical Project / Zoom Structured Interview
- Instructional Assistant I – Remote Assessment Test / Zoom Structured Interview
- Instructional Assistant II – Remote Assessment Test / Zoom Structured Interview
- Campus Aide – Zoom Structured Interview
- Food Service Assistant I – Remote Written Test / Zoom Structured Interview
- Lead Mechanic – Technical Project / Zoom Structured Interview
- Locker Room Attendant (Female) – Remote Written Test / Zoom Structured Interview
- Translator – Bilingual (SP) – Zoom Structured Interview / Computer Testing
- Custodian – Zoom Structured Interview
- District Patrol – Technical Project / Zoom Structured Interview
- Grounds Maintenance Worker – Zoom Structured Interview
- Office Assistant – Remote Written Test
- Playground Supervision Aide – Remote Written Quiz

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

- Campus Aide
- Community Liaison - Bilingual (Spanish)
- Computer Lab Technician
- District Patrol
- Food Service Assistant I
- Grounds Maintenance Worker
- Instructional Assistant I
- Instructional Assistant I - Bilingual (Spanish)
- Lead Mechanic
- Locker Room Attendant (Female)
- Personal Care Assistant
- Playground Supervision Aide
- Pool Maintenance Worker
- School Bus Driver
- Translator – (Spanish)

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

- 3 - Behavior Support Assistant
- 1 - Custodian
- 1 - Food Service Assistant I
- 1 - Instructional Assistant II
- 1 - Office Assistant
- 1 - Personal Care Assistant
- 1 - Personal Care Assistant - Substitute

Updates/Reminders/Remarks:

- District Classification Study Update - Jessica Landin, Personnel Analyst, and I attended the Advisory Committee Meeting on September 28 regarding the completed drafts for the revised class descriptions from Ewing Consulting. There are approximately 16 class descriptions that have changes and Personnel Commission staff are reviewing the changes before the revisions are emailed out to the incumbents. The revisions are going to be placed on the December 6 PC meeting for review and approval.
- Open Enrollment for Benefits is happening now through October 14, 2022. Please connect with Risk Management at 626 854-8306 if you need to make changes or have any questions.
- I am excited to report out to the Personnel Commission that all Library Assistant employees were approved to have their hours increased from 3 hours a day to 5.5 hours a day effective October 1, 2022.
- Personnel Commission staff held a Classroom Job Fair on Monday, September 26, 2022. We invited 13 applicants to the job fair and all applicants were interviewed, offered jobs, and fingerprinted. Staff is busy guiding them through the onboarding process of TB, physical, mandated trainings, and paperwork. It was another successful event and the teamwork of staff in the Personnel Commission was amazing. All hands were on deck and I will be buying lunch for staff on Friday.

COMMUNICATIONS

A. CSEA – Lita Hernandez, CSEA President

Ms. Hernandez shared she is pleased the Classification and Compensation study is still in progress. Ms. Hernandez expressed her appreciation to Ms. Stiegelmar and Ms. Landin for their time and input while on the advisory committee for the study. Ms. Hernandez also thanked the Commission for allowing meetings to be viewed via Zoom as it gives employees the chance to take part in the meeting. Ms. Hernandez shared she is pleased to see there have been new many hires as it is difficult at this time to fill positions.

B. District Administration - None

C. Audience Members – None

PERSONNEL COMMISSION

- 7.1 Recommendation: Approve the minutes of the meeting of September 6, 2022.

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

ITEMS FOR DISCUSSION AND/OR ACTION

- 8.1 Resolution No. 21-22:09 – Personnel Commission Authority to Hold Virtual Meetings

In Accordance with Assembly Bill 361, the Personnel Commission wishes to adopt Resolution No. 21-22:09, Continuing the Personnel Commission Authority to Hold Virtual Meetings, to allow the Personnel Commission to hold teleconference meetings.

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

Advanced Salary Step Placement

- 8.2a Recommendation: To consider approving the advanced salary step request from Amy Grigsby, Principal, Yorbita Elementary, to employ Applicant ID# 33279866 in the class of Library Assistant at Step C of Range 17 on the Classified Salary Schedule.

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

- 8.2b Recommendation: To consider approving the advanced salary step request from Heidi West, Principal, Rorimer Elementary, to employ Applicant ID# 29285834 in the class of Health Office Assistant – Bilingual (Spanish) at Step E of Range 17.5 on the Classified Salary Schedule.

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

- 8.2c Recommendation: To consider approving the advanced salary step request from Jason Garcia, Principal, Oswalt Academy, to employ Applicant ID# 17375738 in the class of Office Assistant at Step E of Range 17 on the Classified Salary Schedule.

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

- 8.2d Recommendation: To consider approving the advanced salary step request from Jason Garcia, Principal, Oswalt Academy, to employ Applicant ID# 50791094 in the class of Behavior Support Assistant at Step D of Range 17 on the Classified Salary Schedule.

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

- 8.2e Recommendation: To consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID# 50340181 in the class of Behavior Support Assistant at Step C of Range 17 on the Classified Salary Schedule.

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

- 8.2f Recommendation: To consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID# 42944077 in the class of Personal Care Assistant at Step C of Range 14 on the Classified Salary Schedule.

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

- 8.2g Recommendation: To consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID# 41978488 in the class of Behavior Support Assistant at Step C of Range 17 on the Classified Salary Schedule.

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

- 8.2h Recommendation: To consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID# 3193683 in the class of Personal Care Assistant at Step E of Range 14 on the Classified Salary Schedule.

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

Class Description Revision and Salary Study Recommendation

- 8.3 Recommendation: To consider approving the revised class description and salary recommendation for the classification of Executive Director of Facilities, Maintenance, Operations, and Construction from the Salary Range 101 to Salary Range 103 on the District Leadership Team Salary Schedule.

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

EXAMINATIONS/ELIGIBILITY LISTS

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

- a) Community Liaison – Bilingual (Spanish) (D-22/23-28)
- b) Instructional Assistant II for the Hearing Impaired (D-22/23-29)
- c) School Bus Driver Trainee (0-10)
- d) Senior Account Clerk (D-22/23-30)

- 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) Custodian (D-22/23-16)
- c) District Patrol (D-22/23-21)
- d) Food Service Assistant I (D-22/23-13)
- e) Grounds Maintenance Worker (D-22/23-22)
- f) Instructional Assistant I (D-22/23-03)
- g) Instructional Assistant II (D-22/23-06)
- h) Lead Mechanic (D-21/22-94)
- i) Locker Room Attendant (Female) (D-22/23-14)
- j) Playground Supervision Aide (D-22/23-27)
- k) Pool Maintenance Worker (D-22/23-02)

- l) School Bus Driver (D-22/23-01)
- m) Translator (Spanish) (D-22/23-15)

Ms. Nieh asked if the Instructional Assistant II for the Hearing Impaired is being requested due to a student's needs in the District.

Ms. Stiegelmar confirmed there is a student in the District who needs this service.

Motion made by: Judy Nieh
Seconded by: Sabrina Lee

Vote: Sharon Fernandez Absent
Sabrina Lee Yes
Judy Nieh Yes

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

- Custodian
 - ID# 23642000 – PC Rule 6.1.10.4
 - ID# 24289191 – PC Rule 6.1.10.1
 - ID# 37667086 – PC Rule 6.1.10.7
 - ID# 49804138 – PC Rule 6.1.10.1
 - ID# 20428124 – PC Rule 6.1.10.1
- School Office Manager and School Office Manager – Bilingual (Spanish)
 - ID# 38038263 – PC Rule 6.1.10.4

Motion made by: Judy Nieh
Seconded by: Sabrina Lee

Vote: Sharon Fernandez Absent
Sabrina Lee Yes
Judy Nieh Yes

ADJOURNMENT

To adjourn the meeting at 4:51 p.m.

Motion made by: Judy Nieh
Seconded by: Sabrina Lee

Vote: Sharon Fernandez Absent
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, NOVEMBER 1, 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

November 1, 2022

ITEM 8.1 RATIONALE FOR RESOLUTION No. 21-22:10 – 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-21-22:10

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 November 1, 2022.

AYES: _____

NOES: _____

ABSENT:: _____

Sabrina Lee
Chair
Personnel Commission

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
BEHAVIOR SUPPORT ASSISTANT

The Commission is in receipt of a request from Amy Grigsby, Principal, Yorbita Elementary to employ Applicant ID #45933345 as Behavior Support 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 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 17 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
SCHOOL BUS DRIVER

The Commission is in receipt of a request from Ventura Carrera, Director, Transportation Services to employ Applicant ID #38361296 as School Bus Driver at Step B of Range 19.5 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 19.5 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
CUSTODIAN

The Commission is in receipt of a request from Danielle Villa, Principal, Telesis Academy to employ Applicant ID #7618257 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 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 18 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 #43894195 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
PERSONAL CARE ASSISTANT

The Commission is in receipt of a request from Stacy Berrest, Director, Special Education to employ Applicant ID #50705762 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 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 14 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 #49415169 as Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
INSTRUCTIONAL ASSISTANT II

The Commission is in receipt of a request from Stacy Berrest, Director, Special Education to employ Applicant ID #43875193 as Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has completed at least 2 years of education beyond the established requirements. The number of years of education does qualify this applicant for step placement at Step B based on the formula of one step will be given for two years of additional education beyond the employment standards for the classification.

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
INSTRUCTIONAL ASSISTANT II

The Commission is in receipt of a request from Stacy Berrest, Director, Special Education to employ Applicant ID #48844132 as Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
INSTRUCTIONAL ASSISTANT II

The Commission is in receipt of a request from Stacy Berrest, Director, Special Education to employ Applicant ID #50987751 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 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 16 on the Classified Salary Schedule.



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

October 18, 2022

TO: Dennis Bixler, Assistant Superintendent – Human Resources

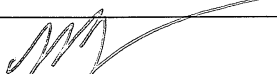
FROM: Joan Stiegelmar, Personnel Director

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

Gale Lee, Assistant Principal at Rowland Adult and Community Education (RACE), has requested that we reallocate an Office Assistant – Bilingual (Spanish) position to an Office Assistant position. RACE currently has two Office Assistant – Bilingual (Spanish) positions and the office is sufficiently covered with language proficiency with these two employees.

Your input concerning the recommended reallocation is important. The Personnel Commission will consider approving this at the regular meeting on Tuesday, November 1, 2022.

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

<input checked="checked" type="checkbox"/> I agree with the recommended reallocation.	<input type="checkbox"/> I disagree with the reallocation, and recommend the adjustments noted above.
Signature: 	Date: 10.18.2022

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

PC22-178

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

November 1, 2022

ITEM 8.4 **CONSIDER NOT APPROVING THE RECLASSIFICATION OF AN OFFICE
ASSISTANT BILINGUAL/BILITERATE (MANDARIN) POSITION IN THE ENGLISH
LANGUAGE DEVELOPMENT OFFICE AT ROWLAND HIGH SCHOOL**

Staff initially met with Ms. Clare Huang, Office Assistant – Bilingual/Biliterate (Mandarin) on May 24, 2022 in regards to a classification questionnaire that was submitted requesting for her position to be studied. Ms. Huang provided staff a copy of District Biliterate/Bicultural Language Technician from the Walnut Unified School District as a reference to what she was looking to be reclassified to. Rowland Unified does not have a classification that is similar to this classification. This meeting was attended by Ms. Kelli Reese, Assistant Principal, Ms. Alicia Gutierrez, English Language Development (ELD) Coordinator (current at the time), and the former ELD Coordinator whom Ms. Huang worked with for several years, Ms. Kathie Connaughton.

Staff met with Ms. Huang on three additional occasions on August 15, 2022, October 7, 2022 and October 12, 2022 to collect additional information. Ms. Huang is a 10-month employee and was therefore unavailable during the months of June and July.

BACKGROUND:

The English Language Development (ELD) Office at Rowland High School supports over 200 English Learner (EL) students. The purpose of the ELD Office is to prepare students to be productive contributing citizens of the United States. Their goal is to provide a program for limited English speaking students that allows them to develop the linguistic and cultural skills necessary to achieve their educational goals. Additionally, they serve to ensure the District is complying with the U.S. Department of Education Office for Civil Rights (OCR) and the U.S. Department of Justice (DOJ) in their compliance work under Title VI of the 1964 Civil Rights Act and the Equal Educational Opportunities Act of 1974. In addition, the California Education Code contains legal requirements which direct schools to assess the English language proficiency of students. This is primarily done through the distribution and collection of the Home Language Survey. The responses to the home language survey assists in determining if a student's proficiency in English should be tested. This information is essential in order for the school to provide adequate instructional programs and services.

Currently, the office consists of a certificated ELD Coordinator, Ms. Rola Daoudi (new for 22-23 school year), and a full time (8 hours a day / 10 months a year) Office Assistant – Bilingual/Biliterate (Mandarin) employee, Clare Huang. Additionally, the office employs two certificated ELD teachers and four (4) Instructional Assistant II's for classroom support. Ms. Daoudi is a certificated employee who currently dedicates two class periods to the ELD Office, while the remainder of her time is dedicated to teaching French. Ms. Huang supports Ms. Daoudi in handling the day to day functions of the ELD Office. The ELD office is overseen by the Assistant Principal, Ms. Kelli Reese who is Ms. Huang's official supervisor, and the designated ELD Coordinator who is typically a language teacher.

The English Language Proficiency Assessments for California (ELPAC) is the mandated state test for determining English language proficiency (ELP). It is administered as an initial assessment to newly enrolled students whose primary language is not English, as indicated on a home language survey; and, annually, as a summative assessment to students who have been previously identified as EL students.

The general ELPAC is delivered via a computer-based test delivery platform. The general ELPAC has four domains (Listening, Speaking, Reading, and Writing) which are administered on a computer.

Ms. Huang has worked as an Office Assistant – Bilingual / Biliterate (Mandarin) for the RHS ELD Office since January of 2004 as a three-hour employee and was later increased to full time status in February of 2004. Ms. Huang's primary functions are to support the coordinator in carrying out the functions of the ELD office and include answering phones, typing, filing, operating a computer, copier, and related software such as Word, Excel, and Aeries. She also is the primary contact for questions related to the Home Language Survey and serves as an interpreter for a variety of meetings. She also drafts emails and letters to both internal and external recipients and maintains and compiles information from a variety of sources (electronic, physical documents, and files).

Ms. Huang became certified to administer the ELPAC test in 2008, and due to the increasing number of students in the ELD program, testing has become one of her primary functions. In order to administer the ELPAC test, an employee must complete a training that is several hours long and must be renewed on a yearly basis. Along with administering the ELPAC tests (both the initial and summative), she gathers relevant data that assists the ELD Coordinator in making a decision as to what level (1-3) to place the student. Ms. Huang pulls reports from Aeries and reviews the student's cumulative (CUM) file to provide relevant data necessary for the Coordinator to make an informed decision. Due to the fact Ms. Huang is the primary person in the ELD Office on a daily basis, she serves as an intermediary for the coordinator to complete the necessary reviews in a timely fashion via collecting relevant data such as attendance records, class schedules, grades, and communicating with both internal and external stakeholders to gain and/or share information.

Ms. Huang cites her duties surrounding administering and reviewing the results of the ELPAC tests as many of her new and higher level duties. When looking closer at the work Ms. Huang performs surrounding these specific duties it was found that most of them are within her established duties as an Office Assistant.

When Personnel Commission staff reviews an employee's added duties, they are looking to see if they can correlate the new duty to an existing duty on the employee's current job description. Those duties that cannot be correlated to a duty are then examined closer to determine the frequency, scope, level of responsibility, and independent judgment involved in completing the task.

Below is a table of the duties Ms. Huang indicates are new and added to her job. The first column is the duty she reports and the next column is the corresponding duty from the Office Assistant job description. The last column indicates the duty number if looking at the Office Assistant job description in its entirety. This will be attached at the end of this report as Appendix A for reference.

Clare's New Duties	Corresponding Office Assistant Duty	Duty Number
Administers the ELPAC examination for the untimed assessment and recording student progress and placement.	Inputs information into computer and generates a variety of reports and lists such as attendance, rosters, ADA reports, master schedule and student history file;	ELPAC testing not included. Recording results is similar to 2
Communicates with staff, students and provides written support data related to ELD information.	Answers telephones, takes messages and provides information; directs calls to proper party;	4
Compiles, reviews, and summarizes complex reports, including student entry date, years in the program, enrollment history.	Inputs information into computer and generates a variety of reports and lists such as attendance, rosters, ADA reports, master schedule and student history file;	2
Compiles student data or meeting information to assist in the preparation of school and district EL related reports/programs.	Inputs information into computer and generates a variety of reports and lists such as attendance, rosters, ADA reports, master schedule and student history file;	2

Explains ELD assessment to parents and answers questions that are related to the EL proficiency levels promotion and exiting.	Reviews applications for free/reduced meals; determines eligibility based on government guidelines and prepares and sends letters of approval or denial;	14 – similar in function of communicating
Explains ELD program mandates by informing parents about state laws and regulations for ELD program procedures.	Reviews applications for free/reduced meals; determines eligibility based on government guidelines and prepares and sends letters of approval or denial;	14 – similar in function of communicating
Identifies and verifies discrepancies in the student data system to the administrators and other staff.	Types and proofreads a variety of materials; E	1 – similar in function
Oversees the distribution of ELPAC testing materials and the collection and processing of completed tests.	Counts, distributes, collects and maintains inventory of student test materials; reorders as needed;	12
Participates in workshops to gather information required to perform functions and to remain current of student data input and retrieval system. (Aeries)	NA	NA
Provides data analysis assistance to parents, counselors, and administrators to review EL student evaluation (transcripts, test scores, and other related information).	NA. Further review of this duty revealed that the analysis involved was collecting and compiling information from aeries (saved queries which exported results) and pulling the students CUM File and identifying the needed info via a highlighter.	NA. On par with scope of job description.
Scores the ELPAC state-mandated English Language Proficiency Oral section of the tests for new and annual students.	NA. Incumbent scores the exam following a detailed rubric provided by the governing agency.	NA

As indicated in the table above, many of the duties Ms. Huang performs related to the ELPAC testing are within her job description of Office Assistant. The duties that could not be directly correlated were further examined and determined to be within the scope of her work as an Office Assistant. The reason for this determination was that she received annual training and was found to be following established guidelines and rubrics when carrying out these duties. In the case that someone required additional information or something outside of the established guidelines, she deferred to the ELD Coordinator, Ms. Daoudi or the Assistant Principal, Ms. Reese.

Ms. Huang reports to providing “data analysis” as one of her new duties. Personnel Commission staff found this to be more of information gathering and compiling, while the actual analysis of the materials collected was done by the ELD Coordinator.

The ideology regarding class concept at Rowland Unified School District is one that is wide in scope and general in duties. Most class descriptions serve as a general guide to establish the scope of work, level of responsibility, and independent judgment allowed. It is for this reason that there are many general duty statements that could apply across a variety of roles and settings. In general, the class concept of Office Assistant is one that works in a support role, follows established procedures and has limited independent decision making.

In reviewing Ms. Huang’s Position Classification Questionnaire (PDQ), she indicates that she receives direction from the Assistant Principal, Ms. Kelli Reese and the ELD Coordinator, currently, Ms. Doudi and formerly, Ms. Gutierrez. She reports to receive detailed instructions on how to complete her tasks and confirms that the work she performs is according to established procedures, and is provided additional information in the event of variations.

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

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

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

In reviewing Ms. Huang's duties, it is confirmed that the duties that she is performing are within her current classification of Office Assistant Bilingual/Biliterate (Mandarin). At this time, staff did not find enough evidence to support a reclassification due to the fact that the key duties that were outside of the job description, are not considered higher level duties. Personnel Commission staff conferred with her supervisor, Assistant Principal, Ms. Kelli Reese, and she agreed that Ms. Huang was working within her class description of Office Assistant.

RECOMMENDATION:

The Personnel Commission is requested to consider not approving the reclassification request of an Office Assistant Bilingual/Biliterate (Mandarin) in the English Language Development Office at Rowland High School.

APPENDIX A

Rowland Unified School District

OFFICE ASSISTANT OFFICE ASSISTANT - BILINGUAL (SPANISH) OFFICE ASSISTANT-BILINGUAL/BILITERATE (KOREAN)(MANDARIN)(SPANISH)

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; and generates reports.

DISTINGUISHING CHARACTERISTICS

Incumbents in the Office Assistant classification perform a variety of clerical duties in support of one or more functions such as attendance, curriculum, discipline, food services, guidance, pupil services, student records, switchboard, and/or testing. Independent judgment is limited, principally due to the need to have well established procedures and guidelines to process a variety of records. However, consequence of error can have an impact on finances, public relations, school or department operations and student education, health and welfare.

The class of Office Assistant is distinguished from the class of Senior Office Assistant in that the latter tends to work with coordinators and administrators performing specialized activities requiring detailed knowledge of program guidelines and/or operating procedures and requires additional knowledge of financial record keeping and budget management techniques.

EXAMPLES OF DUTIES

1. Types and proofreads a variety of materials; *E*
2. Inputs information into computer and generates a variety of reports and lists such as attendance, rosters, ADA reports, master schedule and student history file; *E*
3. Duplicates, collates, assembles and distributes memos, letters, notices, forms, etc.; *E*
4. Answers telephones, takes messages and provides information; directs calls to proper party; *E*
5. Establishes and maintains filing systems, filing a variety of data; *E*
6. Receives, sorts and distributes mail; *E*
7. Serves as receptionist for teachers, administrators, parents, students, public, vendors and other District employees; *E*
8. Determines need for supplies and equipment and prepares purchase or warehouse requisitions; *E*
9. Submits work orders for technological and maintenance services;
10. Checks purchase orders against materials received and resolves discrepancies; *E*
11. Maintains payroll records, posting absences, completing payroll reports and distributing pay warrants;
12. Counts, distributes, collects and maintains inventory of student test materials; reorders as needed;
13. Verifies employee reimbursement claims and submits required information to fiscal services; *E*
14. Reviews applications for free/reduced meals; determines eligibility based on government guidelines and prepares and sends letters of approval or denial;
15. Issues, receives and processes inter/intra-District student transfer requests;
16. Issues supplies, books and equipment to employees, students and others;
17. Assists in the nurse's office and administers first aid to students as needed;
18. May receive money, receipts, and maintains financial records;
19. May maintain simple budget records by posting expenditures and calculating account balances;
20. May operate a central switchboard unit;
21. Performs other related duties as required.

SKATs (Skills, Knowledge, Abilities and Traits)

SKILL IN:

- Typing/keyboarding at a rate of 40 net words per minute;
- Operating a variety of office equipment such as computers and applicable hardware and software, copiers, printers, calculators, hand-held two-way radios, telephones, and fax machines.

KNOWLEDGE OF:

- Modern office practices, procedures and equipment;
- School office terminology, practices and procedures;
- First aid procedures and basic medical terminology;
- District/school operations, programs, policies and procedures;
- Principles of good public relations;
- Interpersonal skills using tact, patience and courtesy;
- Telephone techniques and etiquette;
- Record-keeping and filing methods;
- Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

- Understand and follow oral and written instructions;
- Exercise good judgment;
- Plan and organize work;
- Establish and maintain effective working relationships;
- Communicate effectively both orally and in writing;
- Post and maintain records and materials;
- Make arithmetical calculations with speed and accuracy;

TRAITS:

- Appreciates and respects the differences among people;
- Strives to meet customers' needs;
- Easily adapts to changes;
- Stays focused and has good work ethic;
- Diligently attends to details and quality;
- Remains steady under pressure.

EMPLOYMENT STANDARDS

EDUCATION: Graduation from high school or equivalency.

EXPERIENCE: Clerical experience is desirable.

LICENSES/LANGUAGE/CERTIFICATE REQUIREMENTS: A valid Class C, California driver's license, a good driving record and use of a private automobile may be required, and if so, must be maintained during employment. The ability to speak, read and write a language, in addition to English, is desirable for the class of Office Assistant. The ability to speak and read English and the designated language is required for the bilingual class. The ability to speak, read and write English and the designated language is required for the bilingual/biliterate class. A valid first aid certificate, comparable to the American Red Cross Standard First Aid Certificate is required for all positions.

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

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

Rowland Unified School District

Salary Ranges:

Office Assistant: 17

Office Assistant Bilingual: 17 ½

Office Assistant Bilingual/Biliterate: 18

Established 7/87, Revised 11/89, 6/95, 3/96, 9/11

PERSONNEL COMMISSION

ROWLAND UNIFIED SCHOOL DISTRICT

November 1, 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
Custodian	6 months	3	8 hours / 12 months 4 hours / 12 months	2/2015	<ul style="list-style-type: none">• Written Test• Structured Interview
Executive Director of Facilities, Maintenance, Operations and Construction	6 months	1	8 hours / 12 months	10/2022	<ul style="list-style-type: none">• Training and Experience Evaluation
Career/Vocational Assistant	6 months	1	5.5 hours / 9.5 months	2/2017	<ul style="list-style-type: none">• Technical Project• Structured Interview

Recommendation

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



ROWLAND UNIFIED SCHOOL DISTRICT

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

INVITES APPLICATIONS FOR THE POSITION OF:

CUSTODIAN (FULL-TIME AND / OR SUBSTITUTE)

SALARY

\$20.59 - \$25.09 – HOURLY
\$3,570.00 - \$4,350.00 – MONTHLY

An Equal Opportunity Employer

OPENING DATE: October 14, 2022

FINAL FILING DATE: November 4, 2022

POSITION

Most positions in this class are assigned to work eight (8) hours per day. Hours may include evenings and weekends. There is currently a need to fill permanent full-time and substitute positions. An eligibility list is being established to fill current vacancies, hire substitutes and to fill future vacancies. Therefore, availability and willingness to serve as a substitute on a consistent basis is extremely important.

CURRENT VACANCIES

LOCATION	HOURS/MONTHS	TENTATIVE HOURS	BENEFITS?
Alvarado Intermediate	40 Hrs/Wk, 12 Mo/Yr	2:00 PM - 10:30 PM	YES
Telesis Academy	40 Hrs/Wk, 12 Mo/Yr	2:00 PM - 10:30 PM	YES
Nogales High School	20 Hrs/Wk, 12 Mo/Yr	12:00 PM – 4:00 PM	NO

**Some positions in the job classification require the incumbent to possess a valid California Driver License for which selective certification may apply (Education Code 45277).*

SUMMARY OF DUTIES

Under the direction of an assigned supervisor, cleans and maintains buildings and facilities, including restrooms, classrooms, offices, cafeterias, and libraries; performs general grounds and building maintenance; makes minor mechanical repairs; and secures buildings and facilities.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is desirable.

EXPERIENCE: Custodial experience and/or custodial training is highly desirable.

Please contact Crystal Vahimarae at cvahimarae@rowlandschools.org if you have any questions.

LICENSE/LANGUAGE REQUIREMENTS:

- A valid Class C, California Driver License, and use of a private automobile may be required for some positions in this class, and if required must be maintained during employment.

ENVIRONMENT:

Employees in this classification work both inside and outside in changing temperatures, including temperatures below 50° and over 90°, in dry atmospheric conditions, poorly ventilated areas, with inadequate lighting, wet or damp areas, confined spaces, at heights using ladders or scaffolding, with electrical hazards and machinery with moving parts, sharp objects, fumes, moderate to high concentrations of silica or allergenic dust, lead, gases, chemicals, odors, vibrations, hands in water, exposure to minor contagious illnesses (cold, flu, etc.), exposure to contagious illnesses (tuberculosis, measles, mumps, chicken pox, hepatitis, etc.), in direct contact with the public, students, and District personnel, and in the absence of direct supervision.

PHYSICAL REQUIREMENTS:

Employees in this classification stand, walk, push, pull, lift, and carry up to 50 lbs. (up to 100 lbs. with assistance); climb ladders and stairs; maintain balance; stoop, kneel, crawl, and bend repeatedly; repetitively use fingers, wrists, and hands while twisting or applying pressure; simultaneously use both arms, legs, and hands; reach overhead; have rapid muscular coordination; hear normal voice conversation; speak clearly; operate an electric vehicle; use a telephone and radio.

FILING PERIOD

Applications for this position will be accepted online only, **Friday, October 14, 2022, to Friday, November 4, 2022, until 4:30 pm.**

Log on to 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 via e-mail only

EXAMINATION – OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Job Related Written Examination
- Performance / Structured Interview

Salary Range: 18

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 log on 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:

EXECUTIVE DIRECTOR OF FACILITIES, MAINTENANCE, OPERATIONS, AND CONSTRUCTION

\$11,959.39 - \$13,528.01 Monthly*

An Equal Opportunity Employer

OPENING DATE: October 11, 2022

FINAL FILING DATE: November 1, 2022

POSITION

The Rowland Unified School District is seeking an outstanding manager to assume the responsibilities of the Executive Director of Facilities, Maintenance, Operations, and Construction. This is a one position exempt classification assigned twelve (12) months per year.

In accordance with Education Code Section 45256.5, the Executive Director of Facilities, Maintenance, Operations, and Construction is designated as a Senior Management position. Incumbents in this class shall be exempt from all provisions relating to obtaining permanent status in a senior management position.

SUMMARY OF DUTIES

Under the direction of the Deputy Superintendent or Assistant Superintendent – Administrative Services, strategically manages and integrates the functions and services of Building Services within the Administrative Services Division. In coordination with the assigned administrators, the incumbent is responsible for all aspects of facilities planning and development, facilities use, maintenance, operations, and construction which includes the fiscal responsibility and management of the departments. This individual develops, implements, and administers comprehensive district procedures, plans and programs and provides direction regarding maintenance, grounds keeping, custodial work, facilities maintenance and use, and construction project operations of the District.

QUALIFICATIONS

EDUCATION: A Bachelor's degree in business administration, engineering, architecture, facilities planning, construction management, or other directly related field from an accredited college or university is required.

EXPERIENCE: Five years of full-time supervisory or management experience in administrative or operational services areas such as engineering, architecture, facilities planning, construction management, or other directly related field with a public agency which includes at least two years of experience at a Director level.

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

- **A copy of your Degree or equivalent (Transcripts on letterhead, BA, MA)**

You may upload your documents to your application or email them to Arlene Zamudio at arlene.zamudio@rowlandschools.org. Applications without the supporting documents will be considered **incomplete** and will be **disqualified**.

Transcripts/Diplomas from foreign countries must be certified to meet the US equivalent to be considered.

LICENSE/LANGUAGE REQUIREMENTS:

- Possession of a valid Class C, California Driver License, and use of a private automobile is required and must be maintained during employment

ENVIRONMENT Employees in this classification work both inside and outside, in an office environment, with frequent interruptions, with changing priorities and deadlines, drive an automobile to conduct work, and may be exposed to construction site and environmental hazards.

PHYSICAL REQUIREMENTS: Employees in this classification stand, walk, sit, stoop/bend, reach overhead, lift and carry up to 25 lbs., use fingers repetitively, use both hands simultaneously, speak clearly, hear normal conversation, see small details, use a computer, and a telephone.

FILING PERIOD

Applications for this position will be accepted online only from **Tuesday, October 11, 2022 through Tuesday, November 1, 2022, 4:30 p.m.**

Please visit 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:

- Training and Experience (T&E) Evaluation

Salary Range: *District Leadership Team Salary Schedule Range 103

***Salary pending approval of Board of Education on 10/13/22**

PROOF OF EDUCATION

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

ADVANCED SALARY STEP PLACEMENT

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

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

APPOINTMENT

Candidates who pass the testing process will be placed on an unranked eligibility list. All 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 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 45256.5, the Executive Director of Facilities, Maintenance Operations, and Construction is designated as a Senior Management position. Employees whose positions are designated as senior management of the classified service shall be a part of the classified service and shall be afforded all rights, benefits, and burdens of other classified employees, except that they shall be exempt from all provisions relating to obtaining permanent status in a senior management position.

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.

*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:

CAREER/VOCATIONAL ASSISTANT

Salary: \$21.65 - \$26.34 Hourly Rate

An Equal Opportunity Employer

OPENING DATE: October 14, 2022

FINAL FILING DATE: November 4, 2022

POSITION

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

SUMMARY OF DUTIES

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

QUALIFICATIONS

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

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

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

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

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

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

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

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

FILING PERIOD

Applications for this position will be accepted online only, from **Friday, October 14, 2022 to Friday, November 4, 2022 until 4:30 pm.**

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

Applicants will be sent notifications via e-mail only

EXAMINATION – OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Structured Interview / Performance Exercise

Classified Salary Range: 19

PROOF OF EDUCATION:

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

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

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**

November 1, 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
Food Service Assistant I (D-22/23-13)	6.1.10.4 A written request by the eligible for removal. <ul style="list-style-type: none">• ID# 50462466 6.1.10.3 Failure to report for a scheduled interview after certification. <ul style="list-style-type: none">• ID# 50587023 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# 48059251
Personal Care Assistant (D-22/23-12)	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# 40207711
Personal Care Assistant (D-21/22-04)	6.1.10.4 A written request by the eligible for removal. <ul style="list-style-type: none">• ID# 43875193
Playground Supervision Aide (D-22/23-27)	6.1.10.4 A written request by the eligible for removal. <ul style="list-style-type: none">• ID# 50883013
Computer Lab Technician (D-21/22-90)	6.1.10.3 Failure to report for a scheduled interview after certification. <ul style="list-style-type: none">• ID# 38221636

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.