

**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)]

January 10, 2023
Meeting to start at 4:30 P.M.

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

View the meeting virtually via ZOOM

Virtual: https://rowlandschools-org.zoom.us/webinar/register/WN_2WjHEoasQCy1mhFgu1jQlg

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.

January 10, 2023
4:30 P.M.

PLEASE CIRCULATE

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

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

3. **PRELIMINARY**

3.1 Pledge of Allegiance to the Flag

3.2 Consider adopting the Agenda as submitted for Tuesday, January 10, 2023 or adopting the Agenda with the following corrections/modifications for January 10, 2023.

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

4. REPORT FROM THE PERSONNEL DIRECTOR

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

5. PUBLIC COMMENTS

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

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

6. HEARINGS - None

7. PERSONNEL COMMISSION

7.1 Approve the minutes of the meeting of December 6, 2022. (Ref. 7.1)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

8. ITEMS FOR DISCUSSION AND/OR ACTION

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

In Accordance with Assembly Bill 361, the Personnel Commission wishes to adopt Resolution No. 21-22:12, Continuing the Personnel Commission Authority to Hold Virtual Meetings, to allow the Personnel Commission to hold teleconference meetings. (Ref. 8.1)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

8.2 Advanced Salary Step Placement

- a. Consider approving the advanced salary step request from Gregory Perez, Principal Santana High School, to employ Applicant ID #48454586 as Campus Aide at Step B of Range 12 on the Classified Salary Schedule. (Ref. 8.2a) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

- b. Consider approving the advanced salary step request from Alex Flores, Deputy Superintendent, Administrative Services, to employ Applicant ID #51905463 as Executive Director of Facilities, Maintenance, Operations, and Construction at Step E of Range 103 on the Management Salary Schedule. (Ref. 8.2b) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

- c. Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID# 51528303 in the class of Behavior Support Assistant at Step E of Range 17 on the Classified Salary Schedule. (Ref. 8.2c) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

- d. Consider approving the advanced salary step request from Eric Jones, Interim Director, Building Services, to employ Applicant ID# 4056654 in the class of Grounds Maintenance Worker at Step E of Range 19 on the Classified Salary Schedule. (Ref. 8.2d) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

- e. Consider approving the advanced salary step request from Mitch Brunyer, Principal, Rowland High School, to employ Applicant ID# 38407636 in the class of Campus Aide at Step B of Range 12 on the Classified Salary Schedule. (Ref. 8.2e) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

9. EXAMINATIONS/ELIGIBILITY LISTS

9.1 Exam Review and Recruitment Bulletins (Ref. 9.1)

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

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

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

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

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

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

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

Motion by: _____
 Second by: _____

Vote: Judy Nieh _____
 Sharon Fernandez _____
 Sabrina Lee _____

10. INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

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

11. ADJOURNMENT

Time _____

Motion by: _____
 Second by: _____

Vote: Judy Nieh _____
 Sharon Fernandez _____
 Sabrina Lee _____

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

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF DECEMBER 6, 2022
MEETING HELD IN-PERSON AND VIA ZOOM**

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

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

Staff Members Present: Joan Stiegelmar, Personnel Director
 Jessica Landin, Personnel Analyst

Staff Members Absent: Arlene Zamudio, Senior Personnel Technician

PRELIMINARY

- A. The Personnel Commission took 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 made by:	Judy Nieh	Vote:	Sharon Fernandez	Abstain
Seconded by:	Sabrina Lee		Sabrina Lee	Yes
			Judy Nieh	Yes

- B. Oath of office presented by Ms. Sabrina Lee to Ms. Sharon Fernandez, Classified Employee's Appointee.

- C. The Personnel Commission took action to nominate and elect a chairperson for the term from December 6, 2022 to December 1, 2023.

Ms. Sharon Fernandez nominated Ms. Judy Nieh as chairperson for a one-year term.

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

- D. The Personnel Commission took action to nominate and elect a vice-chairperson for the term from December 6, 2022 to December 1, 2023.

Ms. Judy Nieh nominated Ms. Sharon Fernandez as vice-chairperson for a one-year term.

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

Recess taken at 4:37 p.m. for re-organization of the Personnel Commissioners.
Return from recess at 4:39 p.m.

APPROVAL OF THE AGENDA

- A. The Personnel Commission took action to approve the agenda as submitted for Tuesday, December 6, 2022.

Motion made by:	Sharon Fernandez	Vote:	Sharon Fernandez	Yes
Seconded by:	Sabrina Lee		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.

PERSONNEL DIRECTOR'S REPORT

Recruitments opened since the last Commission meeting:

- Stock Delivery Worker
- Playground Supervision Aide
- Payroll Operations Supervisor
- Health Assistant Series
- Senior Custodian
- Senior Payroll Clerk

Examinations were conducted for the following classifications since the last Commission meeting:

- Instructional Assistant I – Remote Written Test / Structured Interview
- Instructional Assistant II – Remote Written Test / Structured Interview
- Food Service Assistant I – Remote Written Test / Zoom Structured Interview
- Community Liaison – Bilingual (Spanish) – Technical Project / Structured Interview
- Senior Account Clerk – Remote Written Test
- Custodian – Remote Written Test
- Executive Director of Facilities, Management, Operations, and Construction – Training and Experience

Referral Lists were issued for the following classifications since the last Commission meeting:

- Behavior Support Assistant
- Campus Aide
- Community Liaison – Bilingual (Spanish)
- Custodian
- District Safety
- Executive Director of Facilities, Maintenance, Operations, and Construction
- Food Service Assistant I
- Food Service Assistant III
- Grounds Maintenance Worker
- Instructional Assistant I
- Instructional Assistant I – Bilingual (Spanish)
- Library Assistant
- Office Assistant – Bilingual (Spanish)

New employees were processed into the following classifications since the last Commission meeting:

- 1 - Campus Aide
- 1 - Custodian
- 2 - Food Service Assistant I
- 1 - Food Service Assistant III
- 1 - Instructional Assistant I
- 1 - Locker Room Attendant (Female)
- 1 - Office Assistant
- 1 - Office Assistant (Substitute)
- 1 - School Bus Driver (Substitute)
- 1 - Stock Delivery Worker

Updates/Reminders/Remarks:

- Classification and Compensation: Dennis Bixler, Assistant Superintendent of Human Resources provided an update about the study at the November 10, 2022 Board meeting. Highlights of the meeting included the following:

- Classification Study Outcomes:
 - Validated work performed by RUSD employees and aligned to the classification
 - Recommended the development of one (1) new classification for Director of Communications
 - Recommended further analysis and review of job duties for two classifications:
 - ✓ Computer Lab Technician
 - ✓ Stock Delivery Worker
 - Recommended title changes and/or minor duty statement revisions to 11 classifications (requires negotiation with CSEA)
 - Analyzed and recommended increasing minimum qualifications for 7 classifications (requires negotiation with CSEA)
- Compensation Study Outcomes:
 - The majority of benchmark classifications are at or above the market for like classifications
 - 34 classifications are above market ranging up to 23% over median
 - 6 classifications are more than 5% below market
 - 3 of these classifications are within CSEA (requires negotiation with CSEA)
- Personnel Commission staff held a job fair on Monday, December 5 for classroom aides. It was smaller than normal due to the holidays; however, six conditional job offers were extended.
- Congratulations to Ms. Sharon Fernandez for being appointed as the Classified Appointee to the Personnel Commission for another three-year term. This will be Ms. Fernandez's tenth term and she will complete 30 years on December 1, 2025.
- Thank you to Ms. Sabrina Lee for serving as the chair of the Personnel Commission for the past year. Her contributions to the Commission since 2008 have been instrumental in guiding staff through many decisions.
- Happy Holidays to everyone! The District Office will be closed from Friday, December 23 through Monday, January 2 so that students and staff can enjoy time with their family.

Ms. Fernandez requested details on the classifications that were below market.

Ms. Stiegelmar stated she has not been provided that information and will request it on behalf of the Personnel Commission.

Ms. Nieh asked why is there a recommendation for further analysis for Computer Lab Technician and Stock Delivery Worker.

Per Mr. Bixler's statements at the November Board meeting, the District would like further analysis into these two classifications, but Personnel Commission staff have not been given any direction. Ms. Stiegelmar also shared there may be updates needed in the Technology department which would require the Computer Lab Technician job description to also be updated. Ms. Stiegelmar mentioned that several sites no longer have computer labs due to students having tablets or laptops. Ms. Stiegelmar shared the current Computer Lab Technicians are working more as an on-site computer technician. Ms. Stiegelmar stated she is currently unaware of how much has changed in these positions as the Personnel Commission staff have not been asked to review the positions.

Per Mr. Bixler's statements at the November Board meeting, Stock Deliver Worker may need to be reviewed since there are Stock Delivery Workers at the District Office warehouse as well as the Food Center. PC staff have not been provided any direction to conduct these class description reviews.

Ms. Lee asked for clarification on the requirement of negotiation with CSEA.

Ms. Stiegelmar shared there is a procedure by CSEA called the 610 process that requires the unit to vote on certain items. Ms. Stiegelmar stated since there may be many classifications to revise, the union prefers they utilize the 610 process. Ms. Stiegelmar shared the process includes review of the updates by the unit, negotiations with the District, then the 610 process which is a vote by all CSEA members.

Ms. Lee asked if the Personnel Commission reviews the recommended changes prior to it being reviewed by CSEA.

Ms. Stiegelmar stated Personnel Commission staff will review prior to the negotiation process.

Ms. Nieh asked if the 43 classification studies reviewed include all of the classifications.

Ms. Stiegelmar shared there are over 100 classifications at Rowland USD.

Ms. Nieh asked why only 43 were reviewed.

Ms. Stiegelmar clarified all classifications were reviewed, but the 43 mentioned were not at or above the market for like classifications for compensation.

COMMUNICATIONS

A. CSEA – None

B. District Administration - None

C. Audience Members – Claire Huang, Office Assistant Bilingual/Biliterate (Mandarin), Rowland High School

Ms. Clare Huang spoke regarding the work that she currently performs and the population of students she works with. She stated the reasons she feels her work is higher level is because it involves student placement and directly impacts their performance. She stated that employees who test students should be paid at a higher rate than their regular hourly pay. She closed by asking if the District was doing all it could to support the English Learners and asked that employees be paid in accordance to the “equal pay act.”

PERSONNEL COMMISSION

7.1 Recommendation: Approve the minutes of the meeting of November 1, 2022.

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

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.

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

Advanced Salary Step Placement

8.2a Recommendation: To consider approving the advanced salary step request from Cesar Rivas, Safety Operations Manager, to employ Applicant ID #36481977 as District Patrol at Step E of Range 19 on the Classified Salary Schedule.

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

- 8.2b Recommendation: To 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.

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

- 8.2c Recommendation: To 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.

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

- 8.2d Recommendation: To 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.

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

Reclassification

- 8.3 Recommendation: To consider not approving the reclassification of an Office Assistant – Bilingual / Biliterate (Mandarin) position in the English Language Development Office at Rowland High School.

Ms. Sabrina Lee opened the discussion with Ms. Clare Huang, who is an Office Assistant – Bilingual / Biliterate – (Mandarin) at Rowland High School. During this time, she asked about Ms. Huang's history in her current position. Ms. Lee asked if Ms. Huang ever mentioned to her supervisor if she felt she was doing work outside of her job description. Ms. Lee asked Ms. Huang if she has to be a Mandarin speaking Office Assistant to proctor the ELPAC test. Ms. Lee also asked if since Ms. Huang's full-time position was created due to not filling two part-time Office Assistant positions, and if she also had to take on the work of the vacant positions.

Ms. Huang stated she did not take on the work of the vacant positions and she also mentioned administering the ELPAC test does not require a language specific employee. Ms. Huang mentioned she only translates in Mandarin when she is either speaking to parents or when students are having difficulty understanding.

Ms. Stiegelmar shared it is not uncommon for sites to combine three-hour positions to make one full time position as it is difficult to recruit candidates to fill a three-hour Office Assistant Bilingual / Biliterate (Mandarin) position.

Ms. Lee mentioned she is trying to ensure Ms. Huang was not given additional work from the previous three-hour positions. Ms. Lee mentioned since all Office Assistants have different tasks and responsibilities she is wondering if Ms. Huang was given additional duties which may be outside of her job description and if she works in her current position at other sites within the District.

Ms. Huang shared since reading the reclassification report and reviewing her duties with her administrator, she is comfortable with certain duties to be pulled from her desk and she also accepts the reclassification report of the Personnel Commission staff. Ms. Huang mentioned she is now aware of her duties and is working with the ELD department to ensure the work she is doing is within the Office Assistant class description.

Ms. Fernandez commented that since Ms. Huang stated that she was doing work outside of her job description and the Administrators' acknowledged that she was doing the work that this type of work is

known as being suffered or permitted. According to Ms. Fernandez, "It's not a good thing." Ms. Fernandez went on to say that she is pleased to see it is now rectified and the duties that Ms. Huang believes were outside of her job description are being reassigned. Ms. Fernandez asked Ms. Huang if she feels she is now only completing duties within her job description, and Ms. Huang agreed.

Ms. Nieh thanked Ms. Huang for attending the meeting to provide additional information related to her reclassification request. Ms. Nieh asked if the previous Principal required Ms. Huang to complete all the tasks of the ELD office as she was the only full-time employee. Ms. Nieh also asked if the reports that Ms. Huang works on require any type of analysis or decision making related to a student's placement.

Ms. Huang mentioned there are some reports that require more information and the employee does need to know the information that needs to be pulled to create the spreadsheets. Ms. Huang shared the reports are requested by the administrator, but she needs to figure out what information she needs to pull in order for the report to be correct.

Ms. Nieh asked if Ms. Huang works at other sites within the District and what type of assistance does she provide.

Ms. Huang shared during a summer session, Nogales High School needed assistance administering the ELPAC test and several employees, including her, were assigned to ensure it was completed. Ms. Huang mentioned she does group testing and others do one-on-one testing.

Ms. Nieh asked if group testing is more difficult than one-on-one testing. Ms. Nieh also asked if there is a specific knowledge needed in order for Ms. Huang to complete her duties of ELPAC testing.

Ms. Huang mentioned since there are four components to the ELPAC test, and she is allowed to group up to 25 students and administer certain test portions as a group. Ms. Huang mentioned the only portion that requires testing as one-on-one is the verbal test since it is a speaking test and it is best to handle it in a one-on-one atmosphere for accurate grading. Ms. Huang shared she believes it takes a special skill and knowledge to complete her job as ELPAC examiner.

Ms. Fernandez asked if during the ELPAC testing she uses a rubric to assist her with administering the test in order to get a score.

Ms. Huang shared although there is a rubric, it is not a rigid one and she is allowed to give some grace when grading the student during the speaking component. Ms. Huang used the example of if a student states the color is red and they say burgundy, she is able to accept that answer. Ms. Huang mentioned the other three components of the test are done on a computer which scores them automatically.

Ms. Stiegelmar asked Ms. Huang to confirm that in order to administer the ELPAC test she would need to be certified.

Ms. Huang confirmed she does need to be certified to administer the ELPAC test.

Ms. Lee asked if Ms. Huang is required to be Mandarin speaking to administer the ELPAC exam.

Ms. Stiegelmar shared since the ELPAC is to test the student's English, being bilingual or biliterate is not a requirement of the person administering the exam. Ms. Stiegelmar also shared there are other classifications, such as Instructional Assistant II's who are certified to administer the ELPAC exam.

Ms. Lee asked if the process of communicating with the student to recommend they stay in the ELD program is within her job description or if it is the job of the counselor.

Ms. Huang mentioned Mr. Brunyer, Principal, Rowland High School, did advise it should be the counselor's job. Ms. Huang also shared sometimes details come out during a conversation with a student and she feels she should answer their questions rather than have them come back at a later time. Ms. Huang is now aware she should refer the student to their counselors.

Ms. Stiegelmar shared during her meeting with Mr. Brunyer, Principal, Rowland High School, he stated he would like the students to be referred to their counselor if needed so they can be provided with the full support for both students and families.

Ms. Lee asked what happens if the student and family are non-English speaking.

Ms. Stiegelmar shared that is when Ms. Huang would provide Mandarin translation between the student and the counselors. Ms. Stiegelmar shared this is the reason a bilingual/biliterate Mandarin employee was requested for the office.

Ms. Nieh shared she believes it may be difficult for parents to be able to meet with counselors and she appreciates that the students can get assistance from Ms. Huang.

Ms. Huang stated since she works closely with the students, sometimes the counselors refer the student to her for any questions or concerns.

Ms. Fernandez shared her history of working in an ESL office and she understands how the communication works within the office. Ms. Fernandez mentioned she also worked with a rubric, however, she believes any final decisions were made by the counselor or administrator. Ms. Fernandez also asked if Ms. Huang administers the ELPAC exam all year or only once a year.

Ms. Huang mentioned the ELD office is busy before the school year starts as well as the beginning of the school year since there is an influx of new students who start at the beginning of the school year. Ms. Huang shared she does still test throughout the year as new students may enroll. Ms. Huang shared that the time when the summative exam is being administered is the busiest.

Ms. Lee read a section of the reclassification report provided by Personnel Commission staff, reference 8.3 page 6 of 14 in which it states, "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." Ms. Lee went on to ask how was this statement determined. Ms. Lee shared it has been asked for years for a Classification and Compensation study to take place to ensure the job descriptions were accurate in stating the exact duties employees are performing. Ms. Lee stated the above statement shows the District is okay with having a general concept for classifications.

Ms. Stiegelmar shared she believes it is best to have broad job descriptions as it allows employees to transfer to other positions if requested. Ms. Stiegelmar mentioned local districts may have different job descriptions based on the desk, such as attendance, discipline, but that doesn't leave room for the employees to do a lateral transfer.

Ms. Lee mentioned she reviewed the job description from Walnut USD titled District Biliterate / Bicultural Language Technician and she believes Ms. Huang is doing the same functions.

Ms. Stiegelmar shared Walnut USD also has a lower level position which administers the ELPAC exam. Ms. Stiegelmar mentioned the Walnut USD classification is a District wide classification meaning they assist throughout the district and encompass higher responsibilities. Ms. Stiegelmar stated that while Ms. Huang administers the test, the District wide functions are handled by the Special Projects office.

Ms. Lee mentioned she believes if job descriptions are written clearer based on the exact duties, there would be less reclassification requests. Ms. Lee stated she believes it is the Personnel Commissions' responsibility to ensure employees are aware of their job duties. Ms. Lee thanked everyone for their time and accepting her comments.

Ms. Nieh called for the vote.

Ms. Nieh shared she is voting no, based on the report provided, and that she does not agree that the work Ms. Huang is doing is within her job description.

Ms. Lee – Yes

Ms. Fernandez - Yes

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

EXAMINATIONS/ELIGIBILITY LISTS

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

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

9.3 Recommendation: To ratify the following eligibility lists:

- 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 made by:	Sharon Fernandez	Vote:	Sharon Fernandez	Yes
Seconded by:	Sabrina Lee		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# 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

Ms. Fernandez asked if PC rule 4.4.11 is a common removal reason.

Ms. Stiegelmar shared it is not common, but some applicants failed to disclose convictions which were cause for removal. Ms. Stiegelmar mentioned even if the conviction is expunged or very old, it needs to be disclosed properly on the application. Ms. Stiegelmar mentioned the online application was also updated by Ms. Jessica Landin, Personnel Analyst, to include an extra question asking if they are aware they need to disclose a conviction and reminds them they can go back and add it before submitting the application.

Ms. Landin mentioned being a school district is not a cause for exemption of not having to disclose expungements.

Ms. Nieh asked how far back does the district review prior convictions.

Ms. Stiegelmar mentioned that convictions are reported from the age of 18 to present.

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

INPUT OR COMMENTS FROM COMMISSIONERS

Ms. Fernandez congratulated Ms. Nieh on accepting the Personnel Commission Chair position. Ms. Fernandez also thanked CSEA for appointing her as the Classified -Employees' Appointee. Ms. Fernandez wished everyone a safe holiday season.

Ms. Lee congratulated Ms. Fernandez on being appointed. Ms. Lee also congratulated Ms. Nieh for being the Personnel Commission chair for the upcoming year. Ms. Lee also expressed her gratitude to the Personnel Commission staff.

Ms. Nieh congratulated Ms. Fernandez on being appointed. Ms. Nieh also expressed her gratitude to Ms. Lee for her hard work as Personnel Commission Chair. Ms. Nieh thanked the Personnel Commission staff for their hard work this past year. Ms. Nieh wished everyone a safe holiday.

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

Ms. Nieh shared she would like to invite the Board of Education to a joint breakfast or dinner.

Ms. Stiegelmar shared she will reach out to Dr. Mitchell to coordinate. Ms. Stiegelmar clarified the joint dinner is not paid for by public funds.

ADJOURNMENT

To adjourn the meeting at 6:20 p.m.

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

Approved by: _____

Judy Nieh
Chair
Personnel Commission

Submitted by: _____

Joan Stiegelmar
Personnel Director
Personnel Commission

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

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

PERSONNEL COMMISSION

ROWLAND UNIFIED SCHOOL DISTRICT

January 10, 2023

ITEM 8.1 RATIONALE FOR RESOLUTION No. 21-22:12 – 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-21-22:12

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 January 10, 2023.

AYES: _____

NOES: _____

ABSENT:: _____

Judy Nieh
Chair
Personnel Commission

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
CAMPUS AIDE

The Commission is in receipt of a request from Gregory Perez, Principal, Santana High School, to employ Applicant ID #48454586 as Campus Aide at Step B of Range 12 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has over 2 years of work-related experience. The number of years of related work experience 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 related experience 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 12 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
EXECUTIVE DIRECTOR OF FACILITIES, MAINTENANCE,
OPERATIONS, AND CONSTRUCTION

The Commission is in receipt of a request from Alex Flores, Deputy Superintendent, Administrative Services, to employ Applicant ID #51905463 as Executive Director of Facilities, Maintenance, Operations, and Construction at Step E of Range 103 on the Management Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has over 22 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 103 on the Management Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
BEHAVIOR SUPPORT ASSISTANT

The Commission is in receipt of a request from Stacy Berrest, Director, Special Education, to employ Applicant ID #51528303 as Behavior Support Assistant at Step E of Range 17 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
GROUND MAINTENANCE WORKER

The Commission is in receipt of a request from Eric Jones, Interim Director, Building Services, to employ Applicant ID #4056654 as Grounds Maintenance Worker 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 14 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
CAMPUS AIDE

The Commission is in receipt of a request from Mitch Brunyer, Principal, Rowland High School, to employ Applicant ID #38407636 as Campus Aide at Step B of Range 12 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has over 4 years of work-related experience. The number of years of related work experience 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 related experience 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 12 on the Classified Salary Schedule.

PERSONNEL COMMISSION

ROWLAND UNIFIED SCHOOL DISTRICT

January 10, 2023

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
Health Assistant & Health Assistant Bilingual (Spanish)	6 months	To fill future vacancies and hire substitutes	5.5 hours / 10 months	12/2012	<ul style="list-style-type: none">• Remote Written Exam• Structured Interview• Computer Tests
Senior Custodian	6 months	To fill future vacancies	8 hours / 12 months	2/2015	<ul style="list-style-type: none">• Technical Project• Structured Interview
Senior Payroll Clerk	6 months	1	8 hours / 12 months	8/2022	<ul style="list-style-type: none">• Remote Written Exam• Structured Interview• Computer Tests
Behavior Support Assistant & Behavior Support Assistant Bilingual (Spanish)	6 months	1	5.5 hours / 9.5 months	4/2019	<ul style="list-style-type: none">• Structured Interview
Speech Language Pathology Assistant	6 months	2	5.5 hours / 9.5 months	6/2016	<ul style="list-style-type: none">• Technical Project• Structured Interview
School Bus Driver Trainee	N/A	N/A	N/A	6/2014	<ul style="list-style-type: none">• N/A
Library Assistant & Library Assistant Bilingual (Spanish)	6 months	0	5.5 hours / 9.5 months	10/2011	<ul style="list-style-type: none">• Remote Written Exam• 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:

HEALTH OFFICE ASSISTANT: \$19.58 - \$23.87 HOURLY
HEALTH OFFICE ASSISTANT-BILINGUAL (SPANISH): \$20.07 - \$24.46 HOURLY

An Equal Opportunity Employer

OPENING DATE: December 2, 2022

FINAL FILING DATE: December 23, 2022

POSITION

Eligibility lists are being established to hire substitutes and fill future vacancies for the positions of Health Assistant and Health Assistant-Bilingual (Spanish). Eligibility lists for these positions last for six months. Typical hours for this job range are five (5) hours a day, five (5) days per week, ten (10) months per year.

NOTE: If you wish to be considered for the **BILINGUAL** position, please indicate that in the supplemental questions you will be asked at the end of the application process. You will be tested for your ability to speak in the second language as part of the testing process.

SUMMARY OF DUTIES

Provides health care services to students by listening to concerns and making preliminary findings; identifying problems and providing basic first aid techniques; calls for professional assistance as needed; maintains related health records; assists nurses in screening students for various health concerns; advises parents of legal requirements such as immunizations and available community services; and performs other related duties as required.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is required. Course work in health, biology, physiology, or related field is desirable.

EXPERIENCE: Clerical experience is desirable.

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

- **A copy of your High School Diploma or equivalent is required**
- **A current and valid Standard/Basic First Aid Card (copy front and back) is required**
- **A current and valid Child and Adult CPR card (copy front and back) is required**

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](#).

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

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

FILING PERIOD

Applications for this position will be accepted on-line only, from **Friday, December 2, 2022 to Friday, December 23, 2022 until 4:30 p.m.**

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

Applicants will be sent notifications via e-mail only

NOTE: If you wish to be considered for the **BILINGUAL** position, please indicate that in the supplemental questions you will be asked at the end of the application process. You will be tested for your ability to speak in the second language as part of the testing process.

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Job Related Written Exam / Structured Interview / Computer Performance Exams

Salary Range: Health Assistant: 17 – Health Assistant-Bilingual (Sp): 17 ½

PROOF OF EDUCATION:

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

**PROMOTIONAL
ONLY**

INVITES APPLICATIONS FOR THE POSITION OF:

SENIOR CUSTODIAN

\$22.71 - \$27.69 – HOURLY
\$3,937.00 - \$4,800.00 – MONTHLY

An Equal Opportunity Employer

OPENING DATE: December 2, 2022

FINAL FILING DATE: December 23, 2022

PROMOTIONAL ONLY

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

POSITION

This position is typically, eight (8) hours per day, five (5) days per week, twelve (12) months a year. An eligibility list is being established to fill future vacancies. Typical work hours are from 6:00 a.m. to 2:30 p.m.

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

**If an insufficient number of qualified applications are received, the employment opportunity will open to the public and the final filing date will be extended. Please check back after December 23, 2022.*

SUMMARY OF DUTIES

Under the direction of a Principal, the Custodial Coordinator or Plant Supervisor, organizes, coordinates and participates in the custodial work of an assigned school plant; serves as liaison between the custodial staff and supervisor and makes recommendations regarding custodial methods and standards; performs custodial duties, general maintenance and minor non-technical repair work; assists in training and provides work direction to Custodians.

QUALIFICATIONS

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

EXPERIENCE: Two years of experience in the cleaning and maintenance of public agency buildings is required. Custodial experience in a school environment is desirable.

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

- A copy of your High School Diploma or equivalent (HS Diploma, GED, AA, BA, MA)

You may upload your documents to your application or email them to Mita Salgado at arlene.zamudio@rowlandschools.org.

Applications without the supporting documents will be considered **incomplete** and will be **disqualified**.

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

LICENSE/LANGUAGE REQUIREMENTS:

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

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

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

FILING PERIOD

Applications for this position will be accepted online only from **Friday, December 2, 2022 through Friday, December 23, 2022, 4:30 p.m.**

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

Applicants will be sent notifications via e-mail only

EXAMINATION – PROMOTIONAL ONLY

The examination may consist of the following:

- Job Related Written Examination
- Performance / Structured Interview

Salary Range: 20

PROOF OF EDUCATION

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

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



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

INVITES APPLICATIONS FOR THE POSITION OF:

SENIOR PAYROLL CLERK

\$4,039.00 - \$4,917.00 Monthly
\$23.31 – \$28.36 Hourly

An Equal Opportunity Employer

OPENING DATE: DECEMBER 3, 2022

FINAL FILING DATE: DECEMBER 23, 2022

POSITION

There is one (1) immediate vacancy for the position of Senior Payroll Clerk in the Fiscal Services Department, eight (8) hours per day, five (5) days per week, twelve (12) months a year, including benefits. Tentative hours are 8:00 a.m. - 4:30 p.m. The eligibility list is being established to fill current vacancies, hire substitutes and to fill future vacancies for the next six (6) months. Interested applicants are encouraged to apply as soon as possible.

SUMMARY OF DUTIES

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

QUALIFICATIONS

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

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

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

- Copy of High School Diploma or equivalent; or
- Copy of Official Transcripts on letterhead/watermarked paper, or Bachelor's degree (if you wish to supplement education for experience)

You may upload your documents to your application or email them to arlene.zamudio@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](#). Please Note: Email is the preferred method of communication.

WORKING ENVIRONMENT

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

PHYSICAL REQUIREMENTS

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

FILING PERIOD

Applications for this position will be accepted on-line only, **Friday, December 3, 2022, to Friday, December 23, 2022, until 4:30 p.m.**

Applicants will be sent notifications via e-mail only

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

- Job Related Written Examination
- Structured Interview / Technical Project / Computer Performance Examination

Salary Range: 20.5

PROOF OF EDUCATION:

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

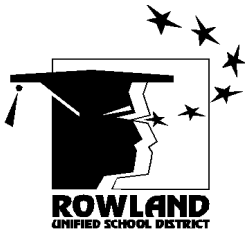
New employees will be charged a processing fee (approximately \$64) for the cost of fingerprinting. This fee must be paid at the time of processing appointment, with a **MONEY ORDER ONLY**, payable to RUSD.

VETERANS CREDIT

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

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

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ROWLAND UNIFIED SCHOOL DISTRICT

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

INVITES APPLICATIONS FOR THE POSITION OF:

BEHAVIOR SUPPORT ASSISTANT

\$17.26 - \$21.05 Hourly Rate

BEHAVIOR SUPPORT ASSISTANT – BILINGUAL (SPANISH)

\$17.70 - \$21.57 Hourly Rate

An Equal Opportunity Employer

OPENING DATE: December 9, 2022

FINAL FILING DATE: January 10, 2023

POSITION

There is currently one (1) part time position available, five and a half (5.5) hours per day, five (5) days per week, nine and a half (9.5) months a year. Eligibility lists are being established in all positions to fill current and future vacancies and hire substitutes for the next 6 months. Although hours may vary based on the needs of the school site, typical reporting hours for this position are from 8:00 am to 2:00 pm.

SUMMARY OF DUTIES

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

QUALIFICATIONS

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

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

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

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

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

Documents may also be emailed to mita.salgado@rowlandschools.org. Applications without the supporting documents will be considered incomplete and will be disqualified. Transcripts/Diplomas from foreign countries must be certified to meet the US equivalent to be considered.

FILING PERIOD

Applications will be accepted online only from **Friday, December 9, 2022 to Tuesday, January 10, 2023.**

Please visit <http://www.rowlandschools.org> → Departments → Personnel Commission → Classified Job Openings, to create or edit/update an existing account and submit your application.

APPLICANTS WILL BE SENT NOTIFICATIONS BY E-MAIL ONLY*

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

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

Salary Range: Behavior Support Assistant: 17 – Behavior Support Assistant-Bilingual (Sp): 17 ½

PROOF OF EDUCATION:

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

ADVANCED SALARY STEP PLACEMENT:

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

APPOINTMENT:

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

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

PROCESSING FEE:

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

VETERANS CREDIT:

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

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

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ROWLAND UNIFIED SCHOOL DISTRICT

Personnel Commission
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Rowland Heights, CA 91748
www.rowlandschools.org

INVITES APPLICATIONS FOR THE POSITION OF:

SPEECH-LANGUAGE PATHOLOGY ASSISTANT

\$28.36 - \$34.56 HOURLY RATE
An Equal Opportunity Employer

OPENING DATE: December 9, 2022

FINAL FILING DATE: January 10, 2023

POSITION

There are currently two (2) positions, five and one half hours (5.5) per day, five (5) days a week, and nine and one half (9.5) months a year. The hours for this position are from 8:15 am to 2:15 pm. An eligibility list will be established to hire substitutes and to fill future vacancies.

SUMMARY OF DUTIES

Under the supervision of the Special Education Administrator and the general direction of the credentialed Speech-Language Pathologist, assists in providing educationally related speech therapy services to students with speech-language disorders (e.g., articulation and phonology, language processing, hearing and alternative and augmentative communication) as prescribed by the Individual Educational Program (IEP); performs a variety of instructional activities and clerical duties in support of student case management, and maintains records and documentation on students.

QUALIFICATIONS

EDUCATION: An Associate degree or higher in Speech-Language Pathology Assistance from an accredited college or Board approved SLPA program.

EXPERIENCE: A minimum of 100 hours of SLPA fieldwork experience is required.

LICENSE / CERTIFICATION / TRAINING REQUIREMENTS: A valid, Class C, California Driver License, a good driving record and use of a private automobile is required and must be maintained during employment. Must maintain a current Speech and Language Pathology license throughout employment in this position.

Current and valid license for Speech-Language Pathology Assistant, issued by the State of California's Speech-Language Pathology and Audiology Board (SLPAB).

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

- **Proof of education** (transcripts on letterhead or diploma);
- Current and valid registration as a **Speech-Pathology Language Assistant with the California Speech-Language Pathology & Audiology & Hearing Aid Dispenser Board**

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

Applications without the supporting documents will be considered **incomplete and will be disqualified**.

WORK ENVIRONMENT: Employees in this classification work primarily inside a classroom environment, in direct contact with students, district staff, and the public, with general guidance from a supervisor, with exposure to minor contagious illnesses (colds, flu, etc.), with high volume of work and frequent interruptions, with changing priorities and short deadlines, and drive an automobile to conduct work.

PHYSICAL REQUIREMENTS: Employees in this classification stand, walk, sit, reach overhead, lift and carry up to 15 lbs., push, pull, stoop and kneel, balance, bend repeatedly, use fingers repetitively, use both hands simultaneously, manual dexterity to operate a computer keyboard; speak clearly, hear normal conversation, and see near and far, use depth perception, see small details, use a computer and telephone.

FILING PERIOD

Applications for this position will be accepted online only from **Friday, December 9, 2022 through Tuesday, January 10, 2023, 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:

- Structured Interview
- Technical Project

Salary Range: 24.5

PROOF OF EDUCATION:

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

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

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

INVITES APPLICATIONS FOR THE POSITION OF:

SCHOOL BUS DRIVER TRAINEE

An Equal Opportunity Employer

OPENING DATE: December 16, 2022

FINAL FILING DATE : January 17, 2023

POSITION:

The purpose of the recruitment is to attract applicants for the District's School Bus Driver training program. This training program opportunity is being offered Monday – Friday from 8:30 a.m. - 11:00 a.m. This opportunity is unpaid however, successful candidates who complete this program will have the credentials required to apply for a position as a School Bus Driver with any school district. The program is free of charge and a candidate will only have to pay for the fees associated with obtaining the licenses. Approximate out of pocket cost for the trainee is \$299.00 (ie. DMV, CHP, DOT Medical, Dept. of Justice Fees).

****NOTE:** *By applying for this opening you are applying to take part in the Bus Driver Training program which MAY ultimately lead to employment in substitute or permanent position.*

SUMMARY OF DUTIES

Under immediate supervision of the Bus Driver Instructor, receives instruction to acquire the necessary skills needed to operate a school bus over designated routes within established time schedules; to transport students to and from school and on special event trips; to perform daily inspections of a school bus or other transportation vehicle; and to prepare reports concerning repair needs.

DISTINGUISHING CHARACTERISTICS

The class of School Bus Driver Trainee is distinguished from the class of School Bus Driver in that the latter is a fully qualified school bus driver with the license and certifications required by the State of California whereas the former is still receiving training and currently in the process of becoming a fully qualified school bus driver.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is desirable.

EXPERIENCE: No experience required.

LICENSE/CERTIFICATE/LANGUAGE REQUIREMENTS: Possession of a valid California Driver License is required.

All school bus driver trainee positions are designated as safety-sensitive in accordance with the Code of Federal Regulations, Title 49 (Public Law 102-143) and require pre-employment drug testing as well as a continued drug-free lifestyle for continued employment.

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

- **Valid CA Driver License**
- **Current DMV Official Driver Record** (Dated within the last 30 days)

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. *Please note: Staff is working remotely, therefore email is the best method of communication.*

WORKING ENVIRONMENT: Employees in this training program will be in a training environment both inside and outside, in varying temperatures, in contact with fuel and exhaust fumes, dust, odors, moving vehicles, and in direct contact with District personnel.

PHYSICAL REQUIREMENTS: Employees in the classification sit for extended periods of time, push, pull, climb stairs, stoop/bend, use fingers repetitively, twist or apply pressure with wrists or hands repetitively, use both hands and/or legs simultaneously, speak clearly, hear normal voice conversation, have depth perception, have color vision and/or the ability to distinguish shades, see small details and for long distances, operate mobile motorized equipment, and drive a vehicle.

FILING PERIOD:

Applications for this position will be accepted online only, **Friday, December 16, 2022 to Tuesday, January 17, 2023 at 4:30 pm.**

APPLICANTS WILL BE SENT NOTIFICATIONS BY E-MAIL ONLY

**For a more detailed job description, please visit: www.rowlandschools.org → Our District → Personnel Commission → Classified Job Openings*

TRAINING INFORMATION:

In person at Rowland Instructional Center located at 1006 South Otterbein Avenue, Rowland Heights, CA 91748: Tentatively scheduled to begin Friday, February 10, 2023. This training program opportunity will be from 8:30 a.m. to 11:00 a.m.

The training course will prepare you to take the DMV test for a Commercial Learner's Permit (CLP). You are required to attend a minimum of 20 hours of classroom training, obtain First Aid Certification (not included in the 20 hours), and pass a final exam. Rowland USD will provide all materials and cover the cost of training for those selected for the program. You are responsible for attending **ALL** classes. After completion of the classroom course, trainees will be selected for behind-the-wheel training upon successfully completing the CHP knowledge exam.

Behind-The-Wheel Training: *Beginning date TBD*

Possession of a valid Class B California Commercial Learner's Permit (CLP) with Passenger, School Bus, and Air Brakes Endorsements by the California Department of Motor Vehicles is required prior to the start of the behind-the-wheel portion or the training program.

After passing the DMV/CHP test and completing a medical examination, fingerprinting, and drug testing, candidates will be selected to participate in the behind-the-wheel training portion. Behind-the-wheel training is a minimum of 20 hours of one-on-one training time with your instructor. Your training schedule will be dependent on the schedule of your instructor, but effort will be made to reasonably accommodate your schedule as much as possible. After your behind-the-wheel training you will be taken by your instructor to the CHP to take the performance exam.

Note: All School Bus Driver Trainees are responsible for covering the cost of obtaining their CA Commercial Driver License and CA Special Driver Certificate (approximately \$299 in total) from the DMV/CHP at the appropriate time in the training schedule.

SUPPLEMENTAL INFORMATION**A SCHOOL BUS DRIVER MUST:**

- Have a genuine care and concern for children
- Be a positive role model
- Be a defensive driver and always put safety first
- Be able to remain calm under pressure and respond properly in an emergency
- Have an understanding of the role of a school bus driver in relation to the entire educational system
- Have a good driving record
- Stay drug free at all times and alcohol free on the job.

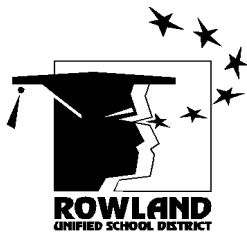
RATE OF PAY AFTER COMPLETION OF PROGRAM:

If you are selected for hire, Substitute School Bus Drivers are paid at a rate of \$22.16 per hour on an "on-call, as-needed" basis.

Substitute School Bus Drivers will also be able to test for permanent School Bus Driver positions as they become available. Permanent School Bus Driver positions are paid at a rate of \$22.16 - \$27.01 per hour, receive health and welfare benefits, and are guaranteed a minimum of four (4) hours of work per day.

****For more information, please visit: www.rowlandschools.org → Our District → Personnel Commission → Classified Job Openings***

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ROWLAND UNIFIED SCHOOL DISTRICT

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

INVITES APPLICATIONS FOR THE POSITION OF:

LIBRARY ASSISTANT: \$19.58 - \$23.87
LIBRARY ASSISTANT-BILINGUAL (SPANISH): \$20.07 - \$24.46 Hourly Rate
An Equal Opportunity Employer

OPENING DATE: December 16, 2022

FINAL FILING DATE: January 17, 2023

POSITION:

There is one (1) immediate vacancy for the position of Library Assistant, 5.5 hours per day, five (5) days per week, ten (10) months a year. Tentative hours are 8:15 a.m. - 2:15 p.m. The eligibility list is being established to fill current vacancies, hire substitutes and to fill future vacancies for the next six (6) months.

SUMMARY OF DUTIES

Provides assistance to students and teachers in locating materials and using library resources; handles circulation (e.g., checking books in/out, receiving/shelving); operates a computer to maintain circulation/inventory records; works in a resource center providing assistance to teachers in locating instructional materials.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is required.

EXPERIENCE: Six months of clerical experience or experience working with school-age children.

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

- A copy of your High School Diploma or equivalent (HS Diploma, GED, AA, BA, MA) is required.

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](#). Please Note: Email is the preferred method of communication.

WORK ENVIRONMENT:

Employees in this classification work primarily inside a school library or resource center environment, with constant interruptions, and have direct contact with students and the public.

PHYSICAL REQUIREMENTS:

Employees in this classification stand, walk, sit, stoop/bend, lift and carry up to 25 lbs. or up to 50 lbs. with assistance, use fingers repetitively, use wrists or hands repetitively in a twisting motion; use both hands simultaneously, speak clearly, hear normal conversation, and see small details.

FILING PERIOD

Applications for these positions will be accepted online only, from **Friday, December 16, 2022, to Tuesday, January 17, 2023, until 4:30 pm.**

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

Applicants will be sent notifications via e-mail only

NOTE: If you wish to be considered for the **BILINGUAL** position, please indicate that in the supplemental questions you will be asked at the end of the application process. You will be tested for your ability to speak in the second language as part of the testing process.

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Job Related Written Exam / Structured Interview / Computer Performance Exams / Language Assessment (Sp)

Salary Range: Library Assistant: 17 – Library Assistant-Bilingual (Sp): 17 ½

PROOF OF EDUCATION:

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

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**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

January 10, 2023

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
District Safety (D-22/23-20)	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# 17149620 6.1.10.4 A written request by the eligible for removal. <ul style="list-style-type: none">ID# 6730670
Payroll Operations Supervisor (D-22/23-17)	6.1.10.6 Refusing an employment offer after certification as an eligible and available for the appointment. <ul style="list-style-type: none">ID# 26139340
Playground Supervision Aide (D-22/23-27)	6.1.10.6 Refusing an employment offer after certification as an eligible and available for the appointment <ul style="list-style-type: none">ID# 50889741
Instructional Assistant II (D-22/23-06) Instructional Assistant II – Bilingual (Spanish) (D-22/23-07)	6.1.10.3 Failure to report for a scheduled interview after certification. <ul style="list-style-type: none">ID# 51271307
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# 47689084
Campus Aide (D-22/23-09)	6.1.10.6 Refusing an employment offer after certification as an eligible and available for the appointment <ul style="list-style-type: none">ID# 50786223

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.