

**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)]

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

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

View the meeting virtually via ZOOM

Virtual: https://rowlandschools-org.zoom.us/webinar/register/WN_yoqrB1kqQpS6rs_9S2w9bq

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.

October 4, 2022
4:30 P.M.

PLEASE CIRCULATE

1. Meeting called to order by the Presiding Chair _____ at ___ p.m.

2. Roll Call:	Present	Absent
Sabrina Lee, Chair	_____	_____
Judy Nieh, Vice Chair	_____	_____
Sharon Fernandez, Member	_____	<u>ABSENT</u>
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, October 4, 2022 or adopting the Agenda with the following corrections/modifications for October 4, 2022.

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez ABSENT

4. REPORT FROM THE PERSONNEL DIRECTOR

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

5. PUBLIC COMMENTS

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

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

6. HEARINGS - None

7. PERSONNEL COMMISSION

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

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez ABSENT

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Resolution No. 21-22:09 – Personnel Commission Authority to Hold Virtual Meetings

In Accordance with Assembly Bill 361, the Personnel Commission wishes to adopt Resolution No. 21-22:09, Continuing the Personnel Commission Authority to Hold Virtual Meetings, to allow the Personnel Commission to hold teleconference meetings. (Ref. 8.1)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez ABSENT

8.2 Advanced Salary Step Placement

a. Consider approving the advanced salary step request from Amy Grigsby, Principal, Yorbita Elementary, to employ Applicant ID# 33279866 in the class of Library Assistant at Step C of Range 17 on the Classified Salary Schedule. (Ref. 8.2a) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez ABSENT

b. Consider approving the advanced salary step request from Heidi West, Principal, Rorimer Elementary, to employ Applicant ID# 29285834 in the class of Health Office Assistant – Bilingual (Spanish) at Step E of Range 17.5 on the Classified Salary Schedule. (Ref. 8.2b) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez ABSENT

c. Consider approving the advanced salary step request from Jason Garcia, Principal, Oswalt Academy, to employ Applicant ID# 17375738 in the class of Office Assistant at Step E of Range 17 on the Classified Salary Schedule. (Ref. 8.2c) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez ABSENT

- d. Consider approving the advanced salary step request from Jason Garcia, Principal, Oswalt Academy, to employ Applicant ID# 50791094 in the class of Behavior Support Assistant at Step D of Range 17 on the Classified Salary Schedule. (Ref. 8.2d) & (Ltd. Dist.)

Motion by: _____
 Second by: _____

Vote: Sabrina Lee _____
 Judy Nieh _____
 Sharon Fernandez ABSENT

- e. Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID# 50340181 in the class of Behavior Support Assistant at Step C of Range 17 on the Classified Salary Schedule. (Ref. 8.2e) & (Ltd. Dist.)

Motion by: _____
 Second by: _____

Vote: Sabrina Lee _____
 Judy Nieh _____
 Sharon Fernandez ABSENT

- f. Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID# 42944077 in the class of Personal Care Assistant at Step C of Range 14 on the Classified Salary Schedule. (Ref. 8.2f & (Ltd. Dist.)

Motion by: _____
 Second by: _____

Vote: Sabrina Lee _____
 Judy Nieh _____
 Sharon Fernandez ABSENT

- g. Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID# 41978488 in the class of Behavior Support Assistant at Step C of Range 17 on the Classified Salary Schedule. (Ref. 8.2g) & (Ltd. Dist.)

Motion by: _____
 Second by: _____

Vote: Sabrina Lee _____
 Judy Nieh _____
 Sharon Fernandez ABSENT

- h. Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID# 3193683 in the class of Personal Care Assistant at Step E of Range 14 on the Classified Salary Schedule. (Ref. 8.2h) & (Ltd. Dist.)

Motion by: _____
 Second by: _____

Vote: Sabrina Lee _____
 Judy Nieh _____
 Sharon Fernandez ABSENT

8.3 Class Description Revision and Salary Study Recommendation

Consider approving the revised class description and salary recommendation for the classification of Executive Director of Facilities, Maintenance, Operations, and Construction from the Salary Range 101 to Salary Range 103 on the District Leadership Team Salary Schedule. (Ref. 8.3)

Motion by: _____
 Second by: _____

Vote: Sabrina Lee _____
 Judy Nieh _____
 Sharon Fernandez ABSENT

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) Community Liaison – Bilingual (Spanish) (D-22/23-28)
- b) Instructional Assistant II for the Hearing Impaired (D-22/23-29)
- c) School Bus Driver Trainee (0-10)
- d) Senior Account Clerk (D-22/23-30)

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

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

- a) Campus Aide (D-22/23-09)
- b) Custodian (D-22/23-16)
- c) District Patrol (D-22/23-21)
- d) Food Service Assistant I (D-22/23-13)
- e) Grounds Maintenance Worker (D-22/23-22)
- f) Instructional Assistant I (D-22/23-03)
- g) Instructional Assistant II (D-22/23-06)
- h) Lead Mechanic (D-21/22-94)
- i) Locker Room Attendant (Female) (D-22/23-14)
- j) Playground Supervision Aide (D-22/23-27)
- k) Pool Maintenance Worker (D-22/23-02)
- l) School Bus Driver (D-22/23-01)
- m) Translator (Spanish) (D-22/23-15)

Motion by: _____
 Second by: _____

Vote: Sabrina Lee _____
 Judy Nieh _____
 Sharon Fernandez ABSENT

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

- Custodian
 - ID# 23642000 – PC Rule 6.1.10.4
 - ID# 24289191 – PC Rule 6.1.10.1
 - ID# 37667086 – PC Rule 6.1.10.7
 - ID# 49804138 – PC Rule 6.1.10.1
 - ID# 20428124 – PC Rule 6.1.10.1
- School Office Manager and School Office Manager – Bilingual (Spanish)
 - ID# 38038263 – PC Rule 6.1.10.4

Motion by: _____
 Second by: _____

Vote: Sabrina Lee _____
 Judy Nieh _____
 Sharon Fernandez ABSENT

THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED ON TUESDAY, NOVEMBER 1, 2022 AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.

10. ADJOURNMENT

Time _____

Motion by: _____
 Second by: _____

Vote: Sabrina Lee _____
 Judy Nieh _____
 Sharon Fernandez ABSENT

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 SEPTEMBER 6, 2022
MEETING HELD IN-PERSON AND VIA ZOOM**

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

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

Staff Members Present: Joan Stiegelmar, Personnel Director
 Jessica Landin, Personnel Analyst
 Arlene Zamudio, Senior Personnel Technician

APPROVAL OF THE AGENDA

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

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

REPORT FROM THE PERSONNEL DIRECTOR

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

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

Open Recruitments

- Athletic Trainer
- District Safety
- District Patrol
- Grounds Maintenance Worker
- Office Assistant Series
- Community Liaison – Bilingual (Mandarin)
- Playground Supervision Aide
- Community Liaison – Bilingual (Spanish)

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

- Instructional Assistant I; Remote Assessment Test / Zoom Structured Interview
- Instructional Assistant II; Remote Assessment Test / Zoom Structured Interview
- Behavior Support Assistant – Zoom Structured Interview
- Personal Care Assistant – Zoom Structured Interview
- Food Service Assistant I – Remote Written Test
- School Office Manager – Zoom Structured Interview and Computer Testing
- Dispatcher / Scheduler – Technical Project and Structured Interview
- Locker Room Attendant (Female) – Written Test
- Translator (Spanish) – Written Test / Structured Interview and Computer Testing
- Custodian – Remote Written Test
- Stock Delivery Worker – Remote Written Test
- Grounds Maintenance Worker – Remote Written Test

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

- Behavior Support Assistant
- Custodian
- Dispatcher / Scheduler
- Food Service Assistant I
- Health Assistant - Bilingual (Spanish)
- Instructional Assistant II
- Instructional Assistant II - Bilingual (Spanish)
- Office Assistant
- Playground Supervision Aide
- Personal Care Assistant
- School Office Manager
- Senior Account Clerk

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

- 1 - Administrative Secretary
- 1 - Cafeteria Lead Worker I
- 2 - Campus Aide
- 1 - Computer Lab Technician
- 2 - Custodian
- 4 - Food Svc. Asst. I
- 1 - Grounds Maintenance Worker
- 2 - Instructional. Assistant I
- 1 - Instructional. Assistant I - Bilingual (Spanish)
- 3 - Instructional. Assistant II
- 1 - Instructional. Assistant. II – Substitute
- 2 - Instructional. Assistant II - Bilingual (Spanish)
- 3 - Library Assistant
- 2 - Office Assistant – Substitute
- 3 - Personal Care Assistant
- 2 - Playground Supervision Aide
- 1 - Senior Account Clerk
- 1 - Stock Delivery Worker

Updates/Reminders/Remarks:

- All Library Assistant vacancies have been filled since the last Personnel Commission meeting.
- District Classification Study Update
 - I will be attending an Advisory Committee Meeting on September 8 which will review where Ewing Consulting is in the classification study and what the next steps will be.
- The Personnel Commission will be hosting a Classroom Aide Job Fair on Monday, September 26 at the District Office. Information will be sent out via Parent Square and applicants who are qualified and have complete applications will be invited to the event.
- The Personnel Commission will be reviewing the 2021 – 2022 Annual Report for distribution in mid-September. Some of the highlights include:
 - 3140 Applicants were received
 - 121 eligibility lists were established
 - 96 recruitments were conducted during the fiscal year (up from 74 the previous year)
 - 139 permanent employees were hired (up from 66 the previous year)
 - 90 substitutes/provisional employees were hired (up from 23 the previous year)
 - 203 employees were promoted (increase in hours or to a higher-level position) and this was up from 42 the previous year
- Ms. Sharon Fernandez, Classified Employee Appointee to the Personnel Commission, has expressed interest to CSEA in returning for her tenth term. She was originally appointed in 1995 and has served on the Personnel Commission for 27 years. CSEA will submit the name of their appointee on or before November 1, 2022 to the Board of Education.

COMMUNICATIONS

A. CSEA – Ms. Karen Rodriguez, Vice President

Ms. Rodriguez expressed her appreciation of the Personnel Commission on behalf of CSEA members. Ms. Rodriguez mentioned CSEA is in full support of the reclassification of a CSEA member which will be discussed at this meeting.

B. District Administration - None

C. Audience Members – None

PERSONNEL COMMISSION

7.1 Recommendation: Approve the minutes of the meeting of August 2, 2022.

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

ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Resolution No. 21-22:08 – Personnel Commission Authority to Hold Virtual Meetings

In Accordance with Assembly Bill 361, the Personnel Commission wishes to adopt Resolution No. 21-22:08, Continuing the Personnel Commission Authority to Hold Virtual Meetings, to allow the Personnel Commission to hold teleconference meetings.

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

Advanced Salary Step Placement

8.2a Recommendation: To consider approving the advanced salary step request from Dr. Yesenia Alvarez, Principal, Hurley Elementary, to employ Applicant ID# 39889637 in the class of Instructional Assistant I – Bilingual (Spanish) at Step C of Range 15.5 on the Classified Salary Schedule.

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

8.2b Recommendation: To consider approving the advanced salary step request from Carlos Ochoa, Principal, Giano Intermediate, to employ Applicant ID# 41267078 in the class of Instructional Assistant I – Bilingual (Spanish) at Step C of Range 15.5 on the Classified Salary Schedule

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

8.2c Recommendation: To consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID# 41846965 in the class of Instructional Assistant II at Step D of Range 16 on the Classified Salary Schedule.

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

8.2d Recommendation: To consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID# 43431502 in the class of Instructional Assistant II at Step C of Range 16 on the Classified Salary Schedule.

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

8.2e Recommendation: To consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID# 25646909 in the class of Personal Care Assistant at Step B of Range 14 on the Classified Salary Schedule.

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

8.2f Recommendation: To consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID# 43166707 in the class of Instructional Assistant II – Bilingual (Spanish) at Step B of Range 16.5 on the Classified Salary Schedule.

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

8.2g Recommendation: To consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID# 14743959 in the class of Instructional Assistant II at Step E of Range 16 on the Classified Salary Schedule.

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

8.2h Recommendation: To consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID# 49221386 in the class of Personal Care Assistant at Step E of Range 14 on the Classified Salary Schedule.

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

8.2i Recommendation: To consider approving the advanced salary step request from Scott Cavanias, Principal, Alvarado, to employ Applicant ID# 48972636 in the class of Library Assistant at Step B of Range 17 on the Classified Salary Schedule.

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

8.2j Recommendation: To consider approving the advanced salary step request from John Martinez, Principal, Rowland Elementary, to employ Applicant ID# 48485923 in the class of Library Assistant at Step C of Range 17 on the Classified Salary Schedule.

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

8.2k Recommendation: To consider approving the advanced salary step request from Dr. June Sakaue, Principal, Blandford Elementary, to employ Applicant ID# 48664488 in the class of Instructional Assistant I at Step B of Range 15 on the Classified Salary Schedule.

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

8.2l Recommendation: To consider approving the advanced salary step request from Corrie Duran, Director, Fiscal Services, to employ Applicant ID# 48695460 in the class of Senior Account Clerk at Step C of Range 20.5 on the Classified Salary Schedule.

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

8.2m Recommendation: To consider approving the advanced salary step request from Danielle Villa, Principal, Telesis Academy, to employ Applicant ID# 23273335 in the class of Custodian at Step B of Range 18 on the Classified Salary Schedule.

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

8.2n Recommendation: To consider approving the advanced salary step request from Eric Jones, Structural Supervisor, Building Services, to employ Applicant ID#27992399 in the class of Grounds Maintenance Worker at Step C of Range 19 on the Classified Salary Schedule.

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

8.2o Recommendation: To consider approving the advanced salary step request from Dr. Celia Munguia, Director, Educational Services - Elementary, to employ Applicant ID# 30678128 in the class of Instructional Assistant I at Step D of Range 15 on the Classified Salary Schedule.

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

8.2p Recommendation: To consider approving the advanced salary step request from Scott Cavanias, Principal, Alvarado Intermediate, to employ Applicant ID# 49175439 in the class of Campus Aide at Step D of Range 12 on the Classified Salary Schedule.

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

8.2q Recommendation: To consider approving the advanced salary step request from Dr. Julie Mitchell, Superintendent of Schools, to employ Applicant ID# 16788923 in the class of Administrative Secretary at Step C of Range 21.5 on the Classified Salary Schedule.

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

8.2r Recommendation: To consider approving the advanced salary step request from Amy Grigsby, Principal, Yorbita Elementary and Heidi West, Principal, Rorimer Elementary, to employ Applicant ID# 24094118 in the class of Custodian at Step E of Range 18 on the Classified Salary Schedule.

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

8.2s Recommendation: To consider approving the advanced salary step request from Silvia Rivas, Director, Special Projects, to employ Applicant ID# 38116265 in the class of Senior Account Clerk at Step C of Range 20.5 on the Classified Salary Schedule.

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

8.2t Recommendation: To consider approving the advanced salary step request from Karen Magana, Principal, Killian Elementary, to employ Applicant ID# 50144046 in the class of Library Assistant at Step B of Range 17 on the Classified Salary Schedule.

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

Extension of Eligibility Lists

8.3 Recommendation: To consider approving the extension of the following eligibility list for another six months per PC Rule 6.1.5.

- Custodian (D-21/22-51)
 - Previous expiration date: 7/21/22
 - New expiration date: 1/21/23

Ms. Nieh asked if the Personnel Commission has ever had to extend an eligibility list.

Ms. Stiegelmar mentioned there were previously two other eligibility lists (Health Assistant and Computer Lab Technician) which were extended. Ms. Stiegelmar shared extensions usually take place when there are many candidates who are still willing and ready to accept a position and it allows the hiring authority to have a larger candidate pool in the case more vacancies open or substitutes are needed.

Ms. Lee inquired on what factors are grounds for an extension.

Ms. Stiegelmar shared each request for extension is on a case by case basis. Ms. Stiegelmar shared the District currently has substitute positions available that call for a larger applicant pool. Ms. Stiegelmar mentioned in the past, eligibility lists were created as twelve-month lists, and currently they are created as six-month lists due to smaller applicant pools.

Ms. Nieh asked if the candidates whose eligibility is being extended are notified of their updated expiration date.

Ms. Stiegelmar confirmed the candidates are notified.

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

8.4 Recommendation: To consider approving the reclassification of an Office Assistant – Bilingual (Spanish), and the current incumbent, to a Senior Office Assistant – Bilingual (Spanish) with an effective date of September 7, 2022.

Ms. Stiegelmar asked if the Personnel Commissioners would like any details related to the reclassification request as Ms. Landin spent extensive time gathering data related to this matter.

Ms. Lee mentioned she is very pleased with the report provided. Ms. Lee expressed her appreciation to the incumbent for the above average work she provided to the department and to the District. Ms. Lee shares she understands the reclassification was definitely earned.

Motion made by: Judy Nieh
Seconded by: Sharon Fernandez

Vote: Sharon Fernandez Yes
Sabrina Lee Yes
Judy Nieh Yes

EXAMINATIONS/ELIGIBILITY LISTS

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

- a) Athletic Trainer (D-22/23-19)
- b) District Safety (D-22/23-20)
- c) District Patrol (D-22/23-21)
- d) Grounds Maintenance Worker (D-22/23-22)
- e) Office Assistant Series (D-22/23-23,24,25)
- f) Community Liaison – Bilingual (Mandarin) (D-22/23-26)
- g) Playground Supervision Aide – (D-22/23-27)

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

9.3 Recommendation: To ratify the following eligibility lists:

- a) Behavior Support Assistant (D-22/23-10)
- b) Behavior Support Assistant – Bilingual (Spanish) (D-22/23-11)
- c) Cafeteria Lead Worker I (D-21/22-65)
- d) Computer Lab Technician (D-21/22-90)
- e) Computer Lab Tech – Bilingual (Spanish) (D-21/22-91)
- f) Dispatcher /Scheduler (D-21/22-95)
- g) Food Service Assistant I (D-22/23-13)
- h) Instructional Assistant I (D-22/23-03)
- i) Instructional Assistant I – Bilingual (Spanish) (D-22/23-04)
- j) Instructional Assistant II (D-22/23-06)
- k) Instructional Assistant II – Bilingual (Spanish) (D-22/23-07)
- l) Personal Care Assistant (D-22/23-12)
- m) School Office Manager (D-21/22-92)
- n) School Office Manager – Bilingual (Spanish) (D-21/22-93)

Motion made by: Judy Nieh
Seconded by: Sharon Fernandez

Vote: Sharon Fernandez Yes
Sabrina Lee Yes
Judy Nieh Yes

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

- Senior Account Clerk
 - ID# 40688233 – PC Rule 6.1.10.1
 - ID# 30252982 – PC Rule 6.1.10.4
- Personal Care Assistant
 - ID# 47723540 – PC Rule 6.1.10.6
 - ID# 38873326 – PC Rule 6.1.10.6
 - ID# 17360598 – PC Rule 6.1.10.8
- Custodian
 - ID# 49592636 – PC Rule 6.1.10.2 and 4.4.11
 - ID# 29823291 – PC Rule 6.1.10.4
 - ID# 16974347 – PC Rule 6.1.10.1
 - ID# 42426455 – PC Rule 6.1.10.1
- Grounds Maintenance Worker
 - ID# 45578814 – PC Rule 6.1.10.6
- Office Assistant
 - ID# 30086370 – PC Rule 6.1.10.4

- Campus Aide
 - ID# 16813803 – PC Rule 6.1.10.6
- Playground Supervision Aide
 - ID# 19822444 – PC Rule 6.1.10.1
- Instructional Assistant II
 - ID# 37172062 – PC Rule 6.1.10.1
 - ID# 50399731 – PC Rule 6.1.10.4
- Instructional Assistant I
 - ID# 50399731 – PC Rule 6.1.10.4
- Instructional Assistant I – Bilingual (Spanish)
 - ID# 50399731 – PC Rule 6.1.10.4
- Instructional Assistant II – Bilingual (Spanish)
 - ID# 50399731 – PC Rule 6.1.10.4

Motion made by: Judy Nieh
 Seconded by: Sharon Fernandez

Vote:	Sharon Fernandez	Yes
	Sabrina Lee	Yes
	Judy Nieh	Yes

INPUT OR COMMENTS FROM COMMISSIONERS

Ms. Nieh shared since the weather has been in the high temperatures it is important to stay safe. Ms. Nieh thanked the Commission staff for their detailed report regarding the reclassification request as it made the decision easier.

Ms. Fernandez shared she usually has to ask for more clarification on reclassification requests, but the recent one was very clear and concise and she was very pleased. Ms. Fernandez went on to thank the Commission staff for their hard work in filling vacancies, onboarding, and being able to do it as quickly as possible.

Ms. Lee mentioned there are various documents throughout the agenda which may require signatures and if there is an easier way to gather signatures from hiring authorities. Ms. Lee shared she agrees with the other Commissioners in recognizing the Personnel Commission staff for their hard work. Ms. Lee shared she is hoping the District administration will take some time to look into possibly increasing some position hours so they are more appealing to applicants as this will help limit turnover and help to fill vacancies.

ADJOURNMENT

To adjourn the meeting at 5:15 p.m.

Motion made by: Judy Nieh
 Seconded by: Sharon Fernandez

Vote:	Sharon Fernandez	Yes
	Sabrina Lee	Yes
	Judy Nieh	Yes

Approved by: _____
 Sabrina Lee
 Chair
 Personnel Commission

Submitted by: _____
 Joan Stiegelmar
 Personnel Director
 Personnel Commission

THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED FOR TUESDAY, OCTOBER 4, 2022 AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.

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

PERSONNEL COMMISSION

ROWLAND UNIFIED SCHOOL DISTRICT

October 4, 2022

ITEM 8.1 RATIONALE FOR RESOLUTION No. 21-22:09 – Personnel Commission

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

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

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

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

Rowland Unified School District
Personnel Commission

Resolution SO-21-22:09

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 October 4, 2022.

AYES: _____

NOES: _____

ABSENT:: _____

Sabrina Lee
Chair
Personnel Commission

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
LIBRARY ASSISTANT

The Commission is in receipt of a request from Amy Grigsby, Principal, Yorbita Elementary to employ Applicant ID #33279866 as Library Assistant at Step C of Range 17 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has a Bachelor's degree and over 3 years of job-related experience. The number of years of education and 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 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 C of Range 17 on the Classified Salary Schedule.

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

The Commission is in receipt of a request from Heidi West, Principal, Rorimer Elementary to employ Applicant ID #29285834 as Health Office Assistant – Bilingual (Spanish) at Step E of Range 17.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
OFFICE ASSISTANT

The Commission is in receipt of a request from Jason Garcia, Principal, Oswalt Academy to employ Applicant ID #17375738 as Office Assistant at Step E of Range 17 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has an Associate's degree and over 15 years of job-related experience. The number of years of education and related work experience does qualify this applicant for step placement at Step E based on the formula of one step will be given for two years of additional education beyond the employment standards for the classification and one step will be given for two years of additional related experience beyond the employment standards for the classification.

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
BEHAVIOR SUPPORT ASSISTANT

The Commission is in receipt of a request from Jason Garcia, Principal, Oswalt Academy, to employ Applicant ID #50791094 as Behavior Support Assistant at Step D of Range 17 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
BEHAVIOR SUPPORT ASSISTANT

The Commission is in receipt of a request from Stacy Berrest, Director, Special Education to employ Applicant ID #50340181 as Behavior Support Assistant at Step C of Range 17 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 4 years of experience. The number of years of education and 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 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 C of Range 17 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
PERSONAL CARE ASSISTANT

The Commission is in receipt of a request from Stacy Berrest, Director, Special Education to employ Applicant ID #42944077 as Personal Care Assistant at Step C of Range 14 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has over 5 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 14 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
BEHAVIOR SUPPORT ASSISTANT

The Commission is in receipt of a request from Stacy Berrest, Director, Special Education to employ Applicant ID #41978488 as Behavior Support Assistant at Step C of Range 17 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 4 years of experience. The number of years of education and 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 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 C of Range 17 on the Classified Salary Schedule.

PERSONNEL COMMISSION

ADVANCED SALARY STEP PLACEMENT

PERSONAL CARE ASSISTANT

The Commission is in receipt of a request from Stacy Berrest, Director, Special Education to employ Applicant ID #3193683 as Personal Care Assistant at Step E of Range 14 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step E of Range 14 on the Classified Salary Schedule.

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

October 4, 2022

**ITEM 8.3 CONSIDER APPROVING THE REVISED CLASS DESCRIPTION AND SALARY STUDY
RECOMMENDATION FOR THE CLASSIFICATION OF EXECUTIVE DIRECTOR OF
FACILITIES, MAINTENANCE, OPERATIONS, AND CONSTRUCTION**

Staff was asked to meet with Dennis Bixler, Assistant Superintendent – Human Resources about the need to revise the minimum qualifications and increase the salary of the Executive Director of Facilities, Maintenance, Operations, and Construction. This position was originally created in July, 2016, but never filled. Due to the Director of Maintenance and Operations' position being recently vacated, the District is interested in filling this higher-level position in order to strategically manage and integrate the functions and services of Building Services. The incumbent would be responsible for all aspects of facilities maintenance, planning and development including the fiscal responsibility of the department.

The recommended changes in the job description are presented in the customary strikeout and bold/underscore text format. A salary study was conducted and the labor market indicates that a slight increase in salary is needed in order to be competitive and to attract highly qualified applicants. Mr. Bixler reviewed the salary study data and agreed with the recommended increase in the salary from District Leadership Team Salary Range 101 to Salary Range 103.

SALARY INCREASE FOR EXECUTIVE DIRECTOR OF FACILITIES, MAINTENANCE, OPERATIONS, AND CONSTRUCTION

The Districts that were surveyed have been established as benchmark districts that have comparable student enrollment and are in the surrounding areas of Rowland USD in Los Angeles County. Additionally, these districts were used in a Classification and Compensation study that was completed at Rowland USD in 2009. Both merit and non-merit districts were surveyed.

Listed below are similar classifications in other school districts in Los Angeles County:

Agency	Classification Title	Min Monthly Salary	Max Monthly Salary	
Paramount USD	Director of Facilities	\$12,970.00	\$15,072.00	
Hacienda La Puente USD	Director of Facilities	\$12,371.00	\$14,689.00	
Downey USD	Senior Director, Facilities Planning and Development	\$11,621.00	\$14,122.00	
Montebello USD	Director, Maintenance, Operations & Facilities Development	\$11,541.00	\$14,009.00	
Rowland USD	Executive Director of Facilities, Maintenance, Operations, and Construction (Proposed)	\$11,959.00	\$13,528.00	Range 103
Rowland USD	Executive Director of Facilities, Maintenance, Operations, and Construction (Current Salary)	\$11,726.00	\$13,267.00	Range 101
Lynwood USD	Senior Director, Facilities Planning and Development	\$10,643.00	\$12,943.00	
Pasadena USD	Director, Maintenance and Operations, Transportation and Facilities	\$11,097.00	\$11,792.00	
Pomona USD	Director, Maintenance and Operations	\$10,236.00	\$11,726.00	
Bassett USD	Director of Facilities, Development, and Transportation	\$9,400.00	\$11,424.00	

***Districts that are geographically close to Rowland USD and comparable in enrollment.*

ALIGNMENT WITHIN THE JOB FAMILY

Listed below is a partial listing of the Rowland USD Skilled Trade job family which includes the following classifications:

Classification Title	Salary Range	Min Monthly Salary	Max Monthly Salary
Executive Director of Facilities, Maintenance, Operations, and Construction (proposed)	DLT 103	\$11,959	\$13,528
Director of Maintenance and Operations (vacant)	DLT 93	\$10,804	\$12,219
Director of Construction	DLT 93	\$10,804	\$12,219
Structural Supervisor	Supervisory 30.5	\$6,656	\$8,097
Mechanical Systems Supervisor	Supervisory 30.5	\$6,656	\$8,097
Grounds Construction Supervisor (vacant)	Supervisory 25.5	\$5,216	\$6,343

Rowland USD has an interest in recruiting and retaining high quality staff and to pay at the median of the salary survey. It is therefore recommended to place the salary at range 103 of the District Leadership Team Salary Schedule.

RECOMMENDATION:

The Personnel Commission is requested to approve the recommended revisions to the job description for the classification of Executive Director of Facilities, Maintenance, Operations, and Construction; and to approve the salary recommendation from Range 101 to Range 103 on the District Leadership Team Salary Schedule.



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

September 29, 2022

TO: Dennis Bixler, Assistant Superintendent – Human Resources

FROM: Joan Stiegelmar, Personnel Director

RE: **REVISED CLASS DESCRIPTION FOR EXECUTIVE DIRECTOR OF FACILITIES, MAINTENANCE, OPERATIONS, AND CONSTRUCTION**

Attached for your review and comment is the proposed **REVISED** class description for Executive Director of Facilities, Maintenance, Operations, and Construction.

Your input concerning the proposed class description is important. Please provide your concerns or comments, if any, regarding changes for the class description. Changes can be recommended at the Personnel Commission meeting. To proceed timely with recruitment, the Personnel Commission will consider approving this new classification at the regular meeting on Tuesday, October 4, 2022.

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

<input checked="" type="checkbox"/> I agree with the proposed class description and recommended changes as presented.	<input type="checkbox"/> I disagree with the proposed class description, and recommend the adjustments noted above.
Signature: <i>[Handwritten Signature]</i>	Date: <i>9-29-2022</i>

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

Attachments: Class Description

EXECUTIVE DIRECTOR OF FACILITIES, MAINTENANCE, OPERATIONS, AND CONSTRUCTION

SUMMARY OF DUTIES

Under the direction of the **Deputy Superintendent or** Assistant Superintendent – Administrative Services, strategically manages and integrates the functions and services of Building Services within the Administrative Services Division. In coordination with the assigned administrators, the incumbent is responsible for all aspects of facilities planning and development, facilities use, maintenance, operations, and construction which includes the fiscal responsibility and management of the departments. This individual develops, implements, and administers comprehensive District procedures, plans and programs and provides direction regarding maintenance, grounds keeping, custodial work, facilities maintenance and use, and construction project operations of the District.

DISTINGUISHING CHARACTERISTICS

The **Deputy Superintendent or** Assistant Superintendent – Administrative Services provides overall leadership and assumes administrative responsibility for planning, operation, supervision, and evaluation of the departments of Fiscal Services, Building Services, Purchasing Services, Reprographics, Risk Management, Transportation, Food Services and Technology Services.

The Executive Director of Facilities, Maintenance, Operations, and Construction provides leadership, supervision, and direction to staff within the Building Services department; supervises, monitors, reviews, analyzes, and audits the effective implementation and quality control of various special projects within his/her purview; assists the **Deputy Superintendent or** Assistant Superintendent - Administrative Services as directed. This individual provides overall leadership and vision, including the development and achievement of short and long-term goals for the facilities, maintenance and operations, and construction project operations of the District.

EXAMPLES OF DUTIES

- Administers, plans, organizes and directs facilities planning and development, project management, and construction management helping determine priorities, scope of work, design, scheduling, developing program reports and cash flows, and leading and/or attending meetings; ***E***
- Provides overall direction, planning, organization, and leadership to the maintenance, grounds keeping, custodial, and construction functions of the District; ***E***
- Supervises the construction and renovation of all District facilities including contract administration, dispute resolution, and change order processing; ***E***
- Plans and leads implementation of major facilities and maintenance programs, i.e., long range facilities master plan, deferred maintenance plan, facilities inspection program, and energy conservation program; ***E***
- Oversees the development and preparation of departmental budgets, analyzes and reviews budgetary and financial data, authorizing and controlling expenditures in accordance with established limitations; ***E***
- Provides technical expertise and information to the **Deputy Superintendent or** Assistant Superintendent – Administrative Services regarding assigned functions and participates in the formulation of policies, procedures, and recommends appropriate corrective action; ***E***
- Communicates with District administrators to identify, analyze and resolve needs, concerns, and issues related to safety, cleanliness, and condition of District grounds, buildings, and facilities; ***E***
- Ensures District and staff are in compliance with established health and safety practices required by regulatory agencies; ***E***
- Creates educational facility specifications, and verifies projects are in compliance with the standards; ***E***
- ~~Confers with District administrators regarding priorities and conflicts pertaining to activities on District buildings and other structures, equipment, and machinery; ***E***(redundant with above – Ensures District...)~~
- Obtains, develops, and translates demographic projections into appropriate facilities to accommodate present and future educational needs; which includes enrollment projections, boundary changes, and monitoring of development plans; ***E***
- Liaisons with the consultants, city and county officials, the Office of Public School Construction, the Division of the State Architect, the California Energy Commission, and other representatives of public or private agencies regarding topics that directly impact the District’s initiatives; ***E***
- Coordinates and complies with **State** agency requirements during the planning and execution of site selection, design and construction phases including the California Department of Education, Division of the State Architect, Office of

Public School Construction, State Fire Marshall, Department of Toxic Substances Control, State Allocation Board and Director of Industrial Relations; *E*

- Oversees the selection process of architects, engineering firms, contractors, vendors and suppliers of related materials or services for District work **performed on district property**; *E*
- Oversees the scheduling of routine and preventive maintenance measures and inspects facilities for needed repair; *E*
- Directs the preparation and maintenance of comprehensive records and reports related to personnel, budget, state funding applications, construction projects, and department operations; *E*
- Provide training and support for site administrators and staff regarding new and existing business policies and procedures and laws; *E*
- Interviews, selects, develops, supervises, and evaluates staff to effectively perform functions and provide for high standards and continuity of operations; *E*
- Directs the preparation of analysis and reports related to labor and material costs, workload distribution and performance effectiveness; *E*
- Researches and recommends projects to be outsourced to contractors; confers with present and prospective contractors and serves as a technical advisor in the development of service contracts; *E*
- Coordinates the inspection of construction and maintenance work performed by outside contractors; *E*
- Develops tentative budget proposals for facilities, maintenance and operations, and construction; *E*
- Participates in technical and professional meetings representing the District and facilitates presentations; *E*
- Performs other related duties as assigned.

SKATs (Skills, Knowledge, Abilities, Traits)

SKILL IN:

- Operating a variety of office equipment, such as computers and applicable hardware and software, calculators, copiers, printers, telephones, and fax machines;
- Safely operating a motor vehicle.

KNOWLEDGE OF:

- Principles, methods, and procedures of modern public business administration, organization, management, and planning;
- Planning, organization and direction of the operations and activities of the Capital Project programs including the planning, budgeting, scheduling, design, construction, and renovation of District buildings, facilities, and grounds;
- Safety requirements for maintenance and operation of District buildings, grounds and equipment;
- Procedures and practices of supervision involving planning, organizing, training, motivating, and directing the work of employees;
- Project management theory and technique;
- Methods, practices, equipment and supplies used in the maintenance, repair and operation of buildings and grounds;
- Laws, regulations, policies and procedures pertaining to the construction, repair, and maintenance of school facilities;
- Legal rights and responsibilities of the District under applicable State, Federal, County, and local ordinances pertaining to school building programs;
- Legal requirements governing formal bidding requirements, contractual agreements, and business functions in the District as contained in the California Education Code, Public Contract Code, Civil Code, and other applicable laws, and regulations;
- Principles and practices of California K-12 school finance and governmental accounting including reporting, internal control and audit principles, and practices;
- Energy conservation programs and practices;
- Rules and regulations pertaining to handling and storage of hazardous and toxic materials.

ABILITY TO:

- Plan, organize, coordinate and direct the facilities, maintenance, custodial and grounds keeping operations of the District;
- Develop and direct long-range capital improvement strategic master plans including new construction, modernization and renovation plans;
- Gather, read, analyze and interpret written, statistical, and oral data;

- Supervise, train and evaluate technical and support staff;
- Coordinate the work of outside contractors and consultants;
- Provide technical advice and recommendations on maintenance and operation activities;
- Estimate costs of building repairs, alterations and maintenance work and prepare accurate budget estimates;
- Interpret building plans and specifications;
- Prepare verbal and written reports;
- Keep accurate records;
- Establish and maintain cooperative working relationships;
- Make decisions in accordance with laws, ordinances, regulations, and established procedures;
- Use correct spelling, grammar and punctuation;
- Understand and follow oral and written instructions;
- Communicate effectively both orally and in writing;
- Maintain records and prepare reports;
- Perform mathematical computations;
- Simultaneously perform multiple tasks;
- Utilize time management techniques to organize and prioritize work in order to meet schedules and timelines;
- Develop and maintain effective interpersonal relations using tact, patience and courtesy.

TRAITS:

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

EMPLOYMENT STANDARDS

EDUCATION: A Bachelor's degree in business administration, engineering, architecture, facilities planning, construction management, or other directly related field from an accredited college or university **is required**.

EXPERIENCE: Five years of full-time **supervisory or management** ~~Director-level~~ experience in administrative or operational services areas such as engineering, architecture, facilities planning, construction management, or other directly related field with a public agency. ~~At least~~ **which includes at least** two years of ~~the~~ experience ~~must have been in a supervisory~~ **at a Director level** capacity.

LICENSE/CERTIFICATION/TRAINING REQUIREMENTS:

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

WORK ENVIRONMENT:

Employees in this classification work both inside and outside, in an office environment, with frequent interruptions, with changing priorities and deadlines, drive an automobile to conduct work, and may be exposed to construction site and environmental hazards.

PHYSICAL REQUIREMENTS:

Employees in this classification stand, walk, sit, stoop/bend, reach overhead, lift and carry up to 25 lbs., use fingers repetitively, use both hands simultaneously, speak clearly, hear normal conversation, see small details, use a computer, and a telephone.

APPOINTMENT: In accordance with Education Code Section 45256.5, the Executive Director of Facilities, Maintenance Operations, and Construction is designated as a Senior Management position. Employees whose positions are designated as senior management of the classified service shall be a part of the classified service and shall be afforded all rights,

benefits, and burdens of other classified employees, except that they shall be exempt from all provisions relating to obtaining permanent status in a senior management position.

DRAFT

District Leadership Team Salary Schedule
Salary Range: ~~404~~ **103**

Established: 7/16
Revised: 10/22

PERSONNEL COMMISSION

ROWLAND UNIFIED SCHOOL DISTRICT

October 4, 2022

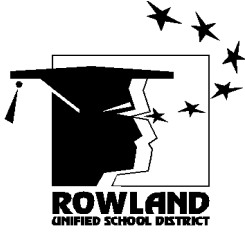
ITEM 9.1 EXAM REVIEW

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

Classification	Length of Eligibility List	Number of Positions	Hours / Months	Last Class Description Revision	Tentative Exam Plan
Community Liaison – Bil (Sp)	6 months	1	8 hours / 9.5 months	10/2011	<ul style="list-style-type: none">• Written Test• Technical Project• Structured Interview
Instructional Assistant II for the Hearing Impaired	6 months	1	6 hours / 9.5 months	2/2011	<ul style="list-style-type: none">• Structured Interview
School Bus Driver Trainee	N/A	N/A	N/A	6/2014	<ul style="list-style-type: none">• Training Program
Senior Account Clerk	6 months	1	8 hours / 12 months	5/2014	<ul style="list-style-type: none">• Written Test• Structured Interview• Computer Testing

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:

COMMUNITY LIAISON-BILINGUAL (SPANISH):

\$20.07 - \$24.46 HOURLY
\$3,481.00 - \$4,240.00 MONTHLY

An Equal Opportunity Employer

OPENING DATE: September 2, 2022

FINAL FILING DATE : September 23, 2022

POSITION

There is one (1) immediate Community Liaison-Bilingual (Spanish) position available, eight (8) hours per day, five (5) days per week, nine and one half (9.5) months per year, including full benefits. Tentative work hours are 8:00 a.m. to 4:30 p.m. An eligibility list will be established to hire substitutes and fill future vacancies for the next six months.

SUMMARY OF DUTIES

Under supervision, serves as liaison between a District program, parents, students, community groups and social service agencies; assists school personnel in the recognition and understanding of pupils' backgrounds through direct contact with parents; provides family case management; participates in required training; and performs routine clerical duties.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency and a minimum of 24 semester or 36 quarter units of college coursework is required. Coursework in public relations, counseling, sociology, or psychology are desirable.

EXPERIENCE: One year of community work or involvement, such as church, community advisory groups, PTA, scouting, etc.

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

- High School Diploma or equivalent
- Transcripts on Letterhead or Diploma if you have completed your AA/BA/MA

You may upload your documents to your application, email them to mita.salgado@rowlandschools.org or hand deliver them to the Personnel Commission, Rowland USD, 1830 S 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](#).

WORK ENVIRONMENT:

Employees in this classification work both inside and outside, may be exposed to airborne pathogens and germs, drive a personal vehicle to conduct work, and have direct contact with students and the public.

PHYSICAL REQUIREMENTS:

Employees in this classification stand, walk, repetitively use fingers, use both hands simultaneously, stoop/bend, reach overhead, have rapid mental and/or muscular coordination, lift and carry up to 20 lbs. or over 20 lbs. with assistance, speak clearly, hear normal voice conversation, see small details and long distances, sit for extended periods of time, and operate a vehicle.

FILING PERIOD

Applications for this position will be accepted online only, **Friday, September 2, 2022 through Friday, September 23, 2022 until 4:30 pm.**

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

Applicants will be sent notifications via e-mail only

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

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

Salary Range: 17 ½

PROOF OF EDUCATION:

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

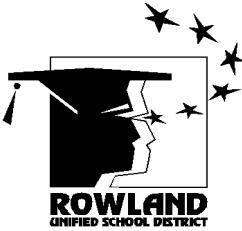
New employees will be charged a processing fee (approximately \$64) for the cost of fingerprinting. This fee must be paid at the time of processing appointment, with a MONEY ORDER ONLY, payable to RUSD.

VETERANS CREDIT

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

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

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:

INSTRUCTIONAL ASSISTANT II for the HEARING IMPAIRED

\$23.87 - \$29.08 Hourly Rate

An Equal Opportunity Employer

OPENING DATE: September 9, 2022

FINAL FILING DATE: September 30, 2022

POSITION

There is currently one (1) position available for an Instructional Assistant II for the Hearing Impaired, six (6) hours a day, five (5) days a week, nine and one half (9.5) months a year. The tentative work hours are 8:00 a.m. to 2:30 p.m. An eligibility list is being established to hire substitutes and to fill future vacancies. *This position includes medical benefits.*

SUMMARY OF DUTIES

Assists students in specialized educational programs who have a variety of physical handicaps, learning disabilities, emotional or behavioral problems on a one-to-one or group basis reinforcing lesson plans; independently adjusts methods/approach/pace of instructional material; maintains student discipline in group activities; performs classroom support activities; maintains a variety of records; and performs other related duties as required. Positions in this class require incumbents to work with hearing impaired students by communicating using American Sign Language (ASL), Pidgin Signed English (PSE), or Signed Exact English (SEE) and Oral interpreting.

QUALIFICATIONS

EDUCATION: The No Child Left Behind Act of 2001 requires all paraprofessionals who provide instructional assistance to possess a high school diploma or equivalent, along with one (1) of the following:

1. A minimum of 48 semester or 72 quarter units of college coursework (Official Transcripts on Letterhead).
2. An Associate or higher degree from an accredited college or university.
3. Pass an assessment that demonstrates knowledge of the ability to assist in teaching, reading, writing and mathematics.

EXPERIENCE: Six months of sign language interpreting experience working with students or school-age children in a school, health services, or other structured environment is required; experience working with special education students is desirable.

SPECIAL: Possession of a valid certificate with a score of level 4.0 or higher issued by the National Registry of Interpreters for the Deaf (RID) or equivalency as defined by the California Department of Education.

Equivalents to a valid RID certificate include valid certificates with a score of 4.0 or higher from the following organizations:

National Association of the Deaf (NAD) American Consortium of Certified Interpreters (ACCI) Educational Interpreter Performance Evaluation (EIPA) Educational Sign Skills Evaluation-Interpreter/Receptive (ESSE-I/R)

LICENSE/CERTIFICATION/TRAINING REQUIREMENTS: Positions in a specialized language classification require individuals who can speak and read (bilingual), and speak, read, and write (bilateral) as specified. A valid and current First Aid Certificate, comparable to the American Red Cross Standard First Aid Certificate and a valid and current Child and Adult Cardiopulmonary Resuscitation Certificate is required for all positions and must be submitted at time of application. Successful completion of up to 12 hours of Crisis Prevention Intervention (CPI) training is required during the probationary period.

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

- **Proof of education:**
 - Option 1 - High School Diploma (or equivalent)
 - Option 2 - College transcripts on official letterhead and watermarked paper or Diploma if you completed your AA/BA/MA* (if applicable)
- **A valid and current Basic/Standard First Aid Certificate; AND**
- **A valid and current CPR Certificate (Child and Adult)**
- **Possession of a valid certificate with a score of level 4.0 or higher issued by the National Registry of Interpreters for the Deaf (RID) or equivalency as defined by the California Department of Education.**
 - Equivalents to a valid RID certificate include valid certificates with a score of 4.0 or higher from the following organizations:
 - National Association of the Deaf (NAD)
 - American Consortium of Certified Interpreters (ACCI)
 - Educational Interpreter Performance Evaluation (EIPA)
 - Educational Sign Skills Evaluation-Interpreter/Receptive (ESSE-I/R)

Please contact cvahimarae@rowlandschools.org with any questions. Applications without the supporting documents will be considered incomplete and will be disqualified. Transcripts/Diplomas from foreign countries must be certified to meet the [US equivalent](#) to be considered.

FILING PERIOD

Applications for this position will be accepted online only until September 30, 2022, 4:30 p.m. **Interested candidates are encouraged to apply as soon as possible.**

Log on to: <http://www.rowlandschools.org/> → Departments → Personnel Commission → Classified Job Openings, to begin creating your application or to edit/update an existing account.

*** APPLICANTS WILL BE SENT NOTIFICATIONS BY E-MAIL ONLY.**

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Assessment Written Examination (if needed)
- Structured Interview Examination

Salary Range: 21

PROOF OF EDUCATION:

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

RUSD will only accept evaluations from agencies listed within the document.

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

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INVITES APPLICATIONS FOR THE POSITION OF:

SCHOOL BUS DRIVER TRAINEE

An Equal Opportunity Employer

OPENING DATE: September 16, 2022

FINAL FILING DATE : October 14, 2022

POSITION:

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

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

SUMMARY OF DUTIES

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

DISTINGUISHING CHARACTERISTICS

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

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is desirable.

EXPERIENCE: No experience required.

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

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

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

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

You may upload your documents to your application or email them to mita.salgado@rowlandschools.org. Applications without supporting documents will be considered incomplete and will be disqualified. *Please note: Staff is working remotely, therefore email is the best method of communication.*

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

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

FILING PERIOD:

Applications for this position will be accepted online only, **Friday, September 16, 2022 to Friday, October 14, 2022 at 4:30 pm.**

APPLICANTS WILL BE SENT NOTIFICATIONS BY E-MAIL ONLY

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

TRAINING INFORMATION:

In person at Rowland Instructional Center located at 1006 South Otterbein Avenue, Rowland Heights, CA 91748: Tentatively scheduled to begin Monday, October 24, 2022. This training program opportunity will be from 8:30 a.m. to 11:00 a.m.

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

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

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

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

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

SUPPLEMENTAL INFORMATION

A SCHOOL BUS DRIVER MUST:

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

RATE OF PAY AFTER COMPLETION OF PROGRAM:

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

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

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

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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: SEPTEMBER 23, 2022

FINAL FILING DATE: OCTOBER 14, 2022

POSITION

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

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

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.

09/22

D-22/23-30

FILING PERIOD

Applications for this position will be accepted on-line only, **Friday, September 23, 2022, to Friday, October 14, 2022, until 4:30 p.m.**

Applicants will be sent notifications via e-mail only

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

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

Salary Range: 20 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 go to www.rowlandschools.org

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**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

October 4, 2022

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

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

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

ELIGIBILITY LIST RECRUITMENT NUMBER	PERSON I.D. PERSONNEL COMMISSION RULE REFERENCE
Custodian (D-21/22-81)	6.1.10.4 A written request by the eligible for removal. <ul style="list-style-type: none">• ID# 23642000 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# 24289191• ID# 49804138 6.1.10.7 Three waivers of certification during the life of the eligibility list, except that waivers relating to part-time or limited-term appointments shall not be counted for the purpose of this Rule. <ul style="list-style-type: none">• ID# 37667086
Custodian (D-21/22-51)	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# 20428124
School Office Manager & School Office Manager Bilingual (Spanish) (D-21/22-48 & D-21/22-49)	6.1.10.4 A written request by the eligible for removal <ul style="list-style-type: none">• ID# 38038263

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.