

**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](mailto:jstiegelmar@rowlandschools.org) or calling (626) 854-8380 at least 24 hours in advance of the meeting. [Government Code 54954.2 (a) (1)]

May 2, 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\\_mkKipFEoRumrLNbMWhZbyg](https://rowlandschools-org.zoom.us/webinar/register/WN_mkKipFEoRumrLNbMWhZbyg)

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.

**May 2, 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, May 2, 2023 or adopting the Agenda with the following corrections/modifications for May 2, 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

Conduct a Public Hearing on the Proposed Personnel Commission Budget for Fiscal Year 2023-2024. (Ref. 6)

Hearing Opened: \_\_\_\_\_

Hearing Closed: \_\_\_\_\_

7. PERSONNEL COMMISSION

7.1 Adopt the Personnel Commission Budget for 2023 – 2024. (Ref. 7.1)

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

Vote: Judy Nieh \_\_\_\_\_  
Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_

7.2 Approve the minutes of the meeting of April 4, 2023. (Ref. 7.2)

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

Vote: Judy Nieh ABSTAIN  
Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_

7.3 Receive the draft of the Personnel Commission's meeting schedule for 2023 – 2024. (Ref. 7.3)

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Resolution No. 22-23:16 – Personnel Commission Authority to Hold Virtual Meetings

In Accordance with Assembly Bill 361, the Personnel Commission wishes to adopt Resolution No. 22-23:16, 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 Dr. Yesenia Alvarez, Principal, Hurley Elementary, to employ Applicant ID #31785118 as Health Assistant – Bilingual (Spanish) at Step E of Range 17.5 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 #5526402 as Director of Technology Services at Step E of Range 103 on the District Leadership Team Salary Schedule. (Ref. 8.2b) & (Ltd. Dist.)

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

Vote: Judy Nieh \_\_\_\_\_  
Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_

8.3 New Class Descriptions

- a. Receive input from the District Administration and CSEA regarding the new classification for Technology Help Desk Technician. (8.3a)
- i. Consider approving the new job description for the classification of Technology Help Desk Technician.
  - ii. Place the new classification of Technology Help Desk Technician in the Technology Series job family.
  - iii. Approve the salary recommendation for the classification of Technology Help Desk Technician at Range 23 on the Classified Salary Schedule.

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

Vote: Judy Nieh \_\_\_\_\_  
Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_

- b. Receive input from the District Administration and CSEA regarding the new classification for Senior Network Analyst. (8.3b)
- i. Consider approving the new job description for the classification of Senior Network Analyst.
  - ii. Place the new classification of Senior Network Analyst in the Technology Series job family.
  - iii. Approve the salary recommendation for the classification of Senior Network Analyst at Range 33.5 on the Classified Salary Schedule.

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

Vote: Judy Nieh \_\_\_\_\_  
Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_

- c. Receive input from the District Administration and CSEA regarding the new classification for Technology Support Supervisor. (8.3c)
- i. Consider approving the new job description for the classification of Technology Support Supervisor.
  - ii. Place the new classification of Technology Support Supervisor in the Technology Series job family.
  - iii. Approve the salary recommendation for the classification of Technology Support Supervisor at Range 34.5 on the Confidential / Supervisory Salary Schedule.

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

Vote: Judy Nieh \_\_\_\_\_  
Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_

8.4 Reallocation

- a. Consider approving the recommended re-allocation of a vacant Office Assistant Bilingual – (Spanish) position to an Office Assistant – Bilingual / Biliterate (Spanish) position. (Ref 8.4a)

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

Vote: Judy Nieh \_\_\_\_\_  
Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_

- b. Consider approving the recommended re-allocation of one vacant Personnel Technician position to a Personnel Technician – Bilingual (Spanish) position and one Personnel Technician position to a Personnel Technician – Bilingual (Spanish) position along with the incumbent. (Ref 8.4b)

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

Vote: Judy Nieh \_\_\_\_\_  
Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_

8.5 Extension of Eligibility List

Consider approving the extension of the following eligibility list for another six months per PC Rule 6.1.5.

- o Locker Room Attendant (Female) (D-22/23-14)
  - Previous expiration date: 3/29/23
  - New expiration date: 9/29/23

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) Computer Lab Technician (D-22/23-69)
- b) Computer Lab Technician – Bilingual (Spanish) (D-22/23-70)
- c) Custodial Supervisor (P-22/23-71)
- d) Grounds / Custodial Coordinator (P-22/23-72)
- e) Maintenance Coordinator (P-22/23-73)
- f) Maintenance and Operations Manager (P-22/23-74)

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) Athletic Trainer (D-22/23-19)
- b) Campus Aide (D-22/23-09)
- c) Director of Technology Services (D-22/23-67)
- d) Food Service Assistant I (D-22/23-13)
- e) Food Service Assistant III (D-22/23-61)
- f) Instructional Assistant I (D-22/23-03)
- g) Instructional Assistant I – Bilingual (Spanish) (D-22/23-04)
- h) Instructional Assistant II (D-22/23-06)
- i) Personnel Technician (D-22/23-53)
- j) Personnel Technician – Bilingual (Spanish) (D-22/23-54)
- k) Office Assistant (D-22/23-55)

- l) Office Assistant – Bilingual/Biliterate (Mandarin) (D-22/23-46)
- m) Office Assistant – Bilingual/Biliterate (Spanish) (D-22/23-57)
- n) Office Assistant – Bilingual (Spanish) (D-22/23-56)
- o) School Office Manager (D-22/23-62)
- p) School Office Manager – Bilingual (Spanish) (D-22/23-63)

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)

- Food Service Assistant I (D-22/23-13)
  - ID# 16496553– PC Rule 6.1.10.6
  - ID# 52130356 – PC Rule 6.1.10.2 and 4.4.11
- Instructional Assistant I (D-22/23-03)
  - ID# 17490651– PC Rule 6.1.10.1
  - ID# 38217406– PC Rule 6.1.10.1
  - ID# 52557729– PC Rule 6.1.10.1
  - ID# 48296419– PC Rule 6.1.10.4
- Speech Language/Pathology Assistant (D-22/23-43)
  - ID# 44142404 – PC Rule 6.1.10.6
- Playground Supervision Aide (D-22/23-35)
  - ID# 45126466 – PC Rule 6.1.10.4
- Community Liaison – Bilingual (Spanish) (D-22/23-28)
  - ID# 32202932– PC Rule 6.1.10.1
  - ID# 8104121– PC Rule 6.1.10.4
- Custodian (D-22/23-31)
  - ID# 7417697– PC Rule 6.1.10.4

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, JUNE 6, 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**

May 2, 2023

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**Item 7.1 – Proposed Personnel Commission Budget for the 2023-2024 Fiscal Year**

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The proposed Personnel Commission budget for fiscal year 2023-2024 totals \$930,613 and is presented for information.

The proposed funding for salaries and benefits totals \$882,453 which is an increase of \$68,182 from the 2022-2023 budget. This increase is due to an increase in hours for a staff member from 5.5 hours a day to an 8 hours a day with medical benefits and the contribution to CalPERS increasing from 26.1% in 22/23 to 27% in 23/24.

The discretionary budget for salaries for substitutes (when needed), supplies and equipment replacement, operating expenses, and contingencies is budgeted at \$48,160 which is the same as last year. A summary of the recommended allocations to each budget location of the proposed budget is provided below.

**Salaries and Benefits**

Funding in this portion of the budget includes the salary and benefits for Personnel Commission staff and meeting stipends for each Commissioner. The step and longevity increment increases for staff as applicable, and mileage allowance for the Director are included.

**Discretionary (Location 0810)**

In this portion of the budget, funds are allocated for other employee costs, supplies, operating expenses, and equipment. Funds are allocated for contingencies (Object 4319). Below are brief summaries of the recommended budget allocations to each of these areas:

- **Other Employee Costs** – This includes such items as the Personnel Analyst’s salary, bilingual translation, the cost of substitutes when using classified and certificated employees from schools and/or departments as raters or interview panelists.
- **Supplies** – Purchases include office products from the District warehouse and vendors.
- **Operating Expenses** – Funds are allocated for advertisements, contracted services, conferences, memberships, hearing officers, postage, reprographics, repairs, and similar expenses. The allocations for memberships include the California School Personnel Commissioners Association (CSPCA), Cooperative Organizations for the Development of Employee Selection Procedures (CODESP), and Personnel Commissioners Association of Southern California (PCASC). The allocation for computer software is for BIDDLE/OPAC software and the contracted services provides for the NEOGOV software support.

The Personnel Commission is requested to discuss the proposed budget allocations and direct staff concerning any adjustments to be made.

As prescribed by Education Code §45253, the budget shall be prepared for a public hearing by the Commission to be held not later than May 30<sup>th</sup> each year, or at a date agreed upon between the Board and the Personnel Commission to coincide with the process of adoption of the school district budget.



Los Angeles County  
Office of Education

Serving Students • Supporting Communities • Leading Educators

**Business Advisory Services**  
**Annual Budget of Personnel Commission**  
**Fiscal Year 2023-2024**  
**Education Code Section 45253 (K-12 Districts) or 88073 (CC Districts)**

Rowland Unified School District, Los Angeles County, California.  
Name of Local Educational Agency (LEA)

**Notice of Public Hearing by the Personnel Commission** - Completed by LEA Personnel Commission

To: Governing Board and District Administration

The Public Hearing on this proposed budget will be held at

District Office - Board Room, 1830 S. Nogales Street, Rowland Heights, CA 91748

(Place)

on May 2, 2023 at 4:30 o'clock P M.

You are invited to attend and present your views.

Signature of Chairman or Director of Personnel Commission

Joan Stiegelmar

Print Name

Personnel Director

Title

**Adopted Annual Budget of Personnel Commission** - Completed by LEA Personnel Commission

To: Los Angeles County Office of Education

The Annual Budget of Personnel Commission was adopted on:

Date of meeting \_\_\_\_\_, 2023

Signature of Chairman or Director of Personnel Commission

Print Name

Pers

Title

**Approval of Annual Budget of Personnel Commission - For LACOE Use Only**

To: Governing Board and Personnel Commission

This report has been examined and approved by

Date \_\_\_\_\_

**Annual Financial and Budget Report  
Fiscal Year 2023-2024**

Name of Local Educational Agency: Rowland Unified School District

Expenditure by Object	2021-2022 Actual*	2022-2023 Actual or Estimated*	2023-2024 Budget*
<b>2000 Classified Salaries <sup>(1)</sup></b>			
Commission Members <sup>(2)</sup>	\$ 1,900.00	\$ 2,000.00	\$ 2,000.00
Director	166,251.00	181,136.00	172,612.00
Secretaries, Clerks	230,879.00	260,272.00	251,871.00
Other	108,870.00	121,999.00	125,252.00
<b>3000 Employee Benefits</b>	270,894.00	304,025.00	338,689.00
<b>Subtotal</b>	778,794.00	869,432.00	890,424.00
<b>4000 Supplies and Equipment Replacement</b>	1,936.00	8,340.00	8,340.00
<b>5000 Operating Expenses</b>	21,299.00	28,406.00	28,406.00
<b>6000 Equipment</b>			
<b>Subtotal</b>	23,235.00	36,746.00	36,746.00
<b>Appropriation for Contingencies <sup>(3)</sup></b>		3,443.00	3,443.00
<b>Total Expenditures</b>	\$ 802,029.00	\$ 909,621.00	\$ 930,613.00

\* Round to the nearest dollar.

(1) Include expenditures only directly attributable to the activities of the Commission and their employees. **For example:** salaries of administrators having a line responsibility for all district operations **should not** be prorated even though some time may be spent working with the personnel director.

(2) Salaries for Commission members should not be included without prior and specific authorization by the Governing Board. (Education Code Section 45250)

(3) Include in Appropriation for Contingencies only amounts that may seem necessary for unforeseen requirements.



**PERSONNEL COMMISSION  
ROWLAND UNIFIED SCHOOL DISTRICT  
MINUTES OF THE REGULAR MEETING OF APRIL 4, 2023  
MEETING HELD IN-PERSON AND VIA ZOOM**

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

Members Present: Sharon Fernandez, Vice Chair  
Sabrina Lee, Member  
Members Absent: Judy Nieh, Chair  
Staff Members Present: Joan Stiegelmar, Personnel Director  
Jessica Landin, Personnel Analyst  
Arlene Zamudio, Senior Personnel Technician

**APPROVAL OF THE AGENDA**

A. The Personnel Commission took action to approve the agenda as submitted for Tuesday, April 4, 2023.

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

**REPORT FROM THE PERSONNEL DIRECTOR**

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

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

**Open Recruitments**

- District Patrol (D-22/23-64)
- District Safety (D-22/23-65)
- Custodian (D-22/23-66)
- Director of Technology Services (D-22/23-67)
- ASB Account Clerk (D-22/23-68)

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

- Food Service Assistant III – Structured Interview
- Instructional Assistant I – NCLB Assessment / Structured Interview
- Instructional Assistant II – NCLB Assessment / Structured Interview
- Office Assistant Series – Remote written test
- Personal Care Assistant – Structured Interview
- Personnel Technician Series – Remote written test / Structured Interview / Computer Testing
- School Bus Driver – Zoom Structured Interview
- School Office Manager Series – Remote written test
- Secretary Series – Interview / Computer Testing
- Stock Delivery Worker – Zoom Structured Interview

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

- Administrative Secretary
- Campus Aide
- Career Vocational Assistant

- Grounds Maintenance Worker
- Instructional Assistant I
- School Bus Driver
- Secretary - Bilingual (Spanish)
- Stock Delivery Worker (Substitute)

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

- 1 - Health Assistant - Bilingual (Spanish)
- 1 - Instructional Assistant I - Bilingual (Spanish)
- 1 - Office Assistant Bilingual / Biliterate (Spanish)
- 2 - Personal Care Assistant
- 1 - Playground Supervision Aide (Substitute)
- 1 - School Bus Driver

Updates/Reminders/Remarks:

- PC Staff conducted a Classroom Aide Job Fair on Monday, March 20. Four job offers were made.
- Staff participated in Rio Hondo Community College’s Job fair on Wednesday, March 22 and handed out candy, star stress balls, sticky notes, bulletins, and job interest flyers with a QR code that will go directly to our website. Multiple applicants came by our table and were greeted by Ms. Zamudio and Ms. Salgado.
- Staff is getting ready to participate in Mt. Sac’s Spring Child Development Career Fair on Thursday, April 6, 2023 from 10 a.m. to 1 pm.
- PC Staff is getting excited to host the Classified Employees day on Wednesday, May 24 here at the District Office in the rear parking lot. It has been four years since we have hosted lunch for our employees and we look forward to seeing everyone in person. Invitations will be going out at the end of April.

**COMMUNICATIONS**

- A. CSEA – Ms. Stiegelmar shared comments that were received from Ms. Lita Hernandez, CSEA President. Ms. Hernandez wanted to thank the Commissioners, in advance, for approving the Building Services positions. She shared that the Building Services team desperately needs supervisors to go to when they have concerns, and she is very excited that the District is creating these new positions.
- B. District Administration – Mr. Alex Flores, Deputy Superintendent, thanked Ms. Stiegelmar and staff for all the work they do. Mr. Flores shared recently there have been reclassifications as well as new positions created that offers the sites and departments the support that students and staff need. Mr. Flores shared it is a work in progress and he appreciates the time the Commission takes to assist in keeping the District successful.
- C. Audience Members – Mr. Mateo Bualuz, Electronic Repair Technician, inquired about the new classifications being established in Building Services. Mr. Bualuz asked if the positions will be opened to the public or opened promotional only. Mr. Bualuz also asked what the establishment of the new positions would cost the District.

Ms. Stiegelmar shared the Personnel Commission does not manage the cost of establishing these positions and the recommendation to establish the new classifications as well as the review of the costs will be presented at the Board meeting on April 13, 2023. Ms. Stiegelmar shared that the Building Services department has had retirements and resignations and those positions remained vacant which means that the cost difference will not be significant. Ms. Stiegelmar mentioned that the new postings will open as Promotional to all permanent Rowland Unified School District employees.

**PERSONNEL COMMISSION**

7.1 Recommendation: Approve the minutes of the meeting of March 7, 2023.

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

**ITEMS FOR DISCUSSION AND/OR ACTION**

- 8.1 Receive for information the proposed Personnel Commission budget for the 2023-2024 fiscal year.
- 8.2 Authorize the transmittal of the proposed budget to the Board of Education and CSEA for input; and schedule a hearing on the budget on May 2, 2023.

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

8.3 Resolution No. 21-22:15 – Personnel Commission Authority to Hold Virtual Meetings

In Accordance with Assembly Bill 361, the Personnel Commission wishes to adopt Resolution No. 21-22:15, Continuing the Personnel Commission Authority to Hold Virtual Meetings, to allow the Personnel Commission to hold teleconference meetings.

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

**Advanced Salary Step Placement**

- 8.4a Recommendation: To consider approving the advanced salary placement request from Silvia Rivas, Director, Special Projects, to employ Applicant ID #50812109 as Office Assistant – Bilingual/Biliterate (Spanish) at Step B of Range 18 on the Classified Salary Schedule.

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

**New Class Descriptions**

- 8.5a Recommendation: To receive input from District Administration and CSEA and consider approving the establishment of the new classification of Custodial Supervisor.
  - i. Place the new classification of Custodial Supervisor in the Custodial Series job family.
  - ii. Approve the salary recommendation for the classification of Custodial Supervisor at Range 26 on the Confidential / Supervisory Salary Schedule.

Ms. Lee mentioned that she discussed the classifications with Ms. Stiegelmar, but would like further clarification. Ms. Lee shared while reviewing the organizational chart for the Building Services Department it appears some classifications are missing. Ms. Lee asked if the previous Facilities/Custodial Manager reported to the previous Director of Maintenance and Operations or if they reported to Mr. Flores, Deputy Superintendent. Ms. Lee shared she would like clarification on why the District is interested in creating these positions in the Supervisory and Management classes.

Mr. Flores informed the Personnel Commission that the Director of Construction and the Executive Director of Facilities, Maintenance, Operations, and Construction (FMOC) both report to him directly. He also clarified that the Executive Director of FMOC replaces the Director of Maintenance and Operations position. Mr. Flores indicated that the two positions would work together to ensure the Building Services Department runs smoothly. Mr. Flores further clarified that the positions that were being created would report directly to the Executive Director of FMOC. Mr. Flores shared that CSEA recently brought forth concerns regarding their employees not having immediate support during their shifts. Mr. Flores shared having supervisors and managers in the proposed classifications would allow the departments to be serviced better. Mr. Flores mentioned the new positions will work to alleviate

disciplinary issues as well as provide professional growth for the department's employees, which will make the employees feel supported.

Mr. Flores shared that with the proposed new classifications creates a layer of support within the departments. Mr. Flores informed the Commission that the Grounds/Custodial Coordinator will be in charge of the Grounds and Custodial employees and that the Maintenance Coordinator will be in charge of the skilled trades positions. Mr. Flores stated having a Maintenance Coordinator allows for a smoother process when working on and completing jobs around the District.

Ms. Lee asked if there was an employee who previously handled the tasks which will now be assigned to the Maintenance Coordinator.

Mr. Flores shared the tasks were split amongst three supervisors, one of which recently resigned and the other retired, and one is still employed with the District. Mr. Flores mentioned the District has been reviewing the needs of the Building Services department and how they can organize it to help its employees. Mr. Flores mentioned the additional cost to the District would be approximately \$1900 per month, and that creating these positions allows for support to the employees, and creates a career ladder within the department.

Ms. Lee asked if the positions titled as "coordinator" is a title only Rowland Unified uses and if these positions are considered supervisors.

Ms. Stiegelmar shared during her research she found other school districts used the term "coordinator" for their positions. Ms. Stiegelmar mentioned Rowland Unified has also used "coordinator" for previous management positions, but these positions will be supervisory.

Ms. Lee asked if there is a specific reason that the Building Services department is reorganizing.

Mr. Flores stated the District felt it best to reorganize so the supervisors can support employees more efficiently and allow for the creation of a position who will supervise night shift Custodians, which encompass a large group of employees.

Ms. Lee asked if the Coordinator positions will be responsible for employee evaluations.

Mr. Flores confirmed the Coordinator positions will work together with the Executive Director of FMOC on employee evaluations. Mr. Flores also confirmed the Coordinators will be the main point of contact for staff.

Ms. Lee asked if the organizational chart provided is currently accurate. Ms. Lee also asked if Commission staff verified the job duties listed in the new classifications are not already being completed by current employees.

Ms. Stiegelmar shared when the District is interested in creating new positions, Commission staff review the job duties requested. Ms. Stiegelmar shared the District does not currently have a classification which aligns with the duties requested due to them never existing or they were part of an abolished classification.

Ms. Lee asked why the department needs a Custodial Supervisor and also a Grounds/Custodial Coordinator.

Ms. Stiegelmar shared the Custodial Supervisor will be in charge of the Custodians who work the night shifts and the Custodial Supervisor will report to the Maintenance and Operations Manager, as the position should not report to the Coordinator as this position is also in a supervisory unit.

Ms. Lee asked if the Custodial Supervisor was in the same salary range as the Grounds/Custodial Coordinator.

Ms. Stiegelmar mentioned the Custodial Supervisor is at a lower salary range as the position is only responsible for the night custodial staff and has less responsibilities than the Grounds/Custodial Coordinator. Ms. Stiegelmar shared the Grounds/Custodial Coordinator will be responsible for the Grounds employees as well as the day shift Custodians.

Ms. Lee shared she would prefer to table the recommendations for the four new classifications as Ms. Nieh, Personnel Chair, is not present.

Ms. Fernandez mentioned she understands Ms. Lee's concerns, but she recalls that Ms. Nieh received the information pertaining to the new classifications and had a chance to review them.

Ms. Stiegelmar shared prior to Ms. Nieh leaving the country that she was provided copies of the new classifications. Ms. Stiegelmar shared she did follow up with Ms. Nieh and asked if she had time to review the documents and if she had any concerns. Ms. Stiegelmar shared Ms. Nieh's text reply verbatim in which Ms. Nieh replied, "Thank you for asking, they are good with me."

Ms. Fernandez shared she understands Mr. Flores recommendation for having a night Custodial Supervisor. Ms. Fernandez mentioned the terms supervisor and coordinator can be a bit confusing, but seeing the organizational chart shows there is a need in the department for these positions. Ms. Fernandez also is taking into consideration that there were recent retirements and resignations in the department which left a void and less support for the department's employees. Ms. Fernandez mentioned she is okay with proceeding since Ms. Nieh confirmed she is okay with the classifications. Ms. Fernandez stated she would like to see the results of the reorganization and if it is not successful, the District can always review again.

Ms. Lee asked how urgent the creation of these classifications is and if the District will allow more time for review and consideration.

Mr. Flores shared he appreciated the input from the CSEA president relating to the new classifications. Mr. Flores stated the morale of the department as well as management is affected due to having the responsibility of overseeing the entire department without support. Mr. Flores mentioned staff is looking forward to having a dedicated supervisor for each area. Mr. Flores stated the Executive Director of FMOC has been in the position without support for three months with only one supervisor who works in the department. Mr. Flores stated he will respect the Commission's request to table the items, however, he believes the department will suffer as the timeline to get support will be extended.

Ms. Lee shared that considering this is an additional cost to the District, she would prefer to see the entire organizational chart for the Building Services Department as she feels there may be employees who are completing the duties of these new classifications and there may be an overlap of duties being performed in the department.

Ms. Stiegelmar shared that Ms. Lopez, Executive Director of FMOC needs support in her current position. Ms. Stiegelmar shared she agrees with Mr. Flores, and there is a need for a career ladder in the department. Ms. Stiegelmar shared the District is losing employees who are finding higher paying jobs outside of the District. Ms. Stiegelmar mentioned it is important for employees to also have a main point of contact who can assist them with their concerns.

Ms. Lopez, Executive Director of FMOC, shared she has experience working at other school districts for over 15 years and those districts had a similar chain of command to what is being requested. Ms. Lopez mentioned the District currently has several large projects and currently one person is handling the coordination, completing job walks, bidding, and it is not time efficient. Ms. Lopez shared it would be a smoother process to have support and would allow her to be able to take on the more complex tasks of the department.

Ms. Stiegelmar mentioned the fact that there are vacancies within the department which allows for a smoother process when completing a reorganization. Ms. Stiegelmar also mentioned the organizational chart provided only applies to Building Services and does not include everyone that reports to the Deputy Superintendent. Ms. Stiegelmar shared she is concerned with tabling the classifications.

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

8.5b Recommendation: To receive input from District Administration and CSEA and consider approving the establishment of the new classification of Grounds/Custodial Coordinator.

- i. Place the new classification of Grounds/Custodial Coordinator in the Grounds Series job family.
- ii. Approve the salary recommendation for the classification of Grounds/Custodial Coordinator at Range 30.5 on the Confidential / Supervisory Salary Schedule.

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

8.5c Recommendation: To receive input from District Administration and CSEA and consider approving the establishment of the new classification of Maintenance Coordinator.

- i. Place the new classification of Maintenance Coordinator in the Skilled Trades Series job family.
- ii. Approve the salary recommendation for the classification of Maintenance Coordinator at Range 32 on the Confidential / Supervisory Salary Schedule.

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

8.5d Recommendation: To receive input from District Administration and CSEA and consider approving the establishment of the new classification of Maintenance and Operations Manager.

- i. Place the new classification of Maintenance and Operations Manager in the Skilled Trades Series job family.
- ii. Approve the salary recommendation for the classification of Maintenance and Operations Manager at Range 70 on the District Leadership Team Salary Schedule.

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

**Reallocation**

8.6a. Recommendation: To Consider approving the recommended re-allocation of a vacant Office Assistant position to an Office Assistant – Bilingual (Spanish) position.

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

8.6b. Recommendation: To Consider approving the recommended re-allocation of a vacant Office Assistant – Bilingual (Spanish) position to an Office Assistant position.

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

## **EXAMINATIONS/ELIGIBILITY LISTS**

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

- a) District Patrol (D-22/23-64)
- b) District Safety (D-22/23-65)
- c) Custodian (D-22/23-66)
- d) Director of Technology Services (D-22/23-67)
- e) ASB Account Clerk (D-22/23-68)

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

9.3 Recommendation: To ratify the following eligibility lists:

- a) Administrative Secretary - (D-22/23-47)
- b) Administrative Secretary – Bilingual (Spanish) (D-22/23-48)
- c) Career Vocational Assistant (D-22/23-49)
- d) Grounds Maintenance Worker (D-22/23-52)
- e) Personal Care Assistant (D-22/23-12)
- f) School Bus Driver (D-22/23-01)
- g) Secretary (D-22/23-50)
- h) Secretary – Bilingual (Spanish) (D-22/23-51)
- i) Stock Delivery Worker (D-22/23-34)

Motion made by: Sabrina Lee  
Seconded by: Sharon Fernandez

Vote:	Sharon Fernandez	Yes
	Sabrina Lee	Yes
	Judy Nieh	Absent

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

- Playground Supervision Aide (D-22/23-35)
  - ID# 52130356 – PC Rule 6.1.10.4
  - ID# 46921171 – PC Rule 6.1.10.4
- Instructional Assistant I (D-22/23-03)
  - ID# 19305967 – PC Rule 6.1.10.1
  - ID# 41634706 – PC Rule 6.1.10.1
  - ID# 14126227 – PC Rule 6.1.10.1
  - ID# 32274080 – PC Rule 6.1.10.1
  - ID# 36497264 – PC Rule 6.1.10.3
- Instructional Assistant I – Bilingual (Spanish) (D-22/23-04)
  - ID# 32274080 – PC Rule 6.1.10.1
  - ID# 36497264 – PC Rule 6.1.10.3

Motion made by: Sabrina Lee  
Seconded by: Sharon Fernandez

Vote:	Sharon Fernandez	Yes
	Sabrina Lee	Yes
	Judy Nieh	Absent

## **INPUT OR COMMENTS FROM COMMISSIONERS**

Ms. Lee thanked Mr. Flores and Ms. Lopez for attending the meeting and for providing input on the new classifications. Ms. Lee shared she hopes everyone has a pleasant holiday.

Ms. Fernandez also thanked Mr. Flores and Ms. Lopez for attending the meeting. Ms. Fernandez mentioned she is looking forward to the upcoming Classified Employees week in May.

**ADJOURNMENT**

To adjourn the meeting at 5:28 p.m.

Motion made by: Sabrina Lee  
Seconded by: Sharon Fernandez

Vote: Sharon Fernandez Yes  
Sabrina Lee Yes  
Judy Nieh Absent

Approved by: \_\_\_\_\_  
Sharon Fernandez  
Vice - Chair  
Personnel Commission

Submitted by: \_\_\_\_\_  
Joan Stiegelmar  
Personnel Director  
Personnel Commission

**THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED FOR TUESDAY, MAY 2, 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.*





**ROWLAND UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
July 11, 2023**

**BULLETIN**

**PLEASE POST**

*For Information*

**TO: All Classified Employees and Administrative Personnel**  
**FROM: Joan Stiegelmar, Personnel Director**  
**RE: 2023-2024 Personnel Commission Meetings**

Personnel Commission meetings are typically scheduled on the first Tuesday of each month, except as noted below. Meetings for the 2023-2024 school year are tentatively scheduled as follows:

\*July 11, 2023

\*August 8, 2023

September 5, 2023

October 3, 2023

November 7, 2023

December 5, 2023

\*January 16, 2024

February 6, 2024

March 5, 2024

April 2, 2024

May 7, 2024

June 4, 2024

NOTE: All meetings to be held in the Board Room or via ZOOM, at the District Office and will begin at 4:30 p.m.

\*Meetings changed from the first Tuesday of the month.

**PERSONNEL COMMISSION**

**ROWLAND UNIFIED SCHOOL DISTRICT**

May 2, 2023

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ITEM 8.1 RATIONALE FOR RESOLUTION No. 22-23:16 – Personnel Commission

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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 No. 22-23:16

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 May 2, 2023.

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT:: \_\_\_\_\_

\_\_\_\_\_  
Judy Nieh  
Chair  
Personnel Commission

**PERSONNEL COMMISSION**  
**ADVANCED SALARY STEP PLACEMENT**  
**FOR**  
**HEALTH ASSISTANT – BILINGUAL (SPANISH)**

The Commission is in receipt of a request from Dr. Yesenia Alvarez, Principal, Hurley Elementary, to employ Applicant ID #31785118 as Health Assistant – Bilingual (Spanish) Step E of Range 17.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step E of Range 17.5 on the Classified Salary Schedule.

**PERSONNEL COMMISSION**  
**ADVANCED SALARY STEP PLACEMENT**  
**FOR**  
**DIRECTOR OF TECHNOLOGY SERVICES**

The Commission is in receipt of a request from Alex Flores, Deputy Superintendent - Administrative Services, to employ Applicant ID #5526402 as Director of Technology Services at Step E of Range 103 on the District Leadership Team Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant a Bachelor's degree and has over 19 years of experience. The number of years of education and related work experience does qualify this applicant for step placement at Step E based on the formula of one step will be given for two years of additional education beyond the employment standards for the classification and one step will be given for two years of additional related experience beyond the employment standards for the classification.

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step E of Range 103 on the District Leadership Team Salary Schedule.

**PERSONNEL COMMISSION  
ROWLAND UNIFIED SCHOOL DISTRICT**

May 2, 2023

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Item 8.3a – CONSIDER APPROVING THE ESTABLISHMENT OF THE NEW CLASSIFICATION OF TECHNOLOGY HELP DESK TECHNICIAN; PLACING THE NEW CLASSIFICATION OF TECHNOLOGY HELP DESK TECHNICIAN IN THE TECHNOLOGY SERIES JOB FAMILY, AND APPROVING THE SALARY RECOMMENDATION AT RANGE 23 ON THE CLASSIFIED SALARY SCHEDULE

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

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

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

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

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

**RATIONALE FOR ESTABLISHMENT OF THE CLASSIFICATION OF TECHNOLOGY HELP DESK TECHNICIAN**

Personnel Commission staff developed the new class description with input from the previous Director of Technology Services, Kurt Schlatter, Mr. Dennis Bixler, Assistant Superintendent - Human Resources, and Mr. Alex Flores, Deputy Superintendent.

This new position is being recommended as part of a reorganization of the Technology Services Department and has been an ongoing discussion for quite a while with the previous Director of Technology Services, CSEA, and Administrative Services. In order to support the work of the Technology department, District staff, and students, the District is proposing the creation of this new position.

The Technology Help Desk Technician classification will provide first level technical support to school and office personnel regarding software and hardware problems, diagnose problems, research solutions, and perform triage of technical support tickets.

**SALARY RECOMMENDATION FOR TECHNOLOGY HELP DESK TECHNICIAN**

Allocation of the new classification of Technology Help Desk Technician is recommended to the Classified Salary Schedule at Range 23.

According to Personnel Commission Rule 17.1.4:

**17.1.4 COMMISSION SHALL RECOMMEND SALARY SCHEDULES TO BOARD**

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

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

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

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

**17.1.4.4** Such other information as the Commission may require.

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

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

Listed below is the Technology job family, and the proposed salary recommendations for the new classification:

<b>Classification Title</b>	<b>Salary Range</b>	<b>Min Monthly Salary</b>	<b>Max Monthly Salary</b>
Director of Technology Services	DLT 103	\$11,959	\$13,528
Technology Support Manager (Vacant and not filling)	DLT 74	\$8,608	\$9,735
Technology Support Supervisor (NEW)	Supervisory 34.5	\$8,097	\$9,855
Senior Server Analyst	CSEA 33.5	\$7,670	\$9,349
Senior Network Analyst (NEW)	CSEA 33.5	\$7,670	\$9,349
Senior Technology Specialist	CSEA 31.5	\$6,949	\$8,466
Technology Specialist II	CSEA 29.5	\$6,296	\$7,670
Electronic Repair Technician	CSEA 28	\$5,843	\$7,126
Technology Specialist I	CSEA 26.5	\$5,428	\$6,612
Technology Mobile Device and Accounts Associate	CSEA 24	\$4,800	\$5,843
Technology Help Desk Technician (NEW)*	CSEA 23	\$4,564	\$5,564

*\*Proposed title and Salary Range*


Based upon the internal alignment within the classification series, Personnel Commission staff recommend allocating the salary to the Classified Salary Schedule at Range 23 (Max salary of \$5,564 monthly).

**RECOMMENDATION:**

The Personnel Commission is requested to approve the establishment of the new classification of Technology Help Desk Technician; place the new classification in the Technology Series job family, and approve the salary recommendation at Range 23 on the Classified Salary Schedule.




# Rowland Unified School District 2023 - 2024 Proposed Technology Services Department



**Alex Flores**  
Deputy Superintendent,  
Administrative Services



**Pui Ma**  
Director of Technology  
Services




**Andrea Ruiz**  
Office Assistant. Bil. Sp.




**NEW** Technology  
Support Supervisor

## Focused Area Support




**Vern Oldham**  
Senior Server Analyst



**NEW**  
Senior Network  
Analyst



**Jose Franco**  
Senior Technology  
Specialist



**Nicole Ormeo Calvillo**  
Technology Mobile Device  
& Accounts Associate

## Technology Support Specialist IIs




**Amy Huang**  
Technology Support  
Specialist II



**Pat Kudo**  
Technology Support  
Specialist II



**Joel Orozco**  
Technology Support  
Specialist II




**Robert Quiroz**  
Technology Support  
Specialist II


## Technology Support Specialist Is



**Jeff Chang**  
Technology Support  
Specialist I



**Steven Cruz**  
Technology Support  
Specialist I



**Edgar Gallo**  
Technology Support  
Specialist I



**Victor Nhieu**  
Technology Support  
Specialist I




**Edison Ramos**  
Technology Support  
Specialist I



**Mir Ullah**  
Technology Support  
Specialist I

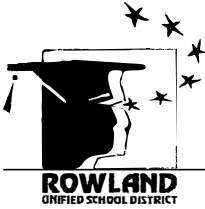
## Auxiliary Field Support



**Mateo Buenaluz**  
Electronic Repair Tech



**NEW POSITION**  
Technology Help  
Desk Technician



ROWLAND UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
MEMORANDUM

April 24, 2023

TO: Dennis Bixler, Assistant Superintendent – Human Resources


FROM: Joan Stiegelmar, Personnel Director

RE: **NEW CLASS DESCRIPTION FOR TECHNOLOGY HELP DESK TECHNICIAN**

Attached for your review and comment is the proposed **NEW** class description for Technology Help Desk Technician.

Your input concerning the proposed class description is important. Please provide your concerns or comments, if any, regarding changes for the class description. Changes can be recommended at the Personnel Commission meeting. To proceed timely with recruitment, the Personnel Commission will consider approving this new classification at the regular meeting on Tuesday, May 2, 2023.

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

<input checked="" type="checkbox"/> I agree with the proposed class description and recommended changes as presented.	<input type="checkbox"/> I disagree with the proposed class description, and recommend the adjustments noted above.
Signature: 	Date: 4.24.2023

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

Attachments: Class Description

PC23-372



ROWLAND UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
MEMORANDUM

April 24, 2023

TO: Lita Hernandez, CSEA President

FROM: Joan Stiegelmar, Personnel Director

RE: **NEW CLASS DESCRIPTION FOR TECHNOLOGY HELP DESK TECHNICIAN**

Attached for your review and comment is the proposed **NEW** class description for Technology Help Desk Technician.

Your input concerning the proposed class description is important. Please provide your concerns or comments, if any, regarding changes for the class description. Changes can be recommended at the Personnel Commission meeting. To proceed timely with recruitment, the Personnel Commission will consider approving this new classification at the regular meeting on Tuesday, May 2, 2023.

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

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

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

Attachments: Class Description

PC23-373

## **TECHNOLOGY HELP DESK TECHNICIAN**

### **SUMMARY OF DUTIES**

Under general supervision of the Technology Support Supervisor or designee, provides first level technical support to school and office personnel regarding software and hardware problems; diagnoses problems and research solutions; and uses diplomacy and interpersonal skills to extract pertinent information and assist callers; and performs triage of technical support tickets.

### **DISTINGUISHING CHARACTERISTICS**

The class of Technology Help Desk Technician is distinguished from the class of Technology Specialist I in that the latter specializes in supporting assigned sites with specific hardware and software needs. The Technology Help Desk Technician position primarily acts as first level support/Help Desk for the immediate assistance for Information Technology (IT) related questions and issues; assists with device deployment; provides general IT phone support; and assists with other technical issues.

### **EXAMPLES OF DUTIES**

- Provides help desk/first level support for account management issues for all instructional technology programs; *E*
- Provides telephone support to District computer and network users by identifying, resolving, reporting, and tracking problems; and routes calls to the next designee using defined escalation procedures; *E*
- Receives and records trouble call ticket information (customer information and problem description) into the customer service management information system for logging and support; *E*
- Implements group and individualized training materials on the proper usage of the District computer systems' software, hardware, networks, and related peripheral equipment; *E*
- Schedules and provides on-site and centralized lab-based training for a variety of software, District network equipment, phones, and related peripheral equipment;
- Documents and maintains policies and procedures for computer hardware, software, network, and peripheral device usage; *E*
- Maintains on-line user support systems, procedures and information sources; *E*
- Installs and updates software and hardware on District computers; *E*
- Performs minor repairs to equipment associated with user problems, software changes, and performs simple diagnostics; *E*
- Maintains up-to-date knowledge of single sign-on and account management services for all instructional technology programs; *E*
- Assists with general technology support including networking; *E*
- Assists in the installation of network hardware, software, and operating systems; *E*
- Assists with device configuration and deployment; *E*
- Installs, sets up, tests, and supports software applications; *E*
- Assists with device inventory; *E*
- Maintains trouble shooting skills in all areas of hardware and software; *E*
- Performs other related duties as assigned.

### **SKATS (Skills, Knowledge, Abilities, and Trait)**

#### **SKILL IN:**

- Providing excellent customer service/people skills;
- Providing Google support and first level support to users;
- Operating, maintaining, and troubleshooting personal computers, computer software, and peripheral equipment such as printers, audio-visual equipment, copiers, scanners, calculators, and telephones;
- Safely operating a motor vehicle.

## **KNOWLEDGE OF:**

- PCs, Macintosh, mobile devices, networking hardware, and software;
- Windows and Macintosh computer operating systems, IOS, Android, Chrome OS, and other various operating systems;
- Hardware and software installation;
- Software applications;
- Email systems and cloud-based services;
- Networking protocols, hardware, and technology;
- Mobile device management;
- Safety working practices and procedures, and proper lifting techniques;
- District policies, rules, and regulations.

## **ABILITY TO:**

- Install computers, mobile devices, printers, wireless access points, and other peripheral devices;
- Install and test software and hardware;
- Develop and maintain effective working relationships;
- Exercise independent judgment and initiative without close supervision;
- Communicate effectively both orally and in writing;
- Provide Help Desk support to Google users and set up and support account management, including supporting Single Sign On procedures;
- Install, maintain, troubleshoot, and document network hardware, software, and operating systems;
- Work independently and cooperatively with others;
- Learn, evaluate, and implement new trends in technology issues;
- Observe health and safety regulations.

## **TRAITS:**

- Effectively manages one's own time, priorities, and resources;
- Diligently attends to details and quality of work;
- Is trustworthy and responsible for his/her actions;
- Works around obstacles and is self-starting;
- Easily adapts to situations and changes;
- Remains steady under pressure;
- Is punctual and follows through;
- Strives to provide excellent customer service;
- Maintains awareness of potential hazards to self and others.

## **EMPLOYMENT STANDARDS**

**EDUCATION:** Graduation from high school or equivalency is required; along with one of the following:

1. One year (30 semester units or equivalent) of college level course work in Computer Science, Information Technology, or related field from an accredited educational institution, or
2. Trade school certifications in computing or a related field, or
3. A professional certification equivalent to Google Certified Associate or VMWare Airwatch Enterprise Mobility Associate is required.

**EXPERIENCE:** One year of current experience at a help desk assisting computer users or one year of experience in the installation and maintenance of computer hardware and software in a networked environment is required.

Current employment as a Computer Lab Technician, or higher technology related classification, for a period of at least six months for Rowland Unified School District shall meet the employment standards.

**LICENSE/LANGUAGE REQUIREMENTS:**

- A valid, Class C, California Driver License, and a good driving record are required and must be maintained during employment.

**PHYSICAL REQUIREMENTS:** Employees in this classification stand, sit, walk, push/pull, lift, and carry up to 50 lbs., climb ladders and stairs, stoop/bend, kneel, crouch, crawl, twist or apply pressure with wrists or hands, use both hands simultaneously, speak clearly, use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, have rapid mental/muscular coordination, speak clearly, hear normal voice conversation, have depth perception, color vision/distinguish shades, see small details, drive a vehicle, use a computer, and telephone.

**WORK ENVIRONMENT:** Employees in this classification work primarily in an office environment where the noise level is usually moderate, with changing priorities and short deadlines, may be exposed to electrical hazards, fumes, dust, odors, drive an automobile to conduct work, in the absence of immediate supervision, and in direct contact with staff and other District personnel.

**APPOINTMENT:** In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months or 130 days of paid services, 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.

Classified Salary Schedule: Range 23

Established: 05/23

**PERSONNEL COMMISSION  
ROWLAND UNIFIED SCHOOL DISTRICT**

May 2, 2023

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Item 8.3b – CONSIDER APPROVING THE ESTABLISHMENT OF THE NEW CLASSIFICATION OF SENIOR NETWORK ANALYST; PLACING THE NEW CLASSIFICATION OF SENIOR NETWORK ANALYST IN THE TECHNOLOGY SERIES JOB FAMILY, AND APPROVING THE SALARY RECOMMENDATION AT RANGE 33.5 ON THE CLASSIFIED SALARY SCHEDULE

---

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

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

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

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

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

**RATIONALE FOR ESTABLISHMENT OF THE CLASSIFICATION OF SENIOR NETWORK ANALYST**

Personnel Commission staff developed the new class description with input from the previous Director of Technology Services, Mr. Dennis Bixler, Assistant Superintendent - Human Resources, and Mr. Alex Flores, Deputy Superintendent.

This new position is being recommended as part of a reorganization of the Technology Services Department and has been an ongoing discussion for quite a while with the previous Director of Technology Services, CSEA, and Administrative Services. In order to support the work of the Technology department, District staff, and students, the District is proposing the creation of this new position.

The Senior Network Analyst will participate in planning, analyzing, designing, installing, configuring, maintaining, implementing, testing, and repairing the District's information technology networking and telecommunications equipment ensuring a high level of service and security.

**SALARY RECOMMENDATION FOR SENIOR NETWORK ANALYST**

Allocation of the new classification of Senior Network Analyst is recommended to the Classified Salary Schedule at Range 33.5.

According to Personnel Commission Rule 17.1.4:

**17.1.4 COMMISSION SHALL RECOMMEND SALARY SCHEDULES TO BOARD**

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

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

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

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

**17.1.4.4** Such other information as the Commission may require.

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

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

Listed below is the Technology job family, and the proposed salary recommendations for the new classification:

<b>Classification Title</b>	<b>Salary Range</b>	<b>Min Monthly Salary</b>	<b>Max Monthly Salary</b>
Director of Technology Services	DLT 103	\$11,959	\$13,528
Technology Support Manager (Vacant and not filling)	DLT 74	\$8,608	\$9,735
Technology Support Supervisor (NEW)	Supervisory 34.5	\$8,097	\$9,855
Senior Server Analyst	CSEA 33.5	\$7,670	\$9,349
Senior Network Analyst (NEW)*	CSEA 33.5	\$7,670	\$9,349
Senior Technology Specialist	CSEA 31.5	\$6,949	\$8,466
Technology Specialist II	CSEA 29.5	\$6,296	\$7,670
Electronic Repair Technician	CSEA 28	\$5,843	\$7,126
Technology Specialist I	CSEA 26.5	\$5,428	\$6,612
Technology Mobile Device and Accounts Associate	CSEA 24	\$4,800	\$5,843
Technology Help Desk Technician (NEW)	CSEA 23	\$4,564	\$5,564

*\*Proposed title and Salary Range*


Based upon the internal alignment within the classification series, Personnel Commission staff recommend allocating the salary to the Classified Salary Schedule at Range 33.5 (Max salary of \$9,349 monthly).

**RECOMMENDATION:**

The Personnel Commission is requested to approve the establishment of the new classification of Senior Network Analyst; place the new classification in the Technology Series job family, and approve the salary recommendation at Range 33.5 on the Classified Salary Schedule.




# Rowland Unified School District 2023 - 2024 Proposed Technology Services Department




**Alex Flores**  
Deputy Superintendent,  
Administrative Services



**Pui Ma**  
Director of Technology  
Services




**Andrea Ruiz**  
Office Assistant. Bil. Sp.




**NEW** Technology  
Support Supervisor

## Focused Area Support




**Vern Oldham**  
Senior Server Analyst



**NEW**  
Senior Network  
Analyst



**Jose Franco**  
Senior Technology  
Specialist



**Nicole Ormeo Calvillo**  
Technology Mobile Device  
& Accounts Associate

## Technology Support Specialist IIs




**Amy Huang**  
Technology Support  
Specialist II



**Pat Kudo**  
Technology Support  
Specialist II



**Joel Orozco**  
Technology Support  
Specialist II




**Robert Quiroz**  
Technology Support  
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## Technology Support Specialist Is




**Jeff Chang**  
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**Steven Cruz**  
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Technology Support  
Specialist I



**Victor Nhieu**  
Technology Support  
Specialist I



**Edison Ramos**  
Technology Support  
Specialist I



**Mir Ullah**  
Technology Support  
Specialist I

## Auxiliary Field Support



**Mateo Buenaluz**  
Electronic Repair Tech



**NEW POSITION**  
Technology Help  
Desk Technician



ROWLAND UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
MEMORANDUM

April 24, 2023

TO: Dennis Bixler, Assistant Superintendent – Human Resources


FROM: Joan Stiegelmar, Personnel Director

RE: **NEW CLASS DESCRIPTION FOR SENIOR NETWORK ANALYST**

Attached for your review and comment is the proposed **NEW** class description for Senior Network Analyst.

Your input concerning the proposed class description is important. Please provide your concerns or comments, if any, regarding changes for the class description. Changes can be recommended at the Personnel Commission meeting. To proceed timely with recruitment, the Personnel Commission will consider approving this new classification at the regular meeting on Tuesday, May 2, 2023.

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

<input checked="" type="checkbox"/> I agree with the proposed class description and recommended changes as presented.	<input type="checkbox"/> I disagree with the proposed class description, and recommend the adjustments noted above.
Signature: 	Date: 4.24.2023

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

Attachments: Class Description

PC23-370



ROWLAND UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
MEMORANDUM

April 24, 2023

TO: Lita Hernandez, CSEA President

FROM: Joan Stiegelmar, Personnel Director

RE: **NEW CLASS DESCRIPTION FOR SENIOR NETWORK ANALYST**

Attached for your review and comment is the proposed **NEW** class description for Senior Network Analyst.

Your input concerning the proposed class description is important. Please provide your concerns or comments, if any, regarding changes for the class description. Changes can be recommended at the Personnel Commission meeting. To proceed timely with recruitment, the Personnel Commission will consider approving this new classification at the regular meeting on Tuesday, May 2, 2023.

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

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

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

Attachments: Class Description

PC23-371

## **SENIOR NETWORK ANALYST**

### **SUMMARY OF DUTIES**

Under general supervision of the Director of Technology Services or Technology Support Supervisor administers, leads, and participates in planning, analyzing, designing, installing, maintaining, implementing, testing, and repairing the District's information technology networking and telecommunications equipment; performs highly technical duties in configuring complex network and ensuring a high level of service and security to the District's network users.

### **DISTINGUISHING CHARACTERISTICS**

The class of Senior Network Analyst is distinguished from the class of Technology Support Supervisor in that the latter organizes, directs, and supervises the Technology Specialist and Help Desk staff; serves as a liaison between these individuals and information technology end-users and/or vendor organizations for problems or system malfunctions and prepares reports on technology support provided by the departments support teams.

The class of Senior Network Analyst is distinguished from the class of Senior Server Analyst in that the latter is responsible for the installation, configuration, and maintenance of District Office and site based servers, including but not limited to servers related to Student Information System, database/application servers, web servers, email servers, proxy servers, caching engines, data warehousing, and other servers necessary to the District, and to maintain administrative control of the domain and security settings and privileges.

### **EXAMPLES OF DUTIES**

- Provides support, administers and maintains assigned networks and related system platforms; plans, builds, installs, configures, maintains and repairs a variety of routers, switches, wireless access points, and other key communication infrastructure devices; *E*
- Establishes standard configurations for network equipment, maintaining documentation on each configuration and variations thereof; *E*
- Performs routine backup of all District based network equipment configurations, via various mediums, to ensure their availability for recovery; *E*
- Leads and participates in projects to install, maintain, troubleshoot, and repair telecommunications and network equipment and related peripherals; *E*
- Maintains high-level support focusing on design, implementation, and installation of the enterprise voice and data network as well as application solutions; *E*
- Develops, updates, and maintains manuals, databases, and documentation; *E*
- Oversees the more complex enterprise voice and data network systems, including firewall, intrusion prevention, email, network monitoring, Voice-over-IP, IP paging and broadcasting, emergency responder systems, and network switching and routing; *E*
- Contributes to overall design and maintenance of local or remote network architecture and configuration. *E*
- Analyzes network performance; provides cost effective solutions and recommendations; *E*
- Provides technical assistance to end users to resolve the more complex problems in person and by telephone; *E*
- Provides immediate response to emergencies; *E*
- Maintains effective communication with administrators, support staff, end users, and vendors; *E*
- Transports small equipment to and from various District locations; *E*
- Performs other related duties as assigned.

### **SKATs (Skills, Knowledge, Abilities and Traits)**

#### **SKILL IN:**

- Operating, maintaining, and troubleshooting personal computers, computer software, and peripheral equipment such as servers, printers, scanners, audio-visual equipment, copiers, calculators, and telephone;

- Safely operating a motor vehicle.

### **KNOWLEDGE OF:**

- Applicable types of cabling systems, switches, routers, wireless access points, bridges and network design;
- Networks and assigned operating systems;
- LAN and WAN functions;
- Principles, practices and methods of systems and network administration and maintenance, including procedures for establishing network connectivity;
- Advanced methods, principles, practices and techniques for troubleshooting and determining the causes of networking system errors and failures;
- Data backup including recovery techniques and disaster recovery plans;
- Appropriate procedures to identify performance issues and potential security breaches.

### **ABILITY TO:**

- Perform a variety of technical and resource services in the design, installation, operation, maintenance, repair and diagnosis of complex computer networks;
- Change hardware/software configurations related to the overall communication infrastructures;
- Generate and maintain reports and related records;
- Understand and follow oral and written instructions;
- Prioritize and schedule work;
- Effectively diagnose problems and potential security breaches in relation to the District's network;
- Analyze complex problems, evaluate alternatives and make sound recommendations;
- Troubleshoot, diagnose and resolve complex and ambiguous network hardware and software problems and failures of varying difficulty efficiently and effectively;
- Configure, maintain, manage and tune the operations of complex communication systems to achieve optimal technical performance, security and user support;
- Exercise sound, independent judgment within established guidelines while working independently with little direction;
- Communicate clearly and effectively, both orally and in writing;
- Establish and maintain effective working relationships with District management, staff, vendors, and other internal and external customers encountered in the course of work.

### **TRAITS:**

- Easily adapts to situations and changes;
- Remains steady under pressure;
- Is punctual and follows through;
- Maintains awareness of potential hazards to self and others;
- Strives to meet customers' needs;
- Effectively manages one's own time, priorities and resources;
- Diligently attends to details and quality of work;
- Is trustworthy and responsible for his/her actions;
- Stays focused and has good work ethic;
- Works around obstacles and is self-starting.

### **EMPLOYMENT STANDARDS**

**EDUCATION:** Graduation from high school or equivalency is required; along with one of the following:

1. Associate's Degree in computer science, management information systems or a closely related field, or
2. Trade school certifications in computing or a related field, or
3. A professional certification such as Cisco Certified Network Associate (CCNA) or equivalent is required.

**EXPERIENCE:** Four years of recent experience in the installation, configuration, troubleshooting, and repair of networking hardware, software and peripheral devices, and in a complex corporate level networking environment is required. *Note: Recent experience is defined experience obtained within the last five years.*

**LICENSE REQUIREMENT:**

- A valid, Class C, California Driver License and a good driving record is required and must be maintained during employment.

**PHYSICAL REQUIREMENTS:** Employees in this classification stand, sit, walk, push/pull, lift, and carry up to 50 lbs., climb ladders and stairs, stoop/bend, kneel, crouch, crawl, twist or apply pressure with wrists or hands, use both hands simultaneously, speak clearly, use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, have rapid mental/muscular coordination, speak clearly, hear normal voice conversation, smell to detect overheated circuits, have depth perception, color vision/distinguish shades, see small details, drive a vehicle, use a computer, and telephone.

**WORK ENVIRONMENT:** Employees in this classification work in both office environments and off-site settings, where the noise level is usually moderate, with changing priorities and short deadlines, may be exposed to electrical hazards, fumes, dust, odors, air and blood-borne pathogens and germs, bodily fluids, and communicable diseases, drive an automobile to conduct work, in the absence of immediate supervision, and in direct contact with students, the public, and District personnel.

**APPOINTMENT:** In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months or 130 days of paid services, 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.

Classified Salary Schedule: Range 33.5

Established: 05/23

**PERSONNEL COMMISSION  
ROWLAND UNIFIED SCHOOL DISTRICT**

May 2, 2023

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Item 8.3c – CONSIDER APPROVING THE ESTABLISHMENT OF THE NEW CLASSIFICATION OF TECHNOLOGY SUPPORT SUPERVISOR; PLACING THE NEW CLASSIFICATION OF TECHNOLOGY SUPPORT SUPERVISOR IN THE TECHNOLOGY SERIES JOB FAMILY, AND APPROVING THE SALARY RECOMMENDATION AT RANGE 34.5 ON THE CONFIDENTIAL / SUPERVISORY SALARY SCHEDULE

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

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

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

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

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

**RATIONALE FOR ESTABLISHMENT OF THE CLASSIFICATION OF TECHNOLOGY SUPPORT SUPERVISOR**

Personnel Commission staff developed the new class description with input from the previous Director of Technology Services, Mr. Dennis Bixler, Assistant Superintendent - Human Resources, and Mr. Alex Flores, Deputy Superintendent.

This new position is being recommended as part of a reorganization of the Technology Services Department and has been an ongoing discussion for quite a while with the previous Director of Technology Services, CSEA, and Administrative Services. In order to support the work of the Technology department, District staff, and students, the District is proposing the creation of this new position.

The Technology Support Supervisor which would provide direct support and oversight of the District's Technology Support Specialists, the Electronic Repair Technician, and the new position of Technology Help Desk Technician. The Technology Support Supervisor will take the place of a Technology Support Manager that is currently vacant and will not be filled. The District, along with the Technology staff, sees the need for this additional support in the department.

**SALARY RECOMMENDATION FOR TECHNOLOGY SUPPORT SUPERVISOR**

Allocation of the new classification of Technology Support Supervisor is recommended to the Confidential / Supervisory Salary Schedule at Range 34.5.

According to Personnel Commission Rule 17.1.4:

**17.1.4 COMMISSION SHALL RECOMMEND SALARY SCHEDULES TO BOARD**

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

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

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

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

**17.1.4.4** Such other information as the Commission may require.

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

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

Listed below is the Technology job family, and the proposed salary recommendations for the new classification:

<b>Classification Title</b>	<b>Salary Range</b>	<b>Min Monthly Salary</b>	<b>Max Monthly Salary</b>
Director of Technology Services	DLT 103	\$11,959	\$13,528
Technology Support Manager (Vacant and not filling)	DLT 74	\$8,608	\$9,735
Technology Support Supervisor (NEW)*	Supervisory 34.5	\$8,097	\$9,855
Senior Server Analyst	CSEA 33.5	\$7,670	\$9,349
Senior Network Analyst (NEW)*	CSEA 33.5	\$7,670	\$9,349
Senior Technology Specialist	CSEA 31.5	\$6,949	\$8,466
Technology Specialist II	CSEA 29.5	\$6,296	\$7,670
Electronic Repair Technician	CSEA 28	\$5,843	\$7,126
Technology Specialist I	CSEA 26.5	\$5,428	\$6,612
Technology Mobile Device and Accounts Associate	CSEA 24	\$4,800	\$5,843
Technology Help Desk Technician (NEW)	CSEA 23	\$4,564	\$5,564

*\*Proposed title and Salary Range*


Based upon the internal alignment within the classification series, Personnel Commission staff recommend allocating the salary to the Confidential / Supervisory Salary Schedule at Range 34.5 (Max salary of \$9,855 monthly).

**RECOMMENDATION:**

The Personnel Commission is requested to approve the establishment of the new classification of Technology Support Supervisor; place the new classification in the Technology Series job family, and approve the salary recommendation at Range 34.5 on the Confidential / Supervisory Salary Schedule.




# Rowland Unified School District 2023 - 2024 Proposed Technology Services Department



**Alex Flores**  
Deputy Superintendent,  
Administrative Services



**Pui Ma**  
Director of Technology  
Services




**Andrea Ruiz**  
Office Assistant. Bil. Sp.




**NEW - Technology  
Support Supervisor**

## Focused Area Support




**Vern Oldham**  
Senior Server Analyst



**NEW - Senior Network  
Analyst**



**Jose Franco**  
Senior Technology  
Specialist



**Nicole Ormeo Calvillo**  
Technology Mobile Device  
& Accounts Associate

## Technology Support Specialist IIs




**Amy Huang**  
Technology Support  
Specialist II



**Pat Kudo**  
Technology Support  
Specialist II



**Joel Orozco**  
Technology Support  
Specialist II




**Robert Quiroz**  
Technology Support  
Specialist II


## Technology Support Specialist Is



**Jeff Chang**  
Technology Support  
Specialist I



**Steven Cruz**  
Technology Support  
Specialist I



**Edgar Gallo**  
Technology Support  
Specialist I



**Victor Nhieu**  
Technology Support  
Specialist I




**Edison Ramos**  
Technology Support  
Specialist I



**Mir Ullah**  
Technology Support  
Specialist I

## Auxiliary Field Support



**Mateo Buenaluz**  
Electronic Repair Tech



**NEW POSITION  
Technology Help  
Desk Technician**



ROWLAND UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
MEMORANDUM

April 24, 2023

TO: Dennis Bixler, Assistant Superintendent – Human Resources


FROM: Joan Stiegelmar, Personnel Director

RE: **NEW CLASS DESCRIPTION FOR TECHNOLOGY SUPPORT SUPERVISOR**

Attached for your review and comment is the proposed **NEW** class description for Technology Support Supervisor.

Your input concerning the proposed class description is important. Please provide your concerns or comments, if any, regarding changes for the class description. Changes can be recommended at the Personnel Commission meeting. To proceed timely with recruitment, the Personnel Commission will consider approving this new classification at the regular meeting on Tuesday, May 2, 2023.

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

<input checked="" type="checkbox"/> I agree with the proposed class description and recommended changes as presented.	<input type="checkbox"/> I disagree with the proposed class description, and recommend the adjustments noted above.
Signature: 	Date: 4.24.2023

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

Attachments: Class Description



ROWLAND UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
MEMORANDUM

April 24, 2023

TO: Lita Hernandez, CSEA President

FROM: Joan Stiegelmar, Personnel Director

RE: **NEW CLASS DESCRIPTION FOR TECHNOLOGY SUPPORT SUPERVISOR**

---

Attached for your review and comment is the proposed **NEW** class description for Technology Support Supervisor.

Your input concerning the proposed class description is important. Please provide your concerns or comments, if any, regarding changes for the class description. Changes can be recommended at the Personnel Commission meeting. To proceed timely with recruitment, the Personnel Commission will consider approving this new classification at the regular meeting on Tuesday, May 2, 2023.

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

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

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

Attachments: Class Description

PC23-369

## **TECHNOLOGY SUPPORT SUPERVISOR**

### **SUMMARY OF DUTIES**

Under general direction of the Director of Technology Services or designee, coordinates, directs, and supervises staff with a primary focus on the Technology Specialists and Auxiliary Field Support staff; serves as a liaison between these individuals and information technology end-users and/or vendor organizations for problems or system malfunctions; participates in the implementation, maintenance, and support of school and school District technology including hardware, software, and services; and prepares reports on technology support operations.

### **DISTINGUISHING CHARACTERISTICS**

The class of Technology Support Supervisor is distinguished from the class of Director of Technology Services in that the latter is responsible for the administration of the District's information technology program and for analyzing the District's technology needs in schools and administrative units; reports to the executive level and receives limited supervision, principally in the areas of policy, goals, budget, special projects and customer service priorities.

### **EXAMPLES OF DUTIES**

- Coordinates, supervises, trains, and supports the technology support staff; *E*
- Assists in selecting, training, motivating, and evaluating of assigned staff; *E*
- Maintains and leads the District ticketing system; *E*
- Prepares reports on technology support operations; *E*
- Coordinates cyclical and technology support for school sites and District departments; *E*
- Participates in the preparation of technology documentation and training for all District staff;
- Participates in the implementation of goals, objectives, policies, and priorities for assigned projects, and recommends and administers policies and procedures; *E*
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends within division policy, appropriate service and staffing levels; *E*
- Plans, directs, coordinates, and reviews the work plan for assigned staff; *E*
- Assigns work activities, projects, and programs; *E*
- Reviews and evaluates work products, methods, and procedures; *E*
- Meets with staff to identify and resolve problems; *E*
- Resolves difficult and complex problems with desktop computers, tablets, laptops, Chromebooks, virtual desktop infrastructure, mobile and print devices through on-site analysis and effective utilization of technology staff, and use of vendor contracts; *E*
- Recommends and assists with the upgrading and replacement of devices; *E*
- Provides or coordinates staff training; *E*
- Represents the District at technical conferences; *E*
- Performs other related duties as assigned.

### **SKATs (Skills, Knowledge, Abilities, Traits)**

#### **SKILLS IN:**

- Operating, maintaining, and troubleshooting personal computers, computer software, and peripheral equipment such as servers, printers, scanners, audio-visual equipment, copiers, calculators, and telephone;
- Safely operating a motor vehicle.

#### **KNOWLEDGE OF:**

- Technical support for complex student information systems providing access to parents and staff, via the internet;

- Classroom, building, and administrative audio-visual technology including projectors, interactive displays, audio amplification, audio mixers, audio visual control systems, and their associated software;
- Network and voice systems including routers, switches, wireless access points, wireless controllers, voice gateways, and VoIP;
- Client device operating systems including Windows, iOS, Android, and MacOS;
- Installation and technical support of applications including Microsoft Office, complex financial systems, and other business and educational applications such as Nutrikids, Online Assessment Reporting System (OARS), Destiny, Google Apps for Education;
- Server operating systems including Windows, MacOS, and VMWare;
- Microsoft Active Directory Systems and group policy;
- Data storage systems including direct-attached storage (DAS), network attached storage (NAS), and storage area network (SAN);
- Device input/output systems including printers, scanners, copiers, cameras, and devices for specialized needs;
- District technology systems utilization, including annual technology cycles;
- Principles and practices of personnel supervision.

### **ABILITY TO:**

- Coordinate and technology support and communicate status and progress;
- Troubleshoot and provide root cause resolution for the District's technology systems;
- Coordinate testing, deployment, and maintenance of technology solutions including client devices, server devices, classroom audio/visual systems, client and server applications, data storage systems, and input/output systems;
- Work with school site, District, and vendor staff to resolve technology problems, identify technology needs, and deploy new technology solutions;
- Supervise, train, motivate, counsel, and evaluate personnel;
- Plan and organize work for self and others;
- Take responsibility for accuracy and completeness of work;
- Establish and maintain effective working relationships;
- Communicate effectively in oral and written form;
- Gather, read, analyze, and interpret written instructions in oral, written, and diagrammatic form;
- Work independently and cooperatively with others;
- Maintain current knowledge of advances in the field;
- Observe health and safety regulations.

### **TRAITS:**

- Is trustworthy and responsible for his/her actions;
- Stays focused and has good work ethic;
- Promotes goals and leads by example;
- Works around obstacles and is self-starting;
- Easily adapts to situations and changes;
- Remains steady under pressure;
- Is punctual and follows through;
- Maintains awareness of potential hazards to self and others;
- Strives to meet customers' needs.

### **EMPLOYMENT STANDARDS**

**EDUCATION:** Associate's degree or equivalent in Computer Science, Management Information Systems, Information Technology, or related field from an accredited educational institution is required.

**EXPERIENCE:** Four years of recent experience in the installation, configuration, troubleshooting, and repair of computer hardware, software and peripheral devices; and at least two years of experience in a networking environment is required; or current employment in a position that provides technical support within the Technology Services department for a period of at least two years for Rowland Unified School District shall meet the employment standards.

**CERTIFICATES/LICENSE/OTHER EMPLOYMENT REQUIREMENTS:**

- A valid, Class C, California Driver License, and a good driving record are required and must be maintained during employment.

**PHYSICAL REQUIREMENTS:** Employees in the classification stand, sit, walk, push/pull, lift, and carry up to 50 lbs., climb ladders and stairs, stoop/bend, kneel, crouch, crawl, twist or apply pressure with wrists or hands, use both hands simultaneously, speak clearly, use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, have rapid mental/muscular coordination, speak clearly, hear normal voice conversation, have depth perception, color vision/distinguish shades, see small details, drive a vehicle, use a computer, and telephone.

**WORK ENVIRONMENT:** Employees in this classification work in both office environments and off-site settings, where the noise level is usually moderate, with changing priorities and short deadlines, may be exposed to electrical hazards, fumes, dust, odors, air and blood-borne pathogens and germs, bodily fluids, and communicable diseases, drive an automobile to conduct work, in the absence of immediate supervision, and in direct contact with students, the public, and District personnel.

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

Confidential/Supervisory Salary Schedule: Range 34.5

Established: 05/23



ROWLAND UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
MEMORANDUM

April 26, 2023

TO: Dennis Bixler, Assistant Superintendent – Human Resources

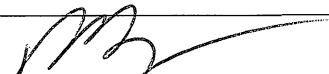
FROM: Joan Stiegelmar, Personnel Director

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

Stacy Berrest, Director of Special Education, has requested that we reallocate a vacant Office Assistant – Bilingual (Spanish) position (5.5 hours/12 months) to an Office Assistant – Bilingual / Biliterate (Spanish) position. At the April 4, 2023 Personnel Commission meeting, this position was reallocated from an Office Assistant position to Office Assistant – Bilingual (Spanish) but the intent was for this position to assist in writing in Spanish. This reallocation is requested to meet the current needs of the Special Education department due to not having a position that is biliterate in the department.

Your input concerning the recommended reallocation is important. The Personnel Commission will consider approving this at the regular meeting on Tuesday, May 2, 2023.

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

<input checked="" type="checkbox"/> I agree with the recommended reallocation.	<input type="checkbox"/> I disagree with the reallocation, and recommend the adjustments noted above.
Signature: 	Date: 4-26-2023

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



ROWLAND UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
MEMORANDUM

April 24, 2023

TO: Dennis Bixler, Assistant Superintendent – Human Resources


FROM: Joan Stiegelmar, Personnel Director

RE: **RECOMMEND REALLOCATING ONE VACANT PERSONNEL TECHNICIAN POSITION TO A PERSONNEL TECHNICIAN – BILINGUAL (SPANISH) POSITION AND ONE PERSONNEL TECHNICIAN POSITION TO A PERSONNEL TECHNICIAN – BILINGUAL (SPANISH) POSITION ALONG WITH THE INCUMBENT.**

Human Resources has requested that we reallocate one vacant Personnel Technician position to a Personnel Technician – Bilingual (Spanish) position and one Personnel Technician position to a Personnel Technician – Bilingual (Spanish) position along with the incumbent. This reallocation is requested to meet the current needs of the Human Resources department. Both of these positions will alternate in relieving the Office Assistant – Bilingual (Spanish) who works at the District Office reception area during the lunch break.

Your input concerning the recommended reallocation is important. The Personnel Commission will consider approving this at the regular meeting on Tuesday, May 2, 2023.

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

<input checked="" type="checkbox"/> I agree with the recommended reallocation.	<input type="checkbox"/> I disagree with the reallocation, and recommend the adjustments noted above.
Signature: 	Date: 4.24.2023

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



PERSONNEL COMMISSION

ROWLAND UNIFIED SCHOOL DISTRICT

May 2, 2023

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ITEM 9.1 EXAM REVIEW

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

<b>Classification</b>	<b>Length of Eligibility List</b>	<b>Number of Positions</b>	<b>Hours / Months</b>	<b>Last Class Description Revision</b>	<b>Tentative Exam Plan</b>
Computer Lab Technician / Computer Lab Technician Bil (SP)	6 months	1 (Bilingual Spanish)	5 hours / 10 months	7/2013	<ul style="list-style-type: none"><li>• Technical Project</li><li>• Structured Interview</li></ul>
Custodial Supervisor	6 months	1	8 hours /12 months	4/2023	<ul style="list-style-type: none"><li>• Technical Project</li><li>• Structured Interview</li></ul>
Grounds / Custodial Coordinator	6 months	1	8 hours / 12 months	4/2023	<ul style="list-style-type: none"><li>• Technical Project</li><li>• Structured Interview</li></ul>
Maintenance Coordinator	6 months	1	8 hours / 12 months	4/2023	<ul style="list-style-type: none"><li>• Technical Project</li><li>• Structured Interview</li></ul>
Maintenance and Operations Manager	6 months	1	8 hours / 12 months	4/2023	<ul style="list-style-type: none"><li>• Technical Project</li><li>• Structured Interview</li></ul>

**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](http://www.rowlandschools.org)

INVITES APPLICATIONS FOR THE POSITION OF:

**COMPUTER LAB TECHNICIAN: \$19.58 - \$23.87 Hourly**  
**COMPUTER LAB TECHNICIAN-BILINGUAL (SPANISH): \$20.07 - \$24.46 Hourly**

*An Equal Opportunity Employer*

OPENING DATE: April 6, 2023

FINAL FILING DATE: April 26, 2023

### POSITION

There is one (1) Computer Lab Technician position available tentatively at Jellick Elementary, five (5) hours per day, five (5) days per week, nine and a half (9.5) months a year. The tentative schedule is 8:00 AM - 1:00 PM. An eligibility list is being established to fill current and future vacancies and hire substitutes.

### SUMMARY OF DUTIES

Under general direction of a Principal or other school site administrator, independently organizes, operates and maintains a school computer lab for use by all staff and students, including non- or limited-English speaking students and Special Education students; plans and coordinates activities and materials according to lab schedule and class curriculum; prepares daily computer work assignments for each incoming class of students in accordance with teachers' lesson plans; trains and assists students in the proper and effective operation of computer hardware and video-assisted instructional materials and the application of educational software; and troubleshoots computer problems. Positions in the specialized language classes require incumbents to assist non- and limited-English speaking students in their primary language.

### QUALIFICATIONS

**EDUCATION:** Graduation from high school or equivalency and 8 semester or 12 quarter units of college-level coursework in data processing, computer science or a closely related field. An additional six months of technical computer operations experience in addition to the required experience listed below may be substituted for the required education.

**EXPERIENCE:** Six months of technical computer operations experience including the maintenance of computer hardware and software. An additional 8 semester or 12 quarter units of college-level coursework in data processing, computer science, or a closely related field in addition to the required education listed above may be substituted for the required experience.

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

- High School Diploma or equivalent and;
- College Transcripts or Diploma (BA/AA) on watermarked paper

Documents may be emailed to [mita.salgado@rowlandschools.org](mailto: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.

**LICENSE / CERTIFICATION / TRAINING REQUIREMENTS:** A valid, Class C, California Driver License, a good driving record and use of a private automobile may be required, and if so, must be maintained during employment. Positions in the specialized language classes require individuals who can speak and read (bilingual) in a second language as specified.

**WORK ENVIRONMENT:** Employees in this classification work primarily inside a computer lab environment and have direct contact with students and the public.

**PHYSICAL REQUIREMENTS:** Employees in this classification stand, walk, repetitively use fingers, use both hands simultaneously, stoop/bend, reach overhead, have rapid mental and/or muscular coordination, lift and carry up to 25 lbs. or over 25 lbs. with assistance, have depth perception and color vision or the ability to distinguish shades, speak clearly, and hear normal voice conversation.

## **FILING PERIOD**

Applications for this position will be accepted on-line only, from **Thursday, April 6, 2023 to Thursday, April 26, 2023 until 4:30 p.m.**

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 and read in the second language as part of the testing process.

Please visit [www.rowlandschools.org](http://www.rowlandschools.org), and navigate to Departments → Personnel Commission → Classified Job Openings.

**\*Applicants will be sent notifications via e-mail only\***

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## **EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION**

The examination will tentatively consist of the following:

- Job Related Written
- Structured Interview / Computer Performance Exams

**Classified Salary Range:**

**Computer Lab Technician: 17 Computer Lab Technician-Bilingual (Spanish): 17.5**

### **PROOF OF EDUCATION:**

If you received your education outside of the United States, you must have your degree/transcripts evaluated by a transcript evaluation service that certifies that your degree meets the United States equivalent for it to be considered. For more information about organizations who offer this service, please access the following: [https://www.ctc.ca.gov/credentials/leaflets/foreign-transcript-evaluation-\(cl-635\)](https://www.ctc.ca.gov/credentials/leaflets/foreign-transcript-evaluation-(cl-635)). **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](http://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](http://www.rowlandschools.org)

INVITES APPLICATIONS FOR THE POSITION OF:

## CUSTODIAL SUPERVISOR

### SALARY

\$5,343.00 - \$6,498.00 – MONTHLY  
\$64,116.00 - \$77,976.00 – ANNUALLY  
*An Equal Opportunity Employer*

**OPENING DATE: April 14, 2023**

**FINAL FILING DATE: May 4, 2023**

### **\*Promotional Opportunity Only\***

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

### **POSITION**

There is currently one (1) full time position available for Custodial Supervisor. The position is eight (8) hours per day, five (5) days per week, twelve (12) months a year. Tentative work hours are 1:30 PM to 10:30 PM. An eligibility list will be established to fill the current vacancy, hire substitutes and to fill future vacancies for the next 6 months.

If a sufficient number of applications are not received, the employment opportunity will open to the public and the final filing date will be extended.

*\*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 May 4, 2023.*

### **SUMMARY OF DUTIES**

Under the direction of the Maintenance and Operations Manager or designee, the Custodial Supervisor monitors and inspects custodial activities at school facilities in coordination with Principals and Senior Custodians; monitors, assesses and evaluates work of night custodians and assigned Senior Custodians in conjunction with the site Principal; troubleshoots custodial related issues or problems; trains others in effective cleaning techniques and use of equipment; advises supervisors, managers and other custodial staff regarding custodial time engineering methods; and conducts special studies or custodial related projects as assigned.

### **QUALIFICATIONS**

**EDUCATION:** Graduation from high school or its equivalency is required. Conferences, seminars or completion of college courses in custodial operational activities, building maintenance, supervision, or training is desirable.

**EXPERIENCE:** Four years of recent experience in the cleaning and maintenance of school buildings or in a comparable environment, including at least two years as a lead worker or supervisory capacity is required. Note: Recent experience is defined experience obtained within the last five years.

### **LICENSE / CERTIFICATION / TRAINING REQUIREMENTS:**

- A valid Class C California Driver License and a good driving record is required and must be maintained during employment.

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

- High School Diploma or equivalent is required

You may upload your documents to your application, e-mail them to [mita.salgado@rowlandschools.org](mailto:mita.salgado@rowlandschools.org), fax them with a cover sheet to (626) 935-8456 or walk them into the Personnel Commission office. 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 if you wish for them to be considered.

**WORK ENVIRONMENT:** Employees in this classification work both inside and outside, in varying temperatures, with loud noises, sharp objects, vapors, gases, cleaning agents, hazardous materials, strong odors, machinery with moving parts, in direct contact with the public, students, and District personnel, and in the absence of direct supervision, work a flexible schedule on-call, which includes afternoons and evening shifts, weekends and/or holidays.

**PHYSICAL REQUIREMENTS:** Employees in this classification stand, walk, sit, stoop/bend, reach overhead, lift, carry, push and pull up to 50 lbs. without assistance, use fingers repetitively, use wrists or hands repetitively in a twisting motion, use both hands simultaneously, walking or standing for extended periods of time; climb and maintain balance on ladders, ability to bend at the waist, kneel or crouch, reach overhead above the shoulders, speak clearly, hear normal conversation, see small details, drive a vehicle, use a computer and telephone.

## **FILING PERIOD**

Applications for this position will be accepted on-line only, **Friday, April 14, 2023 to Thursday, May 4, 2023 until 4:30 p.m.**

**\*Applicants will be sent notifications via e-mail only\***

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## **EXAMINATION - PROMOTIONAL ONLY**

The examination may consist of the following:

- Training and Experience Evaluation
- Structured Interview / Technical Project

**Confidential/Supervisory Salary Schedule: Range 26**

## **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:

[https://www.ctc.ca.gov/credentials/leaflets/foreign-transcript-evaluation-\(cl-635\)](https://www.ctc.ca.gov/credentials/leaflets/foreign-transcript-evaluation-(cl-635)). *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](http://www.rowlandschools.org).

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# ROWLAND UNIFIED SCHOOL DISTRICT

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

[www.rowlandschools.org](http://www.rowlandschools.org)

INVITES APPLICATIONS FOR THE POSITION OF:

## GROUND/CUSTODIAL COORDINATOR

### SALARY

\$6,656.00 - \$8,097.00 – MONTHLY  
\$86,016.00 - \$104,604.00 – ANNUALLY

*An Equal Opportunity Employer*

**OPENING DATE: April 14, 2023**

**FINAL FILING DATE: May 4, 2023**

### **\*Promotional Opportunity Only\***

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

### **POSITION**

There is currently one (1) full time position available for Grounds/Custodial Coordinator. The position is eight (8) hours per day, five (5) days per week, twelve (12) months a year. Tentative work hours are 6:00 AM to 2:30 PM. An eligibility list will be established to fill the current vacancy.

If a sufficient number of applications are not received, the employment opportunity will open to the public and the final filing date will be extended.

*\*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 May 4, 2023.*

### **SUMMARY OF DUTIES**

Under the direction of the Maintenance and Operations Manager or designee, schedules, assigns and supervises the work of a crew assigned to perform custodial, grounds construction, and grounds maintenance work; estimates the cost of labor and material for custodial and grounds projects; oversees and supervises the cleanliness of the District's facilities; monitors and inspects the cleanliness/usability of all District facilities; meets and confers with outside vendors and contractors; and coordinates the scheduling of projects with site administrators.

### **QUALIFICATIONS**

**EDUCATION:** Graduation from high school or its equivalency is required. Conferences, seminars or completion of college courses in facilities, supervision, custodial operations, landscaping, grounds construction, or other related field are desirable.

**EXPERIENCE:** Five years of increasingly responsible full-time custodial, grounds, or grounds construction experience, including at least one year in a lead or supervisory capacity are required.

### **LICENSE / CERTIFICATION / TRAINING REQUIREMENTS:**

- A valid, Class C, California Driver License and a good driving record is required and must be maintained during employment.

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

- High School Diploma or equivalent is required

You may upload your documents to your application, e-mail them to [mita.salgado@rowlandschools.org](mailto:mita.salgado@rowlandschools.org), fax them with a cover sheet to (626) 935-8456 or walk them into the Personnel Commission office. 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 if you wish for them to be considered.

**WORK ENVIRONMENT:** Employees in this classification drive a District vehicle to multiple locations to work both inside and outside in changing temperatures, poorly ventilated areas, inadequate lighting, wet or damp areas, confined spaces, at heights using ladders or scaffolding, with electrical hazards and dangerous machinery with moving parts, sharp objects, fumes, moderate to high concentrations of silica or allergenic dust, lead, asbestos, gases, chemicals, odors, toxic materials, explosive substances, loud noises, vibrations, hands in water, in direct contact with the public, students, and District personnel, and in the absence of direct supervision, work a flexible schedule on-call, which may include evenings, weekends and/or holidays.

**PHYSICAL REQUIREMENTS:** Employees in this classification lift, carry, push or pull materials or custodial or grounds equipment weighing up to 25 pounds; walking or standing for extended periods of time; dexterity in limbs, hands, fingers to operate equipment in a safe manner; physical balance to ascend ladders; ability to bend at the waist kneel or crouch, reach overhead above the shoulders and horizontally as necessary for training purposes; stand and/or walk for extended periods of times, hear normal voice conversation; speak clearly, see small details, drive a vehicle; use a computer, telephone, and radio.

## **FILING PERIOD**

Applications for this position will be accepted online only, **Friday, April 14, 2023 to Thursday, May 4, 2023 until 4:30 p.m.**

*\*Applicants will be sent notifications via e-mail only\**

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## **EXAMINATION – PROMOTIONAL ONLY**

The examination may consist of the following:

- Training and Experience Evaluation
- Structured Interview / Technical Project

**Confidential/Supervisory Salary Schedule: Range 30.5**

## **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:

[https://www.ctc.ca.gov/credentials/leaflets/foreign-transcript-evaluation-\(cl-635\)](https://www.ctc.ca.gov/credentials/leaflets/foreign-transcript-evaluation-(cl-635)). **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](http://www.rowlandschools.org).

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# ROWLAND UNIFIED SCHOOL DISTRICT

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Rowland Heights, CA 91748  
[www.rowlandschools.org](http://www.rowlandschools.org)

INVITES APPLICATIONS FOR THE POSITION OF:

## **MAINTENANCE COORDINATOR**

### SALARY

\$7,168.00 - \$8,717.00 – MONTHLY  
\$86,016.00 - \$104,604.00 – ANNUALLY

*An Equal Opportunity Employer*

**OPENING DATE: April 14, 2023**

**FINAL FILING DATE: May 4, 2023**

### **\*Promotional Opportunity Only\***

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

#### **POSITION**

There is one (1) immediate Maintenance Coordinator position available in the Building Services Department. This position is eight (8) hours a day, five (5) days a week and twelve (12) months a year. The tentative work schedule is 6:00 AM to 3:00 PM. An eligibility list is being established to fill current vacancies.

If a sufficient number of applications are not received, the employment opportunity will open to the public and the final filing date will be extended.

*\*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 May 4, 2023.*

#### **SUMMARY OF DUTIES**

Under the direction of the Maintenance and Operations Manager or designee, trains, supervises, and evaluates the work of journey-level skilled trades personnel; plans, estimates, schedules and inspects work to ensure compliance with department procedures and safe working practices.

#### **QUALIFICATIONS**

**EDUCATION:** Graduation from high school or its equivalency is required. Conferences, seminars or completion of college courses in business administration, engineering, architecture, planning, construction management or other related field are desirable.

**EXPERIENCE:** Five years of increasingly responsible full-time experience in the maintenance and repair in one or more of the skilled trades (e.g., HVAC, Electrician, Carpenter, Locksmith, or Plumber), including at least one year in a lead or supervisory capacity are required.

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

- High School Diploma or equivalent is required

You may upload your documents to your application (preferred), email them to Crystal Vahimarae at [cvahimarae@rowlandschools.org](mailto:cvahimarae@rowlandschools.org). Applications without the supporting documents will be considered **incomplete and will be disqualified**. Transcripts/Diplomas from foreign countries must be certified to meet the US equivalent to be considered.

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

**ENVIRONMENT:** Employees in this classification work both inside and outside, in an office environment, with frequent interruptions, with changing priorities and deadlines, drive an automobile to conduct work, may be exposed to construction site and environmental hazards in direct contact with the public, students, and District personnel, and in the absence of direct supervision, work a flexible schedule on-call, which may include evenings, weekends and/or holidays.

**PHYSICAL REQUIREMENTS:** Employees in this classification stand, walk, sit for an extended period of time, stoop/bend, reach overhead, lift and carry up to 25 lbs., use fingers repetitively, have dexterity of hands and fingers to operate a computer keyboard, use both hands simultaneously, speak clearly, hear normal conversation, have vision sufficient to read various materials, drive a vehicle, use a computer, and a telephone.

04/2023

P-22/23-73



## **FILING PERIOD**

Applications for this position will be accepted online only starting **Friday, April 14, 2023, to Friday, May 4, 2023, 4:30 pm.**

*\*Applicants will be sent notifications via e-mail only\**

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## **EXAMINATION – PROMOTIONAL ONLY**

The examination may consist of the following:

- Training and Experience Evaluation
- Structured Interview / Technical Project

**Confidential/Supervisory Salary Schedule: Range 32**

## **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:

[https://www.ctc.ca.gov/credentials/leaflets/foreign-transcript-evaluation-\(cl-635\)](https://www.ctc.ca.gov/credentials/leaflets/foreign-transcript-evaluation-(cl-635)). **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](http://www.rowlandschools.org).

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*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](http://www.rowlandschools.org)

INVITES APPLICATIONS FOR THE POSITION OF:

**MAINTENANCE AND OPERATIONS MANAGER**

**\$8,147.00 - \$9,213.00 Monthly**  
**\$97,764.00 - \$110,556.00 Annually\***

*An Equal Opportunity Employer*

**OPENING DATE: April 14, 2023**

**FINAL FILING DATE: May 4, 2023**

**\*Promotional Opportunity Only\***

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

**POSITION**

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

*\*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 May 4, 2023.*

**SUMMARY OF DUTIES**

Under the direction of the Executive Director of Facilities, Maintenance, Operations, and Construction (FMOC) or designee, plans, coordinates and supervises District maintenance and construction activities. Duties include oversight for the effective maintenance and operation of all facilities on all District campuses and District owned properties. This individual works with the Executive Director of FMOC to develop, implement, and administer comprehensive District procedures, plans, and programs and provides direction regarding maintenance, grounds keeping, custodial work, facilities maintenance and use, and construction project operations of the District.

**QUALIFICATIONS**

**EDUCATION:**

An Associate's degree or equivalent in business administration, engineering, architecture, facilities planning, construction management, or other related field from an accredited college or university.

An additional two years of supervisory or management experience overseeing maintenance and repair of grounds and/or custodial operations, facilities or building services for multiple sites may substitute for the Associate's degree. High School diploma or equivalent is required.

**EXPERIENCE:**

Five years of recent lead, supervisory, or management level experience involving maintenance and repair of grounds or buildings for multiple sites, including at least three years of experience supervising journey-level trade staff is required. *Recent experience is defined as experience obtained within the last five years.*

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

- A copy of your Associates degree or copy of highest completed degree (BA/MA) (Copy of diploma or official transcripts on watermarked paper).

OR

- High School Diploma if you are supplementing **two** additional years of supervisory experience in lieu of the higher education.

You may upload your documents to your application or email them to [Arlene.Zamudio@rowlandschools.org](mailto: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.

**CERTIFICATES/LICENSE/OTHER EMPLOYMENT 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.

**WORK ENVIRONMENT:** Employees in this classification work both inside and outside, in an office environment, with frequent interruptions, with changing priorities and deadlines, drive an automobile to conduct work, may be exposed to construction site and environmental hazards in direct contact with the public, students, and District personnel, and in the absence of direct supervision, work a flexible schedule on-call, which may include evenings, weekends and/or holidays.

**PHYSICAL REQUIREMENTS:** Employees in this classification stand, walk, sit for an extended period of time, stoop/bend, reach overhead, lift and carry up to 25 lbs., use fingers repetitively, have dexterity of hands and fingers to operate a computer keyboard, use both hands simultaneously, speak clearly, hear normal conversation, have vision sufficient to read various materials, drive a vehicle, use a computer, and a telephone.

4/2023

D-22/23-74

### **FILING PERIOD**

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### **PROMOTIONAL ONLY**

The examination **may** consist of the following:

- Training and Experience Evaluation
- Technical Project/Structured Interview

### **District Leadership Team Salary Schedule – Range 70**

#### **PROOF OF EDUCATION**

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#### **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.**

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\*For a more detailed job description, including benefits / leave information, please visit [www.rowlandschools.org](http://www.rowlandschools.org).

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

**PERSONNEL COMMISSION  
ROWLAND UNIFIED SCHOOL DISTRICT**

May 2, 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
Food Service Assistant I (D-22/23-13)	6.1.10.6 Refusing an employment offer after certification as an eligible and available for the appointment <ul style="list-style-type: none"> <li>• ID# 16496553</li> </ul> 6.1.10.2 and 4.4.11 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"> <li>• ID# 52130356</li> </ul>
Instructional Assistant I (D-22/23-03)	6.1.10.1 Failure to respond within five (5) working days following the date that a written notice regarding the eligible’s availability for employment was sent <ul style="list-style-type: none"> <li>• ID# 17490651</li> <li>• ID# 38217406</li> <li>• ID# 52557729</li> </ul> 6.1.10.4 A written request by the eligible for removal. <ul style="list-style-type: none"> <li>• ID# 48296419</li> </ul>
Speech Language Pathologist (D-22/23-43)	6.1.10.6 Refusing an employment offer after certification as an eligible and available for the appointment <ul style="list-style-type: none"> <li>• ID# 44142404</li> </ul>
Playground Supervision Aide (D-22/23-35)	6.1.10.4 A written request by the eligible for removal <ul style="list-style-type: none"> <li>• ID# 45126466</li> </ul>
Community Liaison – Bilingual (Spanish)	6.1.10.1 Failure to respond within five (5) working days following the date that a written notice regarding the eligible’s availability for employment was sent <ul style="list-style-type: none"> <li>• ID# 32202932</li> </ul> 6.1.10.4 A written request by the eligible for removal <ul style="list-style-type: none"> <li>• ID# 8104121</li> </ul>
Custodian (D-22/23-31)	6.1.10.4 A written request by the eligible for removal. <ul style="list-style-type: none"> <li>• ID# 7417697</li> </ul>

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.