

**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)]

August 8, 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_Nkt1IP3gTrGVreAYKdFY1Q

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.

August 8, 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, August 8, 2023 or adopting the Agenda with the following corrections/modifications for August 8, 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 June 6, 2023. (Ref. 7.1)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Reallocation

Consider approving the recommended reallocation of a vacant Administration Secretary - Bilingual – (Spanish) position to an Office Assistant – Bilingual (Spanish) position. (Ref 8.1)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

8.2 Advanced Salary Step Placement

a. Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID #40138240 as at Step E of Range 16 on the Classified Salary Schedule. (Ref. 8.2a) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

b. Consider approving the advanced salary step request from Dr. June Sakaue, Principal, Blandford Elementary, to employ Applicant ID #52119072 as Instructional Assistant I at Step D of Range 15 on the Classified Salary Schedule. (Ref. 8.2b) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

c. Consider approving the advanced salary step request from Cesar Rivas, Safety Operations Manager, Administrative Services, to employ Applicant ID #42162924 as District Safety at Step D of Range 20 on the Classified Salary Schedule. (Ref. 8.2c) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

- d. Consider approving the advanced salary step request from Cesar Rivas, Safety Operations Manager, Administrative Services, to employ Applicant ID #19492715 as District Patrol at Step E of Range 19 on the Classified Salary Schedule. (Ref. 8.2d) & (Ltd. Dist.)

Motion by: _____ Vote: Judy Nieh _____
Second by: _____ Sharon Fernandez _____
Sabrina Lee _____

- e. Consider approving the advanced salary step request from Mitch Brunyer, Principal, Rowland High School, to employ Applicant ID #52177993 as Campus Aide at Step C of Range 12 on the Classified Salary Schedule. (Ref. 8.2e) & (Ltd. Dist.)

Motion by: _____ Vote: Judy Nieh _____
Second by: _____ Sharon Fernandez _____
Sabrina Lee _____

- f. Consider approving the advanced salary step request from Cesar Rivas, Safety Operations Manager, Administrative Services, to employ Applicant ID #14521175 as District Safety at Step B of Range 20 on the Classified Salary Schedule. (Ref. 8.2f) & (Ltd. Dist.)

Motion by: _____ Vote: Judy Nieh _____
Second by: _____ Sharon Fernandez _____
Sabrina Lee _____

- g. Consider approving the advanced salary step request from Annette Ramirez, Director, Student Services, to employ Applicant ID #17052785 as Health Assistant II at Step E of Range 22 on the Classified Salary Schedule. (Ref. 8.2g) & (Ltd. Dist.)

Motion by: _____ Vote: Judy Nieh _____
Second by: _____ Sharon Fernandez _____
Sabrina Lee _____

- h. Consider approving the advanced salary step request from Jason Garcia, Oswalt Academy, to employ Applicant ID #46084117 as Office Assistant – Bilingual (Spanish) at Step C of Range 17.5 on the Classified Salary Schedule. (Ref. 8.2h) & (Ltd. Dist.)

Motion by: _____ Vote: Judy Nieh _____
Second by: _____ Sharon Fernandez _____
Sabrina Lee _____

- i. Consider approving the advanced salary step request from Johan Schmitz, Principal, Jellick, to employ Applicant ID #43119899 as Computer Lab Technician, at Step C of Range 17 on the Classified Salary Schedule. (Ref. 8.2i) & (Ltd. Dist.)

Motion by: _____ Vote: Judy Nieh _____
Second by: _____ Sharon Fernandez _____
Sabrina Lee _____

- j. Consider approving the advanced salary step request from Dr. Andrea Brumbaugh, Principal, Nogales High School, to employ Applicant ID #43423123 as ASB Account Clerk, at Step E of Range 18.5 on the Classified Salary Schedule. (Ref. 8.2j) & (Ltd. Dist.)

Motion by: _____ Vote: Judy Nieh _____
Second by: _____ Sharon Fernandez _____
Sabrina Lee _____

- k. Consider approving the advanced salary step request from Dr. June Sakaue, Principal, Blandford Elementary, to employ Applicant ID #8758969 as Office Assistant at Step D of Range 17 on the Classified Salary Schedule. (Ref. 8.2k) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

- l. Consider approving the advanced salary step request from Dr. June Sakaue, Principal, Blandford Elementary, to employ Applicant ID #38471665 as Behavior Support Assistant at Step D of Range 17 on the Classified Salary Schedule. (Ref. 8.2l) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

- m. Consider approving the advanced salary step request from Mariela Moscal, Principal, Ybarra Academy, to employ Applicant ID #50905384 as Campus Aide at Step B of Range 12 on the Classified Salary Schedule. (Ref. 8.2m) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

- n. Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID #28124133 as Instructional Assistant II at Step D of Range 16 on the Classified Salary Schedule. (Ref. 8.2n) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

- o. Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID #47783056 as Personal Care Assistant at Step E of Range 14 on the Classified Salary Schedule. (Ref. 8.2o) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

- p. Consider approving the advanced salary step request from Dennis Bixler, Assistant Superintendent, Human Resources, to employ Applicant ID #53944511 as Human Resources / Credentials Analyst at Step E of Range 29.5 on the Classified Salary Schedule. (Ref. 8.2p) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

- q. Consider approving the advanced salary step request from Johan Schmitz, Principal, Jellick Elementary, to employ Applicant ID #52552897 as Library Assistant at Step C of Range 17 on the Classified Salary Schedule. (Ref. 8.2q) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

- r. Consider approving the advanced salary step request from Joan Stiegelmar, Director, Personnel Commission to employ Applicant ID #52801725 as Personnel Technician at Step D of Range 19 on the Classified Salary Schedule. (Ref. 8.2r) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

8.3 Extension of Eligibility List

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

- o Senior Custodian (D-22/23-39)
 - Previous expiration date: 8/23/23
 - New expiration date: 2/23/24

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

9. EXAMINATIONS/ELIGIBILITY LISTS

9.1 Exam Review and Recruitment Bulletins (Ref. 9.1)

Receive for information, a summary of the following examination and recruitment bulletin(s):

- a) Cook (D-22/23-85)
- b) School Bus Driver Trainee (0-12)
- c) Playground Supervision Aide (D-22/23-86)
- d) School Bus Driver (D-23/24-01)
- e) Instructional Assistant II (D-23/24-02)
- f) Instructional Assistant II – Bilingual (Spanish) (D-23/24-03)
- g) Instructional Assistant II – Bilingual / Biliterate (Spanish) (D-23/24-04)
- h) Campus Aide (D-23/24-05)
- i) Personal Care Assistant (D-23/24-06)
- j) Food Service Assistant I (D-23/24-07)
- k) Athletic Trainer (D-23/24-08)
- l) Speech Language Pathology Assistant (D-23/24-09)
- m) Health Assistant (D-23/24-10)
- n) Health Assistant – Bilingual (Spanish) (D-23/24-11)

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) Behavior Support Assistant (D-22/23-58)
- b) Behavior Support Assistant – Bilingual (Spanish) (D-22/23-59)
- c) Campus Aide (D-22/23-09)
- d) Custodial Supervisor (D-22/23-71)
- e) Food Service Assistant I (D-22/23-13)
- f) Food Service Assistant III (D-22/23-76)
- g) Grounds / Custodial Coordinator (D-22/23-72)
- h) Human Resources / Credentials Analyst (D-22/23-78)
- i) Instructional Assistant I (D-22/23-03)
- j) Instructional Assistant I – Bilingual (Spanish) (D-22/23-04)
- k) Instructional Assistant II (D-22/23-06)
- l) Instructional Assistant II – Bilingual (Spanish) (D-22/23-07)
- m) Maintenance Coordinator (D-22/23-73)
- n) Maintenance & Operations Manager (D-22/23-74)
- o) Personal Care Assistant (D-22/23-12)

- p) Playgrounds Supervision Aide (D-22/23-77)
- q) Secretary (D-22/23-82)
- r) Secretary – Bilingual (Spanish) (D-22/23-83)
- s) Senior Account Clerk (D-22/23-75)
- t) Technology Help Desk Technician (D-22/23-81)
- u) Technology Support Supervisor (D-22/23-80)

Motion by: _____
 Second by: _____

Vote: Judy Nieh _____
 Sharon Fernandez _____
 Sabrina Lee _____

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

- Office Assistant (D-22/23-55)
 - ID# 16587066 – PC Rule 6.1.10.6
 - ID# 47140417 – PC Rule 6.1.10.1
 - ID# 50500807 – PC Rule 6.1.10.1
- Food Service Assistant I (D-22/23-13)
 - ID# 49628660 – PC Rule 6.1.10.3
 - ID# 38294792 – PC Rule 6.1.10.4
- Campus Aide (D-22/23-09)
 - ID# 38471665– PC Rule 6.1.10.4
- Personnel Technician (D-22/23-53)
 - ID# 36443280– PC Rule 6.1.10.4

Motion by: _____
 Second by: _____

Vote: Judy Nieh _____
 Sharon Fernandez _____
 Sabrina Lee _____

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

10.. ADJOURNMENT

Time _____

Motion by: _____
 Second by: _____

Vote: Judy Nieh _____
 Sharon Fernandez _____
 Sabrina Lee _____

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

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF JUNE 6, 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. 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, June 6, 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:

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

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

- ASB Account Clerk – Remote written test / Structured Interview / Computer Testing
- Behavior Support Assistant – Zoom Structured Interview
- Campus Aide – Zoom Structured Interview
- Computer Lab Technician Series – Zoom Structure Interview
- Food Service Assistant I – Remote written test
- Health Assistant II – Structured Interview
- Instructional Assistant I and II Series – Remote NCLB Assessment Test

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

- ASB Account Clerk
- Campus Aide
- Computer Lab Technician
- Custodian (Multiple)

- District Safety
- Food Service Assistant I
- Health Assistant
- Library Assistant
- Office Assistant (Multiple)
- Secretary – Bilingual (Spanish)

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

- 1 - Campus Aide
- 1 - Career Vocational Assistant Substitute
- 1 - Community Liaison Bilingual (Spanish)
- 1 - Custodian
- 1 - Custodian (Substitute)
- 2 - District Patrol
- 1 - District Patrol (Substitute)
- 1 - District Safety
- 2 - Instructional Assistant I
- 1 - Office Assistant Bilingual/Biliterate (Mandarin)
- 1 - Personnel Technician Bilingual (Spanish)
- 1 - Senior Account Clerk

Updates/Reminders/Remarks:

- PC Staff were excited to host the Classified Employees Day on Wednesday, May 24. We served over 440 employees and the meal was delicious and consisted of pulled pork, baked potatoes with toppings, coleslaw, and animal cookies. Special thanks to our sponsors, which include Chaffey Credit Union, Credit Union of So. Cal, Schools First, and to the Personnel Commissioners for their generous contributions to fund the lunch. Special thanks to Sharon and John Fernandez for doing most of the shopping and for staying up all night to smoke the pork and prepare the sides. A special thank you for Mr. Louis Rice and the student of the JAR program at RHS for helping to wash, prep, and bake the potatoes and to have them delivered. Thank you to all staff, Commissioners, Classified Management staff, Superintendent, Cabinet, and Board of Education who helped serve the food.
- On May 25 an email was sent out to all Classified Employees notifying 70+ employees that they won a gift card (Starbucks, Raising Canes, In N Out, Golf N Stuff, etc.) for pick up at the District Office.
- PC Staff participated in a virtual job fair with LACOE on Thursday, May 25, 2023, from 4 p.m. to 6 pm. Many attendees were interested in certificated positions, and they were referred to the HR website.
- The Virtual Meeting Resolution will no longer be included in our agenda as all meetings must be done in person by all members of the Commission and staff. We will still Zoom the meetings so that any interested person can attend virtually.
- Staff recognition (10 years):
 - Jessica Landin started with the Personnel Commission as a Personnel Analyst on August 29, 2012, and she is being awarded a 10-year certificate and pin.
 - Gina Cisneros started with the Personnel Commission as a Personnel Technician on May 17, 2013, and she is being awarded a 10-year certificate and pin.

COMMUNICATIONS

A. CSEA – Lita Gallo, CSEA President

Ms. Gallo shared that many members were excited and appreciated the lunch provided by the Personnel Commission for Classified Employees Week. Ms. Gallo thanked the Commission for their hard work in making sure the event was a successful one.

B. District Administration - None

C. Audience Members – None

PERSONNEL COMMISSION

7.1 Recommendation: Approve the minutes of the meeting of April 4, 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 May 2, 2023.

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

7.3 Recommendation: Approve the Personnel Commission’s meeting schedule for 2023 – 2024.

Ms. Fernandez pointed out the date of March 5, 2024, is the last day of the CSPCA conference in which she will be attending. Ms. Fernandez mentioned that the meeting date may need to be moved to the following week on March 12, 2024.

Ms. Stiegelmar requested approval of moving the meeting date of March 5, 2024, to March 12, 2024. Ms. Stiegelmar mentioned Ms. Fernandez will not be attending the July 11, 2023, meeting but there will still be a quorum. Ms. Stiegelmar shared requested changes will be made and the meeting schedule will be communicated to all via email.

Ms. Fernandez motioned to move forward with approving the calendar with the requested changes.

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

ITEMS FOR DISCUSSION AND/OR ACTION

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

In Accordance with Assembly Bill 361, the Personnel Commission wishes to adopt Resolution No. 21-22:17, Continuing the Personnel Commission Authority to Hold Virtual Meetings, to allow the Personnel Commission to hold teleconference meetings.

Ms. Fernandez motioned to remove the Resolution from the current meeting and all future meetings.

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

Advanced Salary Step Placement

8.2a Recommendation: To consider approving the advanced salary placement request from John Martinez, Principal, Rowland Elementary, to employ Applicant ID #20039018 as Office Assistant – Bilingual/Biliterate (Mandarin) at Step E of Range 18 on the Classified Salary Schedule

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

8.2b Recommendation: To consider approving the advanced salary placement request from Dennis Bixler, Assistant Superintendent – Human Resources, to employ Applicant ID #36443280 as Personnel Technician – Bilingual (Spanish) at Step C of Range 19.5 on the Classified Salary Schedule.

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

8.2c Recommendation: To consider approving the advanced salary placement request from Dr. Andrea Brumbaugh, Principal, Nogales High School, to employ Applicant ID #36063549 as Senior Account Clerk at Step E of Range 20.5 on the Classified Salary Schedule.

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

8.2d Recommendation: To consider approving the advanced salary placement request from Cesar Rivas, Safety Operations Manager, Administrative Services, to employ Applicant ID #6913022 as District Patrol at Step E of Range 19 on the Classified Salary Schedule.

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 for information, a summary of the following examinations and recruitment bulletins:

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

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

9.3 Recommendation: To ratify the following eligibility lists:

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

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

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

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

ADJOURNMENT

To adjourn the meeting at 4:56 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, JULY 11, 2023, AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.

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



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

July 14, 2023

TO: Dennis Bixler, Assistant Superintendent – Human Resources


FROM: Joan Stiegelmar, Personnel Director

RE: **RECOMMENDED REALLOCATION OF A VACANT ADMINISTRATIVE SECRETARY - BILINGUAL (Spanish) POSITION TO AN OFFICE ASSISTANT – BILINGUAL (Spanish) POSITION**

Ventura Carrera, Director of Transportation Services, has requested that we reallocate a vacant Administrative Secretary – Bilingual (Spanish) position to an Office Assistant – Bilingual (Spanish) position. The duties of this position are better suited at the level of Office Assistant and this position will meet the current needs of the Transportation department.

Your input concerning the recommended reallocation is important. The Personnel Commission will consider approving this at the regular meeting on Tuesday, August 8, 2023.

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

<input checked="" type="checkbox"/> I agree with the recommended reallocation.	<input type="checkbox"/> I disagree with the reallocation, and recommend the adjustments noted above.
Signature: 	Date: 7-18-2023

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

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 #40138240 as Instructional Assistant II at Step E of Range 16 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 6 years of experience. The number of years of education and related work experience does qualify this applicant for step placement at Step E based on the formula of one step will be given for two years of additional education beyond the employment standards for the classification and one step will be given for two years of additional related experience beyond the employment standards for the classification.

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
INSTRUCTIONAL ASSISTANT I

The Commission is in receipt of a request from Dr. June Sakaue, Principal, Blandford Elementary, to employ Applicant ID #52119072 as Instructional Assistant I at Step D of Range 15 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 4 years of experience. The number of years of education and 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 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 D of Range 15 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 #42162924 as District Safety at Step D of Range 20 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step D of Range 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 #19492715 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 an Associate's degree and has over 7 years of experience. The number of years of education and related work experience does qualify this applicant for step placement at Step E based on the formula of one step will be given for two years of additional education beyond the employment standards for the classification and one step will be given for two years of additional related experience beyond the employment standards for the classification.

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
CAMPUS AIDE

The Commission is in receipt of a request from Mitch Brunyer, Principal, Rowland High School, to employ Applicant ID #52177993 as Campus Aide at Step C of Range 12 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant a Bachelor's degree and has over 3 years of experience. The number of years of education and related work experience does qualify this applicant for step placement at Step C based on the formula of one step will be given for two years of additional education beyond the employment standards for the classification and one step will be given for two years of additional related experience beyond the employment standards for the classification.

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step C of Range 12 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 #14521175 as District Safety at Step B of Range 20 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has a Master'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 20 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
HEALTH ASSISTANT II

The Commission is in receipt of a request from Annette Ramirez, Director, Student Services, to employ Applicant ID #17052785 as Health Assistant II at Step E of Range 22 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step E of Range 22 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 Jason Garcia, Oswalt Elementary, to employ Applicant ID #46084117 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 3 years of experience. The number of years of education and related work experience does qualify this applicant for step placement at Step C based on the formula of one step will be given for two years of additional education beyond the employment standards for the classification and one step will be given for two years of additional related experience beyond the employment standards for the classification.

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
COMPUTER LAB TECHNICIAN

The Commission is in receipt of a request from Johan Schmitz, Principal, Jellick Elementary, to employ Applicant ID #43119899 as Computer Lab Technician at Step C of Range 17 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
ASB ACCOUNT CLERK

The Commission is in receipt of a request from Dr. Andrea Brumbaugh, Principal, Nogales High School, to employ Applicant ID #43423123 as ASB Account Clerk at Step E of Range 18.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step E of Range 18.5 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
OFFICE ASSISTANT

The Commission is in receipt of a request from Dr. June Sakaue, Principal, Blandford Elementary, to employ Applicant ID #8758969 as Office Assistant at Step D of Range 17 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has over 6 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 17 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
BEHAVIOR SUPPORT ASSISTANT

The Commission is in receipt of a request from Dr. June Sakaue, Principal, Blandford Elementary, to employ Applicant ID #38471665 as Behavior Support Assistant at Step D of Range 17 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has 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 17 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
CAMPUS AIDE

The Commission is in receipt of a request from Mariela Moscal, Principal, Ybarra Academy, to employ Applicant ID #50905384 as Campus Aide at Step B 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 3 years of work-related experience. The number of years of related work experience 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 related experience 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 12 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 #28124133 as Instructional Assistant II at Step D of Range 16 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 4 years of experience. The number of years of education and 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 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 D of Range 16 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
PERSONAL CARE ASSISTANT

The Commission is in receipt of a request from Stacy Berrest, Director, Special Education, to employ Applicant ID #47783056 as Personal Care Assistant at Step E of Range 14 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has over 20 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 14 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
HUMAN RESOURCES / CREDENTIALS ANALYST

The Commission is in receipt of a request from Dennis Bixler, Assistant Superintendent, Human Resources, to employ Applicant ID #53944511 as Human Resources / Credentials Analyst at Step E of Range 29.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has over 25 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 29.5 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
LIBRARY ASSISTANT

The Commission is in receipt of a request from Johan Schmitz, Principal, Jellick Elementary, to employ Applicant ID #52552897 as Library Assistant at Step C of Range 17 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has over 4 years of work-related experience. The number of years of related work experience does qualify this applicant for step placement at Step C based on the formula of one step will be given for two years of additional related experience beyond the employment standards for the classification.

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
PERSONNEL TECHNICIAN

The Commission is in receipt of a request from Joan Stiegelmar, Director, Personnel Commission, to employ Applicant ID #52801725 as Personnel Technician 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 voluntarily presented evidence that the salary received by the most recent employer is greater than the first step of the salary for the position offered. This evidence of salary from the most recent employer does qualify this applicant for step placement at Step D.

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

PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT

August 8, 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	1	8 hours / 12 months	11/2016	<ul style="list-style-type: none"> • Technical Project • Structured Interview
School Bus Driver Trainee	N/A	N/A	N/A	6/2014	<ul style="list-style-type: none"> • N/A
Playground Supervision Aide	6 months	3	1 hour – 2 hours/ 9.5 months	11/2018	<ul style="list-style-type: none"> • Remote Quiz
School Bus Driver	6 months	3	4 hours / 10 months	4/2019	<ul style="list-style-type: none"> • Structured Interview
Instructional Assistant II / Instructional Assistant II – Bilingual (Spanish) / Instructional Assistant II – Bilingual / Biliterate (Spanish)	6 months	17	5.5 hours / 9.5 months	4/2012	<ul style="list-style-type: none"> • Remote Written Exam • Structured Interview
Campus Aide	6 months	5	5.5 hours / 9.5 months	6/2013	<ul style="list-style-type: none"> • Structured Interview • Performance Test
Personal Care Assistant	6 months	6	5.5 hours / 9.5 months	2/2011	<ul style="list-style-type: none"> • Structured Interview
Food Service Assistant I	6 months	9	2 hours – 3 hours / 9.5 months 8 hours / 9.5 months	2/2011	<ul style="list-style-type: none"> • Remote Written Exam • Structured Interview
Athletic Trainer	6 months	2	6 hours / 9.5 months	7/2022	<ul style="list-style-type: none"> • Structured Interview
Speech Language Pathology Assistant	6 months	2	5.5 hours / 9.5 months	6/2016	<ul style="list-style-type: none"> • Technical Project • Structured Interview
Health Assistant / Health Assistant – Bilingual (Spanish)	6 months	1	8 hours / 10 months	2/2012	<ul style="list-style-type: none"> • Remote Written Test • Structured Interview • Computer Testing

Recommendation

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



ROWLAND UNIFIED SCHOOL DISTRICT

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

REVISED

INVITES APPLICATIONS FOR THE POSITION OF:

COOK

SALARY

\$20.59 - \$25.09 HOURLY
\$3,570.00 - \$4,350.00 - MONTHLY

An Equal Opportunity Employee

OPENING DATE: June 2, 2023

FINAL FILING DATE: June 23, 2023

POSITION

There is currently one (1) immediate vacancy in this position, eight (8) hours per day, five (5) days per week, **twelve (12) months** per year. The tentative work schedule is 5:00 AM to 1:30 PM. An eligibility list is being established to fill this position, to hire substitutes and to fill future vacancies.

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, June 2, 2023, to Friday, June 23, 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:

SCHOOL BUS DRIVER TRAINEE

An Equal Opportunity Employer

OPENING DATE: June 2, 2023

FINAL FILING DATE : July 14, 2023

POSITION:

The purpose of the recruitment is to attract applicants for the District's School Bus Driver training program. This training program opportunity is being offered in the evening from 5:00 p.m. - 8:00 p.m. for those with limited availability. This opportunity is unpaid however, successful candidates who complete this program will have the credentials required to apply for a position as a School Bus Driver with any school district. The program is free of charge and a candidate will only have to pay for the fees associated with obtaining the licenses. The approximate out-of-pocket cost for the trainee is \$299.00 (i.e., DMV, CHP, DOT Medical, Dept. of Justice Fees).

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

SUMMARY OF DUTIES

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

DISTINGUISHING CHARACTERISTICS

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

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is desirable.

EXPERIENCE: No experience required.

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

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

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

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

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

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

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

FILING PERIOD:

Applications for this position will be accepted online only, **Friday, June 2, 2023 to Friday, July 14, 2023** at 4:30 pm.

* APPLICANTS WILL BE SENT NOTIFICATIONS BY E-MAIL ONLY

TRAINING INFORMATION:

In person at Rowland Instructional Center located at 1006 South Otterbein Avenue, Rowland Heights, CA 91748: *Tentatively scheduled to begin Tuesday, July 18, 2023. This training program opportunity is being offered in the evening from 5:00 p.m. - 8:00 p.m. for those with limited availability.*

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

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

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

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

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

SUPPLEMENTAL INFORMATION

A SCHOOL BUS DRIVER MUST:

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

RATE OF PAY AFTER COMPLETION OF PROGRAM:

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

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

***For a more detailed job description, please visit: www.rowlandschools.org → Our District → 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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INVITES APPLICATIONS FOR THE POSITION OF:

PLAYGROUND SUPERVISION AIDE

\$16.05 Hourly

An Equal Opportunity Employer

OPENING DATE: Friday, June 30, 2023

FINAL FILING DATE: Friday, July 21, 2023

POSITION

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

SUMMARY OF DUTIES

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

QUALIFICATIONS

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

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

Please email mita.salgado@rowlandschools.org or call 626 854-8577 with any questions.

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

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

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

FILING PERIOD

Applications for this position will be accepted starting on **Friday, June 30, 2023 until Friday, July 21, 2023 at 4:30 p.m.**

Applicants will be sent notifications via e-mail only

EXAMINATION – OPEN/PROMOTIONAL WITH DUAL CERTIFICATION:

The examination may consist of the following:

- Job Related Written Quiz

Classified Salary Range: 9 Schedule M*

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

PROOF OF EDUCATION:

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

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.

CONTINUOUS



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

INVITES APPLICATIONS FOR THE POSITION OF:
SCHOOL BUS DRIVER (INCLUDES BENEFITS)
\$22.16 - \$27.01 Hourly Rate
An Equal Opportunity Employer

OPENING DATE: July 1, 2023

FINAL FILING DATE: Continuous

POSITION

There are currently three (3) immediate vacancies for School Bus Driver (Includes Benefits) available. Most positions in this class are assigned to work a 4-hour split shift (e.g., 6:00 a.m. to 8:00 a.m. and 2:00 p.m. to 4:00 p.m.). Permanent positions are eligible for benefits. An eligibility list is being established to fill future permanent and substitute vacancies.

This classification has been designated as safety-sensitive in accordance with the drug and alcohol testing requirements adopted by the District pursuant to Board Policy 4212.42.

SUMMARY OF DUTIES

Under the direction of the Director of Transportation Services or Transportation Services Supervisor, operates a school bus in the transportation of students to and from school or field trips following designated routes in accordance with time schedules; assures bus is in safe operating condition by conducting daily vehicle inspections; maintains student discipline; assures the safety of students; and maintains related records.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is desirable.

EXPERIENCE: Experience as a school bus driver is desirable.

Failure to submit the following required documents at time of submission of application will be cause for disqualification:

- **A valid Class A or B California Commercial Driver License** with Passenger, School Bus, and Air Brake Endorsements (copy front & back) is required;
- **A Type 1 California Special Driver Certificate** endorsed for School Bus operation by the California Department of Motor Vehicles with a 0, 1, or 6 restrictions only (copy front & back) is required;
- A copy of your **current DL-51a Medical Certificate** approved by the California Department of Motor Vehicles is required;
- A valid **First Aid** certificate comparable to the American Red Cross Standard First Aid certificate, if applicable (copy front & back);
- A copy (front & back) of your **current DMV Official Driver Record**.

Required documents / certificates must be submitted to the Personnel Commission at the time of application. **All licenses and certificates listed above must remain current and maintained during the course of employment.**

Please Note: If you need assistance with your application, please contact Crystal Vahimarae at cvahimarae@rowlandschools.org.

LICENSE/CERTIFICATE REQUIREMENTS

Possession of a valid Class A or B, California Commercial Driver License with Passenger, School Bus, and Air Brake Endorsements, a current DL-51a Medical Examiner's Certificate, a California Special Driver Certificate designated for School Bus (with no restrictions for Air Brakes and/or Conventional Type-II buses only) issued by the California Department of Motor Vehicles, and if applicable, a valid first aid certificate comparable to the American Red Cross Standard First Aid Certificate.

A good driving record is required, and applicants must provide the District with a copy of their current DMV Official Driver Record at the time of application. Incumbents must be able to be insured, and continue to be insurable, by the District's liability insurance carrier.

This classification has been designated as safety-sensitive in accordance with the drug and alcohol testing requirements adopted by the District pursuant to Board Policy 4212.42.

All licenses and certificates listed above must remain current and maintained during the course of employment.

FILING PERIOD:

Applications for this position will be accepted online only **until enough applications are received**. *This position may close at any time, so interested applicants are encouraged to apply as soon as possible.*

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

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

EXAMINATION – OPEN & PROMOTIONAL WITH DUAL CERTIFICATION:

The examination may consist of the following:

- Structured Interview

Classified Salary Range 19.5

PROOF OF EDUCATION:

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

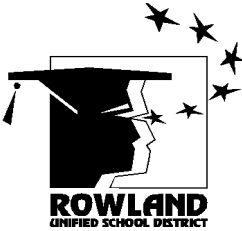
New employees will be charged a processing fee (approximately \$64) for the cost of fingerprinting. This fee must be paid at the time of the processing appointment, with a MONEY ORDER ONLY, payable to RUSD.

VETERANS CREDIT

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

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

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

CONTINUOUS

INVITES APPLICATIONS FOR THE POSITION OF:

INSTRUCTIONAL ASSISTANT II
\$18.63 - \$22.72 Hourly Rate
INSTRUCTIONAL ASSISTANT II – BILINGUAL (SPANISH)
\$19.14 - \$23.31 Hourly Rate
INSTRUCTIONAL ASSISTANT II – BILINGUAL/BILITERATE (SPANISH)
\$19.58 - \$23.87 Hourly Rate

An Equal Opportunity Employer

OPENING DATE: July 1, 2023

FINAL FILING DATE: Continuous

POSITION

There are several vacant positions available. Typical hours for these jobs are five and a half (5.5) hours per day, nine and a half (9.5) months a year. Eligibility lists are being established to hire substitutes and to fill future vacancies for **Instructional Assistant II, Instructional Assistant II - Bilingual (Spanish), Instructional Assistant II-Bilingual/Biliterate (Spanish)**.

SUMMARY OF DUTIES

Assists students in specialized educational programs who have a variety of physical handicaps, learning disabilities, emotional or behavioral problems on a one-to-one or group basis reinforcing lesson plans; independently adjusts methods/approach/pace of instructional material; maintains student discipline in group activities; performs classroom support activities; maintains a variety of records; and performs other related duties as required. Positions in the specialized language classes require incumbents to work with non- and limited English-speaking students in their primary language.

QUALIFICATIONS

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

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

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

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

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

- **High School Diploma** or equivalent
- **College Transcripts or Diploma** (BA/AA) (Official Transcripts on Letterhead)
- A valid **Basic/Standard First Aid Certificate** and a **valid and current CPR Certificate** (Child and Adult)

Please email Crystal Vahimarae at cvahimarae@rowlandschools.org with any questions or call (626) 854-8388. Applications without the supporting documents will be considered incomplete and will be disqualified. Transcripts/Diplomas from foreign countries must be certified to meet the [US equivalent](#) to be considered.

FILING PERIOD

Applications for this position will be accepted online only on a continuous basis **until enough applications are received**. *This position may close at any time, so interested applicants are encouraged to apply as soon as possible.*

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

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

NOTE: If you wish to be considered for a **BILINGUAL** or **BILINGUAL/BILITERATE** 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 (bilingual) and/or your ability to speak, read, and write in a second language (bilingual/biliterate).

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Assessment Written Examination
- Structured Interview Examination
- Bilingual and/or Biliterate Evaluation (Spanish)

Salary Range: Inst Asst II: 16 - Inst Asst II-Bilingual (Sp): 16 ½ - Inst Asst II-Bilingual/Biliterate (Sp): 17

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 the processing appointment, with a MONEY ORDER ONLY, payable to RUSD.

VETERANS CREDIT

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

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

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CONTINUOUS



ROWLAND UNIFIED SCHOOL DISTRICT

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

INVITES APPLICATIONS FOR THE POSITION OF:

CAMPUS AIDE

SALARY

\$15.50 - \$18.63 HOURLY
An Equal Opportunity Employer

OPENING DATE: July 1, 2023 FINAL FILING DATE: **Continuous**

POSITION

There are several vacancies available for the position of Campus Aide, 5.5 hours per day, five (5) days per week, ten (10) months a year. Reporting hours will vary in these positions. An eligibility list will be established to fill current vacancies, hire substitutes, and fill future vacancies. Tentative hours/locations for current vacancies (subject to change):

VACANCIES	SCHOOL SITE	HOURS PER DAY / MONTHS PER YEAR	WORK HOURS
1	Nogales High School	5.5 hours a day / 10 months per year	8:00 a.m. – 2:00 p.m.
1	Nogales High School	5.5 hours a day / 10 months per year	10:00 a.m. – 4:00 p.m.
1	Oswalt Academy	5.5 hours a day / 10 months per year	7:30 a.m. – 1:30 p.m.
1	Giano	5.5 hours a day / 10 months per year	7:30 a.m. – 1:30 p.m.
1	Alvarado	5.5 hours a day / 10 months per year	10:00 a.m. – 4:00 p.m.

SUMMARY OF DUTIES

Under the direction of the Principal or designee, provides supervision of students in limited areas of school campus; directs students to get them to class on time; monitors restrooms for unauthorized activities; reports unusual activities or unauthorized persons on campus to appropriate personnel; maintains routine records; and performs other related duties as required.

QUALIFICATIONS

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

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

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

- **Copy of High School Diploma or equivalent** or copy of highest obtained degree AA/BA/MA. Transcripts must be on letterhead or watermarked paper.

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

If you have questions, please contact Crystal Vahimarae at cvahimarae@rowlandschools.org or via phone at 626 854-8388.

WORK ENVIRONMENT

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

PHYSICAL REQUIREMENTS

Employees in this classification stand for extended periods of time, walk, sit, stoop/bend, reach overhead, lift, and carry up to 25 lbs., use fingers repetitively, simultaneously use both arms, legs, and hands; reach overhead; hear normal voice conversation; speak clearly; have depth perception and color vision, distinguish shades, see small details and long distances, and use a computer and telephone.

FILING PERIOD

Applications for this position will be accepted online only on a continuous basis **until enough applications are received**. *This position may close at any time, so interested applicants are encouraged to apply as soon as possible.*

Please visit 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 process **may** consist of:

- Technical Project
- Structured Interview

Salary Range: 12

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

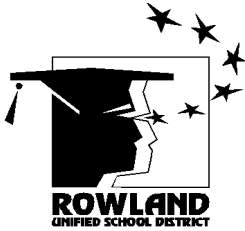
New employees will be charged a processing fee (approximately \$64) for the cost of fingerprinting. This fee must be paid at the time of the processing appointment, with a **MONEY ORDER ONLY**, payable to RUSD.

VETERANS CREDIT

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

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

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



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

CONTINUOUS

INVITES APPLICATIONS FOR THE POSITION OF:

PERSONAL CARE ASSISTANT

SALARY

\$16.90 - \$20.59 HOURLY RATE

An Equal Opportunity Employer

OPENING DATE: July 1, 2023	FINAL FILING DATE: Continuous
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POSITION

There are currently several Personal Care Assistant positions available within Rowland Unified School District. Typical hours for these positions are five and one half (5.5) hours per day and nine and one half (9.5) months a year. An eligibility list is being established to fill current and future vacancies and hire substitutes for the next six months.

SUMMARY OF DUTIES

Provides behavioral, physical, health and social services to pupils who are physically, emotionally, or behaviorally challenged; operates and monitors a variety of health equipment; assists students on a one-to-one or group basis in meeting the physical requirements of attending school.

QUALIFICATIONS

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

EXPERIENCE: Experience providing health care services and working with physically handicapped children is desirable.

LICENSE / CERTIFICATION / TRAINING REQUIREMENTS: A valid First Aid Certificate, comparable to the American Red Cross Standard First Aid Certificate and a Child and Adult Cardiopulmonary Resuscitation Certificate are required and must be submitted with your on-line application.

Successful completion of Crises Prevention Intervention (CPI) 12-hour training is required during the probationary period.

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

- **High School Diploma** or equivalent is required
- A current and valid **Standard/Basic First Aid Certificate** is required
- A current and valid **CPR Certificate (Child and Adult)** is required

Documents may also be emailed to Mita Salgado at mita.salgado@rowlandschools.org. Applications without the supporting documents will be considered incomplete and will be disqualified. Transcripts/Diplomas from foreign countries must be certified to meet the [US equivalent](#) to be considered.

Please email mita.salgado@rowlandschools.org or call 626 854-8577 with any questions.

WORK ENVIRONMENT: Employees in this classification work both inside and outside, may be exposed to wetness, urine, feces, strong odors, airborne pathogens and germs, and have direct contact with students and the public.

PHYSICAL REQUIREMENTS: Employees in this classification stand, walk, use both hands simultaneously, stoop/bend, reach overhead, have rapid mental and/or muscular coordination, lift and carry up to 50 pounds or over 50 pounds with assistance, push/pull students of varying weights in wheelchairs, speak clearly and hear normal voice conversation.

FILING PERIOD

Applications for this position will be accepted online only on a continuous basis **until a sufficient number of applications are received**. *This position may close at any time, so interested candidates are encouraged to apply as soon as possible.*

Please visit: www.rowlandschools.org → Departments → Personnel Commission → Classified Job Openings, to begin creating your application or to edit/update an existing account.

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

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Structured Interview Examination

Salary Range: 14

PROOF OF EDUCATION:

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

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

CONTINUOUS



ROWLAND UNIFIED SCHOOL DISTRICT

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

www.rowlandschools.org

INVITES APPLICATIONS FOR THE POSITION OF:

FOOD SERVICE ASSISTANT I

\$15.50 - \$18.63 HOURLY RATE

An Equal Opportunity Employer

OPENING DATE: July 1, 2023

FINAL FILING DATE: **Continuous**

POSITION

There are several vacancies available for the position of Food Service Assistant I. Typical hours for this job range from two (2) hours to three and a half (3 ½) hours per day, nine and a half (9 ½) months per year. Reporting hours will vary in these positions. An eligibility list will be established to fill current vacancies, hire substitutes, and fill future vacancies for the next 6 months. Typical assignment hours (subject to change):

- 2.0 hours / 9.5 months
- 2.5 hours / 9.5 months
- 3.0 hours / 9.5 months
- 3.5 hours / 9.5 months

SUMMARY OF DUTIES

Prepares or assists in the preparation of a variety of food at the Food Center or secondary school kitchens; assists in serving food at a school cafeteria; cleans equipment and utensils and maintains food service facilities in a clean and sanitary condition.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is desirable.

EXPERIENCE: Experience in large quantity food preparation and/or serving is desirable.

Please email mita.salgado@rowlandschools.org or call 626 854-8577 with any questions.

LICENSE/LANGUAGE REQUIREMENTS:

- A valid Class C, California Driver License, and use of a private automobile may be required for some positions in this class, and if required must be maintained during employment.

ENVIRONMENT:

Employees in this classification work both, inside and outside, in varying temperatures, in contact with machinery with moving parts, sharp metal objects, and cleaning agents, and in contact with students.

PHYSICAL REQUIREMENTS:

Employees in this classification stand, walk, sit, stoop/bend, reach overhead, lift, carry, push, and pull up to 50 lbs. without assistance, use fingers repetitively, use wrists or hands repetitively in a chopping or twisting motion, use both hands simultaneously, speak clearly, hear normal conversation, and use a point-of-sale computer terminal.

FILING PERIOD

Applications for this position will be accepted online only **until a sufficient number of applications are received**. *This position may close at any time, so interested candidates are encouraged to apply as soon as possible.*

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

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

EXAMINATION – OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Job Related Written Examination
- Structured Interview

Salary Range: 12

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 to receive such credit. ***Veterans credit can only be applied once, upon initial hire.***

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

CONTINUOUS

INVITES APPLICATIONS FOR THE POSITION OF:

ATHLETIC TRAINER
\$24.46 - \$29.83 Hourly Rate

An Equal Opportunity Employer

OPENING DATE: July 1, 2023

FINAL FILING DATE: Continuous

POSITION

There are currently two (2) immediate positions available for Athletic Trainer at Nogales High School and Rowland High School tentatively six (6) hours a day, twelve (12) months a year. The reporting hours will vary due to the scheduling of games. An eligibility list is being established to fill the current vacancies and hire substitutes for the next six (6) months.

SUMMARY OF DUTIES

Under the direction of the High School Principal or designee, performs a variety of activities involved in the prevention, recognition, evaluation, management, treatment, and rehabilitation of injuries; administers preventative or rehabilitative treatment to students and athletes engaged in various school sports; provides information, in-service, and guidance to coaches and faculty; serves as a liaison between the students, parents, coaches, and physicians in evaluation, management, treatment, and long-term rehabilitation of athletic injuries; and works a flexible schedule.

QUALIFICATIONS

EDUCATION: A Bachelor's degree in physical education, athletic training, health or a directly related field from an accredited college is required.

EXPERIENCE: One year of paid experience providing first aid, preventative and rehabilitative treatment to athletes is required.

LICENSE/CERTIFICATION/TRAINING REQUIREMENT:

- A valid Class C California Driver's License and a good driving record and use of a private automobile may be required and must be maintained during employment
- National Athletic Trainers Association Certification
- A valid First Aid Certificate **and** Cardiopulmonary Resuscitation (CPR) Certificate, comparable to the American Red Cross Certificate

*Applicants must provide a copy of the above referenced documents at the time of application by uploading the documents to their profile. Documents may also be emailed to cvahimarae@rowlandschools.org. Applications without the supporting documents will be considered **incomplete** and will be **disqualified**. Transcripts/Diplomas from foreign countries must be certified to meet the **US equivalent** to be considered.*

Please email Crystal Vahimarae at cvahimarae@rowlandschools.org with any questions or call (626) 854-8388.

WORKING ENVIRONMENT

Employees in this classification work in an indoor and outdoor work environment in seasonal heat and cold or adverse weather conditions; with direct contact with students, staff and public; with exposure to adverse weather conditions; with continuous interruptions and changing priorities; respond to emergency medical situations; drive an automobile to conduct work; may work alone without guidance from supervisor and may work over 40 hours a week, and work a flexible schedule which may include evenings, weekends and/or holidays.

PHYSICAL REQUIREMENTS

Employees in this classification stand and sit for extended periods of time, walk, kneel, crouch, stoop/bend repeatedly; lift, carry, push and/or pull up to 50 pounds unassisted, and over 50 pounds with assistance, use both hands and legs simultaneously, reach overhead, pull hand over hand, use fingers repetitively twisting or applying pressure with wrists or hands; have rapid mental/muscular coordination; maintain balance; have depth perception, color vision, distinguish shades, and ability to see and read small print and long distances; have dexterity of hands and fingers needed to operate a variety of specialized health care equipment, adaptive tools, and a computer keyboard; speak clearly and hear normal voice conversation; use telephone and a computer; and physically able to provide rapid response to emergency situation. Incumbents in this class may be exposed to bodily fluids, bloodborne pathogens, and communicable diseases.

FILING PERIOD

Applications for this position will be accepted online only on a continuous basis **until enough applications are received**. *This position may close at any time, so interested applicants are encouraged to apply as soon as possible.*

Applicants will be sent notifications via e-mail only

OPEN/PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Structured Interview/Technical Project

Salary Range: 21.5

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

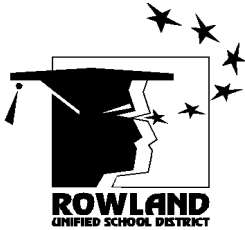
New employees will be charged a processing fee (approximately \$64) for the cost of fingerprinting. This fee must be paid at the time of the processing appointment, with a MONEY ORDER ONLY, payable to RUSD.

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 to receive such credit. **Veteran's credit can only be applied upon initial hire.**

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

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



ROWLAND UNIFIED SCHOOL DISTRICT

CONTINUOUS

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

INVITES APPLICATIONS FOR THE POSITION OF:

SPEECH-LANGUAGE PATHOLOGY ASSISTANT

\$28.36 - \$34.56 HOURLY RATE
An Equal Opportunity Employer

OPENING DATE: July 1, 2023

FINAL FILING DATE: CONTINUOUS

POSITION

There are currently two (2) positions, five and one half hours (5.5) per day, nine and one half (9.5) months a year. The hours for this position are from 8:15 am to 2:15 pm. An eligibility list will be established to hire substitutes and to fill future vacancies.

SUMMARY OF DUTIES

Under the supervision of the Special Education Administrator and the general direction of the credentialed Speech-Language Pathologist, assists in providing educationally related speech therapy services to students with speech-language disorders (e.g., articulation and phonology, language processing, hearing and alternative and augmentative communication) as prescribed by the Individual Educational Program (IEP); performs a variety of instructional activities and clerical duties in support of student case management, and maintains records and documentation on students.

QUALIFICATIONS

EDUCATION: An Associate degree or higher in Speech-Language Pathology Assistance from an accredited college or Board approved SLPA program.

EXPERIENCE: A minimum of 100 hours of SLPA fieldwork experience is required.

LICENSE / CERTIFICATION / TRAINING REQUIREMENTS: A valid, Class C, California Driver License, a good driving record and use of a private automobile is required and must be maintained during employment. Must maintain a current Speech and Language Pathology license throughout employment in this position.

Current and valid license for Speech-Language Pathology Assistant, issued by the State of California's Speech-Language Pathology and Audiology Board (SLPAB).

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

- **Proof of education** (transcripts on letterhead or diploma);
- Current and valid registration as a **Speech-Pathology Language Assistant with the California Speech-Language Pathology & Audiology & Hearing Aid Dispenser Board**

You may upload your documents to your application (preferred), or email them to Arlene Zamudio at Arlene.Zamudio@RowlandSchools.org.

Applications without the supporting documents will be considered **incomplete and will be disqualified**.

Please email Arlene.Zamudio@rowlandschools.org or call 626 854-8385 with any questions.

WORK ENVIRONMENT: Employees in this classification work primarily inside a classroom environment, in direct contact with students, district staff, and the public, with general guidance from a supervisor, with exposure to minor contagious illnesses (colds, flu, etc.), with high volume of work and frequent interruptions, with changing priorities and short deadlines, and drive an automobile to conduct work.

PHYSICAL REQUIREMENTS: Employees in this classification stand, walk, sit, reach overhead, lift and carry up to 15 lbs., push, pull, stoop and kneel, balance, bend repeatedly, use fingers repetitively, use both hands simultaneously, manual dexterity to operate a computer keyboard; speak clearly, hear normal conversation, and see near and far, use depth perception, see small details, use a computer and telephone.

FILING PERIOD

Applications for this position will be accepted online only from **Saturday, July 1, 2023 until a sufficient number of qualified applications are received**. Interested applicants are encouraged to apply as soon as possible.

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

Applicants will be sent notifications via e-mail only

EXAMINATION – OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Structured Interview
- Technical Project

Salary Range: 24.5

PROOF OF EDUCATION:

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

<http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>. **RUSD will only accept evaluations from agencies listed within the document.**

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

***For a more detailed job description, including benefits / leave information, please 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:

HEALTH OFFICE ASSISTANT: \$19.58 - \$23.87 HOURLY
HEALTH OFFICE ASSISTANT-BILINGUAL (SPANISH): \$20.07 - \$24.46 HOURLY

An Equal Opportunity Employer

OPENING DATE: July 27, 2023

FINAL FILING DATE: August 16, 2023

POSITION

Eligibility lists are being established to hire substitutes and fill future vacancies for the positions of Health Assistant and Health Assistant-Bilingual (Spanish). Eligibility lists for these positions last for six months. Typical hours for this job range are five (5) hours a day, five (5) days per week, ten (10) months per year.

NOTE: *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 in the second language as part of the testing process.*

SUMMARY OF DUTIES

Provides health care services to students by listening to concerns and making preliminary findings; identifying problems and providing basic first aid techniques; calls for professional assistance as needed; maintains related health records; assists nurses in screening students for various health concerns; advises parents of legal requirements such as immunizations and available community services; and performs other related duties as required.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is required. Course work in health, biology, physiology, or a related field is desirable.

EXPERIENCE: Clerical experience is desirable.

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

- **A copy of your High School Diploma or equivalent**
- **A current and valid Standard/Basic First Aid Card (copy front and back)**
- **A current and valid Child and Adult CPR card (copy front and back)**

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

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

FILING PERIOD

Applications for this position will be accepted on-line only, from **Thursday, July 27, 2023, to Wednesday, August 16, 2023, until 4:30 p.m.**

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

Applicants will be sent notifications via e-mail only

NOTE: 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 in the second language as part of the testing process.

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Job Related Written Exam / Structured Interview / Computer Performance Exams / Bilingual Evaluation

Salary Range: Health Assistant: 17 – Health Assistant-Bilingual (Sp): 17 ½

PROOF OF EDUCATION:

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

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**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

August 8, 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
Office Assistant (D-22/23-55)	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# 16587066 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# 47140417• ID# 50500807
Food Service Assistant I (D-22/23-13)	6.1.10.3 Failure to report for a scheduled interview after certification. <ul style="list-style-type: none">• ID# 49628660 6.1.10.4 A written request by the eligible for removal. <ul style="list-style-type: none">• ID# 38294792
Campus Aide (D-22/23-09)	6.1.10.4 A written request by the eligible for removal. <ul style="list-style-type: none">• ID# 38471665
Personnel Technician (D-22/23-53)	6.1.10.4 A written request by the eligible for removal. <ul style="list-style-type: none">• ID# 36443280

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.