

**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)]

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

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

View the meeting virtually via ZOOM

Virtual: https://rowlandschools-org.zoom.us/webinar/register/WN_4VyllbRvQY2gsdaeczB8Tw

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.

December 6, 2022
4:30 P.M.

PLEASE CIRCULATE

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

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

3. **PRELIMINARY**

3.1 Pledge of Allegiance to the Flag

3.2 Take action to appoint Ms. Sharon Fernandez to the Personnel Commission as the Classified - Employees' Appointee for a three-year term from December 1, 2022 to December 1, 2025.

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez ABSTAIN

3.3 Oath of Office presented by Ms. Sabrina Lee to Ms. Sharon Fernandez, Classified Employee's Appointee. (Ref. 3.3)

3.4 Take Action to nominate and elect a chairperson for the term from December 6, 2022 to December 1, 2023.

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

3.5 Take action to nominate and elect a vice-chairperson for the term from December 6, 2022 to December 1, 2023.

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

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

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

4. REPORT FROM THE PERSONNEL DIRECTOR

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

5. PUBLIC COMMENTS

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

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

6. HEARINGS - None

7. PERSONNEL COMMISSION

7.1 Approve the minutes of the meeting of November 1, 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. 21-22:11 – Personnel Commission Authority to Hold Virtual Meetings

In Accordance with Assembly Bill 361, the Personnel Commission wishes to adopt Resolution No. 21-22:11, 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 Cesar Rivas, Safety Operations Manager, to employ Applicant ID #36481977 as District Patrol at Step E of Range 19 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 Cesar Rivas, Safety Operations Manager, to employ Applicant ID #48270635 as District Patrol at Step E of Range 19 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 Gale Lee, Assistant Principal, Rowland Adult and Community Education, to employ Applicant ID# 41336257 in the class of Office Assistant at Step D of Range 17 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 Maria Davila, Director, Nutrition Services, to employ Applicant ID# 16813803 in the class of Stock Delivery Worker at Step B of Range 19.5 on the Classified Salary Schedule. (Ref. 8.2d) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

8.3 Reclassification

Consider not approving the reclassification of an Office Assistant – Bilingual / Biliterate (Mandarin) position in the English Language Development Office at Rowland High School. (Ref. 8.3)

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) Stock Delivery Worker (D-22/23-34)
- b) Playground Supervision Aide (D-22/23-35)
- c) Payroll Operations Supervisor (D-22/23-36)

9.2 Employee Selection Results – Receive the results of examinations held. (Ref. 9.2 Ltd. Dist.)

9.3 Ratification of Eligibility Lists – Ratify the following eligibility lists: (Ref. 9.3 Ltd. Dist.)

- a) Behavior Support Assistant (D-22/23-10)
- b) Behavior Support Assistant – Bilingual (Spanish) (D-22/23-11)
- c) Community Liaison – Bilingual (Spanish) (D-22/23-28)
- d) Executive Director of Facilities, Maintenance, Operations, and Construction (D-22/23-32)
- e) Food Service Assistant I (D-22/23-13)
- f) Food Service Assistant III (D-21/22-96)

- g) Instructional Assistant I (D-22/23-03)
- h) Instructional Assistant I – Bilingual (Spanish) (D-22/23-04)
- i) Instructional Assistant I – Bilingual / Biliterate (Spanish) (D-22/23-05)
- j) Instructional Assistant II (D-22/23-06)
- k) Instructional Assistant II – Bilingual (Spanish) (D-22/23-07)
- l) Payroll Operations Supervisor (D-22/23-17)

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# 50745273 – PC Rule 6.1.10.8
- School Bus Driver (D-22/23-01)
 - ID# 51603461 – PC Rule 6.1.10.2 and 4.4.11
- District Patrol (D-22/23-21)
 - ID# 50868572 – PC Rule 6.1.10.2 and 4.4.11
 - ID# 30714670 – PC Rule 6.1.10.4
- Personal Care Assistant (D-22/23-12)
 - ID# 40904518 – PC Rule 6.1.10.2 and 4.4.11
- District Safety (D-22/23-20)
 - ID# 34096172 – PC Rule 6.1.10.4
- Grounds Maintenance Worker (D-22/23-22)
 - ID# 41294484 – PC Rule 6.1.10.4
- Library Assistant (D-21/22-88)
 - ID# 46796043 – PC Rule 6.1.10.4
- Office Assistant – Bilingual (Spanish) (D-22/23-24)
 - ID# 40813368 – PC Rule 6.1.10.3
- Instructional Assistant I (D-22/23-03)
 - ID# 41336257 – PC Rule 6.1.10.4
- Instructional Assistant I -Bilingual (Spanish) (D-22/23-04)
 - ID# 41336257 – PC Rule 6.1.10.4
- Instructional Assistant I – Bilingual / Biliterate (Spanish) (D-22/23-05)
 - ID# 41336257 – PC Rule 6.1.10.4

Motion by: _____
 Second by: _____

Vote: Sabrina Lee _____
 Judy Nieh _____
 Sharon Fernandez _____

10. INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

11. OTHER ITEMS

A joint dinner with the CSEA Executive Board and Personnel Commissioners and staff will be held on December 8, 2022 at 5 p.m. at BJ's Restaurant, City of Industry.

THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED ON TUESDAY, JANUARY 10, 2023 AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.

12. 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.

1830 South Nogales Street
Rowland Heights
CA 91748
www.rowlandschools.org

(626) 965-2541
FAX – (626) 854-8311
SUPERINTENDENT
Julie Sayler Mitchell, Ed.D.



PERSONNEL COMMISSION

MEMBERS

Sharon Fernandez
Sabrina Lee
Judy Nieh

PERSONNEL DIRECTOR

Joan Stiegelmar

OATH OF OFFICE

“I, SHARON FERNANDEZ, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.”

Ref. 3.3

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
MINUTES OF THE REGULAR MEETING OF NOVEMBER 1, 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. Sabrina Lee, Personnel Commissioner.

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, November 1, 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

- Custodian
- Executive Director of Facilities, Maintenance, Operations, and Construction
- Career Vocational Assistant

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

- Instructional Assistant I –Zoom Structured Interview
- Instructional Assistant II –Zoom Structured Interview
- Campus Aide – Zoom Structured Interview
- Behavior Support Assistant – Zoom Structured Interview
- Food Service Assistant I – Zoom Structured Interview
- Food Service Assistant III – Zoom Structured Interview
- Payroll Operations Supervisor – Technical Project / Zoom Structured Interview
- Stock Delivery Worker – Zoom Written Test / Zoom Structured Interview
- District Safety – Technical Project / Zoom Structured Interview
- Office Assistant Series – Zoom Structured Interview

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

- Custodian (Multiple)
- Instructional Assistant I (Multiple)
- Senior Custodian
- District Patrol
- District Safety
- Office Assistant - Bilingual (Spanish)

- Payroll Operations Supervisor
- Stock Delivery Worker
- Food Service Assistant I
- Playground Supervision Aide

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

- 1 - Behavior Support Assistant
- 2 - Custodian
- 1 - Custodian Substitute
- 3 - District Patrol
- 2 - District Safety
- 1 - Food Service Assistant I
- 2 - Instructional Assistant I
- 6 - Instructional Assistant II
- 4 - Personal Care Assistant
- 2 - Playground Supervision Aide - Substitute
- 1 - School Bus Driver
- 1 - Translator

Updates/Reminders/Remarks:

- District Classification Study Update – Ewing has completed their part of the process and the District is working with the Advisory Committee and CSEA to wrap up the loose ends. Dennis Bixler, Assistant Superintendent of Human Resources will have an update about the study at the November 10, 2022 Board meeting.
- Rowland USD participated in the Great Shake Out on Thursday, October 20. All staff was evacuated to the parking lot and radio communication was conducted to make sure that all sites know what to do in case of an emergency.
- PC staff attended the PCASC Roundtable discussion in Downey on Friday, October 25 with a topic of "Recruitment and Retention". I presented about how Rowland USD conducts job fairs.
- CSEA has made a decision to re-appoint Ms. Sharon Fernandez as the Classified Appointee to the Personnel Commission for another three-year term that will begin on December 1. This will be Ms. Fernandez's tenth term and she will complete 30 years on December 1, 2025. Her re-appointment has been placed on the November 10 Board Agenda. Congratulations to Ms. Fernandez!
- Personnel Commission staff is going to hold another job fair on Monday, December 5 for classroom aides. The last fair in September was successful and the Personnel Commission made 13 job offers.

COMMUNICATIONS

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

PERSONNEL COMMISSION

7.1 Recommendation: Approve the minutes of the meeting of October 4, 2022.

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

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.

Motion made by:	Judy Nieh	Vote:	Sharon Fernandez	Yes
Seconded by:	Sharon Fernandez		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# 45933345 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	Yes
Seconded by:	Sharon Fernandez		Sabrina Lee	Yes
			Judy Nieh	Yes

8.2b Recommendation: To 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.

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

8.2c Recommendation: To 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.

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

8.2d Recommendation: To 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.

Motion made by:	Judy Nieh	Vote:	Sharon Fernandez	Yes
Seconded by:	Sharon Fernandez		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# 50705762 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	Yes
Seconded by:	Sharon Fernandez		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# 49415169 in the class of Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule.

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

8.2g Recommendation: To 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.

Motion made by:	Judy Nieh	Vote:	Sharon Fernandez	Yes
Seconded by:	Sharon Fernandez		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# 48844132 in the class of Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule.

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

- 8.2i Recommendation: To 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.

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

Reallocation

- 8.3 Recommendation: To consider approving the recommended re-allocation of an Office Assistant – Bilingual (Spanish) position to an Office Assistant position.

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

- 8.4 Recommendation: To consider not approving the reclassification of an Office Assistant – Bilingual / Biliterate (Mandarin) position.

Ms. Lee requested clarification on several items, such as the certification needed in order to administer the ELPAC examination, the time the employee has been in the current position, and administering the ELPAC examination and how often Ms. Huang is required to be certified.

Ms. Landin explained the process through which she reviews a reclassification request beginning with the Position Description Questionnaire and focusing on the duties the employee performs regularly and the duties the employee states that are outside of their classification. She explained how Rowland's classification system is one that uses a generic class concept that fit across a variety of offices and specialties as opposed to agencies that have specific job descriptions such as Instructional Assistant II – RSP, Instructional Assistant – PE, etc. The purpose of explaining that was to establish that a job description may not encompass every single duty an employee may be asked to perform, but that as long as it was within the scope and level of the position, it would be acceptable. She also explained that she conferred with the administrator that oversees the district-wide ELPAC program to get clarification on what goes into the yearly certification required to proctor the exam as well as who performs this function at other school sites.

Ms. Nieh shared she does not agree with the information in the report as she believes the tasks related to administering the ELPAC exam and becoming certified should be considered higher level duties. Ms. Nieh stated she feels since the additional task of administering the ELPAC is not one that falls on other Office Assistants, this should be considered work outside of her classification, and therefore she could not follow the recommendation.

Ms. Stiegelmar responded with additional information related to the reclassification report. Ms. Stiegelmar shared that she spoke with both Dr. Mitchell and Mr. Bixler about the position and they shared that the District is not interested in creating a new position for the purpose of ELPAC testing. Ms. Stiegelmar also shared if the employee is in fact completing higher-level work outside of her job description, the administrator at the site can remove the higher-level duties. Ms. Stiegelmar mentioned if the decision is made to reclassify this employee, that there is currently not a position to reclassify her into.

Ms. Fernandez shared a history of her time as an aide in which she administered ESL examinations. Ms. Fernandez stated although it was an additional task, it can be looked at as how positions progress with time, such as going from using typewriters to computers. Ms. Fernandez also complimented the employee for being a great employee during her years with the district. Ms. Fernandez also shared she believes the employee should have attended the meeting, either in person or via zoom if she did not agree with the reclassification report which was provided to her prior to the meeting.

Ms. Landin shared additional details found during her reclassification review. Ms. Landin mentioned the employee shared the highest percentage of time she reports to a dedicated function was about 20% and that was with regards to the ELPAC testing. Ms. Landin shared that during her meeting with the coordinator who oversees the function of ELPAC testing in the Special Projects department it was found that other classifications are certified to administer the ELPAC exam. Ms. Landin provided additional details in which she explained that a reclassification is focused on gradual accretion of higher-level duties and the frequency with which those higher-level duties are performed. Ms. Landin explained that she found the incumbent follows established procedures and has limited decision-making opportunities. She stated that she asked the incumbent on multiple occasions to show evidence of the higher-level duties or provide details to those duties and each time, the conversation fell apart and no evidence was provided.

Ms. Lee asked if it was possible for the Personnel Commission staff to go back and gather additional information even though the report was completed. Ms. Lee also asked if staff believes the report was 100% correct.

Ms. Landin shared she is happy to gather information on anything requested. Ms. Landin also stated that she believes the information collected during numerous meetings with staff related to the function of ELPAC testing gave enough information to render a recommendation.

Ms. Stiegelmar shared she believes the report is solid. Ms. Stiegelmar also shared that during her time spent with the employee, the employee could not confirm the duties she believed were higher level.

Ms. Lee stated she believes the item should be tabled as the Commissioners have different views and she would also like some additional questions answered and details provided in regards to the certification itself. Ms. Lee also mentioned she believes that since the employee is not present she would like to make sure they aren't missing anything that could help in making a final decision.

Ms. Nieh stated she made her decision solely on the report. Ms. Nieh shared that with the information provided, she is ready vote on the matter.

Ms. Stiegelmar reminded the Commissioners that there is not a position to reclassify the employee to and the District is not interested in creating a new position for the sole purpose of ELPAC testing.

Ms. Lee motioned to table the item.

There was not a second to this motion.

Ms. Lee motioned to consider not approving the reclassification of an Office Assistant Bilingual/Biliterate Mandarin position.

Ms. Fernandez – Yes

Ms. Nieh – No

Ms. Lee – Abstain

Commissioners discussed with staff how the votes would affect the motion.

Ms. Lee motioned to take a 10-minute recess which began at 6:26 p.m.

The meeting reconvened at 6:34 p.m.

Ms. Lee stated that because we had a vote and it was 1 yes, 1 no, and 1 abstain, that means that the motion did not pass. What we need to do, is to see if the chair wants to bring back this item back to the next meeting if additional information is provided by the staff.

Motion made by:	Judy Nieh	Vote:	Sharon Fernandez	Yes
Seconded by:	Sharon Fernandez		Sabrina Lee	Abstain
			Judy Nieh	No

EXAMINATIONS/ELIGIBILITY LISTS

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

- 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 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) 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 made by:	Judy Nieh	Vote:	Sharon Fernandez	Yes
Seconded by:	Sharon Fernandez		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:

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

INPUT OR COMMENTS FROM COMMISSIONERS

Ms. Fernandez thanked CSEA for appointing her for another three years. She commented that she thought she was going to finally get to retire, but is excited to commit to another three years.

Ms. Nieh congratulated Ms. Fernandez and commented that it's an honor to be able to continue to work with her.

Ms. Lee congratulated Ms. Fernandez on her reappointment and wished everyone a Happy Thanksgiving.

ADJOURNMENT

To adjourn the meeting at 6:41 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, DECEMBER 6, 2022 AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.

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

PERSONNEL COMMISSION

ROWLAND UNIFIED SCHOOL DISTRICT

December 6, 2022

ITEM 8.1 RATIONALE FOR RESOLUTION No. 21-22:11 – 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-21-22:11

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 December 6, 2022.

AYES: _____

NOES: _____

ABSENT:: _____

TBD
Chair
Personnel Commission

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
DISTRICT PATROL

The Commission is in receipt of a request from Cesar Rivas, Safety Operations Manager, to employ Applicant ID #36481977 as District Patrol at Step E of Range 19 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has a Master's degree and over 7 years of job-related experience. The number of years of education and related work experience does qualify this applicant for step placement at Step E based on the formula of one step will be given for two years of additional education beyond the employment standards for the classification and one step will be given for two years of additional related experience beyond the employment standards for the classification.

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
DISTRICT PATROL

The Commission is in receipt of a request from Cesar Rivas, Safety Operations Manager, to employ Applicant ID #48270635 as District Patrol at Step E of Range 19 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has over 16 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 19 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
OFFICE ASSISTANT

The Commission is in receipt of a request from Gale Lee, Assistant Principal, Rowland Adult and Community Education, to employ Applicant ID #41336257 as Office Assistant at Step D 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 5 years of work-related experience. The number of years of education and related work experience does qualify this applicant for step placement at Step D based on the formula of one step will be given for two years of additional education beyond the employment standards for the classification and one step will be given for two years of additional related experience beyond the employment standards for the classification.

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
STOCK DELIVERY WORKER

The Commission is in receipt of a request from Maria Davila, Director, Nutrition Services, to employ Applicant ID #16813803 as Stock Delivery Worker 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 an Associate's degree. The number of years of education does qualify this applicant for step placement at Step B based on the formula of one step will be given for two years of additional education beyond the employment standards for the classification.

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step B of Range 19.5 on the Classified Salary Schedule.

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

December 6, 2022

ITEM 8.3 **CONSIDER NOT APPROVING THE RECLASSIFICATION OF AN OFFICE
ASSISTANT – BILINGUAL / BILITERATE – MANDARIN POSITION IN THE ENGLISH
LANGUAGE DEVELOPMENT OFFICE AT ROWLAND HIGH SCHOOL**

This item was presented for action at the November 1, 2022 Personnel Commission meeting and failed to pass due to a tie vote (1 yea/1 nay/1 abstain). At that time, the Personnel Commission chair, Ms. Sabrina Lee, requested for additional information to be provided so that the item may be brought back for consideration at the December 6, 2022 meeting. The following information provides additional information that was requested by the Personnel Commission.

✓ **Proctoring the English Language Proficiency Assessments for California (ELPAC) test**

Staff conferred with Ms. Kimberly Louie, Program Specialist in the Special Projects office, to obtain additional information on the ELPAC. Ms. Louie currently oversees the ELPAC program district-wide and was formerly in charge of training all ELPAC test proctors for more than six years. Ms. Louie informed staff that the following criteria are used when selecting staff to become test examiners:

- Test examiner employees or contractors of the District;
- Are proficient in speaking English with a complete command of pronunciation, intonation, and fluency;
- Must electronically sign the Test Security Affidavit prior to accessing materials or administering the test;
- Must successfully complete and certify that they have received training to administer the test by the District.

What goes into the training?

The training is broken up into sections; listening, speaking, reading, and writing and is made up of instructional videos and at the end of sections the test takers are required to complete a quiz. Each section can reasonably take approximately 45 minutes to an hour so in total, someone would be expected to finish all of the testing which includes videos and certification quizzes in about four (4) hours or less.

When discussing the competency required to administer the exam, Ms. Louie stated successfully completing the training and passing the quizzes make them competent to give the exam as designated by the ELPAC agency.

In reference to the accountability that a test proctor has, Ms. Louie indicated that they are responsible for administering the test following the rules and guidelines of the assessment and that if a particular school had abnormally low- or high-test scores, it could be investigated further to see if the same test proctor administered the tests. In the case that, for any reason, the proctor was not testing to the guidelines of the assessment, they would not be asked to test in the future. To ensure the proctor understands their responsibility, they are required to sign a Test Security Affidavit on a yearly basis.

When asked if she felt that proctoring the exams was a higher level duty, she indicated that she did not. The variety of classifications that have been trained to proctor the exams include Instructional Assistant I and II's and Playground Supervision Aides, which are classifications that are lower in salary range than an Office Assistant and in a different job family.

✓ **District Biliterate/Bicultural Language Technician - Walnut Unified School District Job**

Description

The Commissioners requested information regarding the classification that Ms. Huang presented as a reference to the position that she would like to be reclassified to and it was titled, District Biliterate/Bicultural Language Technician from Walnut Unified School District.

The position is distinct from the work that Ms. Huang does in that its purpose is to support English Learners and their families by coordinating a variety of services at the **district-wide level**. The position oversees four (4) distinct areas district-wide:

- **Bilingual/Interpretation** – Coordinates the districts' and school's on-site and telephone interpretation and translation requests;
- **Assessment** – Orders, distributes, and collects district-wide English Language Development testing materials, solves procedural and processing problems, issues, and concerns;
- **Data** – Gathers data, conducts research, and provides survey information as requested.
- **Outreach** – Serves as cultural and linguistic "hub" for parents of Limited English Proficient (LEP) students.

In comparing the work that Ms. Huang does to the Walnut USD job description, staff found that the primary similarity was that both classifications administer and score the ELPAC and provide interpretation for meetings where the guardians primarily speak a second language. Ms. Huang does not coordinate district-wide interpretative services, does not oversee the district-wide ELPAC testing, or gather data, conduct statistical analysis, or provide reports directly related to district wide ELPAC results. This district-wide work is currently done by certificated and classified staff in the Student Assessment Office. The district-wide interpretation services are coordinated by the Special Projects office. In short, these specific duties are already carried out by other existing classifications at Rowland USD.

The Walnut job description is attached as Appendix B for reference beginning on 8.3 page 10. It should be noted that it is under the District's purview to create new classifications and the District does not have an interest in creating a position at Rowland nor is there evidence to support Ms. Huang has accreted in her duties to necessitate the recommendation.

✓ **Senior Office Assistant – Rowland Unified School District**

Ms. Lee requested information as to the possibility of Ms. Huang being reclassified to a Senior Office Assistant. In reviewing the job description of Senior Office Assistant, staff found that the classification is one that is used to support departments that provide a district-wide function such as Special Education or Student Services. Their primary duties include administering budgets, monitoring expenditures of special programs and serving as liaisons between County and State agencies and site personnel. In reviewing the work that Ms. Huang does, staff did not find evidence to support a recommendation to this classification due to the lack of similar duties Ms. Huang performs.

Additional Findings

On Monday, November 14, 2022, staff met with Ms. Huang, her supervisor Ms. Kelli Reese, and the Principal, Mr. Mitch Brunyer to specifically discuss the higher-level duties Ms. Huang claims she is performing. At this meeting, Ms. Huang provided one example where she states that she was reviewing transcripts of a student and Mr. Brunyer communicated to her that the duty she was performing belonged with the certificated Counselor. When directly asked about the frequency with which the duty was performed, Ms. Huang failed to provide a clear answer.

Personnel Commission staff followed up later that week via email to Ms. Huang to get a clear answer regarding the frequency of the aforementioned duty and Ms. Huang did not provide a clear answer and instead provided general information about the reports she downloads from Aeries and provided one other example where she met with a guardian to discuss the student's attendance and the importance of completing homework. It should be noted that PC staff has evaluated the Aeries reporting and determined that this duty is within the scope of her work as an Office Assistant.

The information she provided was shared with Ms. Reese and Ms. Daoudi to confirm the accuracy of the information which lead to Ms. Reese having a follow up conversation with Ms. Huang to gather additional information. Ms. Reese asked Ms. Huang to provide the names of other students or their guardians, and/or calendar dates where she had similar meetings with guardians in an attempt to quantify the number of occurrences. Ms. Huang did not have any additional examples to provide.

Upon further questioning, Ms. Huang stated that she does not meet with parents to provide counseling information (as she had provided in her previous examples) on a regular basis.

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. Personnel Commission staff did not find evidence to substantiate the higher level duties Ms. Huang states to perform. Ms. Huang was not able to provide dates or names to assist with establishing the frequency with which she performed these duties.

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."*

When reviewing the work Ms. Huang does, it is confirmed through a thorough analysis of her duties and examining the specific duties she performs surrounding the administration and scoring of the ELPAC exams, staff found that the majority of the work Ms. Huang performs in a typical work day was within her classification of Office Assistant. Personnel Commission staff did not find enough evidence to support a reclassification due to the fact that the key duties that she performs on a regular basis are within the scope and level of the classification of Office Assistant.

In regards to the single example she performed that were identified as outside the scope of her work, Ms. Huang was informed that she needed to refer the students and their guardians to the Counselors' office instead of taking on the work herself.

RECOMMENDATION:

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

Item 8.6 from the November 1, 2022 Personnel Commission Meeting

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	Inputs information into computer and generates a variety of reports and lists such as attendance, rosters, ADA	2

at school and district EL related reports/programs.	reports, master schedule and student history file;	
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 <i>Note added after 11/1/22 meeting. This duty relates to 21.</i>
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 <i>Note added after 11/1/22 meeting. This duty relates to 21.</i>

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

WALNUT VALLEY UNIFIED SCHOOL DISTRICT

JOB TITLE: DISTRICT BILITERATE / BICULTURAL LANGUAGE TECHNICIAN

BASIC FUNCTION

Under the supervision of the Director of Educational Programs, to assist and support the Program Specialist of English Language Development to administer a variety of state and local student language proficiency assessments in English and in a second language; to compile and distribute reports and survey information results; to perform interpretation and translation ; to serve as a liaison between District, school and parents of second languages providing culturally and linguistically appropriate services; to collect and summarize statistical data; to perform assigned clerical duties and to do other related work as required. Incumbents in this classification provide language assessment, bilingual translation and program information for students and parents.

ESSENTIAL JOB FUNCTIONS

- Bilingual
 - Coordinates the district's and schools' on-site and telephone interpretation and translation requests
 - Recruits district bilingual staff for interpretation assignments
 - Assigns interpretation and translation jobs to ELD bilingual staff and non-ELD district bilingual staff
 - Performs on-site and/or telephonic conference interpreting, and translation of notices, reports, statements, and records sent to the parents or guardians by school and the district as required by the Education Code 48985
 - Participates as a member of a school's IEP team to assist parents in understanding the development and implementation of individual educational plans for students with bilingual/bicultural instructional needs
 - Assists school administrators, SSRAs, and GLCs (by telephone and in person) in relating discipline consequences to parents in their primary language
 - Maintains extra time accounting for bilingual staff, and sends monthly reports to the Director of Educational Services and Accounting Department
- Assessment
 - Orders, distributes and collects district-wide English Language Development testing materials, solves procedural and processing problems, issues and concerns
 - Oversees the distribution of testing materials and the collection and processing of completed tests
 - Administers and scores the state English Language Development (ELD) test, and maintains the assessment results of English Learners
 - Assists District personnel in the assessment of student language proficiency and in determining the classification level of students English/Primary language
 - Monitors submission of required information and activities related to the testing program
 - Explains English Language Development assessment results to parents and answers questions related to English Language proficiency levels
 - Trains school attendance staff/registrars on processing Home Language Survey forms and test result forms

WALNUT VALLEY UNIFIED SCHOOL DISTRICT

JOB TITLE: DISTRICT BILITERATE / BICULTURAL LANGUAGE

- Data
 - Gathers data, conducts research, and provides survey information as requested
 - Creates, extracts, and analyzes data from data systems
 - Provides technical assistance with data gathering, statistical analysis, and displays of data related to English Learners testing/evaluation
 - Designs and produces displays for reports and presentations using a variety of computer software programs
 - Compiles data and assists in the preparation of related school and district reports
 - Inputs, maintains and updates demographic and testing data related to EL students in the district wide data management system and the ELD department Access program
 - Communicates with District and school staff relative to necessary data required by State and Federal laws and regulations related to ELD testing and/or other aspects of department operations
 - Assists and verifies English Learners data input into CALPADS
 - Processes and updates EL data of transferring students
- Outreach
 - Serves as cultural and linguistic "hub" for parents of Limited English Proficient (LEP) students
 - Bridges the gap between the district, school personnel, and the parents in understanding the different education systems
 - Explains English Language Development programs and options to the English Learner parents
 - Explains enrollment procedures to the families of new immigrants
 - Recruits new students for the Structured English Immersion Center (SEIC)
 - Answers questions related to Home Language Surveys for school staff and parents
 - Trains school attendance staff/registrars on processing Home Language Survey forms and test results forms
 - Participates in district and school bilingual parent committees
 - Assists in explaining and answering questions related to International students' I-20 application process
- General
 - Answers the office telephone, and maintains files and related records
 - Participates in assigned committee activities
 - Performs other related duties as assigned

JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Knowledge of:

- General terms, procedures and practices used in students testing/evaluation and assessment
- Methods, procedures and techniques pertaining to various aspects of data processing application operations
- Technical document translation methods, techniques and procedures
- Federal and State laws and regulations related to department activities
- Data base management operations and techniques

WALNUT VALLEY UNIFIED SCHOOL DISTRICT

JOB TITLE: DISTRICT BILITERATE / BICULTURAL LANGUAGE

- Basic research and statistical methods and techniques
- Student information system data input and report retrieval
- Ethical principles for interpreters; standardized interpreting protocols; guidance on interpreter roles and interventions
- Syntactic differences between English and the second language
- Interpersonal skills using tact, patience, and courtesy
- Basic principles of human behavior and the methods and techniques used in dealing with culturally sensitive issues and situations
- Public education goals and objectives
- Personal and interpersonal awareness and sensitivities understanding certain bodies of cultural knowledge

Ability to:

- Effectively and efficiently assess and classify limited and non-English speaking students
- Perform accurate interpretation and translation functions
- Organize diverse data, analyze and prepare clear, concise, and accurate reports using appropriate software programs
- Read, comprehend and apply provisions of federal, state and district regulations
- Promote team building and a positive work environment
- Prioritize and identify needs and solve problems independently as appropriate
- Skillfully handle difficult situations using good judgment
- Maintain high level of professionalism in keeping the needs of parents, school staff and community a top priority
- Understand and carry out oral and written directions with minimal supervision
- Establish and maintain positive and effective working relationships
- Adapt easily to work assignments, additional priorities and new procedures
- Receive constructive criticism and modify work appropriately
- Demonstrate cultural competencies and behaviors in all interactions
- Assess community needs and promote community cohesion
- Demonstrate an empathic, patient, and receptive attitude with students and parents experiencing bilingual/biliterate needs
- Communicate satisfactorily in oral and written form in English and a second language as required by the assignment, and to serve as an appropriate language model
- Suggest procedural improvements to superior as appropriate
- Communicate complex information effectively over the telephone in parents' primary language
- Perform general clerical work with speed and accuracy
- Understand and carry out oral and written directions with minimal direction and supervision
- Respond to questions about data from a variety of consumers

WALNUT VALLEY UNIFIED SCHOOL DISTRICT

JOB TITLE: DISTRICT BILITERATE / BICULTURAL LANGUAGE

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions:

- Persons performing service in this position classification will be expected to perform light work, which involves lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds. Even though the weight lifted may be very little, a job is in this category when it requires a good deal of walking or standing, or when it involves sitting most of the time with some pushing and pulling of arm or leg controls. To be considered capable of performing a full or wide range of light work, you must have the ability to do substantially all of these activities. If someone can do light work, we determine that he or she can also do sedentary work, unless there are additional limiting factors such as loss of fine dexterity or inability to sit for long periods of time (Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”)
- This type of work involves sitting most of the time, but may involve walking or standing for brief periods
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job
- Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job

EXPERIENCE AND EDUCATION REQUIREMENT

Experience:

Two (2) years of paid experience assessing bilingual/biliterate students interpreting non-English languages and translating non-English technical documents.

Education:

Equivalent to the completion of High School, including coursework or training in instructional technology, or bilingual/biliterate assessment, interpreting and document translation processes.

LICENSE AND/OR CERTIFICATE REQUIREMENT

- Possession of a First Aid Certificate issued by the American Red Cross

PERSONNEL COMMISSION

ROWLAND UNIFIED SCHOOL DISTRICT

December 6, 2022

ITEM 9.1 EXAM REVIEW

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

Classification	Length of Eligibility List	Number of Positions	Hours / Months	Last Class Description Revision	Tentative Exam Plan
Stock Delivery Worker	6 months	To fill future vacancies and substitutes	8 hours / 12 months	3/2019	<ul style="list-style-type: none">• Remote Written Test• Structured Interview
Playground Supervision Aide	6 months	1	1.5 hours / 9.5 months	11/2018	<ul style="list-style-type: none">• Remote Quiz
Payroll Operations Supervisor	6 months	1	8 hours / 12 months	2/2011	<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:

STOCK DELIVERY WORKER:

\$22.16 - \$27.01 HOURLY

An Equal Opportunity Employer

OPENING DATE: November 4, 2022

FINAL FILING DATE: December 1, 2022

POSITION

There is currently one (1) position available. The position is four (4) hours a day, five (5) days a week, ten (10) months per year. The tentative position hours are 12:00 pm - 4:00 pm

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, November 4, 2022 through Thursday, December 1, 2022 until 4:30 p.m.**

Applicants will be sent notification via e-mail only

Please visit www.rowlandschools.org and navigate to: 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

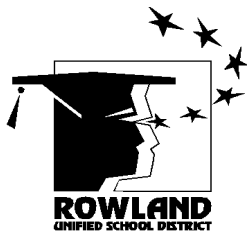
New employees will be charged a processing fee (approximately \$64) for the cost of fingerprinting. This fee must be paid at the time of processing appointment, with a MONEY ORDER ONLY, payable to RUSD.

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.



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

INVITES APPLICATIONS FOR THE POSITION OF:

PLAYGROUND SUPERVISION AIDE

\$16.05 Hourly

An Equal Opportunity Employer

OPENING DATE: Friday, November 4, 2022

FINAL FILING DATE: Thursday, December 1, 2022

POSITION

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

SUMMARY OF DUTIES

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

QUALIFICATIONS

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

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

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

HAZARDS: Exposure to verbal abuse and harassment, potential physical hazards involved in intervening in anti-social, illegal, and violent behavior; possible fights and confrontations.

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

FILING PERIOD

Applications for this position will be accepted starting on **Friday, November 4, 2022 until Thursday, December 1, 2022 at 4:30 p.m.**

Applicants will be sent notifications via e-mail only

EXAMINATION – OPEN/PROMOTIONAL WITH DUAL CERTIFICATION:

The examination may consist of the following:

- Job Related Written Quiz

Classified Salary Range: 9

Schedule M*

**Playground Supervision Aide is a non-represented classification and the salary schedule has only one step. Staff employed in this classification do not receive annual increases.*

PROOF OF EDUCATION:

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

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



ROWLAND UNIFIED SCHOOL DISTRICT

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

INVITES APPLICATIONS FOR THE POSITION OF:

PAYROLL OPERATIONS SUPERVISOR

\$6,826.00 - \$8,299.00 Monthly*
\$81,912.00 - \$99,588.00 Annually*

An Equal Opportunity Employer

OPENING DATE: November 30, 2022

FINAL FILING DATE: December 20, 2022

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.

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 **Wednesday, November 30, 2022 to Friday, December 20, 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:

- Technical Project / 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.

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**

December 6, 2022

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

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

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

ELIGIBILITY LIST RECRUITMENT NUMBER	PERSON I.D. PERSONNEL COMMISSION RULE REFERENCE
Food Service Assistant I (D-22/23-13)	6.1.10.8 Failure to satisfactorily complete all pre-employment and background reviews, including reference checks conducted by the Appointing Authority. <ul style="list-style-type: none">ID# 50745273
School Bus Driver (D-22/23-01)	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# 51603461
District Patrol (D-22/23-21)	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# 50868572 6.1.10.4 A written request by the eligible for removal. <ul style="list-style-type: none">ID# 30714670
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# 40904518
District Safety (D-22/23-20)	6.1.10.4 A written request by the eligible for removal. <ul style="list-style-type: none">ID# 34096172
Grounds Maintenance Worker (D-22/23-22)	6.1.10.4 A written request by the eligible for removal. <ul style="list-style-type: none">ID# 41294484
Library Assistant (D-21/22-88)	6.1.10.4 A written request by the eligible for removal. <ul style="list-style-type: none">ID# 46796043

Office Assistant – Bilingual (SP) (D-22/23-24)	6.1.10.3 Failure to report for a scheduled interview after certification. <ul style="list-style-type: none"> ID# 40813368
Instructional Assistant I -Bilingual (SP) (D-22/23-04) Instructional Assistant I -Bilingual (SP) (D-22/23-04) Instructional Assistant I – Bilingual / Biliterate (SP) (D-22/23-05)	6.1.10.4 A written request by the eligible for removal. <ul style="list-style-type: none"> ID# 41336257

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.