

**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)]

August 2, 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_o_CWrd1NQbOLpKbkugS3jQ

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.

August 2, 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, August 2, 2022 or adopting the Agenda with the following corrections/modifications for August 2, 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 July 5, 2022. (Ref. 7.1)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

7.2 Approve the minutes of the meeting of July 20, 2022. (Ref. 7.2)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

8. 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. (Ref. 8.1)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

8.2 New Class Description

Consider approving the establishment of the new classification of Senior Payroll Clerk. (Ref. 8.2)

- 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.

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) 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 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) 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 by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

9.4 Removal of Names from the Eligibility List – Ratify the removal of a name from the following eligibility list: (Ref. 9.4)

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

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, SEPTEMBER 6, 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 JULY 5, 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
 Crystal Vahimarae, Personnel Technician

Staff Members Absent: 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, July 5, 2022.

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

- Computer Lab Technician
- Computer Lab Technician – Bilingual (Spanish)
- School Office Manager
- School Office Manager – Bilingual (Spanish)
- Lead Mechanic
- Dispatcher / Scheduler
- Food Service Assistant III

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

- Personal Care Assistant – Zoom Structured Interview
- Instructional Assistant I Series – Zoom Structured Interview
- Instructional Assistant II Series – Zoom Structured Interview
- Senior Custodian – Zoom Structured Interview
- Plant Supervisor – Zoom Structured Interview / Technical Project
- Health Assistant Series – Remote written test / Zoom Structured Interview
- Medi-Cal Billing and Program Specialist Series – Zoom Structured Interview
- Library Assistant – Remote written test
- Playground Supervision Aide – Remote Quiz
- Executive Secretary – Structured Interview / Technical Project
- Administrative Secretary Series – Remote written test

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

- Administrative Secretary

- Behavior Support Assistant
- Computer Lab Technician
- Food Service Assistant I (multiple)
- Instructional Assistant I
- Medi-Cal Billing and Programs Specialist
- Plant Supervisor
- Playground Supervision Aide
- Stock Delivery Worker

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

- 1 – Custodian
- 1 – Food Service Assistant III
- 1 – Plant Supervisor
- 1 – Stock Delivery Worker

Updates/Reminders/Remarks:

- District Classification Study Update:
 - Ewing is in the process of meeting with employees regarding their classification questionnaires
- On Wednesday, June 29 the Personnel Commission conducted another successful Classroom Hiring Fair. The hiring authority selected 6 Instructional Assistant II and 6 Personal Care Assistants and we are in the process of conducting reference checks and making job offers.
- Last month a Library Assistant came to our meeting to express her concerns about the need to increase hours for all Library Assistants to 6 hours a day. She currently works three hours a day and does not have enough time to help the students and take care of all the duties in the library. I spoke with her after the meeting to explain that the Personnel Commission is not responsible for assigning the number of hours each position works as this is a District/Administration decision. I encouraged her to connect with CSEA to address the issue.

COMMUNICATIONS

- A. CSEA – None
- B. District Administration - None
- C. Audience Members – None

PERSONNEL COMMISSION

7.1 Recommendation: Approve the minutes of the meeting of June 7, 2022.

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

ITEMS FOR DISCUSSION AND/OR ACTION

Advanced Salary Step Placement

8.1a Recommendation: To consider approving the advanced salary step request from Cesar Rivas, Safety Operations Manager, to employ Applicant ID# 20735572 in the class of District Patrol at Step E of Range 19 on the Classified Salary Schedule.

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

8.2 Reallocation

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

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

- Leslie Castro, Office Assistant, RACE

Ms. Castro expressed her appreciation regarding her reallocation and thanked the Personnel Commission for considering and reviewing the recommendation.

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

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

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

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

8.4 New Class Description

Recommendation: To receive input from District administration and CSEA regarding the new classification of Athletic Trainer.

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

Ms. Nieh expressed her concerns regarding the duties as they appear to be done by coaches.

Ms. Stiegelmar mentioned she believes there will not be a conflict of completing duties as the Athletic Trainer will work together with the coaches, but have different responsibilities.

Ms. Nieh asked if all sports and coaches will have an Athletic Trainer to assist them.

Ms. Stiegelmar mentioned while speaking with Mr. Mitch Brunyer, Principal, Rowland High School, he mentioned due to the duties and responsibilities of the Athletic Trainer and coaches, the Athletic Trainer is there to protect and serve the students on anything injury related, while the coach is present to make decisions regarding the team itself.

Ms. Nieh asked if the Athletic Trainer will be servicing all secondary schools.

Ms. Stiegelmar confirmed the Athletic Trainer will be at the High Schools.

Ms. Nieh asked for clarification on reference 8.4, page 5 of 7, 5th bullet, where it states “Supports the athletic clearance process by reviewing documentation submitted and reviewing for any conditions requiring special attention.”

Ms. Stiegelmar stated the athletes have to complete a health physical with their physician and be approved which ensures they are physically fit to participate in the sport.

Ms. Lee asked for clarification on what employees would fall under the word designee as it relates to who the direct supervisor is and if it includes the Assistant Principal or Athletic Director.

Ms. Stiegelmar shared that this is mentioned in the rationale portion of the information relating to the creation of the class description in which it states they will work under the supervision of the Athletic Director and confirmed it is best to leave the description broad to allow staffing changes.

Ms. Lee requested verbiage be added to state “flexible schedule” as sports happen at various locations and various times which may be outside of the district and standard working hours.

Ms. Stiegelmar confirmed the trainer will be traveling with the sports teams and the verbiage listed under the work environment section mentions; “drive an automobile to conduct work; may work alone without guidance from supervisor and may work over 40 hours a week and work a flexible schedule which may include evenings, weekends and/or holidays.”

Ms. Lee, asked for clarification on Reference 8.4, page 6 of 7 where it states “work confidentiality with discretion” and if it applies to student records.

Ms. Stiegelmar shared this is the case and the employee is expected to abide by HIPPA rules as well.

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

8.5 Reclassification

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

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

- Daniel Meneses, Lead Stock Delivery Worker

Mr. Meneses expressed his discontent on how his reclassification was handled. Mr. Meneses stated he believes he does meet the qualifications to reclass and would like clarification as to why it is not being recommended for approval.

Ms. Stiegelmar reminded attendees that the reclassification recommendation for Mr. Meneses was tabled at the June 7, 2022 meeting pending additional information which was requested by the Personnel Commissioners. Ms. Stiegelmar went on to summarize details of the reclassification report and how certain factors were not met, thus, not allowing the Personnel Commission to recommend a reclassification. Ms. Stiegelmar also made it clear that in allowing Mr. Meneses to perform some supervisory duties it violated not only the CSEA bargaining agreement, but also the Personnel Commission Rules.

Ms. Fernandez shared details of the reclassification report and how based on the information provided there is no proof of gradual accretion of duties. Ms. Fernandez reminded attendees that allowing a bargaining member to perform supervisory duties relative to another bargaining member is not approved in the CSEA bargaining agreement and may not allow for appeal or grievance filings if needed. Ms. Fernandez also reminded attendees that the Purchasing Director agreed to assume all supervisory duties, yet allowed a non-supervisory employee to complete supervisory tasks without being compensated. Ms. Fernandez advised she is an advocate for classified employees and will ensure they are treated fairly.

Ms. Nieh expressed her appreciation to the Personnel Commission staff for updating the reclassification report with additional details. Ms. Nieh mentioned she also recalls the Purchasing Director agreeing to assume all supervisory duties when the Lead Stock Delivery class description was created. Ms. Nieh advised while Mr. Meneses has stated he has performed certain duties aligned with

the Warehouse Supervisor duties, staff was unable to find any evidence to support the recommendation.

Ms. Lee shared she met with Personnel Commission staff to discuss the reclassification report in detail. Ms. Lee shared when reviewing the report, it is found that Mr. Meneses was performing mostly Lead Stock Delivery Worker duties and not those of a Warehouse Supervisor. Ms. Lee also reiterated that allowing Ms. Meneses to perform certain supervisory duties was a complete disregard to the CSEA bargaining agreement. Ms. Lee stated she hopes to see the Warehouse Supervisor recruitment open and Mr. Meneses take part in the recruitment.

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

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

Ms. Stiegelmar summarized the details of the reclassification request, timeline, and other important factors which are mentioned on Item 8.6. reference page 1 of 19.

Ms. Nieh mentioned the reports that were previously provided at the December 7, 2021 PC meeting were not as detailed and as clear as the updated report received. Ms. Nieh stated since staff went back to re-work the report to be more thorough which details the timeline and work performed by Ms. Scanlan, it is easier to see where the gradual accretion took place. Ms. Nieh shared the report cleared up information which allowed her to see the gradual accretion took place over a two-year period, which assisted her in making the decision.

Ms. Lee mentioned at the December 7, 2021 meeting, the reclassification was voted 2-1 to not approve the reclassification. Ms. Lee stated she believes the decision was made based on the unclear report which did not show the timeline of gradual accretion clearly. Ms. Lee stated with the accumulation and gathering of more information, the report went from 2 pages to 19 pages. Ms. Lee shared she does now see that Ms. Scanlan has performed duties with gradual accretion over the two-year period. Ms. Lee mentioned she was aware the District did hire an outside panel to review the reclassification request in detail and provide their own findings.

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

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

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

Motion made by:	Sharon Fernandez	Vote:	Sharon Fernandez	Yes
Seconded by:	Judy Nieh		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) Computer Lab Technician (D-21/22-90)
- b) Computer Lab Technician – Bilingual (Spanish) (D-21/22-91)
- c) School Office Manager (D-21/22-92)
- d) School Office Manager – Bilingual (Spanish) (D-21/22-93)
- e) Lead Mechanic (D-21/22-94)
- f) Dispatcher / Scheduler (D-21/22-95)
- g) Food Service Assistant III (D-21/22-96)

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

9.3 Recommendation: To ratify the following eligibility lists:

- a) Behavior Support Assistant (D-21/22-55)
- b) Custodian (D-21/22-81)
- c) Food Service Assistant I (D-21/22-50)
- d) Instructional Assistant I (D-21/22-57)
- e) Instructional Assistant I – Bilingual (Spanish) (D-21/22-58)
- f) Instructional Assistant II – (D-21/22-08)
- g) Instructional Assistant II – Bilingual (Spanish) (D-21/22-09)
- h) Instructional Assistant II – Bilingual / Biliterate (Spanish) (D-21/22-10)
- i) Medi-Cal Billing and Program Specialist (D-21/22-86)
- j) Medi-Cal Billing and Program Specialist – Bilingual (Spanish) (D-21/22-87)
- k) Personal Care Assistant (D-21/22-04)
- l) Plant Supervisor (D-21/22-83)
- m) Senior Custodian D-21/22-82)

Ms. Lee inquired about Med-Cal Billing Specialist and since there is only one rank if it is best to ratify the eligibility list as is.

Ms. Stiegelmar mentioned the recruitment was difficult to find qualified applicants and the recruitment was also opened to the public. Ms. Stiegelmar shared the hiring authority is able to interview and select the applicant and if they decide they are not a good fit that they may request to have the recruitment open again due to not having three ranks to choose from.

Ms. Lee referenced page 71 as it shows applicants were disqualified due to experience and she would like to confirm what factors contributed to the disqualifications.

Ms. Stiegelmar mentioned the applicant needed to have school based Medi-Cal billing experience and since there are not many school districts with a Med-Cal program, it affected the applicant pool.

Ms. Nieh asked if school based Medi-Cal billing is different from general Medi-Cal billing.

Ms. Stiegelmar stated she does believe having the school-based experience is needed in order for the incumbent to be successful in the position as school based Medi-Cal billing may be different from regular Medi-Cal billing.

Ms. Lee and Ms. Nieh requested Ms. Stiegelmar to report back the minimum qualifications do in fact state “school based”.

Motion made by: Judy Nieh
Seconded by: Sharon Fernandez

Vote: Sharon Fernandez	Yes
Sabrina Lee	Yes
Judy Nieh	Yes

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

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

- Stock Delivery Worker (D-21/22-75)
 - ID # 5151630– PC Rule 6.1.10.4
- Food Service Assistant I (D-21/22-50)
 - ID # 17223900– PC Rule 6.1.10.3

Motion made by: Sharon Fernandez
 Seconded by: Judy Nieh

Vote: Sharon Fernandez Yes
 Sabrina Lee Yes
 Judy Nieh Yes

INPUT OR COMMENTS FROM COMMISSIONERS

Ms. Fernandez shared she is pleased to have resolved the reclassification for Ms. Scanlan. Ms. Fernandez shared she believes working together is always needed. Ms. Fernandez expressed her dismay at how the Personnel Commission is being blamed for certain negative situations and she believes the administration needs to see both sides. Ms. Fernandez mentioned she always wants what is best for staff, but allowing them to do duties outside of their job description with promises of promotions or not being compensated is not acceptable. Ms. Fernandez also shared she believes that Administrators should take the time to understand the reclassification process in order to ensure they are also following policies and procedures.

Ms. Nieh expressed her discontent on how requests for reclassifications are not being used correctly. Ms. Nieh shared she was disturbed by comments being made at previous meetings regarding the Personnel Commission and its staff. Ms. Nieh stated she believes we as a District need to ensure we are working together for the success of our employees as well as our students. Ms. Nieh shared the Personnel Commission takes the Merit System seriously and always ensures the recruitments and the outcomes of candidates are handled in a responsible and fair manner. Ms. Nieh expressed her appreciation to Ms. Stiegelmar on her dedication to not only her staff but the District and its employees.

Ms. Lee expressed her views on the reclassification process and how it should not be used to encourage employees to work outside of their classification in hopes of being promoted. Ms. Lee shared details on how the Personnel Commission reviews in detail all reclassification requests diligently to ensure the proper recommendation is made. Ms. Lee shared she does not appreciate the negative judgement of Personnel Commission and its staff as they work hard to ensure they are following the principles of the Merit System. Ms. Lee also requested Ms. Stiegelmar do an inventory check on open eligibility lists since it has been found that there are positions that are not filled, even though eligibility lists have been created for quite some time.

ADJOURNMENT

To adjourn the meeting at 5:54 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, AUGUST 2, 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
MINUTES OF THE REGULAR MEETING OF JULY 20, 2022
MEETING HELD IN-PERSON**

The meeting of the Personnel Commission of the Rowland Unified School District was called to order at 9:00 a.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, July 20, 2022.

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

COMMUNICATIONS

- A. CSEA – None
- B. District Administration - None
- C. Audience Members – None

CLOSED SESSION

Recess to closed session to discuss:

- Employee Performance Evaluation – Personnel Director - Government Code 54954.5 (e).

Time Recessed: 9:05 a.m.

Time Reconvened to Open Session: 10:55 a.m.

ADJOURNMENT

To adjourn the meeting at 10:56 a.m.

Motion made by:	Sharon Fernandez	Vote:	Sharon Fernandez	Yes
Seconded by:	Judy Nieh		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, AUGUST 2, 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

August 2, 2022

ITEM 8.1 RATIONALE FOR RESOLUTION No. 21-22:07 – 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-21-22:07

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 August 2, 2022.

AYES: _____

NOES: _____

ABSENT:: _____

Sabrina Lee
Chair
Personnel Commission

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

August 2, 2022

Item 8.2 – CONSIDER APPROVING THE ESTABLISHMENT OF THE NEW CLASSIFICATION OF SENIOR PAYROLL CLERK; PLACING THE NEW CLASSIFICATION OF SENIOR PAYROLL CLERK IN THE ACCOUNTING SERIES JOB FAMILY, AND APPROVING THE SALARY RECOMMENDATION AT RANGE 20.5 ON THE CLASSIFIED SALARY SCHEDULE

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

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

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

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

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

RATIONALE FOR ESTABLISHMENT OF THE CLASSIFICATION OF SENIOR PAYROLL CLERK

Personnel Commission staff developed the new class description with input from Corrie Duran, Director of Fiscal Services. There are currently eight Senior Account Clerks in the Fiscal Services department. Five positions perform accounting functions and three positions perform payroll functions. The Fiscal Services department would like to create a new classification of Senior Payroll Clerk to differentiate the duties of the positions who perform payroll functions versus those who perform accounting functions. It is felt that with differentiating the positions that recruiting for these positions will attract candidates who have experience in performing payroll duties and understand the expectations.

The three existing Senior Account Clerks in payroll will have their classification titles changed from Senior Account Clerk to Senior Payroll Clerk.

SALARY RECOMMENDATION FOR SENIOR PAYROLL CLERK

Allocation of the new classification of Senior Payroll Clerk is recommended to the Classified Salary Schedule at Range 20.5 which is the same salary range as Senior Account Clerk.

According to Personnel Commission Rule 17.1.4:

17.1.4 COMMISSION SHALL RECOMMEND SALARY SCHEDULES TO BOARD

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

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

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

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

17.1.4.4 Such other information as the Commission may require.

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

A comparative analysis was conducted for the internal alignment with the other classification series within the District, as well as the required knowledge, skills, and abilities required to perform the job.

Listed below is the Accounting Series job family which includes most of the classifications in the job family, and the proposed salary recommendations for the new classification:

Classification Title	Salary Range	Min Monthly Salary	Max Monthly Salary
Director of Fiscal Services	Management - 99	\$10,744	\$12,153
Accounting Operations Supervisor	Supervisory - 31.5	\$6,537	\$7,952
Payroll Supervisor	Supervisory - 31.5	\$6,537	\$7,952
Fiscal Analyst	Confidential - 27.5	\$5,374	\$6,537
Senior Account Clerk	Classified Salary - 20.5	\$3,775	\$4,595
Senior Payroll Clerk*	Classified Salary - 20.5	\$3,775	\$4,595
Account Clerk	Classified Salary - 18.5	\$3,414	\$4,163

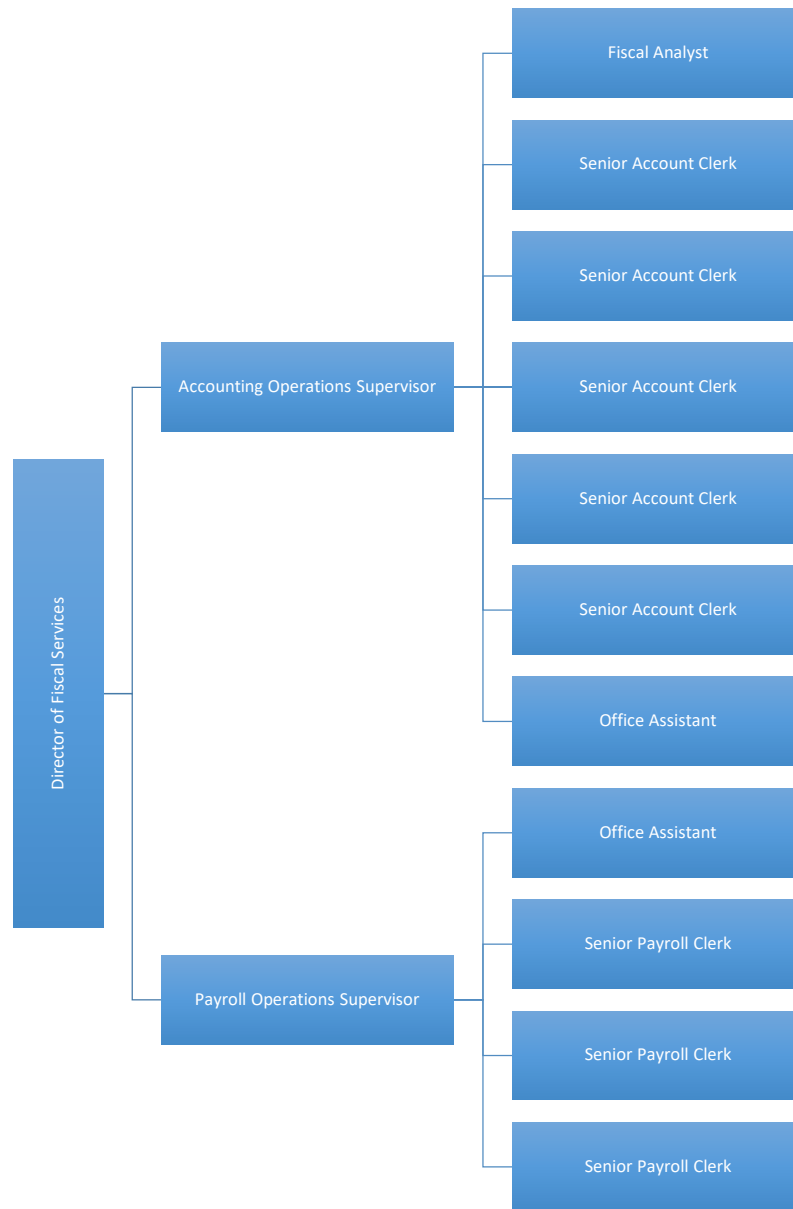
**Proposed title and Salary Range*

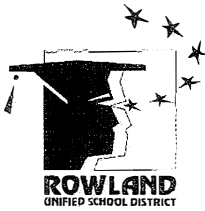
Based upon the internal alignment within the classification series, Personnel Commission staff recommend allocating the salary to the Classified Salary Schedule at Range 20.5 (Max salary of \$4,595 monthly).

RECOMMENDATION:

The Personnel Commission is requested to approve the establishment of the new classification of Senior Payroll Clerk; place the new classification in the Accounting Series family, and approve the salary recommendation at Range 20.5 on the Classified Salary Schedule.

Rowland Unified School District Fiscal Services Organization Chart





ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

July 14, 2022

TO: Dennis Bixler, Assistant Superintendent – Human Resources


FROM: Joan Stiegelmar, Personnel Director

RE: **NEW CLASS DESCRIPTION FOR SENIOR PAYROLL CLERK**

Attached for your review and comment is the proposed NEW class description for Senior Payroll Clerk.

Your input concerning the proposed class description is important. Please provide your concerns or comments, if any, regarding changes for the class description. Changes can be recommended at the Personnel Commission meeting. To proceed timely with recruitment, the Personnel Commission will consider approving this new classification at the regular meeting on Tuesday, August 2, 2022.

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

<input checked="checked" type="checkbox"/> I agree with the proposed class description and recommended changes as presented.	<input type="checkbox"/> I disagree with the proposed class description, and recommend the adjustments noted above.
Signature: 	Date: 7-21-2022

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

Attachments: Class Description



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

July 14, 2022

TO: Lita Hernandez, CSEA President

FROM: Joan Stiegelmar, Personnel Director

RE: **NEW CLASS DESCRIPTION FOR SENIOR PAYROLL CLERK**

Attached for your review and comment is the proposed **NEW** class description for Senior Payroll Clerk.

Your input concerning the proposed class description is important. Please provide your concerns or comments, if any, regarding changes for the class description. Changes can be recommended at the Personnel Commission meeting. To proceed timely with recruitment, the Personnel Commission will consider approving this new classification at the regular meeting on Tuesday, August 2, 2022.

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

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

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

Attachments: Class Description

PC23-008

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

SENIOR PAYROLL CLERK

SUMMARY OF DUTIES

Under the direction of the assigned supervisor performs complex clerical work in the preparation, processing of payroll, such as classified and certificated payroll; monthly or hourly payroll requiring interpretive ability, complex calculations, payroll record keeping and initiative in following payroll practices and procedures.

DISTINGUISHING CHARACTERISTICS

Positions in this class will be assigned to the payroll unit within the Fiscal Services Department. Incumbents work under the pressures of performing accurate and detailed work within rigid time schedules. Knowledge of the overall payroll system is required to be successful in this position. Employees exercise judgment in interpreting rules, policies, guidelines, establishing methods and determining work priorities, and are expected to independently solve a variety of payroll related issues.

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.

EXAMPLES OF DUTIES

- Receives and audits district time reports for employees; reviews, verifies and tabulates hours worked and audits for compliance with payroll rules and bargaining unit language; *E*
- Enters and verifies payroll codes, time records, and data to ensure accuracy and completeness and processes payroll in compliance with Los Angeles County Office of Education (LACOE) procedures, policies, and deadlines; *E*
- Audits personnel documents for accurate salary range and step placement for classifications and determines retirement status of employees; records out-of-class, substitute, and temporary assignments; *E*
- Maintains leave balance records for sick leave, vacation, floating holiday, and fringe benefits; *E*
- Prepare supplemental payrolls and adjustments for employees that submit late time reports and for any other irregular or non-recurring payments; calculate and process retroactive pay; *E*
- Processes and verifies voluntary deductions and W 4 forms for payroll adjustments; *E*
- Prepares payroll data for verification of employment requests, disability forms, and responds to inquiries from Unemployment Insurance (UI), Employment Development Department (EDD), and related matters; *E*
- Prepares voluntary deductions payments to vendors and maintains and reconciles the payment log; *E*
- Compiles and types a variety of reports such as service credit requests, assists and consults with supervisors in the preparation of special reports; *E*
- Communicates with staff to resolve payroll discrepancies and provides information concerning salaries, deductions, earned vacation and sick days; *E*
- Explains policies and procedures related to payroll accounting to staff; interprets and applies LACOE and district directives to general and specific payroll transactions; *E*
- Follows policies and procedures related to payroll accounting; interprets and applies California Education Code, Personnel Commission Rules and Regulations, bargaining unit contracts; *E*
- Identifies errors and processes necessary documents to correct discrepancies and contacts the appropriate party; *E*
- Processes a variety of payroll related records and reports on information pertaining to employees' fringe benefit coverage; *E*
- Performs other related duties as assigned.

SKATS (Skills, Knowledge Abilities, Traits)

SKILLS IN:

- Alphanumeric and 10-key data entry to complete statistical reports, prepare correspondence, and input information;
- Keyboarding with speed and accuracy;
- Operating a variety of office equipment including calculators, telephones, "check signer", copiers, computers and applicable software, printers, scanners, microfiche and fax machines, and computers and all applicable hardware and software.

KNOWLEDGE OF:

- Principles of payroll, including tax withholding, voluntary deductions, garnishments, and fringe benefits;
- Applicable sections of the California Education Code and other applicable laws;
- Methods and practices of payroll record keeping;
- Computerized payroll accounting;
- Modern office equipment and procedures;
- Computers and spreadsheet applications;
- Business math;
- Telephone techniques and etiquette;
- Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

- Perform complex payroll record keeping with a high degree of accuracy of detail;
- Work under the pressure of difficult deadlines with frequent interruptions;
- Read, understand and interpret laws, rules, regulations, and contracts;
- Proficiently operate a computer and payroll related applications;
- Communicate effectively both verbally and in writing;
- Recognize, research and correct errors and discrepancies in a variety of financial documents;
- Compile and analyze data from a variety of sources for reports, information, etc.;
- Exercise good judgment;
- Make arithmetical calculations with speed and accuracy;
- Maintain and update records and logs;
- Work effectively within established time schedules and with little direction;
- Maintain a variety of records, reports and documents in an orderly manner for easy reference;
- Understand and follow oral and written instructions;
- Establish and maintain effective working relationships.

TRAITS:

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

EMPLOYMENT STANDARDS

EDUCATION: Graduation from high school or its equivalency is required. Courses in bookkeeping or accounting are desirable.

EXPERIENCE: Two years of experience in payroll preparation or financial record keeping work. Two years (48 semester or 72 quarter units) of college-level coursework including coursework in accounting, payroll preparation, taxes, business administration or a closely related field may be substituted for up to one year of the required experience.

WORK ENVIRONMENT:

Employees in this classification work primarily inside an office environment, with frequent interruptions, with changing priorities and short deadlines.

PHYSICAL REQUIREMENTS:

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

APPOINTMENT:

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

PERSONNEL COMMISSION

ROWLAND UNIFIED SCHOOL DISTRICT

August 2, 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
Locker Room Attendant (Female)	6	1	8.0 hours / 12 months	10/2015	<ul style="list-style-type: none">• Technical Project• Zoom Structured Interview
Translator (Spanish)	6	1	8.0 hours / 11 months	5/2011	<ul style="list-style-type: none">• Written Test• Zoom Structured Interview• Biliterate Exam• Computer Testing
Custodian (Substitute)	6	0	Various since substitute	2/2015	<ul style="list-style-type: none">• Remote Written Test• Zoom Structured Interview
Payroll Operations Supervisor	6	1	8.0 hours/ 12 months	2/2011	<ul style="list-style-type: none">• Technical Project• Zoom Structured Interview
Stock Delivery Worker	6	0	Substitute	3/2019	<ul style="list-style-type: none">• Remote Written Exam• Zoom Structured Interview

Recommendation

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



ROWLAND UNIFIED SCHOOL DISTRICT

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

www.rowlandschools.org

INVITES APPLICATIONS FOR THE POSITION OF:

LOCKER ROOM ATTENDANT (FEMALE)

HOURLY RATE: \$19.24 - \$23.45
MONTHLY SALARY: \$3,336.00 - \$4,065.00

An Equal Opportunity Employer

OPENING DATE: July 8, 2022

FINAL FILING DATE: July 29, 2022

PROMOTIONAL ONLY

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

POSITION

There is one position available, eight (8) hours per day, five (5) days per week, twelve (12) months per year, tentatively. Hours for this position are from 7:30 am to 4:00 pm. An eligibility list is being established to fill current vacancies.

Gender is a bona fide occupational qualification for this classification due to the majority of the work being performed in the female locker room and is therefore restricted to female candidates only.

If an insufficient number of qualified applications are received, the employment opportunity will open to the public and the final filing date will be extended. Please check back after **July 29, 2022.*

SUMMARY OF DUTIES

Under the direction of the Plant Supervisor, sweeps, washes, waxes, dusts, scours, cleans and disinfects female locker rooms and related offices; receives, marks, issues, records, maintains and makes minor repairs to sports equipment; washes, dries, folds uniforms, and monitors student behavior in the locker room.

QUALIFICATIONS

EDUCATION: Graduation from high school or its equivalency is desirable but not required.

EXPERIENCE: Experience in performing custodial, equipment repair or uniform maintenance is desirable.

LICENSES/LANGUAGE/CERTIFICATE REQUIREMENTS: A valid Class C, California Driver License and a good driving record may be required for some positions in this class and if so, must be maintained during employment.

Gender is a bona fide occupational qualification for this classification due to the majority of the work being performed in the female locker room.

WORK 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 allergenic dust, lead, chemicals, odors, vibrations, hands in water, exposure to blood-borne pathogens and body fluids; 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 pounds; 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; have depth perception and color vision, see small details; operate an electric vehicle; use a telephone and radio.

FILING PERIOD

Applications for this position will be **accepted online only** starting **Friday, July 8, 2022 to Friday, July 29, 2022 until 4:30 pm.**

For more information, please visit www.rowlandschools.org, Departments → Personnel Commission → Classified Job Openings.

Applicants will be sent notifications via e-mail only

EXAMINATION – PROMOTIONAL WITH DUAL CERTIFICATION

- Written exam
- Structured Interview / Performance Exams

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 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:

TRANSLATOR (SPANISH)

SALARY

\$19.72 - \$24.01 – Hourly
\$3,414.00 - \$4,163.00 - Monthly

An Equal Opportunity Employer

OPENING DATE: July 8, 2022

FINAL FILING DATE: July 29, 2022

POSITION

There is currently one (1) full-time position available, eight (8) hours per day, five (5) days per week, eleven (11) months per year. The tentative reporting hours are 8:00 AM to 4:30 PM. The eligibility list being established to fill the current vacancy and to fill future positions.

SUMMARY OF DUTIES

Translates written materials between English and the designated second language; serves as an interpreter at assigned and official District meetings translating English into the designated second language and vice versa; telephones to gather or provide information in the designated second language; receives telephone calls to the District from parents or others who do not speak English and translates to help direct their calls and/or provide information; administers and scores the primary language test (Korean and Mandarin only) to newly identified English learners; and performs a variety of clerical duties such as typing, proofreading, maintaining files.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is required. Training or college coursework in interpretation, translation technology, or the designated second language is desirable.

EXPERIENCE: One of the following is required:

- One year of experience performing interpreting and translating functions; **OR**
- Two years of experience in a position in which bilingualism is a requirement.

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

- **High School Diploma or equivalent (or highest completed degree on water marked paper)**

Documents may be uploaded to your application or emailed to cvahimarae@rowlandschools.org. **Applications without the supporting documents will be considered incomplete and will be disqualified.** Transcripts/Diplomas from foreign countries must be certified to meet the US equivalent to be considered.

LICENSE/LANGUAGE REQUIREMENTS: A valid, Class C California Driver's License, a good driving record and use of a private vehicle is required and must be maintained during employment. The ability to speak, read and write the designated second language in addition to English is required.

WORK ENVIRONMENT:

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

PHYSICAL REQUIREMENTS:

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

FILING PERIOD

Applications for this position will be accepted on-line only, **Friday, July 8, 2022, to Friday, July 29, 2022, until 4:30 p.m.**

For more information, 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

- Job Related Written Examination &
- Structured Interview
- Technical Project and Computer Performance Examination
- Language Assessment Exams – Bilingual (speaking) / Biliterate (writing)

Salary Range: 18 ½

PROOF OF EDUCATION:

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

CUSTODIAN (SUBSTITUTE)

SALARY

\$19.24 - \$23.45 – HOURLY

An Equal Opportunity Employer

OPENING DATE: July 8, 2022

FINAL FILING DATE: July 29, 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 substitute / on-call positions. An eligibility list is being established to hire substitutes and to fill future vacancies. Therefore, availability and willingness to serve as a substitute on a consistent basis is extremely important.

**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.

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

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.

07/2022

D-22/23-16

FILING PERIOD

Applications for this position will be accepted online only, **Friday, July 8, 2022, to Friday, July 29, 2022, until 4:30 p.m.**

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

**PROMOTIONAL
ONLY**

INVITES APPLICATIONS FOR THE POSITION OF:

PAYROLL OPERATIONS SUPERVISOR

\$6,379.00 - \$7,756.00 Monthly
\$76,548.00 - \$93,072.00 Annually

An Equal Opportunity Employer

OPENING DATE: July 15, 2022

FINAL FILING DATE: August 5, 2022

PROMOTIONAL ONLY

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

POSITION

The Rowland Unified School District is seeking an outstanding candidate to assume the responsibilities of the Payroll Supervisor. This is a one (1) position, supervisory classification assigned eight (8) hours a day, five (5) days a week, twelve (12) months per year in the Fiscal Services Department. The tentative work hours are 8:00 am to 4:30 pm.

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

**If an insufficient number of qualified applications are received, the employment opportunity will open to the public and the final filing date will be extended. Please check back after August 5, 2022.*

SUMMARY OF DUTIES

Coordinates and directs the payroll operations unit; supervises account clerical staff engaged in administering payroll, fringe benefits, and general accounting functions; develops new procedures in response to new programs, laws, County, State, and Federal requirements; serves as the District resource person/liaison for the County Human Resource System; provides customer service to employees, managers, and others.

QUALIFICATIONS

EDUCATION: Bachelor's degree in business administration or other directly related field from an accredited college or university is required. One additional year of the required payroll experience may be substituted on a year-for-year basis for the required education.

EXPERIENCE: Three years of full-time professional accounting experience including at least two years of payroll experience. One year of supervisory experience is desirable.

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 primarily inside an office environment, with constant interruptions, and have direct contact with the public.

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

FILING PERIOD

Applications for this position will be accepted online only from **Friday, July 15, 2022 through Friday, August 5, 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 – PROMOTIONAL ONLY

The examination may consist of the following:

- Performance / Structured Interview

Salary Range: 31

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.

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ROWLAND UNIFIED SCHOOL DISTRICT

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

INVITES APPLICATIONS FOR THE POSITION OF:

STOCK DELIVERY WORKER:

\$20.71 - \$25.24 HOURLY

\$3,590.00 - \$4,376.00 MONTHLY

An Equal Opportunity Employer

OPENING DATE: July 15, 2022

FINAL FILING DATE: August 5, 2022

POSITION

Stock Delivery Worker positions are typically eight (8) hours per day, five (5) days per week, twelve (12) months per year. An eligibility list will be established to hire substitutes and fill future vacancies for the next six (6) months. **There is an immediate need to hire substitute Stock Delivery Workers.**

SUMMARY OF DUTIES

Under the direction of the assigned supervisor, receives, stores and distributes a variety of perishable and staple goods, equipment and supplies; drives a truck following designated routes; loads and unloads food carts; picks up and delivers mail, district property, and determines proper postage and meters mail.

QUALIFICATIONS

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

EXPERIENCE: One (1) year of full-time experience in receiving, storing, and/or issuing stock, including at least six (6) months of experience driving a box truck weighing at least 7 tons is required. Forklift operator certificate is desirable.

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

- **High School Diploma or equivalent**

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

LICENSE/LANGUAGE REQUIREMENT:

- A valid, Class C, California Driver License and a good driving record is required and must be maintained during employment.
- Positions employed by the Nutrition Services Department ONLY - USDA Professional Standards: Maintain a minimum of 6 hours of annual continuing education/training in the areas of Child Nutrition Programs and food safety.

PHYSICAL REQUIREMENTS:

Employees in this classification will require the strength to frequently lift and carry objects weighing up to 75 pounds, over 75 pounds with assistance, push/pull heavy objects, maintain balance stoop/bend, kneel, crouch, bend repeatedly, reach overhead, repetitively use fingers, repetitively use wrists or hand in a twisting motion or while applying pressure, use both hands/legs simultaneously, have rapid muscular coordination, stamina to stand and walk for long periods of time, speak clearly, hear normal voice conversation, have depth perception, color vision, see small details, see long distances, operate motorized equipment, drive a vehicle, drive a forklift, use a computer, and a telephone.

FILING PERIOD

Applications for this position will be accepted online only from **Friday, July 15, 2022 through Friday, August 5, 2022 until 4:30 p.m.**

Applicants will be sent notification via e-mail only

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

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Job Related Written Examination
- Structured Interview / Performance Exercise

Salary Range: 19 ½

PROOF OF EDUCATION:

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

August 2, 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
Personal Care Assistant (D-21/22-04)	PC Rule 6.1.10.6 – Refusing an employment offer after certification as an eligible and available for the appointment. <ul style="list-style-type: none">• ID# 38873326

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.