

**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)]

November 7, 2023
Meeting to start at 4:30 P.M.

In – Person:
1830 S. Nogales Street, Board Room
Rowland Heights, California 91748

View the meeting virtually via ZOOM

Virtual: https://rowlandschools-org.zoom.us/webinar/register/WN_Ay-KLIDgSDaIMCKWK6WYnw

Anyone wishing to attend may do so in person or virtually by accessing the link listed above.

Please note: Public comments must be provided in person. If unable to attend, comments may be submitted to the Personnel Commission’s Office, Attn: Joan Stiegelmar, and a copy will be provided to the Commission.

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.

November 7, 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, November 7, 2023, or adopting the Agenda with the following corrections/modifications for November 7, 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 September 5, 2023. (Ref. 7.1)

Motion by: _____
Second by: _____

Vote:	Judy Nieh	<u>ABSTAIN</u>
	Sharon Fernandez	_____
	Sabrina Lee	_____

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

Motion by: _____
Second by: _____

Vote:	Judy Nieh	_____
	Sharon Fernandez	_____
	Sabrina Lee	<u>ABSTAIN</u>

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Advanced Salary Step Placement

a. Consider approving the advanced salary step request from John Martinez, Principal, Rowland Elementary, to employ Applicant ID #52061416 as Library Assistant at Step B of Range 17 on the Classified Salary Schedule. (Ref. 8.1a) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote:	Judy Nieh	_____
	Sharon Fernandez	_____
	Sabrina Lee	_____

b. Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID #37738674 as Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule. (Ref. 8.1b) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote:	Judy Nieh	_____
	Sharon Fernandez	_____
	Sabrina Lee	_____

c. Consider approving the advanced salary step request from Gregory Perez, Principal, Santana High School, to employ Applicant ID #48220498 as Instructional Assistant II – Bilingual (Spanish) at Step E of Range 16.5 on the Classified Salary Schedule. (Ref. 8.1c) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote:	Judy Nieh	_____
	Sharon Fernandez	_____
	Sabrina Lee	_____

- d. Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID #34152713 as Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule. (Ref. 8.1d) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

- d. Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID #33700161 as Career Vocational Assistant at Step D of Range 19 on the Classified Salary Schedule. (Ref. 8.1e) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

8.2 Reallocation

Consider approving the recommended reallocation of a Behavior Support Assistant to Behavior Support Assistant - Bilingual (Spanish) position along with the incumbent. (Ref 8.2)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

8.3 Class Description Revision and Classification Title Revision

Consider approving the revised class description of Nutrition Services Supervisor and revising the title to Central Kitchen Supervisor. (Ref. 8.3)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

9. ELIGIBILITY LISTS

- 9.1 Employee Selection Results – Receive the results of examinations held. (Ref. 9.1 Ltd. Dist.)

- 9.2 Ratification of Eligibility Lists – Ratify the following eligibility lists: (Ref. 9.2 Ltd. Dist.)

- a) Campus Aide (D-23/24-05)
- b) Custodian (D-23/24-22)
- c) District Patrol (D-23/24-23)
- d) District Safety (D-23/24-21)
- e) Food Service Assistant I (D-23/24-07)
- f) Instructional Assistant I (D-23/24-13)
- g) Instructional Assistant I – Bilingual (Spanish) (D-23/24-14)
- h) Library Assistant (D-23/24-18)
- i) Library Assistant – Bilingual (Spanish) (D-23/24-19)
- j) Office Assistant – (D-23/24-15)
- k) Office Assistant – Bilingual (Spanish) (D-23/24-16)
- l) Office Assistant – Bilingual / Biliterate (Spanish) (D-23/24-17)
- m) School Bus Driver (D-23/24-01)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

9.3 Removal of Names from the Eligibility List – Ratify the removal of the names from the following eligibility lists: (Ref. 9.3)

- Food Service Assistant I (D-23/24-07)
 - ID# 54551014– PC Rule 6.1.10.8
 - ID# 54927599– PC Rule 6.1.10.6
 - ID# 54916286 – PC Rule 6.1.10.1
- Playground Supervision Aide (D-22/23-77)
 - ID# 36870595 – PC Rule 6.1.10.6
- Playground Supervision Aide (D-22/23-86)
 - ID# 54499347– PC Rule 6.1.10.3
 - ID# 36062220 – PC Rule 6.1.10.8
- Health Assistant – Bilingual (Spanish) (D-23/24-11)
 - ID# 29814843 – PC Rule 6.1.10.6

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

10. INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

11. CLOSED SESSION

Recess to closed session to discuss:

- Employee Performance Evaluation – Personnel Director - Government Code 54954.5 (e).

Time Recessed: _____ Time Reconvened to Open Session: _____

THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED ON TUESDAY, DECEMBER 5, 2023, AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.

12. 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 SEPTEMBER 5, 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 4:30 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, September 5, 2023.

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

- Behavior Support Assistant Series
- Custodian
- District Patrol
- District Safety
- Grounds Construction Worker
- Library Assistant Series
- Maintenance Coordinator
- Office Assistant Series
- Playground Supervision Aide

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

- Behavior Support Assistant Series – Structured Interview
- Maintenance Coordinator – Technical Project and Structured Interview
- School Bus Driver – Structured Interview
- Instructional Assistant I and II – Assessment Testing
- Food Service Assistant I – Written Test
- Speech Language Pathology Assistant – Structured Interview
- Health Assistant – Written Test

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

- 1 – Cook
- 1 – Custodial Supervisor
- 1 – Grounds / Custodial Coordinator

- 1 – Instructional Assistant I
- 3 – Instructional Assistant II
- 1 – Office Assistant – Bilingual (Spanish)
- 1 – Office Assistant (Provisional)
- 3 – Personal Care Assistant
- 1 – School Bus Driver
- 1 – Senior Account Clerk
- 1 – Senior Network Analyst
- 1 – Technology Help Desk Technician

Updates/Reminders/Remarks:

- PC Staff are working with Nutritional Services to expedite the hiring of Food Service Assistant I employees since they have many part-time vacancies. We had 12 applicants who passed the written test last week who will be invited to an in-person interview at the Testing Center on Wednesday, September 13 and Thursday, September 14. If they pass, they will move on to the final interview with the hiring authority. We hope this will fast track the process to interview, offer jobs, and complete fingerprinting on the same day.
- On Monday, September 18 we are having a Hiring Fair for Personal Care Assistants and Instructional Assistant II staff and we are working with the Special Education team for this event.
- PC Staff will be participating in Rio Hondo College’s job fair on September 12 and Mt. Sac’s job fair on September 27. We hope to advertise our part-time vacancies at the job fair and to attract students that are interested in working part-time.
- I want to welcome our newest Personnel Technician, Jasmine Portillo, who started on August 14, 2023. We are happy to welcome her to the Personnel Commission department.

COMMUNICATIONS

A. CSEA – Lita Gallo, CSEA President

Ms. Gallo thanked the Personnel Commission for assisting in ensuring schools have adequate staff for the new school year. Ms. Gallo also mentioned the Personnel Commission is appreciated for the hard work they do. Ms. Gallo shared since the recent completion of the Classification and Compensation study, there have been some classifications which needed updates, such as salary and job duties. Ms. Gallo mentioned the District had agreed to bring the recommended changes forward during negotiations and thanked the Personnel Commission for ensuring these changes are taken care of correctly and timely.

B. District Administration – Kevin Despard, Director, Human Resources

Mr. Despard mentioned since the recent Classification and Compensation study was completed, it was found there were several classifications which needed to be updated. Mr. Despard mentioned the recommended changes will be reviewed on the Personnel Commission agenda and thanked the Personnel Commission for reviewing the items.

C. Audience Members –

- Carlos Toscano, Computer Lab Technician – Bilingual (Spanish), Northam Elementary

Mr. Toscano mentioned he is requesting a salary study be done for his current classification as the workload for the classification has increased.

- Estela Gonzales – Computer Lab Technician – Bilingual / Biliterate (Sp), Villacorta Elementary

Ms. Gonzales mentioned she would also like a salary study be done for the classification of Computer Lab Technician. Ms. Gonzalez shared in her 20 plus years as a Computer Lab Technician the duties have not only changed due to technological advances, but they have also increased.

Ms. Sharon Fernandez, Personnel Commissioner, asked if Personnel Commission Staff can look at the classification and begin a salary study.

Ms. Stiegelmar, Personnel Director, agreed to review and get back to the Commission.

PERSONNEL COMMISSION

7.1 Recommendation: Approve the minutes of the meeting of August 8, 2023.

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

7.2 The Personnel Commission received the Annual Report for the 2022-2023 fiscal year to review for future distribution

ITEMS FOR DISCUSSION AND/OR ACTION

Advanced Salary Step Placement

8.1a Recommendation: To consider approving the advanced salary placement request from Stacy Berrest, Director, Special Education, to employ Applicant ID #22851577 as Personal Care Assistant at Step E of Range 14 on the Classified Salary Schedule.

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

8.1b Recommendation: To consider approving the advanced salary placement request from Stacy Berrest, Director, Special Education, to employ Applicant ID #54291979 as Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule.

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

8.1c Recommendation: To consider approving the advanced salary placement request from Stacy Berrest, Director, Special Education, to employ Applicant ID #12885652 as Instructional Assistant II – Bilingual (Spanish) at Step B of Range 16.5 on the Classified Salary Schedule.

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

8.1d Recommendation: To consider approving the advanced salary placement request from Latoya Brown, Administrator, Rowland Adult and Community Education, to employ Applicant ID #21381590 as Custodian at Step D of Range 18 on the Classified Salary Schedule.

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

8.1e Recommendation: To consider approving the advanced salary placement request from Stacy Berrest, Director, Special Education, to employ Applicant ID #42620026 as Instructional Assistant II at Step E of Range 16 on the Classified Salary Schedule.

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

8.1f Recommendation: To consider approving the advanced salary placement request from Stacy Berrest, Director, Special Education, to employ Applicant ID #52489925 as Instructional Assistant II at Step D of Range 16 on the Classified Salary Schedule.

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

8.1g Recommendation: To consider approving the advanced salary placement request from Stacy Berrest, Director, Special Education, to employ Applicant ID #54273859 as Instructional Assistant II at Step E of Range 16 on the Classified Salary Schedule.

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

8.1h Recommendation: To consider approving the advanced salary placement request from Stacy Berrest, Director, Special Education, to employ Applicant ID #50213323 as Personal Care Assistant at Step B of Range 14 on the Classified Salary Schedule.

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

Class Description Revision

8.2 Recommendation: To consider approving the revised class description for the classification of Athletic Trainer.

Ms. Lee asked for confirmation if the only change is to remove the NATA Certification.

Ms. Stiegelmar confirmed removing the NATA Certification is the only change being made. Ms. Stiegelmar also shared the NATA Certification is more like a membership than an actual certification. Ms. Stiegelmar mentioned previous applicants who have applied will be notified of the update.

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

Class Description Revision and Classification Title Revision

8.3a Recommendation: To consider approving the revised class description of Stock Delivery Worker and revising the title to Nutrition Services Stock Delivery Worker.

Ms. Lee asked if the requirement listed mentioning 6 hours of training in the areas of Child Nutrition Programs and food safety was previously a requirement.

Ms. Stiegelmar shared this was previously on the job description. Ms. Stiegelmar mentioned since there were Stock Delivery Workers in both Nutrition Services and Purchasing, it was important to mention the training was only for Stock Delivery Workers assigned to Nutrition Services. Ms. Stiegelmar shared this item should not be removed as the new classification only applies to Stock Delivery Workers assigned to Nutrition Services.

Ms. Fernandez asked if it is best to have the sentence mentioning the training removed.

Ms. Stiegelmar agreed to remove the sentence.

Ms. Lee motioned to remove the first sentence which states, "Positions employed by the Nutrition Services Department ONLY", and will now only read as, "USDA Professional Standards: Maintain a

minimum of 6 hours of annual continuing education/training in the areas of Child Nutrition Programs and food safety.”

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

8.3b Recommendation: To consider approving the revised class description of Computer Lab Technician, Computer Lab Technician – Bilingual (Spanish), and Computer Lab Technician – Bilingual / Biliterate (Spanish) and revising the title to School-Based Technology Assistant, School-Based Technology Assistant – Bilingual (Spanish), and School-Based – Bilingual / Biliterate (Spanish).

Ms. Lee mentioned she noticed many strikeouts to words such as computers, etc, and it now states “educational technology”. Ms. Lee asked if the description can be more specific rather than broad based.

Ms. Stiegelmar shared that she researched the term “educational technology” and found it to be a broad term that relates to anything needed to teach in classrooms such as tablets, chrome books, etc. Ms. Stiegelmar mentioned using the broad-based term allows the job description to apply to any technology changes, such as a product becoming obsolete or a vendor change.

Ms. Lee asked the attending Computer Lab Technicians if they agreed with the use of the broad-based term of “educational technology”.

Ms. Estella Gonzales stated she believes it to be a better term as technology changes rapidly.

Ms. Lee asked for clarification on the sentence on page 5 of 7 which states, “Performs basic support and updates via the mobile device management (MDM) system.

Ms. Jessica Landin, Personnel Analyst, clarified while meeting with the Technology staff they shared the MDM system allows them to update software on devices in bulk rather than one by one. Ms. Landin shared the term “mobile” does not relate to mobile telephones only.

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

New Class Description

8.4 Recommendation: To consider approving the establishment of the new classification of Warehouse Stock Delivery Worker and reallocate four Stock Delivery Worker employees in the Purchasing department into this new classification with an effective date of July 1, 2023, in accordance with the Memorandum of Understanding dated August 1, 2023.

Ms. Lee asked if this classification belongs to the Warehouse series and reports to Purchasing. Ms. Lee also asked if the Nutrition Services Stock Delivery Worker classification reports to the Purchasing Department.

Ms. Fernandez confirmed the Nutrition Services Stock Delivery Worker reports to the Nutrition Services Department.

Ms. Stiegelmar mentioned the reporting structure can be compared to the Office Assistant series as they all report to different locations.

Ms. Lee asked for clarification on the salary as the Warehouse Stock Delivery Worker is increasing in pay.

Ms. Stiegelmar shared the Warehouse Stock Delivery Workers take care of several other tasks not associated with the Nutrition Services Stock Delivery Worker, which entails higher level responsibility and a higher level criticality of error.

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

Reclassification

- 8.5 Recommendation: To consider approving the reclassification of six Technology Specialist I positions, and the current incumbents, to the classification of Technology Specialist II with an effective date of July 1, 2023, in accordance with the Memorandum of Understanding dated August 1, 2023.

Ms. Lee mentioned it was shared with her by Ms. Stiegelmar that the reclassification was initiated by the Technology Specialist I employees. Ms. Lee mentioned she is aware that staff took the time to meet with the Technology Specialist I employees to gather information related to their duties. Ms. Lee thanked Ms. Landin for providing a comparison in duties between the Technology Specialist I and Technology Specialist II positions.

Ms. Landin shared in reviewing the duties in both classifications it was found the duties that were listed in the Technology Specialist I were very similar to the duties listed on the Technology Specialist II classification.

Ms. Stiegelmar shared that the six Technology Specialist I employees were originally hired when the classification was established in 2016 and are still currently employed in their positions. Ms. Stiegelmar shared that there have been many changes to the workload throughout the years, especially during the pandemic, they realized they were taking on many of the higher-level responsibilities of the Technology Specialist II employees.

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

Reallocation

- 8.6a Recommendation: To consider approving the recommended reallocation of an Administration Secretary position to an Administrative Secretary - Bilingual – (Spanish) along with the incumbent.

Ms. Lee asked for confirmation if reallocating a position with an incumbent is allowed in a merit district. Ms. Lee asked for details on why the position is needed to be reallocated and why the Office Assistant position is being reallocated as well and if two positions are needed to speak Spanish in the office.

Ms. Stiegelmar shared that when reviewing requests, the Personnel Commission ensures they are abiding by not only The Merit System, but also the Education Code. Ms. Stiegelmar mentioned if a Director/Administrator finds there is a need for someone to speak another language, they want to ensure they are paid accordingly. Ms. Stiegelmar mentioned the Nutrition Services department previously employed a Senior Office Assistant who was bilingual/biliterate in Spanish. Since the position was never filled, there is now a need to have someone speak Spanish to assist students and parents. Ms. Stiegelmar shared the request is for both the Administrative Secretary and the Office Assistant to ensure there is always coverage, whether it be during breaks and lunches or when the Office Assistant is off calendar as the position is 10 months a year.

Ms. Lee shared her concern of reallocating the position with the incumbent as it could possibly take away an opportunity for other Administrative Secretaries.

Ms. Stiegelmar shared the current employee has been in the position for over 10 years and the Nutrition Services Director is not looking to displace her.

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

8.6b Recommendation: To consider approving the recommended reallocation of an Office Assistant position to an Office Assistant - Bilingual (Spanish) along with the incumbent.

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

8.6c Recommendation: To consider approving recommended reallocation of an Office Assistant position to an Office Assistant - Bilingual / Biliterate (Mandarin) along with the incumbent.

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

EXAMINATIONS/ELIGIBILITY LISTS

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

- a. Instructional Assistant I (D-23/24-13)
- b. Instructional Assistant I – Bilingual (Spanish) (D-23/24-14)
- c. Office Assistant (D-23/24-15)
- d. Office Assistant – Bilingual (Spanish) (D-23/24-16)
- e. Office Assistant – Bilingual / Biliterate (Spanish) (D-23/24-17)
- f. Library Assistant (D-23/24-18)
- g. Library Assistant – Bilingual (Spanish) (D-23/24-19)
- h. Playground Supervision Aide (D-23/24-20)
- i. District Safety (D-23/24-21)
- j. Custodian (D-23/24-22)
- k. District Patrol (D-23/24-23)
- l. Grounds Construction Worker (D-23/24-24)
- m. Maintenance Coordinator (D-23/24-25)
- n. Behavior Support Assistant (D-23/24-26)
- o. Behavior Support Assistant – Bilingual (Spanish) (D-23/24-27)

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-22/23-58)
- b) Behavior Support Assistant – Bilingual (Spanish) (D-22/23-26)
- c) Cook (D-22/23-85)
- d) Food Service Assistant I (D-23/24-07)
- e) Instructional Assistant II (D-23/24-02)
- f) Instructional Assistant II – Bilingual (Spanish) (D-23/24-03)
- g) Personal Care Assistant (D-23/24-06)
- h) Playground Supervision Aide (D-22/23-86)
- i) School Bus Driver (D-23/24-01)
- j) Senior Network Analyst (D-22/23-79)
- k) Speech Language Pathology Assistant (D-23/24-09)

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

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

eligibility lists:

- Food Service Assistant I (D-22/23-13)
 - ID# 53713073– PC Rule 6.1.10.8
- Office Assistant – Bilingual (Spanish) (D-22/23-56)
 - ID# 16587066– PC Rule 6.1.10.1
 - ID# 50500807 – PC Rule 6.1.10.1
- Instructional Assistant I (D-22/23-03)
 - ID# 50757213– PC Rule 6.1.10.4
- Instructional Assistant I – Bilingual (Spanish) (D-22/23-04)
 - ID# 50757213– PC Rule 6.1.10.4
- Custodian (D-22/23-66)
 - ID# 53298268– PC Rule 6.1.10.2 & 4.4.11
- Library Assistant (D-22/23-44)
 - ID# 46681900– PC Rule 6.1.10.4
- Library Assistant – Bilingual (Spanish) (D-22/23-45)
 - ID# 46681900– PC Rule 6.1.10.4
- Speech/Language Pathology Assistant (D-22/23-09)
 - ID# 54598901– PC Rule 6.1.10.4
- Campus Aide (D-22/23-09)
 - ID# 46362502– PC Rule 6.1.10.1
- Behavior Support Assistant – Bilingual (Spanish) (D-22/23-59)
 - ID# 38471665– PC Rule 6.1.10.4
- Behavior Support Assistant (D-22/23-58)
 - ID# 46565018– PC Rule 6.1.10.4

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

INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

Ms. Lee shared she hopes everyone has a successful school year. Ms. Lee thanked staff for their hard work and for being available for her questions.

Ms. Fernandez thanked the Personnel Commission staff for their hard work in reviewing the reclassifications and reallocations. Ms. Fernandez mentioned she would like to emphasize there is a protocol that has to be followed for MOU’s and thanked the Personnel Commission staff for being able to review and ensure the process goes smoothly and in a timely manner.

ADJOURNMENT

To adjourn the meeting at 5:32 p.m.

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

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, OCTOBER 3, 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 OCTOBER 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 4:41 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 submitted for Monday, October 2, 2023.

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:

- Senior Office Assistant series
- Nutrition Services Stock Delivery Worker
- Athletic Trainer
- Senior Account Clerk
- Career Vocational Assistant
- Food Service Assistant III

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

- Campus Aide – Structured Interview
- Custodian – Remote written test
- Food Service Assistant I – Structured Interview
- Health Assistant – Structured Interview / Computer Testing
- Instructional Assistant I – Structured Interview
- Instructional Assistant II – Structured Interview
- Library Assistant – Remote written test
- Office Assistant – Remote written test / Structured Interview / Computer Testing
- Personal Care Assistant – Structured Interview
- Playground Supervision Aide – Remote written quiz

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

- 1 - Campus Aide
- 1 - Custodian
- 3 - Food Service Assistant I
- 1 - Food Service Assistant I (Substitute)
- 3 - Playground Supervision Aide
- 1 - Speech Language Pathology Assistant
- 1 - Speech Language Pathology Assistant (Substitute)

Updates/Reminders/Remarks:

- Staff worked on all the employment transactions from the last PC meeting to update class description titles, reclassify Technology Specialists, and reallocate positions. More than 50 requisitions were generated and processed to ensure employees could get paid timely and correctly.
- Ms. Landin and I will be presenting Climbing the Career Ladder at Rowland USD at the professional development day at Nogales High School on Wednesday, October 4. There is 24+ employees already signed up for the training.

COMMUNICATIONS

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

PERSONNEL COMMISSION

7.1 Recommendation: Approve the minutes of the meeting of September 5, 2023.

Motion made to table since Ms. Lee is not in attendance and Ms. Nieh was not present at the September 5, 2023, meeting.

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

ITEMS FOR DISCUSSION AND/OR ACTION

Advanced Salary Step Placement

8.1a Recommendation: To consider approving the advanced salary placement request from Stacy Berrest, Director, Special Education, to employ Applicant ID #44655403 as Senior Account Clerk at Step C of Range 20.5 on the Classified Salary Schedule.

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

8.1b Recommendation: To consider approving the advanced salary placement request from Stacy Berrest, Director, Special Education, to employ Applicant ID #28323269 as Speech-Language Pathology Assistant at Step B of Range 24.5 on the Classified Salary Schedule.

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

8.1c Recommendation: To consider approving the advanced salary placement request from Jason Garcia, Principal, Oswalt Academy, to employ Applicant ID #53631298 as Campus Aide at Step B of Range 12 on the Classified Salary Schedule.

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) Senior Office Assistant (D-23/24-28)
- b) Senior Office Assistant – Bilingual (Spanish) (D-23/24-29)
- c) Nutrition Services Stock Delivery Worker (D-23/24-30)
- d) Athletic Trainer (D-23/24-31)
- e) Senior Account Clerk (D-23/24-32)
- f) Career Vocational Assistant (D-23/24-33)
- g) Food Service Assistant III (D-23/24-34)

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

9.3 Recommendation: To ratify the following eligibility lists:

- a) Campus Aide (D-23/24-05)
- b) Food Service Assistant I (D-23/24-07)
- c) Health Assistant (D-23/24-10)
- d) Health Assistant – Bilingual (Spanish) (D-23/24-11)
- e) Instructional Assistant II (D-23/24-02)
- f) Instructional Assistant II – Bilingual (Spanish) (D-23/24-03)
- g) Personal Care Assistant (D-23/24-06)
- h) Playground Supervision Aide (D-23/24-20)

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:

- District Safety (D-22/23-65)
 - ID# 17056190– PC Rule 6.1.10.1
- Food Service Assistant I (D-22/23-13)
 - ID# 41514603– PC Rule 6.1.10.4
- Library Assistant (D-22/23-44)
 - ID# 32332580– PC Rule 6.1.10.6
- Office Assistant (D-22/23-55)
 - ID# 46084117– PC Rule 6.1.10.4
- Instructional Assistant II (D-23/24-02) & Instructional Assistant II – Bil (Spanish) (D-23/24-03)
 - ID# 25292639– PC Rule 6.1.10.6
- Behavior Support Assistant (D-22/23-58)
 - ID# 34270855– PC Rule 6.1.10.6

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

INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

Ms. Nieh shared she is pleased to be present at the meeting since she was not able to attend last month's meeting.

Ms. Fernandez did not have any input or comment.

ADJOURNMENT

To adjourn the meeting at 4:53 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, NOVEMBER 7, 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
ADVANCED SALARY STEP PLACEMENT
FOR
LIBRARY ASSISTANT

The Commission is in receipt of a request from John Martinez, Principal, Rowland Elementary, to employ Applicant ID #52061416 as Library Assistant at Step B 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. The number of years of education does qualify this applicant for step placement at Step B based on the formula of one step will be given for two years of additional education beyond the employment standards for the classification.

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
INSTRUCTIONAL ASSISTANT II

The Commission is in receipt of a request from Stacy Berrest, Director, Special Education, to employ Applicant ID #37738674 as Instructional Assistant II at Step B of Range 16 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. The number of years of education does qualify this applicant for step placement at Step B based on the formula of one step will be given for two years of additional education beyond the employment standards for the classification.

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step B of Range 16 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
INSTRUCTIONAL ASSISTANT II – BILINGUAL (SPANISH)

The Commission is in receipt of a request from Gregory Perez, Principal, Santana High School, to employ Applicant ID #48220498 as Instructional Assistant II – Bilingual (Spanish) at Step E of Range 16.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has over 12 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 16.5 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
INSTRUCTIONAL ASSISTANT II

The Commission is in receipt of a request from Stacy Berrest, Director, Special Education, to employ Applicant ID #34152713 as Instructional Assistant II at Step B of Range 16 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. The number of years of education does qualify this applicant for step placement at Step B based on the formula of one step will be given for two years of additional education beyond the employment standards for the classification.

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step B of Range 16 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
CAREER/VOCATIONAL ASSISTANT

The Commission is in receipt of a request from Stacy Berrest, Director, Special Education, to employ Applicant ID #33700161 as Career/Vocational Assistant Step D of Range 19 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has over 8 years of work-related experience. The number of years of related work experience does qualify this applicant for step placement at Step D based on the formula of one step will be given for two years of additional related experience beyond the employment standards for the classification.

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



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

October 30, 2023

TO: Dennis Bixler, Assistant Superintendent – Human Resources

FROM: Joan Stiegelmar, Personnel Director

RE: **RECOMMENDED REALLOCATION OF A BEHAVIOR SUPPORT ASSISTANT POSITION TO A BEHAVIOR SUPPORT ASSISTANT – BILINGUAL (Spanish) along with the incumbent**

Johan Schmitz, Principal at Jellick Elementary, has requested that we reallocate a Behavior Support Assistant position to a Behavior Support Assistant – Bilingual (Spanish) position along with the incumbent. Jellick Elementary serves a diverse community with a large number of families that have a language other than English as their primary language in the home. One group that is above the 15% mark, and therefore requiring communication in their native language as stated in California Education Code 48985, is our Spanish speaking population. To support these families of our school community, Jellick Elementary would like to reallocate the Behavior Support Assistant position.

Your input concerning the recommended reallocation is important. The Personnel Commission will consider approving this at the regular meeting on Tuesday, November 7, 2023.

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

I agree with the recommended reallocation.	I disagree with the reallocation, and recommend the adjustments noted above.
Signature:	Date: 10-30-2023

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

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

November 7, 2023

ITEM 8.3 CONSIDER APPROVING THE REVISED CLASS DESCRIPTION OF
NUTRITION SERVICES SUPERVISOR AND REVISING THE TITLE TO
CENTRAL KITCHEN SUPERVISOR

Staff has conducted a job analysis on the Nutrition Services Supervisor classification. The recommended changes in the classification specification are presented in the customary ~~strikeout~~ and bold/underscore text format.

Staff met with Maria Davila, Director of Nutrition Services, to review the classification specification. A job analysis was conducted to ensure that the job classification was reflective of the current duties. A change in title was recommended to clarify that the position supervises employees at the Central Kitchen, since "Nutrition Services" is a broad term and could mean all of Nutrition Services. The department currently has the following staff who oversee the whole Nutrition Services program: Director of Nutrition Services, Assistant Director of Nutrition Services, and the Nutrition Service Operations Manager.

The recommended revisions to the Nutrition Services Supervisor classification serve to better clarify the job duties, and minimum qualifications, as well as to update standard wording in all class descriptions in reference to the working environment section of the document. Changes to the duties did not increase responsibilities or workload and, therefore, do not reflect an increase in compensation.

RECOMMENDATION:

The Personnel Commission is requested to approve the recommended revisions to the job description for the classification of Nutrition Services Supervisor and change the title to Central Kitchen Supervisor.



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

October 31, 2023

TO: Dennis Bixler, Assistant Superintendent – Human Resources

FROM: Joan Stiegelmar, Personnel Director

RE: **REVISED CLASS DESCRIPTION FOR NUTRITION SERVICES SUPERVISOR and REVISING THE TITLE TO CENTRAL KITCHEN SUPERVISOR**

Attached for your review and comment is the proposed **REVISED** class description for Nutrition Services Supervisor and revising the title to Central Kitchen Supervisor.

Your input concerning the proposed class description is important. Please provide your concerns or comments, if any, regarding changes for the class description. Changes can be recommended at the Personnel Commission meeting. To proceed timely with recruitment, the Personnel Commission will consider approving this new classification at the regular meeting on Tuesday, November 7, 2023.

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

<input type="checkbox"/> I agree with the proposed class description and recommended changes as presented.	<input type="checkbox"/> I disagree with the proposed class description, and recommend the adjustments noted above.
Signature:	Date: 11/2/23

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
cc: Alex Flores, Deputy Superintendent
Maria Davila, Director of Nutrition Services



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

October 31, 2023

TO: Lita Gallo, CSEA President

FROM: Joan Stiegelmar, Personnel Director

RE: **REVISED CLASS DESCRIPTION FOR NUTRITION SERVICES SUPERVISOR and
REVISING THE TITLE TO CENTRAL KITCHEN SUPERVISOR**

Attached for your review and comment is the proposed **REVISED** class description for Nutrition Services Supervisor and revising the title to Central Kitchen Supervisor.

Your input concerning the proposed class description is important. Please provide your concerns or comments, if any, regarding changes for the class description. Changes can be recommended at the Personnel Commission meeting. To proceed timely with recruitment, the Personnel Commission will consider approving this new classification at the regular meeting on Tuesday, November 7, 2023.

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

<input checked="" type="checkbox"/>	I agree with the proposed class description and recommended changes as presented.	<input type="checkbox"/>	I disagree with the proposed class description, and recommend the adjustments noted above.
Signature:	Date: 11/2/23		

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

NUTRITION SERVICES CENTRAL KITCHEN SUPERVISOR

SUMMARY OF DUTIES

Under the direction of ~~the~~ an assigned administrator in Director of Nutrition Services plans, organizes, coordinates, participates, and supervises complex food production operations and activities at the central kitchen. Manages and assures efficient production methods and operations, and compliance with health and safety standards and nutrition requirements; performs technical duties, including planning; the production and delivery of food and supplies to school sites; orders food items; oversees storekeeping operations; prepares a variety of reports for various food service programs; and supervises, trains, and evaluates central kitchen nutrition service personnel; ~~storekeeper, drivers, and custodial personnel.~~ and coordinates, organizes, and supervises catering, and special events.

DISTINGUISHING CHARACTERISTICS

The Nutrition Services Central Kitchen Supervisor is distinguished from the class of Nutrition Services Operations Manager in that the latter supervises major phases of the food service program including Nutrition Services facilities at various schools and ~~the~~ District locations office, and ~~is required to plan~~ menus, which requires nutrition and food service program knowledge.

EXAMPLES OF DUTIES

- Oversees the production of student and adult meals associated with a variety of meal programs, at the central kitchen. *E*
- Trains, supervises, assigns, and evaluates the performance of assigned staff; E
- Prepares work schedules and assigns duties; E
- Adjusts assignments and secures substitute coverage for the preparation and serving of food; E
- Plans, organizes, coordinates, oversees, and participates in the ordering, receiving, storage, preparation, cooking, and distribution of the food production program; E
- Reviews menus and meal counts and determines quantity of food items, equipment, utensils, and staffing requirements; *E*
- Plans and supervises the preparation of meals according to District menu guides; ensures correct portions are prepared and served; E
- Assists with the planning of special catering menus and coordinates special functions involving Nutrition Services; *E*
- Oversees and assures efficient and effective ~~inspects~~ food production and preparation methods ensuring food is being prepared on schedule and proper sanitary work simplification principles and safety rules and procedures are being observed; *E*
- Assures compliance with standards of health, safety, and child nutrition programs; E
- Oversees, directs, and participates in the cleaning of the kitchen and other food preparation areas; E
- Ensures compliance with state and federal rules and regulations related to health, safety and sanitation; E
- Documents and reports health and safety issues to appropriate personnel; E
- Trains, supervises, and evaluates the performance of assigned staff utilizing the Facts, Rules, Impact, Suggestions, Knowledge (FRISK) framework for progressive intervention and disciplines coaches employees according to established District guidelines and procedures; *E*
- Assures proper payroll data and supporting documents are accurately and timely completed; *E*
- Authorizes usage of various food products; and modifies procedural changes, as necessary, to meet daily production requirements; *E*
- Orders food items and assists with ordering and monitoring of USDA commodity food products; oversees the receipt, storing, pulling and delivery of food items; *E*
- Directs the inventorying of stock in the warehouse and assists with inventory reconciling ~~variations between actual count and records balances;~~ *E*

- Assures proper record-keeping procedures are followed;
- Completes a variety of reports for various feeding programs, and writes memos, **emails, meeting agendas,** and **recommends** department **policy and** procedures as necessary; *E*
- Coordinates equipment repair activities **and regular maintenance and repairs of equipment, vehicles, dock ramps, doors, and all large equipment located at the central kitchen** under direction of the Director of Nutrition Services; *E*
- **Operates a variety of standard commercial food service equipment and supplies and trains staff on the safe and proper use of equipment and supplies;** *E*
- Assists in evaluating new and used equipment and determining replacement needs and makes recommendations or orders new equipment according to established procedures; *E*
- Oversees operation of the central kitchen; *E*
- Enforces protocol for food recalls; *E*
- **Follows established security measures to prevent vandalism and theft;** *E*
- Contacts vendors as necessary; *E*
- **Assures efficient use of resources to adhere to operating budget;** *E*
- Works with school site personnel to resolve problems and answer questions regarding orders, deliveries, and food distribution; *E*
- Coordinates the testing and standardization of recipes; *E*
- Modifies recipes to yield desired quantities and quality; *E*
- Oversees **Nutrition Services** Stock Delivery Workers, **Storekeeper,** and custodial staff at the central kitchen, and may drive in the absence of a **Nutrition Services** Stock Delivery Worker; *E*
- Assists in the development of new recipes;
- Performs calculations to convert and standardize cooking measurements used in recipes;
- Reports and corrects problems with vendors, personnel, equipment, and procedures;
- Performs other related duties as directed.

SKATs (Skills, Knowledge, Abilities and 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;
- Safely operating a variety of equipment such as ovens, choppers, slicers, mixers, can openers, steamers, food pumps, stoves, food carts, kettles, manual and power pallets, gas grills, boiler, and packaging machine.
- **Operating manual and electric pallet jacks, forklifts, and other related warehouse equipment.**

KNOWLEDGE OF:

- Principles and practices of supervision and training;
- Food safety and sanitation principles;
- Safe working practices and procedures;
- Work simplification methods;
- Menu planning as it relates to food production;
- Catering;
- Food terminology, markets, and commodities;
- Storekeeping methods, procedures, and records;
- Computer software programs and data entry;
- Basic flow of food as it relates to kitchen design;
- Cooking measurements and terminology.

ABILITY TO:

- Gather, read, analyze, evaluate data, and interpret written instructions in oral, written form;
- Logically grasp and think through issues and problems;

- Train, supervise, and evaluate personnel;
- Plan and organize work for self and others;
- Communicate effectively both orally and in writing;
- Speak clearly and logically;
- Develop and maintain effective working relationships;
- Maintain accurate records;
- Perform minor repairs on food service equipment;
- Use computers proficiently and learn related programs required to enter, extract, compile, keyboard, and arrange data;
- Take responsibility for accuracy and completeness of work;
- Work independently and cooperatively with others;
- Compose correspondence, maintain records, and prepare reports independently;
- Write clearly and concisely using proper grammar, punctuation, and spelling;
- Supervise, train, motivate, counsel, and evaluate personnel;
- Observe health and safety regulations;
- Perform mathematical calculations with speed and accuracy.

TRAITS:

- Promotes goals and leads by example;
- Appreciates and respects the differences among people;
- Interpersonal skills using tact, patience, and courtesy;
- Strives to meet customers' needs;
- Is trustworthy and responsible for actions;
- Easily adapts to situations and changes;
- Stays focused and has good work ethic;
- Diligently attends to details and quality;
- Remains steady under pressure;
- Effectively manages one's own time, priorities, and resources;
- Takes action to implement solutions and improvements.

EMPLOYMENT STANDARDS

EDUCATION: An Associate's degree or equivalent from an accredited college or university with a major in institution management, dietetics, food and nutrition, hotel and restaurant management, business or public administration or other closely related field. Two years of experience in large quantity (500 or more meals) institutional food preparation, distribution and/or service, **preferably in a school district or similar environment,** in addition to the required experience indicated below, may be substituted for the required education.

EXPERIENCE: ~~Two~~ **Three** years of experience in large quantity institutional food preparation, distribution and/or service, **including two years of** ~~At least one year of the experience must have been in a~~ **lead or** supervisory capacity.

LICENSE/CERTIFICATION/TRAINING/LANGUAGE REQUIREMENTS:

- A current Food Safety **Management** Certification is required.
- A valid, Class C, California Driver License, **and** a good driving record and use of a private automobile is required and must be maintained during employment.
- USDA Professional Standards: Maintain a minimum of 10 hours of annual continuing education/training in the areas of the Child Nutrition Programs and food safety.

ENVIRONMENT: Employees in this classification work primarily inside a food production center environment, with frequent interruptions, ~~with~~ changing priorities and short deadlines, in varying temperatures including extreme heat from ovens and extreme cold from walk-in refrigerators and freezers, in contact with hot food items, with heavy machinery and sharp objects, with exposure to cleaning agents, and may be required to drive an automobile or

delivery truck to conduct work.

PHYSICAL REQUIREMENTS: Employees in this classification stand, walk, sit, stoop, bend, and reach overhead, lift and carry up to 50 pounds without assistance, push, pull, use fingers, wrists and hands repetitively in a slicing or twisting motion or while applying pressure, use both hands simultaneously, speak clearly, hear normal conversation, see small details, drive a vehicle, use a computer, and telephone.

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

Supervisory Salary Schedule:
Salary Range: 26

Approved by Personnel Commission 11/89
Revised 5/96, 9/99, 8/04, 11/11, 06/12, 12/15, **11/23**

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

November 7, 2023

ITEM 9.3 DISQUALIFICATION OF ELIGIBLES AND REMOVAL OF NAMES FROM ELIGIBILITY LISTS

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

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

ELIGIBILITY LIST RECRUITMENT NUMBER	PERSON I.D. PERSONNEL COMMISSION RULE REFERENCE
Food Service Assistant (D-23/24-07)	6.1.10.8 Failure to satisfactorily complete all pre-employment and background reviews, including reference checks conducted by the Appointing Authority. <ul style="list-style-type: none"> • ID# 54551014 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# 54927599 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# 54916286
Playground Supervision Aide (D-22/23-77)	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# 36870595
Playground Supervision Aide (D-22/23-86)	6.1.10.3 Failure to report for a scheduled interview after certification. <ul style="list-style-type: none"> • ID# 54499347 6.1.10.8 Failure to satisfactorily complete all pre-employment and background reviews, including reference checks conducted by the Appointing Authority. <ul style="list-style-type: none"> • ID# 36062220
Health Assistant – Bilingual (Spanish) (D-23/24-11)	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# 29814843

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.