

**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)]

December 5, 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_FuqnyB- RoSEdFb8s2oVDw

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.

December 5, 2023
4:30 P.M.

PLEASE CIRCULATE

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

2. Roll Call:	Present	Absent
Sharon Fernandez, Vice Chair	_____	_____
Sabrina Lee, Member	_____	_____
Natalie Moreno, 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 Take action to appoint Ms. Natalie Moreno to the Personnel Commission as the Board Appointee for a three-year term from December 5, 2023 to December 1, 2026.

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno ABSTAIN

3.3 Oath of Office presented by Ms. Sharon Fernandez to Ms. Natalie Moreno, Board Appointee. (Ref. 3.3)

3.4 Take Action to nominate and elect a chairperson for the term from December 5, 2023, to December 1, 2024.

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

3.5 Take action to nominate and elect a vice-chairperson for the term from December 5, 2023, to December 1, 2024.

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

3.6 Consider adopting the Agenda as submitted for Tuesday, December 5, 2023, or adopting the Agenda with the following corrections/modifications for December 5, 2023.

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

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 November 7, 2023. (Ref. 7.1)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno ABSTAIN

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Advanced Salary Step Placement

a. Consider approving the advanced salary step request from Scott Cavanias, Principal, Nogales High School, to employ Applicant ID #34541318 as Campus Aide at Step E of Range 12 on the Classified Salary Schedule. (Ref. 8.1a) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

- b. Consider approving the advanced salary step request from Amy Grigsby, Principal, Yorbita Elementary, to employ Applicant ID #53042738 as School-Based Technology Assistant at Step B of Range 17 on the Classified Salary Schedule. (Ref. 8.1b) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

- c. Consider approving the advanced salary step request from Dr. Yesenia Alvarez, Principal, Hurley Elementary, to employ Applicant ID #18311623 as Custodian at Step E of Range 18 on the Classified Salary Schedule. (Ref. 8.1c) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

- d. Consider approving the advanced salary step request from John Martinez, Principal, Rowland Elementary, to employ Applicant ID #47839012 as Office Assistant - Bilingual (Spanish) at Step C of Range 17.5 on the Classified Salary Schedule. (Ref. 8.1d) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

- e. Consider approving the advanced salary step request from Cesar Rivas, Safety Operations Manager, Administrative Services, to employ Applicant ID #44892613 as District Safety at Step E of Range 20 on the Classified Salary Schedule. (Ref. 8.1e) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

- f. Consider approving the advanced salary step request from Cesar Rivas, Safety Operations Manager, Administrative Services, to employ Applicant ID #33657920 as District Patrol at Step E of Range 19 on the Classified Salary Schedule. (Ref. 8.1f) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

9. 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) Cook (D-23/24-35)
- b) Central Kitchen Supervisor (D-23/24-36)
- c) Cafeteria Lead Worker I (D-23/24-37)
- d) School-Based Technology Assistant (D-23/24-38)

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

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

- a) Career/Vocational Assistant (D-23/24-33)
- b) Instructional Assistant II (D-23/24-02)
- c) Instructional Assistant II – Bilingual (Spanish) (D-23/24-03)
- d) Maintenance Coordinator (D-23/24-25)
- e) Personal Care Assistant (D-23/24-06)

- f) Senior Account Clerk (D-23/24-32)
- g) Senior Office Assistant (D-23/24-28)
- h) Senior Office Assistant – Bilingual (Spanish) (D-23/24-29)
- i) Speech Language Pathology Assistant (D-23/24-09)

Motion by: _____
 Second by: _____

Vote: Sharon Fernandez _____
 Sabrina Lee _____
 Natalie Moreno _____

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

- Campus Aide (D-23/24-05)
 - ID# 24062185– PC Rule 6.1.10.4
 - ID# 54597157 – PC Rule 6.1.10.4
 - ID# 55267309 – PC Rule 6.1.10.4
- Custodian (D-23/24-22)
 - ID# 37667086– PC Rule 6.1.10.1
 - ID#22220314 – PC Rule 6.1.10.4
- Instructional Assistant II (D-23/24-02)
 - ID# 52716787– PC Rule 6.1.10.4
 - ID# 55524965 – PC Rule 6.1.10.6
- District Patrol (D-23/24-23)
 - ID# 23185179– PC Rule 6.1.10.2 & 4.4.11

Motion by: _____
 Second by: _____

Vote: Sharon Fernandez _____
 Sabrina Lee _____
 Natalie Moreno _____

10. INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

11. OTHER ITEMS

A joint dinner with the CSEA Executive Board and Personnel Commissioners and staff will be held on December 5, 2023 at 5:15 p.m. at BJ’s Restaurant, City of Industry.

THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED ON TUESDAY, JANUARY 16, 2024, AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.

12. ADJOURNMENT

Time _____

Motion by: _____
 Second by: _____

Vote: Sharon Fernandez _____
 Sabrina Lee _____
 Natalie Moreno _____

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.

1830 South Nogales Street
Rowland Heights
CA 91748
www.rowlandschools.org

(626) 965-2541
FAX – (626) 854-8311
SUPERINTENDENT
Julie Saylor Mitchell, Ed.D.



PERSONNEL COMMISSION

MEMBERS
Sharon Fernandez
Sabrina Lee

PERSONNEL DIRECTOR
Joan Stiegelmar

OATH OF OFFICE

“I, NATALIE MORENO, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.”

Ref. 3.3

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

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF NOVEMBER 7, 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 4:32 p.m., with the Pledge of Allegiance led by Ms. Judy Nieh, Personnel Commissioner.

Members Present: Judy Nieh, Chair
Sharon Fernandez, Vice Chair
Sabrina Lee, 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, November 7, 2023.

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

- Cook

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

- Campus Aide – Structured Interview
- Career Vocational Assistant - Structured Interview
- Custodian – Structured Interview
- District Patrol - Structured Interview
- District Safety - Structured Interview
- Food Service Assistant I – Structured Interview
- Instructional Assistant II Series – Structured Interview
- Library Assistant Series - Structured Interview
- Personal Care Assistant – Structured Interview
- School Bus Driver - Structured Interview
- Senior Account Clerk – Remote written test
- Senior Office Assistant Series – Remote written test; Structured Interview
- Speech Language Pathology Assistant - Structured Interview

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

- 2 - Campus Aide
- 1 - Career/Vocational Assistant
- 5 - Food Service Assistant I
- 1 - Food Service Assistant I (Substitute)

- 1 - Instructional Assistant II
- 1 - Instructional Assistant II - Bilingual (Spanish)
- 1 - Instructional Assistant II (Substitute)
- 1 - Library Assistant
- 1 - Personal Care Assistant
- 4 - Playground Supervision Aide
- 3 - Playground Supervision Aide (Substitute)
- 1 - School-Based Technology Assistant

Updates/Reminders/Remarks:

- PC Staff held a hiring fair for Food Service Assistants on October 16 and October 20 with 12 attending the event. Ten selections were made and have already started working or are in the process of finishing the onboarding process.
- PC Staff held a classroom hiring fair on Monday, November 6 and 12 folks were invited to attend. 11 job offers were made and reference checks are in process. I want to thank the PC staff for embracing all the fingerprinting and onboarding new hires in a fast-paced environment. This fast-paced process is helping to keep the applicants engaged in the process due to the quick turnaround of making job offers.
- The Personnel Commission 2022 – 2023 Annual Report will be emailed out tomorrow. Some of the highlights include:
 - 2,942 Applicants were received
 - 136 eligibility lists were established
 - 86 recruitments were conducted during the fiscal year
 - 116 permanent employees were hired
 - 42 substitutes/provisional employees were hired (up from 23 the previous year)
 - 93 employees were promoted (increase in hours or to a higher-level position)
- Ms. Stiegelmar presented Climbing the Career Ladder at Rowland USD for two Professional Development days at Nogales High School on October 4 and at Rowland High School on November 1. Between the two workshops over 40 employees attended the training. The PD days were very well organized and well attended by both classified and certificated staff, and lunch was provided.
- Ms. Stiegelmar thanked Judy Nieh for her 20+ years of service to Rowland USD serving on both the Personnel Commission and on the Board of Education.

COMMUNICATIONS

- A. CSEA – Lita Gallo, CSEA President and School Office Manager at Jellick Elementary
Ms. Gallo gave kudos to the Personnel Commission staff and also shared she understands how difficult the hiring process is. Ms. Gallo thanked Ms. Judy Nieh for all her work and dedication during her time as a Personnel Commissioner.
- 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 by:	Sharon Fernandez	Vote:	Judy Nieh	Abstain
Seconded by:	Sabrina Lee		Sharon Fernandez	Yes
			Sabrina Lee	Yes

7.2 Recommendation: Approve the minutes of the meeting of October 2, 2023.

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

ITEMS FOR DISCUSSION AND/OR ACTION

Advanced Salary Step Placement

- 8.1a Recommendation: To consider approving the advanced salary placement 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.

Motion made by:	Sharon Fernandez	Vote:	Judy Nieh	Yes
Seconded by:	Sabrina Lee		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 #37738674 as Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule.

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

- 8.1c Recommendation: To consider approving the advanced salary placement 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.

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

- 8.1d Recommendation: To consider approving the advanced salary placement 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.

Motion made by:	Sharon Fernandez	Vote:	Judy Nieh	Yes
Seconded by:	Sabrina Lee		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 #33700161 as Career Vocational Assistant at Step D of Range 19 on the Classified Salary Schedule.

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

REALLOCATION

- 8.2 Recommendation: To consider approving the recommended reallocation of a Behavior Support Assistant to Behavior Support Assistant - Bilingual (Spanish) position along with the incumbent.

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

CLASS DESCRIPTION REVISION AND CLASSIFICATION TITLE REVISION

- 8.3 Recommendation: To consider approving the revised class description of Nutrition Services Supervisor and revising the title to Central Kitchen Supervisor.

Ms. Lee commented she agrees with the name change as this is a more appropriate title for the position.

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

EXAMINATIONS/ELIGIBILITY LISTS

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

9.2 Recommendation: To ratify the following eligibility lists:

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

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

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

INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

Ms. Fernandez thanked the Personnel Commission staff for their hard work. Ms. Fernandez also thanked Ms. Nieh for her hard work as a Personnel Commissioner and also as a Board of Education member.

Ms. Lee thanked Ms. Nieh for her dedication to the District not only as a Personnel Commissioner, but also as a Board Member. Ms. Lee shared she is looking forward to spending time with Ms. Nieh in the future. Ms. Lee also thanked the Personnel Commission staff for their hard work.

Ms. Nieh thanked everyone for attending her last meeting. Ms. Nieh shared it has been a learning process serving the District. Ms. Nieh shared she has enjoyed her time in the District. Ms. Nieh thanked the administration, CSEA, and the Personnel Commission staff for working alongside her. Ms. Nieh thanked Ms. Stiegelmar for her hard work in her role as Personnel Director. Ms. Nieh thanked Ms. Lee and Ms. Fernandez

for their work in the Commission and for ensuring they always look out for what is best for the District. Ms. Nieh mentioned she hopes everyone has a pleasant holiday season.

Ms. Stiegelmar shared while finalizing the Annual Report, she noticed the current Commissioners have been working together for many years as a cohesive unit. Ms. Stiegelmar thanked Ms. Nieh for her commitment to the Personnel Commission.

CLOSED SESSION

Recess to closed session to discuss:

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

Ms. Nieh shared that no action would be taken during closed session.

Time Recessed: 5:01 P.M. Time Reconvened to Open Session: 5:29 P.M.

ADJOURNMENT

To adjourn the meeting at 5:30 P.M.

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

Approved by: _____
Judy Nieh
Chair
Personnel Commission

Submitted by: _____
Joan Stiegelmar
Personnel Director
Personnel Commission

THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED FOR TUESDAY, DECEMBER 5, 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
CAMPUS AIDE

The Commission is in receipt of a request from Scott Cavanias, Principal, Nogales High School, to employ Applicant ID #34541318 as Campus Aide at Step E of Range 12 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has over 9 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 12 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
SCHOOL-BASED TECHNOLOGY ASSISTANT

The Commission is in receipt of a request from Amy Grigsby, Principal, Yorbita Elementary, to employ Applicant ID #53042738 as School-Based Technology 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 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 17 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
CUSTODIAN

The Commission is in receipt of a request from Dr. Yesenia Alvarez, Principal, Hurley Elementary, to employ Applicant ID #18311623 as Custodian at Step E of Range 18 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

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

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

The Commission is in receipt of a request from John Martinez, Principal, Rowland Elementary, to employ Applicant ID #47839012 as Office Assistant – Bilingual (Spanish) at Step C of Range 17.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant an associate's degree and has over 2 years of work-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 17.5 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
DISTRICT SAFETY

The Commission is in receipt of a request from Cesar Rivas, Safety Operations Manager, Administrative Services, to employ Applicant ID #44892613 as District Safety at Step E of Range 20 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has over 11 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 20 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
DISTRICT PATROL

The Commission is in receipt of a request from Cesar Rivas, Safety Operations Manager, Administrative Services, to employ Applicant ID #33657920 as District Patrol at Step E of Range 19 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant 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 19 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT

December 5, 2023

ITEM 9.1 EXAM REVIEW

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

Classification	Length of Eligibility List	Number of Positions	Hours / Months	Last Class Description Revision	Tentative Exam Plan
Cook	6 months	Substitutes Needed.	8 hours / 11 months	11/2016	<ul style="list-style-type: none"> • Structured Interview
Central Kitchen Supervisor	6 months	1	8 hours / 12 months	11/2023	<ul style="list-style-type: none"> • Structured Interview
Cafeteria Lead Worker I	6 months	1	5.25 hours / 9.5 months	10/2021	<ul style="list-style-type: none"> • Structured Interview
School Based Technology Assistant	6 months	Create a new list	Up to 6 hours / 10 months	9/2023	<ul style="list-style-type: none"> • Technical Project • Structured Interview

Recommendation

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



ROWLAND UNIFIED SCHOOL DISTRICT

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

UPDATED

INVITES APPLICATIONS FOR THE POSITION OF:

COOK

SALARY

\$22.03 - \$26.85 HOURLY
\$3,820.00 - \$4,655.00 - MONTHLY

An Equal Opportunity Employee

OPENING DATE: November 3, 2023

FINAL FILING DATE: November 29, 2023

POSITION

There is currently one (1) immediate substitute vacancy in this position, eight (8) hours per day, five (5) days per week, nine and one half (9.5) months per year.

An eligibility list is being established to fill the sub position and to fill future vacancies that may occur in the next six months, therefore, candidates who are not interested in subbing are still encouraged to apply.

SUMMARY OF DUTIES

Under the direction of the Nutrition Services Supervisor, cooks and prepares a variety of main dishes and hot food items, including meats, vegetables, and sauces according to federal and state school breakfast and lunch menu requirements in a centralized food production kitchen; conducts inventory and maintains related records; and maintains food service facilities and equipment in a clean and orderly condition.

QUALIFICATIONS

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

EXPERIENCE: One year of batch cooking experience involving the preparation of a variety of main dishes and hot and cold food items in a central kitchen, restaurant, or large institutional setting.

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

- High School Diploma, or its recognized equivalent; and
A valid and current Certified Food Protection Manager (CFPM) Certificate approved by the State of California.

List of businesses that offer Certified Food Protection Manager (CFPM) Certificate here ->

https://anabpd.ansi.org/Accreditation/credentialing/certificate-issuers/AllDirectoryListing?prgID=262&statusID=4

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

Documents may also be emailed to cvahimarae@rowlandschools.org. Applications without the supporting documents will be considered incomplete and will be disqualified.

LICENSE / CERTIFICATION / TRAINING REQUIREMENTS:

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

WORK ENVIRONMENT: Employees in this classification work primarily inside a central kitchen environment, with frequent interruptions, changing priorities and short deadlines, in varying temperatures including extreme heat from ovens and steamers and extreme cold from walk-in refrigerators and freezers, in contact with hot food items, with heavy machinery and sharp objects such as knives and slicers, with exposure to chemical agents and fumes from cleaning agents.

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

FILING PERIOD:

Applications for this position will be accepted online only, from **Friday, November 3, 2023, to Wednesday, November 29, 2023, until 4:30 PM.**

To apply 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:

- Job Related Written Exam
- Performance Exam
- Structured Interview Exam

Classified Salary Schedule: Range 18

PROOF OF EDUCATION

If you received your education outside of the United States, you MUST have your degree/transcripts evaluated by an approved agency transcript evaluation service that certifies that your degree meets the United States equivalent for it to be considered. For more information about organizations who offer this service, please access the following: [https://www.ctc.ca.gov/credentials/leaflets/foreign-transcript-evaluation-\(cl-635\)](https://www.ctc.ca.gov/credentials/leaflets/foreign-transcript-evaluation-(cl-635)). **RUSD will only accept evaluations from agencies listed within the document.**

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

*For a more detailed job description, including benefits information, please visit www.rowlandschools.org. → Departments → Personnel Commission → Classified Job Openings

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



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

INVITES APPLICATIONS FOR THE POSITION OF:

CENTRAL KITCHEN SUPERVISOR

\$5,797 - \$7,050 MONTHLY*

\$69,564.00 – \$84,600.00 – ANNUALLY*

*Reflects Board Approved increase

An Equal Opportunity Employer

OPENING DATE: November 9, 2023

FINAL FILING DATE: December 5, 2023

POSITION

The Rowland Unified School District is seeking an outstanding Central Kitchen Supervisor. There is currently one (1) full-time position available, eight (8) hours per day, five (5) days per week, twelve (12) months per year. The tentative reporting hours are 6:00 am to 2:30 pm.

SUMMARY OF DUTIES

Under the direction of an assigned administrator in 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 personnel; and coordinates, organizes, and supervises catering, and special events.

QUALIFICATIONS

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:

Three years of experience in large quantity institutional food preparation, distribution and/or service, including two years of experience in a lead or supervisory capacity.

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

- **Proof of Education:** High School Diploma if qualifying with two years of additional experience **OR** An Associate's degree or equivalent from an accredited college or university*
- A current **Food Safety Management Certification**

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

CERTICATES/LICENSE/OTHER EMPLOYMENT REQUIREMENTS:

- A 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.

WORK ENVIRONMENT: Employees in this classification work primarily inside a food production center environment, with frequent interruptions, 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.

11/23

D-23/24-36

FILING PERIOD

Applications for this position will be accepted online only starting **Thursday, November 9, 2023** until **Tuesday, December 5, 2023** until 4:30 pm.

Applicants will be sent notifications via e-mail only*

OPEN/PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Technical Project
- Structured Interview

Only the most qualified applicants as determined by the evaluation of the Supplemental Application will be invited to the Technical Project / Structured Interviews.

Confidential/Supervisory Salary Range: 26*

**Updated to reflect 11/9/23 Board Approved salary increase.*

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** or **CASHIER'S CHECK**, payable to RUSD.

VETERANS CREDIT

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

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

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
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Rowland Heights, CA 91748
www.rowlandschools.org

**UPDATED
HOURS**

INVITES APPLICATIONS FOR THE POSITION OF:

CAFETERIA LEAD WORKER I

SALARY

\$18.52 - \$22.58 – HOURLY
An Equal Opportunity Employer

OPENING DATE: November 13, 2023

FINAL FILING DATE: December 6, 2023

POSITION:

There is currently one (1) immediate Cafeteria Lead Worker I position available in Oswalt Academy. Tentative work hours for this position are split-shift, Breakfast: 7:00 am - 8:30 am = 1.50 hours / Lunch: 9:45 am - 1:30 pm = 3.75 hours, five hours and 15 minutes (5.25) per day, five (5) days per week, nine and one half (9.5) months per year. An eligibility list is being established to hire substitutes and fill future vacancies.

SUMMARY OF DUTIES:

Serves as lead worker and participates in the operation of a serving kitchen that participates in school meal programs; assists in the preparation and serving of a variety of food; conducts inventory; maintains a variety of records and reports; requisitions food and supplies; cleans equipment and utensils and maintains food service facilities in a clean and sanitary condition.

QUALIFICATIONS

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

EXPERIENCE: Two years of experience in large quantity food preparation and/or serving is required.

LICENSE / CERTIFICATION / TRAINING REQUIREMENTS:

- A valid and current Food Safety Manager Certificate, approved by the state of California is required.
- A valid, Class C, California Driver License, a good driving record and use of a private automobile may be required and if so, must be maintained during employment.
- USDA Professional Standards: Maintain a minimum of 6 hours of annual continuing education/training in the areas of Child Nutrition Programs and food safety.

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

- **High School Diploma or equivalent (required)**
- **Current Food Safety Manager Certificate approved by the state of California (required)**

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](#).

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

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

FILING PERIOD

Applications for this position will be accepted online **from Monday, November 13, 2023 until Wednesday, December 6, 2023.**

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 via e-mail only

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may tentatively consist of the following:

- Job Related Written Examination, Performance Test, and Structured Interview

Salary Range: 14 ½

PROOF OF EDUCATION

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

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ROWLAND UNIFIED SCHOOL DISTRICT

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

INVITES APPLICATIONS FOR THE POSITION OF:

SCHOOL - BASED TECHNOLOGY: \$20.95 - \$25.54 Hourly
SCHOOL - BASED TECHNOLOGY- BILINGUAL (SPANISH): \$21.48 - \$26.17 Hourly

An Equal Opportunity Employer

OPENING DATE: November 13, 2023

FINAL FILING DATE: December 6, 2023

POSITION

This position is typically five (5) hours per day, five (5) days per week, nine and a half (9.5) months a year. An eligibility list is being established to fill future vacancies and hire substitutes. Typical work hours are 8:00 PM to 1:00 PM or 9:00 AM to 2:00 PM.

SUMMARY OF DUTIES

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

QUALIFICATIONS

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

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

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

- High School Diploma or equivalent and;
- College Transcripts or Diploma (BA/AA) on watermarked paper if you are using education to supplement for experience

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

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

WORK ENVIRONMENT: Employees in this classification work primarily indoors and have direct contact with students and the public.

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

FILING PERIOD

Applications for this position will be accepted on-line only, from **Monday, November 13, 2023, to Wednesday, December 6, 2023 until 4:30 p.m.**

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

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

Applicants will be sent notifications via e-mail only

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination will tentatively consist of the following:

- Job Related Written
- Structured Interview / Computer Performance Exams

Classified Salary Range:

School - Based Technology: 17

School - Based Technology - Bilingual (Spanish): 17.5

PROOF OF EDUCATION:

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

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**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

December 5, 2023

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

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

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

ELIGIBILITY LIST RECRUITMENT NUMBER	PERSON I.D. PERSONNEL COMMISSION RULE REFERENCE
Campus Aide (D-23/24-05)	6.1.10.4 A written request by the eligible for removal <ul style="list-style-type: none"> • ID# 24062185 • ID# 54597157 • ID# 55267309
Custodian (D-23/24-22)	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 <ul style="list-style-type: none"> • ID# 37667086 6.1.10.4 A written request by the eligible for removal <ul style="list-style-type: none"> • ID# 22220314
Instructional Assistant II (D-23/24-02)	6.1.10.4 A written request by the eligible for removal <ul style="list-style-type: none"> • ID# 52716787 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# 55524965
District Patrol (D-23/24-23)	6.1.10.2 Any of the causes listed in Rule 4.4 4.4.11 Making a false statement or intentionally omitting a statement of a material fact requested on the application form <ul style="list-style-type: none"> • ID# 23185179

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.