

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT
AGENDA**

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Personnel Commission Office, 1830 Nogales Street, Rowland Heights, CA 91748.

Persons requiring accommodation in order to view the agenda or participate in the meeting, may make the request for accommodation to the Personnel Director by emailing jstiegelmar@rowlandschools.org or calling (626) 854-8380 at least 24 hours in advance of the meeting. [Government Code 54954.2 (a) (1)]

June 6, 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_Jx2jH2MRR9OAVG-wED37SA

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.

June 6, 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, June 6, 2023 or adopting the Agenda with the following corrections/modifications for June 6, 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. APPEALS - None

7. PERSONNEL COMMISSION

7.1 Approve the minutes of the meeting of April 4, 2023. (Ref. 7.1)

Motion by: _____
Second by: _____

Vote: Judy Nieh ABSTAIN
Sharon Fernandez _____
Sabrina Lee _____

7.2 Approve the minutes of the meeting of May 2, 2023. (Ref. 7.2)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee ABSTAIN

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

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Resolution No. 22-23:17 – Personnel Commission Authority to Hold Virtual Meetings

In Accordance with Assembly Bill 361, the Personnel Commission wishes to adopt Resolution No. 22-23:17, 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 John Martinez, Principal, Rowland Elementary, to employ Applicant ID #20039018 as Office Assistant – Bilingual/Biliterate (Mandarin) at Step E of Range 18 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 Dennis Bixler, Assistant Superintendent – Human Resources, to employ Applicant ID #36443280 as Personnel Technician – Bilingual (Spanish) at Step C of Range 19.5 on the Classified Salary Schedule. (Ref. 8.2b) & (Ltd. Dist.)

Motion by: _____
 Second by: _____

Vote: Judy Nieh _____
 Sharon Fernandez _____
 Sabrina Lee _____

- c. Consider approving the advanced salary step request from Dr. Andrea Brumbaugh, Principal, Nogales High School, to employ Applicant ID #36063549 as Senior Account Clerk at Step E of Range 20.5 on the Classified Salary Schedule. (Ref. 8.2c) & (Ltd. Dist.)

Motion by: _____
 Second by: _____

Vote: Judy Nieh _____
 Sharon Fernandez _____
 Sabrina Lee _____

- d. Consider approving the advanced salary step request from Cesar Rivas, Safety Operations Manager, Administrative Services, to employ Applicant ID #6913022 as District Patrol at Step E of Range 19 on the Classified Salary Schedule. (Ref. 8.2d) & (Ltd. Dist.)

Motion by: _____
 Second by: _____

Vote: Judy Nieh _____
 Sharon Fernandez _____
 Sabrina Lee _____

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) Senior Account Clerk (D-22/23-75)
- b) Food Service Assistant III (D-22/23-76)
- c) Playground Supervision Aide (D-22/23-77)
- d) Human Resources Credentials Analyst (D-22/23-78)
- e) Senior Network Analyst (D-22/23-79)
- f) Technology Support Supervisor (D-22/23-80)
- g) Technology Help Desk Technician (D-22/23-81)
- h) Secretary (D-22/23-82)
- i) Secretary – Bilingual (Spanish) (D-22/23-83)
- j) Secretary Bilingual / Biliterate (Spanish) (D-22/23-84)

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) ASB Account Clerk – (D-22/23-68)
- b) Computer Lab Technician (D-22/23-69)
- c) Computer Lab Technician – Bilingual (Spanish) (D-22/23-70)
- d) Custodian (D-22/23-66)
- e) District Patrol (D-22/23-64)
- f) District Safety (D-22/23-65)
- g) Health Assistant II – (D-22/23-60)

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)

- Custodian (D-22/23-31)
 - ID# 21351329– PC Rule 6.1.10.1
 - ID# 37271825 – PC Rule 6.1.10.1
 - ID# 40666112 – PC Rule 6.1.10.1
 - ID# 50034384 – PC Rule 6.1.10.1
 - ID# 10015633 – PC Rule 6.1.10.1
- Food Service Assistant III (D-22/23-61)
 - ID# 43725952– PC Rule 6.1.10.1
- Campus Aide (D-22/23-09)
 - ID# 45665037– PC Rule 6.1.10.1
 - ID# 53258640– PC Rule 6.1.10.1
- Secretary – Bilingual (Spanish) (D-22/23-51)
 - ID# 45486198 – PC Rule 6.1.10.6
- Food Service Assistant I (D-22/23-13)
 - ID# 41545259– PC Rule 6.1.10.2 and 4.4.11
- Administrative Secretary (D-22/23-47)
 - ID# 36063549– PC Rule 6.1.10.4

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED ON TUESDAY, JULY 11, 2023 AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.

10.. ADJOURNMENT

Time _____

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

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

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF 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.

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF MAY 2, 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 4:35 p.m., with the Pledge of Allegiance led by Ms. Judy Nieh, Personnel Commissioner.

Members Present: Judy Nieh, Chair
Sharon Fernandez, Vice Chair

Members Absent: Sabrina Lee, Member

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

Staff Members Absent: Arlene Zamudio, Senior Personnel Technician

APPROVAL OF THE AGENDA

A. The Personnel Commission took action to approve the agenda as amended for Tuesday, May 2, 2023.

Ms. Nieh requested to remove Item 10, input or comments from Commissioners .

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

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

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

- Athletic Trainer – Zoom Structured Interview
- Campus Aide – Structured Interview
- Custodian - Remote written test / Zoom Structured Interview
- District Patrol - Zoom Structured Interview
- District Safety - Zoom Structured Interview
- Food Service Assistant I – Remote written test / Zoom Structured Interview
- Food Service Assistant III – Zoom Structured Interview
- Office Assistant Series – Structured Interview / Computer Testing
- School Office Manager Series – Structured Interview / Computer Testing

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

- Athletic Trainer
- Behavior Support Assistant

- Campus Aide
- Community Liaison – Bilingual (Spanish)
- Custodian – Multiple
- Director of Technology Services
- District Patrol
- Food Service Assistant I
- Food Service Assistant III
- Instructional Assistant I
- Instructional Assistant II
- Office Assistant – Multiple
- Personnel Technician – Bilingual (Spanish)
- Playground Supervision Aide
- School Office Manager
- Senior Account Clerk

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

- 1 - Director of Technology Services
- 1 - Food Service Assistant I
- 1 - Instructional Assistant II
- 1 - Personal Care Assistant (Substitute)
- 2 - Playground Supervision Aide (Substitute)

Updates/Reminders/Remarks:

- PC Staff participated in Mt. Sac’s Spring Child Development Career Fair on Thursday, April 6, 2023 from 10 a.m. to 1 pm. Staff was thrilled to attend and had students visiting their table the entire three hours.
- 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. The serving times will be from 10:30 a.m. to 3 p.m. and the menu will consist of pulled pork, baked potatoes with toppings, coleslaw, and dessert. The theme will be Safari and we are excited to host the event. Special thanks to our sponsors which include Chaffey Credit Union, Credit Union of So. Cal, Schools First, and to the Personnel Commissioners for their generous contributions to fund the lunch.

COMMUNICATIONS

- A. CSEA – Lita Hernandez, CSEA President
Ms. Hernandez thanked the Personnel Commission for their consideration in approving the new classification of Technology Help Desk Technician, as this will help keep the department running smoothly. Ms. Hernandez also mentioned having a Technology Support Supervisor added to the Technology department will offer more support to staff. Ms. Hernandez shared she is looking forward to the Classified Employees’ Appreciation Lunch and thanked the Personnel Commission for coordinating the event.
- B. District Administration - None
- C. Audience Members – None

HEARINGS

- 6. The public hearing on the proposed Personnel Commission Budget for the Fiscal Year 2023-2024 opened at 4:41 p.m.

The hearing on the proposed Personnel Commission Budget for the Fiscal Year 2023-2024 closed at 4:42 p.m. with no comments

PERSONNEL COMMISSION

7.1 Recommendation: Adopt the Personnel Commission Budget for 2023 – 2024.

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

7.2 Recommendation: Approve the minutes of the meeting of April 4, 2023.

Ms. Nieh requested to table the item due to not being present at the April meeting, and Ms. Lee not being present at this meeting.

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

7.3 The Personnel Commission received the Personnel Commission meeting schedule for 2023 – 2024

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. 21-22:16, Continuing the Personnel Commission Authority to Hold Virtual Meetings, to allow the Personnel Commission to hold teleconference meetings.

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

Advanced Salary Step Placement

8.2a Recommendation: To consider approving the advanced salary placement 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.

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

8.2b Recommendation: To consider approving the advanced salary placement 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.

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

New Class Description

8.3a Recommendation: To receive input from District Administration and CSEA and consider approving the establishment of the new classification of Technology Help Desk Technician.

i. Place the new classification of Technology Help Desk Technician in the Technology Series job family.

- ii. Approve the salary recommendation for the classification of Technology Help Desk Technician at Range 23 on the Classified Salary Schedule.

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

- 8.3b Recommendation: To receive input from District Administration and CSEA and consider approving the establishment of the new classification of Senior Network Analyst.

- i. Place the new classification of Senior Network Analyst in the Technology Series job family.
- ii. Approve the salary recommendation for the classification of Senior Network Analyst at Range 33.5 on the Classified Salary Schedule.

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

- 8.3c Recommendation: To receive input from District Administration and CSEA and consider approving the establishment of the new classification of Technology Support Supervisor.

- i. Place the new classification of Technology Support Supervisor in the Technology Series job family.
- ii. Approve the salary recommendation for the classification of Technology Support Supervisor at Range 34.5 on the Confidential / Supervisory Salary Schedule.

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

Reallocation

- 8.4a. Recommendation: To consider approving the recommended re-allocation of a vacant Office Assistant Bilingual – (Spanish) position to an Office Assistant – Bilingual / Biliterate (Spanish) position.

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

- 8.4b. Recommendation: To consider approving the recommended re-allocation of a 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.

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

Extension of Eligibility List

- 8.5 Recommendation: To consider approving the 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 made by:	Sharon Fernandez	Vote:	Judy Nieh	Yes
Seconded by:	Judy Nieh		Sharon Fernandez	Yes
			Sabrina Lee	Absent

EXAMINATIONS/ELIGIBILITY LISTS

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

- a) Computer Lab Technician (D-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 The Personnel Commission received the results of the examinations held.

9.3 Recommendation: To ratify the following eligibility lists:

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

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

- Food Service Assistant I (D-22/23-13)
 - ID# 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 made by:	Sharon Fernandez	Vote:	Judy Nieh	Yes
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Seconded by: Judy Nieh

Sharon Fernandez Yes
Sabrina Lee Absent

ADJOURNMENT

To adjourn the meeting at 4:57 p.m.

Motion made by: Sharon Fernandez
Seconded by: Judy Nieh

Vote: Judy Nieh Yes
Sharon Fernandez Yes
Sabrina Lee Absent

Approved by: _____

Judy Nieh
Chair
Personnel Commission

Submitted by: _____

Joan Stiegelmar
Personnel Director
Personnel Commission

THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED FOR TUESDAY, JUNE 6, 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

June 6, 2023

ITEM 8.1 RATIONALE FOR RESOLUTION No. 22-23:17 – Personnel Commission

Executive Order No. N-29-20 suspended the Ralph M. Brown Act's requirements for teleconferencing during the COVID-19 pandemic provided that notice and accessibility requirements are met, the public members are allowed to observe and address the legislative body at the meeting, and that a legislative body of a local agency has a procedure for receiving and swiftly resolving requests for reasonable accommodation for individuals with disabilities, as specified. All of the provisions of Executive Order N-29-20 concerning the conduct of public meetings expired on September 30, 2021.

On September 19, 2021, Governor Gavin Newsom extended the deadline for Brown Act flexibility by signing AB 361 (R. Rivas). AB 361 contains an urgency clause, which means the bill becomes law immediately. The provisions enacted by AB 361 provide flexibility to meet remotely through January 1, 2024. This is subject to change if a future legislature and governor-elect to extend the sunset or make these provisions permanent.

Under two governor-issued executive orders, local agencies have been provided Brown Act flexibilities due to the COVID-19 pandemic. A public agency coalition was formed to pursue legislation to extend the Brown Act modification beyond the September 30, 2021 order expiration. AB 361 provides local agencies, including LEAs, with the ability to meet remotely during proclaimed state emergencies.

AB 361 broadens the Brown Act changes beyond the pandemic and can only be used in the event that a gubernatorial state of emergency has been issued and remains active. It is not sufficient that county and/or city officials have issued a local emergency declaration. To comply with the provisions of AB 361, the emergency declaration must be one that is made pursuant to the CA Emergency Services Act.

Rowland Unified School District
Personnel Commission

Resolution No. 22-23:17

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 June 6, 2023.

AYES: _____

NOES: _____

ABSENT:: _____

Judy Nieh
Chair
Personnel Commission

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
OFFICE ASSISTANT BILINGUAL / BILITERATE (MANDARIN)

The Commission is in receipt of a request from John Martinez, Principal, Rowland Elementary, to employ Applicant ID #20039018 as Office Assistant – Bilingual / Biliterate (Mandarin) at Step E of Range 18 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has over 18 years of work-related experience. The number of years of related work experience does qualify this applicant for step placement at Step E based on the formula of one step will be given for two years of additional related experience beyond the employment standards for the classification.

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step E of Range 18 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
PERSONNEL TECHNICIAN – BILINGUAL (SPANISH)

The Commission is in receipt of a request from Dennis Bixler, Assistant Superintendent, Human Resources to employ Applicant ID #36443280 as Personnel Technician – Bilingual (Spanish) at Step C of Range 19.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
SENIOR ACCOUNT CLERK

The Commission is in receipt of a request from Dr. Andrea Brumbaugh, Principal, Nogales High School to employ Applicant ID #36063549 as Senior Account Clerk at Step C of Range 19.5 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 8 years of work-related experience. The number of years of education and related work experience does qualify this applicant for step placement at Step E based on the formula of one step will be given for two years of additional education beyond the employment standards for the classification and one step will be given for two years of additional related experience beyond the employment standards for the classification.

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step E of Range 20.5 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
DISTRICT PATROL

The Commission is in receipt of a request from Cesar Rivas, Safety Operations Manager, Administrative Services, to employ Applicant ID #6913022 as District Patrol at Step E of Range 19 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant a Bachelor's degree and has over 28 years of work-related experience. The number of years of education and related work experience does qualify this applicant for step placement at Step E based on the formula of one step will be given for two years of additional education beyond the employment standards for the classification and one step will be given for two years of additional related experience beyond the employment standards for the classification.

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

PERSONNEL COMMISSION

ROWLAND UNIFIED SCHOOL DISTRICT

June 6, 2023

ITEM 9.1 EXAM REVIEW

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

Classification	Length of Eligibility List	Number of Positions	Hours / Months	Last Class Description Revision	Tentative Exam Plan
Senior Account Clerk	6 months	For Subs and future vacancies	8 hours / 12 months	5/2014	<ul style="list-style-type: none"> • Remote Written Test • Structured Interview • Computer Tests
Food Service Assistant III	6 months	1	8 hours /12 months	4/2022	<ul style="list-style-type: none"> • Technical Project • Structured Interview
Playground Supervision Aide	6 months	2	1 hours / 9.5 months 1.5 hours / 9.5 months	11/2018	<ul style="list-style-type: none"> • Remote Written Quiz
Human Resources/Credentials Analyst	6 months	1	8 hours / 12 months	10/2019	<ul style="list-style-type: none"> • Technical Project • Structured Interview
Senior Network Analyst	6 months	1	8 hours / 12 months	5/2023	<ul style="list-style-type: none"> • Technical Project • Structured Interview
Technology Support Supervisor	6 months	1	8 hours / 12 months	5/2023	<ul style="list-style-type: none"> • Technical Project • Structured Interview
Technology Help Desk Technician	6 months	1	8 hours / 12 months	5/2023	<ul style="list-style-type: none"> • Technical Project • Structured Interview
Secretary / Secretary Bil (Sp) / Secretary Bil/Bil (Sp)	6 months	1 (Bilingual Spanish)	8 hours / 11 months	9/2020	<ul style="list-style-type: none"> • Remote Written Test • Technical Project • Structured Interview • Computer Tests

Recommendation

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



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

INVITES APPLICATIONS FOR THE POSITION OF:

SENIOR ACCOUNT CLERK

\$23.31 - \$28.36 Hourly

\$4,039.00 - \$4,917.00 Monthly

An Equal Opportunity Employer

OPENING DATE: April 28, 2023

FINAL FILING DATE: May 18, 2023

POSITION

There is one (1) immediate vacancy for the position of Senior Account Clerk at Nogales High School, eight (8) hours per day, five (5) days per week, twelve (12) months a year, including benefits. Tentative hours are 7:30 a.m. - 4:00 p.m. The eligibility list is being established to fill current vacancies, hire substitutes and to fill future vacancies.

SUMMARY OF DUTIES

Performs complex account clerical work in the preparation, processing, and maintenance of budget, accounting and financial records and reports, or payroll, student attendance and fringe benefit documents requiring interpretive ability, independent judgment, and initiative within established accounting practices/procedures.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency.

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

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

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

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

LICENSE/OTHER REQUIREMENTS

A valid, Class C, California Driver's License, a good driving record and use of a private vehicle may be required for some positions. The ability to speak, read and write a language in addition to English is desirable.

WORKING ENVIRONMENT

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

PHYSICAL REQUIREMENTS

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

FILING PERIOD

Applications for this position will be accepted on-line only, **Friday, April 28, 2023, to Thursday, May 18, 2023 until 4:30 p.m.**

Applicants will be sent notifications via e-mail only

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

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

Salary Range: 20 ½

PROOF OF EDUCATION:

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

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

EXTENDED

INVITES APPLICATIONS FOR THE POSITION OF:

FOOD SERVICE ASSISTANT III (Including Benefits):

\$16.90 - \$20.59 Hourly
\$2,930.00 - \$3,570.00 Monthly

An Equal Opportunity Employer

OPENING DATE: April 28, 2023

FINAL FILING DATE: June 1, 2023

POSITION:

There is currently one (1) full-time position available (including benefits) in the Nutrition Services Department, eight (8) hours a day, five (5) days a week, twelve (12) months a year. The tentative hours are 8:00 AM to 4:30 PM. An eligibility list is being established to fill current vacancy, hire substitutes and to fill future vacancies for the next six months.

SUMMARY OF DUTIES

Under the direction of assigned supervisor serves as a lead worker and assists in the preparation of a variety of food at a high school kitchen which offers school meal programs including breakfast and lunch, as a lead worker with responsibilities over an area of food service production at the central kitchen, or as an employee that independently operates a small serving kitchen; serves and sells lunch and a la carte items; conducts inventory; completes a variety of records, forms and logs in compliance with federal, state, and local laws; requisitions food and supplies; cleans equipment and utensils, and maintains food service facilities in a clean and sanitary condition.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is required.

EXPERIENCE: A minimum of one (1) year of full-time experience in large quantity food preparation and service in a central kitchen, restaurant, or large institutional setting is required.

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

- **Proof of education** - (At minimum - HS diploma or equivalent or a copy of the highest completed degree - GED, AA, BA, MA)

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

LICENSE / CERTIFICATION / TRAINING REQUIREMENTS:

- A valid Class C, California Driver License, and use of a private automobile are required and must be maintained during employment.
- A valid and current Food Safety Manager Certificate approved by the State of California is required and shall be obtained during the initial probationary period and must be maintained during employment.
- USDA Professional Standards: Maintain a minimum of 6 hours of annual continuing education/training in the areas of the Child Nutrition Programs and food safety.

<http://publichealth.lacounty.gov/eh/business/certified-food-handler-manager.htm> (frequently asked questions)

A listing of Accredited Organizations can be found at the American National Standards Institute (ANSI) website at: www.ansi.org.

Please contact cvahimarae@rowlandschools.org if you need assistance or have any questions.

WORK ENVIRONMENT: Employees in this classification work primarily inside a central kitchen, school kitchen or cafeteria environment, with frequent interruptions, changing priorities and short deadlines, in varying temperatures including extreme heat from ovens and steamers and extreme cold from walk-in refrigerators and freezers, in contact with hot food items, with heavy machinery and sharp objects such as knives and slicers, with exposure to chemical agents and fumes from cleaning agents, use a computer, point-of-sale system and telephone, and may be required to drive an automobile to conduct work.

PHYSICAL REQUIREMENTS: Employees in this classification lift and carry up to 50 lbs. without assistance, push and pull moderately heavy items; stand and walk for extended periods of time; sit, stoop, bend at the waist; use fingers, wrists and/or hands repetitively in a slicing or twisting motion or while applying pressure; use both hands simultaneously; carry, push or pull food trays, carts, materials and supplies; reach overhead, above shoulders and horizontally; speak clearly; hear normal conversation, and see small details, use a telephone, and may drive a vehicle.

FILING PERIOD

Applications for this position will be accepted online only, **from Friday, April 28, 2023, EXTENDED to Thursday, June 1, 2023, until 4:30 pm.** Please contact cvahimarae@rowlandschools.org if you need assistance or have any questions.

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

Applicants will be sent notifications via e-mail only

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

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

- Structured Interview / Technical Project

Salary Range: 14

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 to www.rowlandschools.org

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

INVITES APPLICATIONS FOR THE POSITION OF:

PLAYGROUND SUPERVISION AIDE

\$16.05 Hourly

An Equal Opportunity Employer

OPENING DATE: Friday, May 5, 2023

FINAL FILING DATE: Thursday, May 25, 2023

POSITION

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

SUMMARY OF DUTIES

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

QUALIFICATIONS

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

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

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

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

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

FILING PERIOD

Applications for this position will be accepted starting on **Friday, May 5, 2023 until Thursday, May 25, 2023 at 4:30 p.m.**

Applicants will be sent notifications via e-mail only

EXAMINATION – OPEN/PROMOTIONAL WITH DUAL CERTIFICATION:

The examination may consist of the following:

- Job Related Written Quiz

Classified Salary Range: 9 Schedule M*

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

PROOF OF EDUCATION:

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

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INVITES APPLICATIONS FOR THE POSITION OF:

HUMAN RESOURCES / CREDENTIALS ANALYST

\$36.33 - \$44.23 Hourly
\$6,296.00 - \$7,670.00 Monthly
An Equal Opportunity Employer

OPENING DATE: May 9, 2023

FINAL FILING DATE: May 30, 2023

POSITION

There is one position available for the Human Resources / Credentials Analyst, eight (8) hours per day, five (5) days a week, twelve (12) months a year. An eligibility list is being established to fill this position and to hire substitutes and to fill future vacancies.

SUMMARY OF DUTIES

Under general direction of the Director of Human Resources, plans, organizes, assigns, trains, and provides work direction to lower-level human resources staff engaged in a variety of personnel activities including processing all new certificated employees, assisting with questions regarding leaves, credentialing compliance, procedures, costs, and renewals; serves as a resource to managers, employees, union representatives, and the public explaining credentialing, procedures, contract provisions, etc.; serves as the lead worker in the human resources department by training staff and maintaining knowledge of credentialing and permit regulations by reading materials, attending training classes, and discussing data with those at the County and other district offices.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is required. College coursework in human resources management or a related field is desirable.

EXPERIENCE: Four years of increasingly responsible and technical full-time personnel experience, including two (2) years of experience in performing certificated employee credentialing functions is required.

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

- **High School Diploma or equivalent**

You may upload your documents to your application, email them to cvahimarae@rowlandschools.org, fax them with a cover sheet to (626) 935-8456 or hand deliver them to the Personnel Commission, Rowland USD, 1830 South Nogales Street, Rowland Heights, CA 91748. Applications without supporting documents will be considered incomplete and will be disqualified. Transcripts or diplomas from foreign countries must be certified to meet the [US equivalent](#).

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

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

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

FILING PERIOD

Applications for this position will be accepted on-line only, **Tuesday, May 9, 2023, to Tuesday, May 30, 2023, until 4:30 p.m.** Please visit <http://www.rowlandschools.org>, Departments → Personnel Commission → Classified Job Openings.

Applicants will be sent notifications via e-mail only

EXAMINATION – OPEN/PROMOTIONAL WITH DUAL CERTIFICATION:

The examination may consist of the following:

- Technical Project
- Structured Interview
- Computer Performance Exams

Classified Salary Range: 29.5

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

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ROWLAND UNIFIED SCHOOL DISTRICT

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

www.rowlandschools.org

INVITES APPLICATIONS FOR THE POSITION OF:

SENIOR NETWORK ANALYST

SALARY

\$7,670.00 - \$9,349.00 Monthly
\$92,040.00 - \$112,188.00 Annually

An Equal Opportunity Employer

OPENING DATE: May 12, 2023

FINAL FILING DATE: June 2, 2023

PROMOTIONAL OPPORTUNITY ONLY

POSITION

There is currently one (1) full time position available for Senior Network Analyst. The position is eight (8) hours per day, five (5) days per week, twelve (12) months a year. Tentative work hours are 7:30 AM to 4:00 PM. An eligibility list will be established to fill the current vacancy, hire substitutes and to fill future vacancies for the next 6 months.

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.

QUALIFICATIONS

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

1. Associate 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

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 / 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 at the time of application:

- Proof of High School graduation or equivalent (High School diploma, GED or transcripts)
- Proof of your highest level of education including trade school and/or professional certifications (trade school and/or professional certificates, AS, BS, MS)

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

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.

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.

FILING PERIOD

Applications for this position will be accepted online only from **Friday, May 12, 2023, to Friday, June 2, 2023, 4:30 pm.**

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

EXAMINATION – PROMOTIONAL ONLY

The examination may consist of the following:

- Training and Experience evaluation
- Technical Project/Performance Exam
- Structured Interview

Confidential/Supervisory Salary Schedule: Range 33.5

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 the fingerprinting 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, please visit **www.rowlandschools.org**.

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

INVITES APPLICATIONS FOR THE POSITION OF:

TECHNOLOGY SUPPORT SUPERVISOR

\$8,097.00 - \$9,855.00 Monthly
\$97,164.00 - \$118,260.00 Annually

An Equal Opportunity Employer

OPENING DATE: May 12, 2023

FINAL FILING DATE: June 2, 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 individual to assume the responsibilities of Technology Support Supervisor. This is one position supervisory classification assigned eight (8) hours per day, five (5) days per week, 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 June 2, 2023.*

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.

QUALIFICATIONS

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.

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. 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](#).

CERTICATES/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 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.

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.

FILING PERIOD

Applications for this position will be accepted online only from **Friday, May 12, 2023, to Friday, June 2, 2023, 4:30 p.m.**

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

PROMOTIONAL ONLY

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

- Training and Experience Evaluation
- Technical Project/Structured Interview

Confidential/Supervisory Salary Schedule – Range 34.5

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, please visit www.rowlandschools.org.

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ROWLAND UNIFIED SCHOOL DISTRICT

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

www.rowlandschools.org

INVITES APPLICATIONS FOR THE POSITION OF:

TECHNOLOGY HELP DESK TECHNICIAN

SALARY

\$26.34 - \$32.12 Hourly
\$4,564.00 - \$5,564.00 Monthly

An Equal Opportunity Employer

OPENING DATE: May 12, 2023

FINAL FILING DATE: June 2, 2023

PROMOTIONAL OPPORTUNITY ONLY

POSITION

There is currently one (1) full time position available for Technology Help Desk Technician. The position is eight (8) hours per day, five (5) days per week, twelve (12) months a year. Tentative work hours are 7:30 AM to 4:00 PM. An eligibility list will be established to fill the current vacancy, hire substitutes and to fill future vacancies for the next 6 months.

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.

QUALIFICATIONS

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

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 / CERTIFICATION / TRAINING REQUIREMENTS:

- A valid, Class C, California Driver License, and a good driving record are 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):

- Proof of High School graduation or equivalent (High School diploma, GED or transcripts)
- Proof of your highest level of education including trade school and/or professional certifications (trade school and/or professional certificates, AS, BS, MS in Computer Science, Information Technology, or related field from an accredited educational institution)

You may upload your documents to your application, e-mail them to cvahimarae@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 if you wish for them to be considered.

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.

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.

FILING PERIOD

Applications for this position will be accepted online only from **Friday, May 12, 2023, to Friday, June 2, 2023, 4:30 pm.**

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

EXAMINATION - PROMOTIONAL ONLY

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

- Training and Experience Evaluation
- Technical Project/ Structured Interview

Classified Salary Schedule: Range 23

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 the fingerprinting 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, please visit **www.rowlandschools.org**.

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



ROWLAND UNIFIED SCHOOL DISTRICT

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

INVITES APPLICATIONS FOR THE POSITION OF:

SECRETARY: \$3,841.00 - \$4,682.00 MONTHLY

SECRETARY-BILINGUAL (SPANISH): \$3,937.00 - \$4,800.00 MONTHLY

SECRETARY-BILINGUAL / BILITERATE (SPANISH): \$4,039.00 - \$4,917.00 MONTHLY

An Equal Opportunity Employer

OPENING DATE: May 12, 2023

FINAL FILING DATE: June 2, 2023

POSITION: There is currently one (1) full-time Secretary-Bilingual (Spanish) position available at Nogales High School, eight (8) hours per day, five (5) days per week, eleven (11) months per year. Tentative workday hours are 7:30 AM to 4:00 PM. Eligibility lists will be established to fill the current vacancy, hire substitutes and fill future vacancies.

SUMMARY OF DUTIES: Under the direction of a District or site-level administrator or designee, provides secretarial support to relieve the administrator of administrative detail; serves as lead person for an assigned activity at a school site such as attendance and guidance; and performs specialized duties in the administration and support of District programs and activities.

QUALIFICATIONS

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

EXPERIENCE: Equivalent to two years of recent full-time clerical experience is required. *Note: Recent experience is defined as experience obtained within the last five years.*

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

- **High School Diploma or equivalent; and**
- **A valid and current First Aid certificate, comparable to the American Red Cross Standard First Aid certificate.**

Documents may also be submitted via email to cvahimarae@rowlandschools.org. **Applications without the supporting documents will be considered incomplete and will be disqualified.** Transcripts/Diplomas from foreign countries must be certified to meet the US equivalent to be considered.

Please email cvahimarae@rowlandschools.org with any questions.

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; A valid first aid certificate, comparable to the American Red Cross Standard First Aid Certificate must be presented at the time of application and maintained during the course of employment; Incumbents in the class of Secretary - Bilingual (Spanish) are required to speak and read Spanish and English; and Incumbents in the class of Secretary – Bilingual/Biliterate (Spanish) are required to speak, read and write Spanish and English.

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

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

FILING PERIOD

Applications for this position will be accepted online only beginning **Friday, May 12, 2023, to Friday, June 2, 2023, until 4:30 pm.**

Please visit www.rowlandschools.org, Department → Personnel Commission → Classified Job Openings to apply.

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

EXAMINATION – OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Written Examination
- Project / Structured Interview
- Computer Assessment Testing (MS Word, Excel, etc.)
- Bilingual and Biliterate Assessment (Spanish) if applicable

Secretary - Range 19.5

Secretary - Bilingual (Spanish) - Range 20

Secretary - Bilingual/Biliterate (Spanish) - Range 20.5

PROOF OF EDUCATION

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

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**

June 6, 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
Custodian (D-22/23-31)	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"> • ID# 21351329 • ID# 37271825 • ID# 40666112 • ID# 50034384 • ID# 10015633
Food Service Assistant III (D-22/23-61)	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"> • ID# 43725952
Campus Aide (D-22/23-09)	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"> • ID# 45665037 • ID# 53258640
Secretary – Bilingual (Spanish) (D-22/23-51)	6.1.10.6 Refusing an employment offer after certification as an eligible and available for the appointment. <ul style="list-style-type: none"> • ID# 45486198
Food Service Assistant I (D-22/23-13)	6.1.10.2 Any of the causes listed in Rule 4.4 4.4.11 Making a false statement or intentionally omitting a statement of a material fact requested on the application form. <ul style="list-style-type: none"> • ID# 41545259
Administrative Secretary (D-22/23-47)	6.1.10.4 A written request by the eligible for removal. <ul style="list-style-type: none"> • ID# 36063549

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.