

**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](mailto:jstiegelmar@rowlandschools.org) or calling (626) 854-8380 at least 24 hours in advance of the meeting. [Government Code 54954.2 (a) (1)]

September 5, 2023  
Meeting to start at 4:30 P.M.

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

View the meeting virtually via ZOOM

**Virtual:** [https://rowlandschools-org.zoom.us/webinar/register/WN\\_WnepgPS2TFOJd\\_CITPzB2w](https://rowlandschools-org.zoom.us/webinar/register/WN_WnepgPS2TFOJd_CITPzB2w)

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.

**September 5, 2023**  
**4:30 P.M.**

**PLEASE CIRCULATE**

1. Meeting called to order by the Presiding Chair\_\_\_\_\_at\_\_\_p.m.

2. Roll Call:	Present	Absent
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, September 5, 2023, or adopting the Agenda with the following corrections/modifications for September 5, 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 August 8, 2023. (Ref. 7.1)

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

Vote: Judy Nieh \_\_\_\_\_  
Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_

7.2 Receive the Personnel Commission's Annual Report for the 2022-2023 fiscal year to review for future distribution. (Ref. 7.2 Ltd. Dist.)

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Advanced Salary Step Placement

a. Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID #22851577 as Personal Care Assistant at Step E of Range 14 on the Classified Salary Schedule. (Ref. 8.1a) & (Ltd. Dist.)

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

Vote: Judy Nieh \_\_\_\_\_  
Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_

b. Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID #54291979 as Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule. (Ref. 8.1b) & (Ltd. Dist.)

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

Vote: Judy Nieh \_\_\_\_\_  
Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_

c. Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID #12885652 as Instructional Assistant II – Bilingual (Spanish) at Step B of Range 16.5 on the Classified Salary Schedule. (Ref. 8.1c) & (Ltd. Dist.)

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

Vote: Judy Nieh \_\_\_\_\_  
Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_

d. Consider approving the advanced salary step request from Latoya Brown, Administrator, Rowland Adult and Community Education, to employ Applicant ID #21381590 as Custodian at Step D of Range 18 on the Classified Salary Schedule. (Ref. 8.1d) & (Ltd. Dist.)

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

Vote: Judy Nieh \_\_\_\_\_  
Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_

- e. Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID #42620026 as Instructional Assistant II at Step E of Range 16 on the Classified Salary Schedule. (Ref. 8.1e) & (Ltd. Dist.)

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

Vote: Judy Nieh \_\_\_\_\_  
Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_

- f. Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID #52489925 as Instructional Assistant II at Step D of Range 16 on the Classified Salary Schedule. (Ref. 8.1f) & (Ltd. Dist.)

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

Vote: Judy Nieh \_\_\_\_\_  
Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_

- g. Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID #54273859 as Instructional Assistant II at Step E of Range 16 on the Classified Salary Schedule. (Ref. 8.1g) & (Ltd. Dist.)

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

Vote: Judy Nieh \_\_\_\_\_  
Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_

- h. Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID #50213323 as Personal Care Assistant at Step B of Range 14 on the Classified Salary Schedule. (Ref. 8.1h) & (Ltd. Dist.)

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

Vote: Judy Nieh \_\_\_\_\_  
Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_

8.2 Class Description Revision

Consider approving the revised class description for the classification of Athletic Trainer. (Ref. 8.2)

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

Vote: Judy Nieh \_\_\_\_\_  
Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_

8.3 Class Description Revision and Classification Title Revision

- a) Consider approving the revised class description of Stock Delivery Worker and revising the title to Nutrition Services Stock Delivery Worker. (Ref. 8.3a)

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

Vote: Judy Nieh \_\_\_\_\_  
Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_

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

Motion by: \_\_\_\_\_  
 Second by: \_\_\_\_\_

Vote: Judy Nieh \_\_\_\_\_  
 Sharon Fernandez \_\_\_\_\_  
 Sabrina Lee \_\_\_\_\_

8.4 New Class Description

Consider approving the establishment of the new classification of Warehouse Stock Delivery Worker. (Ref. 8.4)

- i. Place the new classification of Warehouse Stock Delivery Worker in the Warehouse Series job family.
- ii. Approve the salary recommendation for the classification of Warehouse Stock Delivery Worker at Range 20.5 on the Classified Salary Schedule.
- iii. Reallocate four Stock Delivery Worker employees in the Purchasing department into this new classification with an effective date of July 1, 2023, in accordance with the Memorandum of Understanding dated August 1, 2023.

Motion by: \_\_\_\_\_  
 Second by: \_\_\_\_\_

Vote: Judy Nieh \_\_\_\_\_  
 Sharon Fernandez \_\_\_\_\_  
 Sabrina Lee \_\_\_\_\_

8.5 Reclassification

Consider approving the reclassification of six Technology Specialist I positions, and the current incumbents, to the classification of Technology Specialist II with an effective date of July 1, 2023, in accordance with the Memorandum of Understanding dated August 1, 2023. (Ref. 8.5)

Motion by: \_\_\_\_\_  
 Second by: \_\_\_\_\_

Vote: Judy Nieh \_\_\_\_\_  
 Sharon Fernandez \_\_\_\_\_  
 Sabrina Lee \_\_\_\_\_

8.6 Reallocation

- a) Consider approving the recommended reallocation of an Administration Secretary position to an Administrative Secretary - Bilingual – (Spanish) along with the incumbent. (Ref 8.6a)

Motion by: \_\_\_\_\_  
 Second by: \_\_\_\_\_

Vote: Judy Nieh \_\_\_\_\_  
 Sharon Fernandez \_\_\_\_\_  
 Sabrina Lee \_\_\_\_\_

- b) Consider approving the recommended reallocation of an Office Assistant position to an Office Assistant - Bilingual – (Spanish) along with the incumbent. (Ref 8.6b)

Motion by: \_\_\_\_\_  
 Second by: \_\_\_\_\_

Vote: Judy Nieh \_\_\_\_\_  
 Sharon Fernandez \_\_\_\_\_  
 Sabrina Lee \_\_\_\_\_

- c) Consider approving the recommended reallocation of an Office Assistant position to an Office Assistant - Bilingual / Biliterate – (Mandarin) along with the incumbent. (Ref 8.6c)

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

9.2 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-22/23-26)
- c) Cook (D-22/23-85)
- d) Food Service Assistant I (D-23/24-07)
- e) Instructional Assistant II (D-23/24-02)
- f) Instructional Assistant II – Bilingual (Spanish) (D-23/24-03)
- g) Personal Care Assistant (D-23/24-06)
- h) Playground Supervision Aide (D-22/23-86)
- i) School Bus Driver (D-23/24-01)
- j) Senior Network Analyst (D-22/23-79)
- k) Speech Language Pathology Assistant (D-23/24-09)

Motion 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)

- Food Service Assistant I (D-22/23-13)
  - ID# 53713073– PC Rule 6.1.10.8
- Office Assistant – Bilingual (Spanish) (D-22/23-56)
  - ID# 16587066– PC Rule 6.1.10.1
  - ID# 50500807 – PC Rule 6.1.10.1
- Instructional Assistant I (D-22/23-03)
  - ID# 50757213– PC Rule 6.1.10.4

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

Motion by: \_\_\_\_\_  
 Second by: \_\_\_\_\_

Vote: Judy Nieh \_\_\_\_\_  
 Sharon Fernandez \_\_\_\_\_  
 Sabrina Lee \_\_\_\_\_

10. INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

**THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED ON TUESDAY, OCTOBER 3, 2023, AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.**

11.. 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 AUGUST 8, 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 4:37 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, August 8, 2023.

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

**REPORT FROM THE PERSONNEL DIRECTOR**

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

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

- Cook (D-22/23-85)
- School Bus Driver Trainee (0-12)
- Playground Supervision Aide (D-22/23-86)
- School Bus Driver (D-23/24-01)
- Instructional Assistant II (D-23/24-02)
- Instructional Assistant II – Bilingual (Spanish) (D-23/24-03)
- Instructional Assistant II- Bilingual / Biliterate (Spanish) (D-23/24-04)
- Campus Aide (D-23/24-05)
- Personal Care Assistant (D-23/24-06)
- Food Service Assistant I (D-23/24-07)
- Athletic Trainer (D-23/24-08)
- Speech Language Pathology Assistant (D-23/24-09)
- Health Assistant (D-23/24-10)
- Health Assistant – Bilingual (Spanish) (D-23/24-11)
- Instructional Assistant I (D-23/24-13)
- Instructional Assistant I – Bilingual (Spanish) (D-23/24-14)

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

- Cook
- Food Service Assistant I
- Grounds / Custodial Coordinator
- Instructional Assistant II
- Maintenance & Operations Manager

- Personal Care Assistant
- Secretary
- Senior Account Clerk
- Senior Network Analyst
- Technology Help Desk Technician
- Technology Support Supervisor

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

- 1 - ASB Account Clerk
- 1 - Behavior Support Assistant
- 1 - Computer Lab Technician
- 2 - Custodian
- 2 - Custodian (Substitute)
- 1 - District Safety
- 1 - Health Assistant
- 1 - Health Assistant II
- 1 – Human Resources / Credential Analyst
- 3 - Instructional Assistant II
- 2 - Instructional Assistant II – Bilingual (Spanish)
- 1 - Instructional Assistant II (Substitute)
- 1 - Library Assistant
- 2 - Office Assistant
- 1 - Office Assistant – Bilingual (Spanish)
- 5 - Personal Care Assistant
- 1 - Personnel Technician

Updates/Reminders/Remarks:

- On Thursday, July 27 and Friday, July 28 we had a job hiring fair for classroom aides. Fifteen job offers were made and we plan on having all these new hires ready for the start of school on Monday, August 14.
- The Welcome Back event for the District started today with the Habit Food Truck serving burgers, French fries, and drinks at both NHS and RHS. On Thursday, August 10 all staff are invited to NHS at 8 a.m. to kick off the school year with District highlights and a key speaker Dr. Anthony Muhammad, a best-selling author and international thought leader.
- Congratulations to Mita Salgado, Personnel Technician, for being promoted to Administrative Secretary in the Superintendent’s Office.
- Our new Personnel Technician, Jasmine Portillo, is starting on August 14<sup>th</sup>.

**COMMUNICATIONS**

A. CSEA – None

B. District Administration – Alex Flores, Deputy Superintendent, Administrative Services

Mr. Flores welcomed everyone to a new school year. Mr. Flores thanked the Personnel Commission Staff for their hard work during the summer.

C. Audience Members – None

**PERSONNEL COMMISSION**

7.1 Recommendation: Approve the minutes of the meeting of June 6, 2023.

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**

### **Reallocation**

- 8.1 Recommendation: To consider approving the recommended reallocation of a vacant Administrative Secretary - Bilingual – (Spanish) position to an Office Assistant – Bilingual (Spanish) position.

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 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.

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 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.

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 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.

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 #19492715 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

- 8.2e Recommendation: To consider approving the advanced salary placement 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.

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

- 8.2f Recommendation: To consider approving the advanced salary placement 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.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **Extension of Eligibility List**

8.3a Recommendation: To 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 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) 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 The Personnel Commission received the results of the examinations held.

9.3 Recommendation: To ratify the following eligibility lists:

- a) Behavior Support Assistant (D-22/23-58)
- b) Behavior Support Assistant – Bilingual (Spanish) (D-22/23-59)
- 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 made by: Sharon Fernandez  
 Seconded by: Sabrina Lee

Vote: Judy Nieh Yes  
 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:

- 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 made by: Sabrina Lee

Vote: Judy Nieh Yes

Seconded by: Sharon Fernandez Sharon Fernandez Yes  
Sabrina Lee Sabrina Lee Yes

**ADJOURNMENT**

To adjourn the meeting at 5:05 p.m.

Motion made by: Sharon Fernandez Vote: Judy Nieh Yes  
Seconded by: Sabrina Lee Sharon Fernandez Yes  
Sabrina Lee 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, SEPTEMBER 5, 2023, AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.**

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

**PERSONNEL COMMISSION**  
**ADVANCED SALARY STEP PLACEMENT**  
**FOR**  
**PERSONAL CARE ASSISTANT**

The Commission is in receipt of a request from Stacy Berrest, Director, Special Education, to employ Applicant ID #22851577 as Personal Care Assistant at Step E of Range 14 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step E of Range 14 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 #54291979 as Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

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

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

The Commission is in receipt of a request from Stacy Berrest, Director, Special Education, to employ Applicant ID #12885652 as Instructional Assistant II – Bilingual (Spanish) at Step B of Range 16.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step B of Range 16.5 on the Classified Salary Schedule.



**PERSONNEL COMMISSION**  
**ADVANCED SALARY STEP PLACEMENT**  
**FOR**  
**CUSTODIAN**

The Commission is in receipt of a request from Latoya Brown, Administrator, Rowland Adult & Community Education, to employ Applicant ID #21381590 as Custodian at Step D of Range 18 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has over 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 18 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 #42620026 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 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 16 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 #52489925 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**  
**INSTRUCTIONAL ASSISTANT II**

The Commission is in receipt of a request from Stacy Berrest, Director, Special Education, to employ Applicant ID #54273859 as Instructional Assistant II at Step E of Range 16 on the Classified Salary Schedule 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 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 #50213323 as Personal Care Assistant at Step B of Range 14 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has an associate's degree. The number of years of education does qualify this applicant for step placement at Step B based on the formula of one step will be given for two years of additional education beyond the employment standards for the classification.

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

**PERSONNEL COMMISSION  
ROWLAND UNIFIED SCHOOL DISTRICT**

September 5, 2023

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Item 8.2 – CONSIDER APPROVING THE REVISED CLASS DESCRIPTION OF ATHLETIC TRAINER

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The classification of Athletic Trainer was established at the July 2022 Personnel Commission meeting. The recruitment was initiated in July and was run on a continuous basis and closed at the end of the 2022/2023 school year. The position was reopened on a continuous basis again on July 1, 2023. Only 13 applications were received during the year and only one eligible was placed on the eligibility list. When staff reviewed the applications, it was found that several candidates had certifications as Athletic Trainers issued by the Board of Certification for the Athletic Trainer but did not have the National Athletic Trainers Association Certification that was required on the original version of the Athletic Trainer job description.

Staff further investigated both certifications and found that to be a member of the National Athletic Trainers Association, you had to be a certified trainer. The only nationally recognized body that provides Athletic Trainer certifications is the Board of Certification for the Athletic Trainer commonly referred to as the “BOC”.

The current minimum qualifications for the Athletic Trainer job description were inadvertently asking for a higher certification than was needed, therefore staff was disqualifying candidates who would meet the state of California mandated requirements.

Staff conferred with Mr. Mitch Brunyer, Principal of Rowland High School, who was extremely helpful in creating the new classification to validate the Personnel Commission staff’s new findings and he agreed with this updated revision.

The revisions presented accurately represent what is required by the state of California and will be more inclusive of the candidates who are qualified to perform the job.

**RECOMMENDATION:**

The Personnel Commission is requested to approve the revision to the classification of Athletic Trainer.



ROWLAND UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
MEMORANDUM

August 25, 2023

TO: Dennis Bixler, Assistant Superintendent – Human Resources

FROM: Joan Stiegelmar, Personnel Director

RE: **REVISED CLASS DESCRIPTION FOR ATHLETIC TRAINER**

Attached for your review and comment is the proposed **REVISED** class description for Athletic Trainer.

Your input concerning the proposed class description is important. Please provide your concerns or comments, if any, regarding changes for the class description. Changes can be recommended at the Personnel Commission meeting. To proceed timely with recruitment, the Personnel Commission will consider approving this new classification at the regular meeting on Tuesday, September 5, 2023.

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

<input checked="" type="checkbox"/> I agree with the proposed class description and recommended changes as presented.	<input type="checkbox"/> I disagree with the proposed class description, and recommend the adjustments noted above.	
Signature:	Date: <i>August 29 2023</i>	

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

Attachments: Class Description

PC24-066



UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

MEMORANDUM

August 25, 2023

TO: Lita Gallo, CSEA President

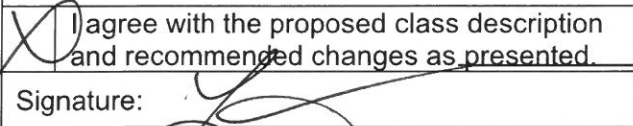
FROM: Joan Stiegelmar, Personnel Director

RE: **REVISED CLASS DESCRIPTION FOR ATHLETIC TRAINER**

Attached for your review and comment is the proposed **REVISED** class description for Athletic Trainer.

Your input concerning the proposed class description is important. Please provide your concerns or comments, if any, regarding changes for the class description. Changes can be recommended at the Personnel Commission meeting. To proceed timely with recruitment, the Personnel Commission will consider approving this new classification at the regular meeting on Tuesday, September 5, 2023.

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


<input checked="" type="checkbox"/> I agree with the proposed class description and recommended changes as presented.	<input type="checkbox"/> I disagree with the proposed class description, and recommend the adjustments noted above.
Signature: 	Date: 8/25/2023

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

Attachments: Class Description

PC24-065



## ATHLETIC TRAINER

### 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.

### EXAMPLES OF DUTIES

- Provides technical services and information for the prevention, recognition, evaluation, management, treatment, and rehabilitation of injuries; *E*
- Evaluates student injuries and determines appropriate treatment methods; develops and implements individualized rehabilitation, therapeutic, and reconditioning programs for injured students in accordance with standard medical protocols and/or with direction from the students' personal physician; *E*
- Coordinates with coaches to establish and implement a conditioning program for student athletes designed to prevent and minimize injuries; *E*
- Attends home and away sports events to monitor athletic activities and provide medical treatment services; identifies, evaluates, and provides immediate first aid in response to athletic injuries; responds to medical emergencies; refers student athletes to physicians or the hospital as appropriate; *E*
- Supports the athletic clearance process by reviewing documentation submitted and reviewing for any conditions requiring special attention; *E*
- Advises on equipment and environmental safety; recommends and fits protective equipment for injury prevention and safety; *E*
- Provides assistance to students in the prevention of athletic injuries and prepares students for practice and competition; tapes, stretches, massages, and wraps athletes to prevent injury or re-injury; supplies and assists students with straps, braces, and other adaptive equipment to provide protection from injury; *E*
- Assists students with special therapeutic exercises by performing demonstrations and ensures students' understanding of proper exercise techniques and procedures; assists in educating students, coaches, parents, and faculty in nutrition, health, weight management, concussions, and heat illnesses; *E*
- Implements physician instructions related to rehabilitation; consults with physicians and other medical personnel in determining and monitoring appropriate course of treatment for injured students; *E*
- Evaluates, determines and recommends appropriate time lines for sidelining and returning injured student athletes to playing status; advises student athletes, coaches, and others regarding potential health risks of athletic participation to prevent injury and re-injury; *E*
- Plans, organizes, and coordinates the transportation and care of athletic safety equipment, uniforms, supplies, and materials for home and away events; *E*
- Assists in the planning of pre-season athletic physical exams for student athletes; *E*
- Prepares and maintains a variety of records and reports related to students, injuries, treatment, progress, supplies, and assigned activities; follows Health Insurance Portability and Accountability Act (HIPPA) regulations regarding confidential student information; *E*
- Orders and maintains adequate inventory levels of first aid, bracing, and other treatment supplies as needed. *E*
- Inspects and assures safety of athletic equipment, uniforms, and facilities; identifies and provide recommendations for resolving potential hazards; *E*
- Supervises student assistants and provides work direction and training; *E*
- May assist in off-season conditioning, rehabilitations, and maintenance of physical fitness;
- Performs other related duties as assigned.

## **SKATS (Skills, Knowledge Abilities, Traits)**

### **SKILLS IN:**

- Operate a variety of first aid, therapeutic, adaptive, rehabilitation, and weight equipment;
- Application of various physical therapy and treatment modalities;
- Safely operating a motor vehicle.

### **KNOWLEDGE OF:**

- Principles, practices, procedures, techniques, and equipment used in the prevention, treatment, and rehabilitation of athletic injuries;
- Diagnostic symptoms of various athletic injuries and appropriate methods of treatment;
- Practices, procedures, and techniques involved in taping, stretching, massaging, and wrapping athletes to prevent injury or re-injury;
- Medical practices, procedures, and terminology related to athletic training;
- Principles and theories of anatomy, physiology, kinesiology, nutrition, and diet;
- General principles of return to play protocols;
- Safety guidelines and regulations in athletic and therapeutic activities;
- Individualized rehabilitation and reconditioning techniques and procedures for injured students;
- First Aid and CPR techniques;
- Inventory methods and practices;
- Disinfectant and clean and sterile equipment techniques.

### **ABILITY TO:**

- Identify, evaluate, and provide immediate first aid in response to athletic injuries;
- Understand, recognize and carry out directions issued by physicians and physical therapists related to concussions and other related injuries;
- Analyze situations accurately and adopt an effective course of action;
- Learn, interpret, and apply applicable laws, codes, rules, regulations, policies, and procedures;
- Assist students with specialized therapeutic exercises;
- Recognize and correct safety hazards;
- Provide information, education, and guidance to students, parents, coaches, and faculty;
- Work flexible hours as needed by the assignment;
- Provide work direction and guidance to student assistants;
- Plan and organize work;
- Maintain records and prepare reports;
- Communicate effectively orally and in writing;
- Promote team building and a positive work environment;
- Work confidentiality with discretion;
- Establish and maintain effective working relationships;
- Work effectively within established time schedules and with little direction;
- Exercise good judgment.

### **TRAITS:**

- Strives to meet customers' needs;
- Easily adapts to situations and changes;
- Stays focused and has good work ethic;
- Diligently attends to details and quality;
- Is punctual and follows through;
- Is trustworthy and responsible for his/her actions;
- Remains steady under pressure;
- Works around obstacles and is self-starting.
- Effectively manages one's own time, priorities, and resources.

## **EMPLOYMENT STANDARDS**

**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 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 Athletic Trainer Certification (ATC) issued by the Board of Certification (BOC) for the Athletic Trainer. Certification must be maintained as a condition of employment;**
- A valid First Aid Certificate, comparable to the American Red Cross Standard First Aid Certificate and a Cardiopulmonary Resuscitation (CPR) Certificate.

## **WORK 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.

## **APPOINTMENT:**

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

Classified Salary Schedule: 21.5

~~Established~~ **Adopted by Personnel Commission: 07/22**

**Revised: 09/23**

**PERSONNEL COMMISSION  
ROWLAND UNIFIED SCHOOL DISTRICT**

September 5, 2023

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ITEM 8.3A    CONSIDER APPROVING THE REVISED CLASS DESCRIPTION OF STOCK DELIVERY WORKER AND REVISING THE TITLE TO NUTRITION SERVICES STOCK DELIVERY WORKER

---

Staff conducted a job analysis on the Stock Delivery Worker classification. The District requested that this classification be split into two job descriptions: Nutrition Services Stock Delivery Worker and Warehouse Stock Delivery Worker. This recommendation was an outcome of the Classification and Compensation study completed by Ewing and Associates during the 2022-2023 school year which identified that there were differences in the duties performed by the Stock Delivery Workers assigned to the Nutrition Services department versus those assigned to the Warehouse. It was recommended to revise the existing Stock Delivery Worker class description and revise the title to Nutrition Services Stock Delivery Worker and to strike out the duties which related to mail since the Nutrition Services Stock Delivery Workers do not perform any duties pertaining to mail.

Staff met with the Director of Nutrition Services, Nutrition Services Supervisor, and all three Stock Delivery Workers who work at the Food Center to review the classification specification. A job analysis was conducted to ensure that the job classification was reflective of the current duties. A recommendation was made to change the title from Stock Delivery Worker to Nutrition Services Stock Delivery Worker due to the employees in this classification working in the Nutrition Services department.

The recommended changes in the classification specification are presented in the customary strikeout and bold/underscore text format. The recommended revisions to the Nutrition Services Stock Delivery Worker classification serve to better clarify the job duties. Changes to the duties did not increase responsibilities or workload and, therefore, do not reflect an increase in compensation.

**RECOMMENDATION:**

The Personnel Commission is requested to approve the recommended revisions to the job description for the classification of Stock Delivery Worker and change the title to Nutrition Services Stock Delivery Worker.



ROWLAND UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
MEMORANDUM

August 25, 2023

TO: Dennis Bixler, Assistant Superintendent – Human Resources

FROM: Joan Stiegelmar, Personnel Director

RE: **REVISED CLASS DESCRIPTION OF STOCK DELIVERY WORKER AND REVISE THE TITLE TO NUTRITION SERVICES STOCK DELIVERY WORKER**

Attached for your review and comment is the proposed **REVISED** class description of Stock Delivery Worker and revise the title to Nutrition Services Stock Delivery Worker.

Your input concerning the proposed class description is important. Please provide your concerns or comments, if any, regarding changes for the class description. Changes can be recommended at the Personnel Commission meeting. To proceed timely with recruitment, the Personnel Commission will consider approving this new classification at the regular meeting on Tuesday, September 5, 2023.

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

<input checked="" type="checkbox"/> I agree with the proposed class description and recommended changes as presented.	<input type="checkbox"/> I disagree with the proposed class description, and recommend the adjustments noted above.
Signature:	Date: <u>August 29 2023</u>

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

Attachments: Class Description

PC24-072



**ROWLAND UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
MEMORANDUM**

August 25, 2023

TO: Lita Gallo, CSEA President

FROM: Joan Stiegelmar, Personnel Director

RE: **REVISED CLASS DESCRIPTION OF STOCK DELIVERY WORKER AND REVISE THE TITLE TO NUTRITION SERVICES STOCK DELIVERY WORKER**

Attached for your review and comment is the proposed **REVISED** class description of Stock Delivery Worker and revise the title to Nutrition Services Stock Delivery Worker.

Your input concerning the proposed class description is important. Please provide your concerns or comments, if any, regarding changes for the class description. Changes can be recommended at the Personnel Commission meeting. To proceed timely with recruitment, the Personnel Commission will consider approving this new classification at the regular meeting on Tuesday, September 5, 2023.

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

<input checked="" type="checkbox"/> I agree with the proposed class description and recommended changes as presented.	<input type="checkbox"/> I disagree with the proposed class description, and recommend the adjustments noted above.
Signature:	Date: 8/25/23

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

Attachments: Class Description

PC24-071

## NUTRITION SERVICES STOCK DELIVERY WORKER

### SUMMARY OF DUTIES

Under the direction of the assigned supervisor, receives, stores, and distributes a variety of perishable and staple goods, equipment and supplies; drives a truck following designated routes; loads and unloads food carts; picks up **money bags** and delivers **department** mail, **and** District property, ~~and determines proper postage and meters mail.~~

### DISTINGUISHING CHARACTERISTICS

The primary responsibility of incumbents in this class is the processing, storing and delivery of perishable and staple goods, mail, ~~musical instruments, educational~~ technology equipment and the pickup and delivery of **student and adult** food service meals **including special event catering, supplies,** and equipment. Incumbents report to the ~~class of Lead Stock Delivery Worker or~~ Nutrition Services Supervisor. Due to the nature of the work, incumbents work independently, with minimal direct supervision and only special assignments, problems or policy questions are discussed. Incumbents are expected to follow delivery schedules and meet timelines in serving a variety of customer needs on a District-wide basis.

The class of **Nutrition Services** Stock Delivery Worker is distinguished from the higher level class of Storekeeper in that the latter is assigned full responsibility for the **central kitchen** ~~Food Center~~ warehouse operation, and spends the majority of his/her time performing warehousing activities (e.g., receiving, storing and issuing goods/supplies).

### EXAMPLES OF DUTIES

- Inspects goods received against purchase orders/invoices, determining that items have been received in proper quantity and have not been damaged in transit; *E*
- Fills out discrepancy reports noting items damaged, shortages or goods not matching purchase orders; *E*
- Stores goods, placing in proper locations and rotating stock; *E*
- Fills requisitions by retrieving supplies and materials; *E*
- Wraps, packs and otherwise prepares goods for shipping or delivery and marks delivery location; *E*
- ~~Maintains records of pre-trip vehicle inspections, requisitions, purchase orders, and postage used; *E*~~
- Receives credit items returned to warehouse; *E*
- Loads supplies, **large commercial** equipment, furniture, **transport cabinets, carts, and pallets** and food carts onto delivery vehicles and unloads upon arrival; *E*
- **Ensures perishable goods are placed in temperature controlled environment in the absence of site staff at receiving kitchen; *E***
- ~~Makes arrangements for shipments and deliveries; *E*~~
- Participates in periodic inventories and posts inventory records; *E*
- ~~Maintains asset inventory records; *E*~~
- Drives a truck on a regular route to various schools and offices; *E*
- Picks up and delivers **department** U.S. mail, ~~inter-district mail, musical instruments, educational~~ technology equipment, food service supplies/equipment, ~~teaching aids,~~ printed materials, and District property **including District equipment for special events** to schools and administrative offices; *E*
- ~~Sorts mail by location; *E*~~
- ~~Weighs and meters outgoing U.S. mail, determining proper postage rate and bags for delivery; *E*~~
- ~~Follows required postal procedures necessary for mail requiring special handling; *E*~~
- ~~Takes postage meter readings; *E*~~
- Conducts daily pre-trip vehicle inspection on District vehicles and documents results accordingly; *E*
- Performs preventive maintenance on **District** warehouse equipment and vehicles as needed; *E*
- Maintains storage areas, shelves **vehicles, work areas, kitchens,** and goods in a clean and orderly condition; *E*

- ~~Operates a computer to input data; E~~ *Noted in SKATs below*
- Performs seasonal custodial duties in central kitchen warehouse, department offices, central and satellite kitchens, and food production and serving areas; E
- Answers and operates assigned telephones and takes messages; E
- May assist with pulling and staging orders as needed;
- Performs other related duties as assigned.

### **SKATS: (Skills, Knowledge, Abilities, Traits)**

#### **SKILL IN:**

- Safely operating 18' to 30' Bobtail trucks with a liftgate, observing legal and defensive driving practices;
- Operating a manual/electric pallet jack, electric forklift, and other related warehouse equipment;
- Operating handcart, ~~mail machine, postal scale, copier,~~ computer, work-related software, printer, scanner, telephone, ~~fax, calculator,~~ and two-way radio.

#### **KNOWLEDGE OF:**

- Basic methods and practices of receiving, storing, handling, packing and shipping materials, equipment and supplies;
- Terminology associated with a wide variety of perishable and staple goods;
- Safe working practices and procedures including related Cal/OSHA laws and regulations;
- Basic mathematics;
- ~~Postage rates for regular, certified, special delivery, registered and bulk mailings for both national and international mail;~~
- Traffic laws and defensive driving practices;
- Basic computer functions and inventory software;
- Vehicle preventive maintenance techniques;
- ~~District purchasing/requisitioning and work order procedures;~~
- Inventory procedures;
- Record keeping and filing systems.

#### **ABILITY TO:**

- Read, understand and follow oral and written instructions;
- Quickly read data and sort according to location, weight or classification;
- ~~Safely load/unload, push/pull heavy objects;~~ *Noted in physical requirements below*
- ~~Learn and apply postal rates and regulations;~~
- Speak clearly and logically;
- Check orders and maintain accurate records;
- Use a map to efficiently navigate delivery routes;
- Exercise good judgement;
- Establish and maintain effective working relationships with those contacted in the course of work.

#### **TRAITS:**

- Effectively manages one's own time, schedules, priorities, and resources;
- Is trustworthy and responsible for his/her actions;
- Easily adapts to changes;
- Diligently attends to details and quality;
- Stays focused and has good work ethic;
- Present a positive image of the District to the public;
- Maintaining awareness of potential hazards to self and others;
- Strives to meet customers' needs;
- Willingness to work in inclement weather such as rain, cold, and heat.



## **EMPLOYMENT STANDARDS**

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

**EXPERIENCE:** One (1) year of full time experience in receiving, storing, and/or issuing stock, including at least six (6) months of experience driving a box truck weighing at least 7 tons is required. Forklift operator certificate is desirable.

## **LICENSE/LANGUAGE REQUIREMENT:**

- A valid, Class C, California Driver License and a good driving record is required and must be maintained during employment.
- Positions employed by the Nutrition Services Department ONLY - USDA Professional Standards: Maintain a minimum of 6 hours of annual continuing education/training in the areas of Child Nutrition Programs and food safety.

## **PHYSICAL REQUIREMENTS:**

Employees in this classification will require the strength to frequently lift and carry objects weighing up to 75 pounds, over 75 pounds with assistance, push/pull heavy objects, maintain balance stoop/bend, kneel, crouch, bend repeatedly, reach overhead, repetitively use fingers, repetitively use wrists or hand in a twisting motion or while applying pressure, use both hands/legs simultaneously, have rapid muscular coordination, stamina to stand and walk for long periods of time, speak clearly, hear normal voice conversation, have depth perception, color vision, see small details, see long distances, operate motorized equipment, drive a vehicle, drive a forklift, use a computer, and a telephone.

## **WORK ENVIRONMENT:**

Employees in this classification work both inside and outside, in inclement weather, in temperatures above 90° and below 50°, in changing temperatures, with sharp objects, dust, chemicals, odors, machinery with moving parts, moving vehicles, on a ladder/scaffolding, on various terrains and grades, in direct contact with the public, other District staff, in the absence of direct supervision with constant interruptions and tight deadlines.

## **APPOINTMENT:**

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

Classified Salary Schedule – Salary Range: 19.5

Adopted by Personnel Commission: 09/23

**PERSONNEL COMMISSION  
ROWLAND UNIFIED SCHOOL DISTRICT**

September 5, 2023

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ITEM 8.3B CONSIDER APPROVING THE REVISED CLASS DESCRIPTION OF COMPUTER LAB TECHNICIAN, COMPUTER LAB TECHNICIAN – BILINGUAL (SPANISH), AND COMPUTER LAB TECHNICIAN – BILINGUAL / BILITERATE (SPANISH) AND REVISING THE TITLE TO SCHOOL-BASED TECHNOLOGY ASSISTANT, SCHOOL-BASED TECHNOLOGY ASSISTANT – BILINGUAL (SPANISH), AND SCHOOL-BASED TECHNOLOGY ASSISTANT – BILINGUAL / BILITERATE (SPANISH)

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Staff conducted a job analysis on the Computer Lab Technician classification. The District requested that this classification be reviewed as an result of the Classification and Compensation study completed by Ewing and Associates during the 2022-2023 school year which recommended that there be an additional review and clarification of duties.

Staff met with the Computer Lab Technicians via Zoom to review the job description. In the meeting, it was found that most incumbents in the classification no longer work in a traditional computer lab. Due to the Districts deployment of 1:1 educational technology, students have their own devices, eliminating the need to have and maintain a computer lab.

Currently, the Computer Lab Technicians work to maintain a school's educational technology for use by all staff and students. They are utilized to diagnose problems and repairs that are minor in nature while supporting students in learning and applying innovative educational technology skills.

The changes made to the job description remove duties that are no longer performed due to the elimination of the traditional lab setting and adding duties that serve to reflect the work the incumbents currently perform such as setting up work areas and displays and operating audio visual and educational training equipment. It is recommended to revise the Computer Lab Technician title to School-Based Technology Assistant due to the elimination of formal computer labs at the site. The recommended title change is more reflective of the work performed by the incumbents.

The recommended changes in the classification specification are presented in the customary strikeout and bold/underscore text format. The recommended revisions to the Computer Lab Technician classification serve to better clarify the job duties.

**RECOMMENDATION:**

The Personnel Commission is requested to approve the recommended revisions to the job description for the classification of Computer Lab Technician and change the title to School-Based Technology Assistant.



ROWLAND UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
MEMORANDUM

August 25, 2023

TO: Dennis Bixler, Assistant Superintendent – Human Resources


FROM: Joan Stiegelmar, Personnel Director

RE: **REVISED CLASS DESCRIPTION FOR COMPUTER LAB TECHNICIAN and REVISING THE TITLE TO SCHOOL-BASED TECHNOLOGY ASSISTANT**

Attached for your review and comment is the proposed **REVISED** class description for Computer Lab Technician and revising the title to School-Based Technology Assistant.

Your input concerning the proposed class description is important. Please provide your concerns or comments, if any, regarding changes for the class description. Changes can be recommended at the Personnel Commission meeting. To proceed timely with recruitment, the Personnel Commission will consider approving this new classification at the regular meeting on Tuesday, September 5, 2023.

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

<input checked="" type="checkbox"/> I agree with the proposed class description and recommended changes as presented.	<input type="checkbox"/> I disagree with the proposed class description, and recommend the adjustments noted above.
Signature: 	Date: <i>August 29 2023</i>

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

Attachments: Class Description

PC24-067



ROWLAND UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
MEMORANDUM

August 25, 2023

TO: Lita Gallo, CSEA President

FROM: Joan Stiegelmar, Personnel Director

RE: **REVISED CLASS DESCRIPTION FOR COMPUTER LAB TECHNICIAN and REVISING THE TITLE TO SCHOOL-BASED TECHNOLOGY ASSISTANT**

Attached for your review and comment is the proposed **REVISED** class description for Computer Lab Technician and revising the title to School-Based Technology Assistant.

Your input concerning the proposed class description is important. Please provide your concerns or comments, if any, regarding changes for the class description. Changes can be recommended at the Personnel Commission meeting. To proceed timely with recruitment, the Personnel Commission will consider approving this new classification at the regular meeting on Tuesday, September 5, 2023.

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

<input checked="" type="checkbox"/> I agree with the proposed class description and recommended changes as presented.	<input type="checkbox"/> I disagree with the proposed class description, and recommend the adjustments noted above.
Signature:	Date: <i>8/25/23</i>

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

Attachments: Class Description

PC24-068

**COMPUTER LAB TECHNICIAN SCHOOL-BASED TECHNOLOGY ASSISTANT**  
**COMPUTER LAB TECHNICIAN – BILINGUAL (SPANISH)**  
**SCHOOL-BASED TECHNOLOGY ASSISTANT – BILINGUAL (SPANISH)**  
**COMPUTER LAB TECHNICIAN – BILINGUAL/BILITERATE (SPANISH)**  
**SCHOOL-BASED TECHNOLOGY ASSISTANT – BILINGUAL / BILITERATE (SPANISH)**

**SUMMARY OF DUTIES**

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

**DISTINGUISHING CHARACTERISTICS**

The class ~~Computer Lab Technician~~ **School-Based Technology Assistant** is distinguished from the class of ~~Network/Telecommunications Technician~~ **Technology Specialist series** in that while both troubleshoot computer systems and problems, the former works with the diagnosis of problems and repairs that are more ~~routine~~ **minor** in nature and do not require knowledge of network operating systems, network wiring, or the repair of computer hardware and components.

**EXAMPLES OF DUTIES**

- ~~Sets up computer lab for incoming classes of students and loads appropriate software; E~~
- **Supports students in learning and applying innovative educational technology skills; E**
- **Provides support to teachers by setting up work areas, displays, and exhibits; E**
- **Operates audiovisual equipment and educational training equipment; E**
- ~~Introduces and/or reviews computer software to groups of students using computer lab or in a “mobile computer lab” (e.g. classroom where every student has a temporary laptop computer at his/her desk) environment; E~~
- Assists students in learning **the** uses **of** and applications of various forms of technology such as basic ~~computer~~ **educational technology** use, instructional software, and various audio-visual equipment; **E**
- Assists students in the proper and effective operation, care, maintenance, application and usage of ~~computers~~ **educational technology** and video-assisted instructional materials; **E**
- Assists students in printing reports/work completed; **E**
- Motivates students by giving them individual assistance and direction as to what they are supposed to accomplish and encourages them to complete assignments; **E**
- Confers with teacher regarding **educational technology activities, resources, and information which enhance academic lesson plans taught in the classroom and meet the needs of students;** ~~progress or problems experienced by individual students, their educational level, specific learning disability, learning program and rate of success; E~~
- Communicates with teachers regularly to coordinate educational software with students' needs; **E**
- Assists teachers in selecting or locating appropriate software programs; **E**
- ~~Creates an atmosphere conducive to learning by maintaining the physical appearance of the computer lab in an attractive and orderly manner; E~~

- ~~Operates a variety of office equipment including a personal computer and printer, copier and other instructional equipment; *E* **Appears in SKATS below**~~
- Maintains inventory records of equipment and instructional materials; *E*
- Coordinates and schedules the use of the computer lab **educational technology** and various audio-visual equipment; *E*
- ~~Transfers computer files to and from removable media; *E*~~
- ~~Enters, retrieves, updates and backs up information, files, and databases on local computers and for web-based applications; *E*~~
- **Performs basic support and updates of via the mobile device management (MDM) system; *E***
- Cleans, inspects, ~~repairs~~, and performs preventive maintenance and service on computers **educational technology** and peripheral equipment such as monitors **and** printers, and ~~optical drives~~ located throughout the school site in order to ensure operational condition; *E*
- Isolates equipment malfunctions and performs minor **troubleshooting and** repairs and arranges for major repairs **by submitting work orders as needed; *E***
- Creates and maintains student accounts for educational software; *E*
- ~~Sets up audio-visual equipment for computer lab or classroom use;~~
- Submits and follows up on higher level technology work order requests; *E*
- ~~May~~ Creates instructional **educational technology** bulletin boards and other instructional displays **as needed; *E***
- ~~May~~ Assists the teacher in supervising students **as requested; *E***
- ~~May~~ Distributes and collect **educational technology** papers, supplies **equipment**, and materials; *E*
- ~~May~~ Performs a variety of clerical duties including typing and filing as assigned; *E*
- **May demonstrate educational technology programs goals, objectives, or activities to groups such as teachers, parents, or community assemblies;**
- Performs other related duties as required.

### **SKATs (Skills, Knowledge, Abilities and Traits)**

#### **SKILL IN:**

- Operating, maintaining, and troubleshooting **educational technology**, ~~personal computers, computer software, and peripheral equipment such as printers, copiers, and audio-visual equipment.~~
- ~~Typing to operate a computer terminal.~~

#### **KNOWLEDGE OF:**

- Operation, maintenance and capabilities of ~~personal computers~~, **educational technology**, operating systems, and peripheral equipment;
- ~~Computer~~ Software use and applications;
- Correct keyboarding techniques;
- Modern office practices, procedures and equipment;
- Data input and retrieval techniques;
- Basic instructional methods and techniques;
- **Basic** child guidance principles and practices;
- Basic subjects taught in District schools;
- Student supervision techniques;
- Proper practices and procedures for handling computer software and other stored information;
- Record keeping procedures.

#### **ABILITY TO:**

- Read and interpret documents such as operating and maintenance instructions and procedure manuals;

- Train and assist students at various academic levels in the proper effective operation of ~~computer hardware~~ **educational technology** and educational software;
- Learn instructional programs, curriculum, methods and procedures;
- Plan, schedule and organize work;
- Motivate and establish rapport with students;
- Establish and maintain effective working relationships;
- Communicate effectively both orally and in writing;
- Analyze situations effectively and adopt an effective course of action.

**TRAITS:**

- Strives to meet ~~customers~~ **school sites'** needs;
- Stays focused and has good work ethic;
- De-escalates conflict in strained situations;
- Remains steady under pressure;
- Is punctual and follows through;
- Easily adapts to changes;
- Enables the growth of others;
- Overcomes linguistic and cultural barriers;
- Appreciates and respects the differences among people;
- Works around obstacles and is self-starting.

**EMPLOYMENT STANDARDS**

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

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

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

Positions in the specialized language classes require individuals who can speak and read (bilingual) or speak, read and write (bilingual/biliterate) in a second language as specified.

**WORK ENVIRONMENT:** Employees in this classification work primarily ~~inside a computer lab environment~~ **indoors** and have direct contact with students and the public.

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

**APPOINTMENT**

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

**Classified Salary Schedule – Salary Ranges:**

~~Computer Lab Technician: 17~~

~~Computer Lab Technician – Bilingual: 17½~~

**School - Based Technology Assistant: Range 17**

**School - Based Technology Assistant – Bilingual (Spanish): Range 17.5**

**School - Based Technology Assistant – Bilingual / Biliterate (Spanish): Range 18**

Adopted by the Personnel Commission 6/94

Revised 5/98, 2/04, 3/12, 7/13, **9/23**



**PERSONNEL COMMISSION  
ROWLAND UNIFIED SCHOOL DISTRICT**

September 5, 2023

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ITEM 8.4      CONSIDER APPROVING THE ESTABLISHMENT OF THE NEW CLASS DESCRIPTION OF WAREHOUSE STOCK DELIVERY WORKER; PLACING THE NEW CLASSIFICATION OF WAREHOUSE STOCK DELIVERY WORKER IN THE WAREHOUSE SERIES JOB FAMILY; APPROVING THE SALARY RECOMMENDATION FOR THE CLASSIFICATION OF WAREHOUSE STOCK DELIVERY WORKER AT RANGE 20.5 ON THE CLASSIFIED SALARY SCHEDULE; AND REALLOCATING FOUR STOCK DELIVERY WORKER EMPLOYEES IN THE PURCHASING DEPARTMENT INTO THIS NEW CLASSIFICATION

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The Personnel Commission Rules and Regulations prescribe the process for classifying a position when the Board of Education approves new job duties. Rule 3.2.5 provides the following:

When the Board of Education creates a new position, it shall submit the duties officially assigned to the position, in writing, to the Personnel Director. The proposed class specification and a salary recommendation shall be presented by the Personnel Director to the immediate supervisor, administrators within the chain of command, and Superintendent or designee for input. For all Bargaining Unit positions the proposed class specification and salary recommendation shall be presented to the CSEA Chapter President and representative(s) for input.

The Personnel Director shall submit the proposed class specification and recommended salary allocation to the Personnel Commission. No person shall be appointed to a position in the classified service until the classification of the position has been approved by the Personnel Commission. The Board of Education may recommend minimum educational and work experience requirements for new classes.

The Personnel Director shall place the new position in an existing class or if a determination is made a new class is needed, the Personnel Director shall present recommendations to the Commission for action. The Personnel Commission shall:

- 3.2.5.1** Classify the position and determine whether the position should be allocated to an existing class or whether a new class should be established.
- 3.2.5.2** Allocate the position for salary placement on the appropriate classified salary schedule. Designate the position as executive, administrative, supervisory, technical, or police.
- 3.2.5.3** Direct the Personnel Director to notify the Board of Education of the Personnel Commission's action.

**RATIONALE FOR ESTABLISHMENT OF THE CLASSIFICATION OF WAREHOUSE STOCK DELIVERY WORKER**

Staff conducted a job analysis on the Stock Delivery Worker classification. The District requested that this classification be split into two job descriptions: Nutrition Services Stock Delivery Worker and Warehouse Stock Delivery Worker. This recommendation was an outcome of the Classification and Compensation study completed by Ewing and Associates

during the 2022-2023 school year which identified that there were differences in the duties performed by Stock Delivery Workers when assigned to Nutrition Services or to the Warehouse.

Staff met with the Director of Purchasing Services, Lead Stock Delivery Worker, and three Stock Delivery Workers who work in Purchasing to create the new job description. A job analysis was conducted to ensure that the job description was reflective of the current duties.

The recommendation to create a new classification which is different from the Nutrition Services Stock Delivery Worker is being made because staff identified that the scope of the work performed by the Warehouse Stock Delivery workers is wider and includes higher level duties such as: receiving, sorting, and processing all District mail; planning and organizing the movement of classroom furniture and supplies when certificated staff moves from one school site to another; coordinating fixed asset inventory of equipment that needs to be surplus; delivering and picking up state testing results and logging all necessary paperwork; transporting cum folders from one school site to another school site; and delivering equipment to school activities (i.e. band and football).

**SALARY RECOMMENDATION**

Allocation of the new classification of Warehouse Stock Delivery Worker is recommended to the Classified Salary Schedule at Range 20.5.

A comparative analysis was conducted of the internal alignment with the other classification series within Warehouse Series job family, as well as the required knowledge, skills, and abilities required to perform the job.

Listed below is the Rowland USD Warehouse Series job family which include the following classifications:

<b>Warehouse Series</b>			
<b>Title</b>	<b>Salary Range</b>	<b>Min Monthly Salary</b>	<b>Max Monthly Salary</b>
Lead Stock Delivery Worker	CSEA - Range 22.5	\$4,766	\$5,808
Storekeeper	CSEA - Range 21.5	\$4,537	\$5,530
Warehouse Stock Delivery Worker*	CSEA - Range 20.5	\$4,322	\$5,261
Nutrition Services Stock Delivery Worker	CSEA - Range 19.5	\$4,110	\$5,010

*Proposed title and Range\**

Based upon the internal alignment within the classification series, Personnel Commission staff recommend allocating the salary to the Classified CSEA range 20.5 (Max salary of \$5,261 monthly).

**RECOMMENDATION:**

The Personnel Commission is requested to approve the establishment of the new class description of Warehouse Stock Delivery Worker; place the new classification in the Warehouse Series job family; approve the salary recommendation for Warehouse Stock Delivery Worker at Range 20.5 on the Classified Salary Schedule; and reallocate four Stock Delivery Worker employees in the Purchasing department into the new classification.



ROWLAND UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
MEMORANDUM

August 25, 2023

TO: Dennis Bixler, Assistant Superintendent – Human Resources

FROM: Joan Stiegelmar, Personnel Director

RE: **NEW CLASS DESCRIPTION FOR WAREHOUSE STOCK DELIVERY WORKER**

Attached for your review and comment is the proposed **NEW** class description for Warehouse Stock Delivery Worker.

Your input concerning the proposed class description is important. Please provide your concerns or comments, if any, regarding changes for the class description. Changes can be recommended at the Personnel Commission meeting. To proceed timely with recruitment, the Personnel Commission will consider approving this new classification at the regular meeting on Tuesday, September 5, 2023.

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

✓	I agree with the proposed class description and recommended changes as presented.	I disagree with the proposed class description, and recommend the adjustments noted above.
Signature:	Date: <i>August 29 2023</i>	

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

Attachments: Class Description

PC24-070



UNIFIED SCHOOL DISTRICT  
 PERSONNEL COMMISSION  
 MEMORANDUM

August 25, 2023

TO: Lita Gallo, CSEA President

FROM: Joan Stiegelmar, Personnel Director

RE: **NEW CLASS DESCRIPTION FOR WAREHOUSE STOCK DELIVERY WORKER**

Attached for your review and comment is the proposed **NEW** class description for Warehouse Stock Delivery Worker.

Your input concerning the proposed class description is important. Please provide your concerns or comments, if any, regarding changes for the class description. Changes can be recommended at the Personnel Commission meeting. To proceed timely with recruitment, the Personnel Commission will consider approving this new classification at the regular meeting on Tuesday, September 5, 2023.

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


<input checked="" type="checkbox"/> I agree with the proposed class description and recommended changes as presented.	<input type="checkbox"/> I disagree with the proposed class description, and recommend the adjustments noted above.
Signature:	Date: 8/25/2023

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

Attachments: Class Description

PC24-069

## **WAREHOUSE STOCK DELIVERY WORKER**

### **SUMMARY OF DUTIES**

Under the direction of the assigned supervisor, receives, stores, and distributes a variety of equipment and supplies; drives a truck following designated routes; loads and unloads equipment and supplies; picks up and delivers mail, District property, and determines proper postage and meters mail.

### **DISTINGUISHING CHARACTERISTICS**

The primary responsibility of incumbents in this class is the processing, storing and delivery of goods, mail, musical instruments, educational technology equipment and the pickup and delivery of equipment. Incumbents report to the Lead Stock Delivery Worker. Due to the nature of the work, incumbents work independently, with minimal direct supervision and only special assignments, problems, or policy questions are discussed. Incumbents are expected to follow delivery schedules and meet timelines in serving a variety of customer needs on a District-wide basis.

The class of Warehouse Stock Delivery Worker is distinguished from Lead Stock Delivery Worker in that the latter is assigned full responsibility for the warehouse operation and spends the majority of his/her time performing warehousing activities (e.g., receiving, storing, and issuing goods/supplies).

### **EXAMPLES OF DUTIES**

- Inspects shipments of materials, supplies, and equipment received including government commodities for conformity to purchase order specifications, noting and reporting shortages, damages, or other discrepancies; *E*
- Fills out discrepancy reports noting items damaged, shortages, or goods not matching the purchase orders; *E*
- Stores stocks and supplies, placing in proper locations and rotating stock utilizing the First In, First Out (FIFO) accounting method; *E*
- Fills requisitions by retrieving supplies and materials; *E*
- Wraps, packs, and prepares goods for shipping or delivery and marks the delivery location; *E*
- Maintains records of pre-trip vehicle inspections, requisitions, purchase orders, and postage used; *E*
- Receives credit items returned to warehouse; *E*
- Loads supplies, equipment, and furniture onto delivery vehicles and unloads upon arrival; *E*
- Makes arrangements for shipments and deliveries within and outside the District; *E*
- Conducts perpetual inventory of goods, as well as a monthly physical inventory warehouse and other assigned storage areas; *E*
- Maintains asset inventory records; *E*
- Drives a truck on a regular route to various schools and offices; *E*
- Picks up and delivers U.S. mail, inter-district mail, musical instruments, educational technology equipment, food service supplies/equipment, teaching aids, printed materials, and District property to schools and administrative offices; *E*
- Sorts mail by location; *E*
- Weighs and meters outgoing U.S. mail, determining proper postage rate and bags for delivery; *E*
- Follows required postal procedures necessary for mail requiring special handling; *E*
- Takes postage meter readings and creates reports for departments; *E*
- Conducts daily pre-trip vehicle inspection on District vehicles and documents results accordingly; *E*
- Performs preventive maintenance on warehouse equipment and vehicles as needed; *E*
- Maintains storage areas, shelves, and goods in a clean, orderly condition; *E*
- Answers telephones and takes messages; *E*
- Investigates inquiries on orders and assists in resolving discrepancies; *E*
- Collects, processes, stores, and disposes of E-waste and recyclables; *E*

- Inputs warehouse stock orders into requisition software indicating school, department, date of purchase, and other information; *E*
- Loads, unloads, and shelves supplies and materials; *E*
- Prints, sorts, and issues warehouse store orders; fills orders by retrieving goods according to requisitions submitted both electronically and manually; *E*
- Prepares orders for delivery well in advance, stages goods by grouping them in a set staging area for future delivery; *E*
- Communicates delivery errors and notifies vendors, school sites, or departments of impending product shortages in advance; recommends possible substitutions and/or expected date of receipt with department, school site, and staff; *E*
- Investigates discrepancies from school sites and assists in resolving issues concerning items sent in error, and responds to questions from site staff regarding materials ordered; *E*
- Prepares and confirms food donation log prior to pick up; *E*
- Assists with moving large equipment to and from school sites; *E*
- Performs other related duties as assigned.

### **SKATS: (Skills, Knowledge, Abilities, Traits)**

#### **SKILL IN:**

- Safely operating 18' to 30' Bobtail trucks with a liftgate, observing legal and defensive driving practices;
- Operating a manual/electric pallet jack, forklift, and other related warehouse equipment;
- Operating handcart, mail machine, postal scale, copier, computer, work-related software, printer, scanner, telephone, fax, calculator, and two-way radio.

#### **KNOWLEDGE OF:**

- Basic methods and practices of receiving, storing, handling, packing and shipping materials, equipment and supplies;
- Terminology associated with a wide variety of perishable and staple goods;
- Safe working practices and procedures including related Cal/OSHA laws and regulations;
- Basic mathematics;
- Postage rates for regular, certified, special delivery, registered and bulk mailings for both national and international mail;
- Traffic laws and defensive driving practices;
- Basic computer functions and inventory software;
- Vehicle preventive maintenance techniques;
- District purchasing/requisitioning and work order procedures;
- Inventory procedures;
- Record keeping and filing systems.

#### **ABILITY TO:**

- Read, understand and follow oral and written instructions;
- Quickly read data and sort according to location, weight, or classification;
- Learn and apply postal rates and regulations;
- Communicate effectively;
- Check orders and maintain accurate records;
- Use a map or navigation to efficiently navigate delivery routes;
- Exercise good judgement;
- Establish and maintain effective working relationships with those contacted in the course of work.

**TRAITS:**

- Effectively manages one's own time, schedules, priorities, and resources;
- Is trustworthy and responsible for his/her actions;
- Easily adapts to changes;
- Diligently attends to details and quality;
- Stays focused and has good work ethic;
- Present a positive image of the District to the public;
- Maintaining awareness of potential hazards to self and others;
- Strives to meet customers' needs;
- Willingness to work in inclement weather such as rain, cold, and heat.

**EMPLOYMENT STANDARDS**

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

**EXPERIENCE:** One (1) year of full time experience in receiving, storing, and/or issuing stock, including at least six (6) months of experience driving a box truck weighing at least 7 tons is required. Forklift operator certificate is desirable.

**LICENSE/LANGUAGE REQUIREMENT:**

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

**PHYSICAL REQUIREMENTS:**

Employees in this classification will require the strength to frequently lift and carry objects weighing up to 75 pounds, over 75 pounds with assistance, push/pull heavy objects, maintain balance stoop/bend, kneel, crouch, bend repeatedly, reach overhead, repetitively use fingers, repetitively use wrists or hand in a twisting motion or while applying pressure, use both hands/legs simultaneously, have rapid muscular coordination, stamina to stand and walk for long periods of time, speak clearly, hear normal voice conversation, have depth perception, color vision, see small details, see long distances, operate motorized equipment, drive a vehicle, drive a forklift, use a computer, and a telephone.

**WORK ENVIRONMENT:**

Employees in this classification work both inside and outside, in inclement weather, in temperatures above 90° and below 50°, in changing temperatures, with sharp objects, dust, chemicals, odors, machinery with moving parts, moving vehicles, on a ladder/scaffolding, on various terrains and grades, in direct contact with the public, other District staff, in the absence of direct supervision with constant interruptions and tight deadlines.

**APPOINTMENT:**

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

Classified Salary Schedule – Salary Range: 20.5

Adopted by Personnel Commission: 09/23

**PERSONNEL COMMISSION  
ROWLAND UNIFIED SCHOOL DISTRICT**

September 5, 2023

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ITEM 8.5      CONSIDER APPROVING THE RECLASSIFICATION OF SIX TECHNOLOGY SPECIALIST I POSITIONS, AND THE CURRENT INCUMBENTS, TO THE CLASSIFICATION OF TECHNOLOGY SPECIALIST II

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Staff met with all of the incumbents of the Technology Specialist I classification which included Mr. Jeff Chang, Mr. Steven Cruz, Mr. Edgar Gallo, Mr. Victor Nhieu, Mr. Edison Ramos, Mr. Mir Ullah, and the Director of Technology, Ms. Pui Ma on Tuesday, August 22, 2023, to discuss the District's request to reclassify all of the Technology Specialist I employees to Technology Specialist II's.

**BACKGROUND:**

The classification of Technology Specialist I was established in October 2015 to assist with the growing workload of the Technology Department as educational technology became a more integral role in supporting District-wide educational goals. At this same time, the District added a Senior Technology Specialist and a Technology Support Manager position to the Technology Department to better serve the growing needs of the District. Prior to this, the Technology Department consisted of a Director of Technology Services and approximately six Network/Telecommunications Technicians (the former title of Technology Specialist II). When the Technology Specialist I position was created, the District initially added five positions to the new classification, the sixth position was added a few months later. The initial concept of the department included a two-tiered system for the technicians (Tech I and II) in that the Technology Specialist I would assist with routine duties while the more complex problems would be routed to the Technology Specialist II staff.

The Personnel Commission ran the recruitment and had most of the staff in place by June 2016. The department added the final two members in early 2017. There has been no turnover in the staff since the original incumbents were hired.

Once fully staffed, each staff member was assigned up to five elementary schools or satellite sites where they were tasked with supporting students and staff. Initially, the Technology Specialist I's were tasked with performing routine duties relating to the installation, maintenance, and support of computer networks and related software and hardware at various sites and working remotely at various sites to troubleshoot and address problems with servers, network equipment, workstations, printers, and software. During this time, the Technology Specialist I's were expected to focus on assisting and supporting the Technology Specialist II, Senior Technology Specialist, or the Senior Server Analyst with more challenging issues or concerns.

As with technology, the next few years gave way to more devices and the increased skillset required to not only support the work, but also take the lead in solving more of the complex issues that arose because of increased educational technology equipment and users. The Technology Specialist I's began addressing complex technical issues; meeting and conferring with users, vendors, consultants, and outside contractors; making recommendations and coordinating work with outside vendors, contractors, and utility providers, all of which included the duties that the Technology Specialist II's were performing.

This increase was exacerbated by the onset of COVID in the Spring of 2020 which required the Technology Specialist I to become more independent in their work. This time period required Technology Specialist I staff to step out of their traditional supportive role and instead perform duties



like that of a Technology Specialist II. The onset of the pandemic required an “all hands-on deck” ideology and the Tech I’s responded accordingly.

A prime example of working outside of their original scope of work is their proficiency and past practice of cabling, a skill acquired because of the additional higher-level work that needed to be completed. The Technology Specialist I staff have the skill to perform maintenance of the network, including cabling, patches panels, etc., and do so on a regular basis. This is one of the essential functions of Technology Specialist II, which is omitted from Technology Specialist I classification, as it is not an expectation. The cabling work that was done in the remodeled areas at the District Office in 2021 was completed by Technology Specialist I’s.

Currently, the Technology Specialist I have continued to provide the same level of support and discernment as the incumbents in the class of Technology Specialist II. The Technology Specialist I’s scope of work has increased over time. Whereas in their original roles, they were expected to provide support, they are now taking the lead in supporting students and staff with technology wherever they are assigned.

One of the key aspects in evaluating a position is reviewing consistency within the incumbent’s class description. This is accomplished by identifying key duties that are outside of that job description, and comparing those to existing similar class descriptions to see if they are comparable. It is not only additional duties that influence how a position is classified, but more importantly, identifying with what frequency the higher-level duties are performed. Lastly, the key factor is the gradual accretion of duties over time.

The basis for a reclassification is entirely based on the concept of “gradual accretion” of duties over a period of time. In accordance with Personnel Commission Rule 3.3.6, gradual accretion is defined as:

*“...gradual accretion of the measurable addition of duties must occur over a period of two (2) or more years while the employee is assigned to the same position and classification.”*

In reviewing the duties currently being performed by the Technology Specialist I’s and verifying the information with the Technology Specialist I staff and Ms. Ma, it is apparent that the duties that the Technology Specialist I’s are performing are outside of their current classification and have steadily increased in scope, responsibility, and complexity over the past several years. Currently, the Technology Specialist I’s spend most of their day performing duties consistent with the Technology Specialist II classification.

## **RECOMMENDATION**

The Personnel Commission is requested to consider approving the reclassification of six Technology Support I positions and the current incumbents to Technology Support II positions.



ROWLAND UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
MEMORANDUM

August 29, 2023

TO: Dennis Bixler, Assistant Superintendent – Human Resources


FROM: Joan Stiegelmar, Personnel Director

RE: **RECOMMENDED REALLOCATION OF AN ADMINISTRATIVE SECRETARY POSITION TO AN ADMINISTRATIVE SECRETARY – BILINGUAL (Spanish)**

Maria Davila, Director of Nutrition Services, has requested that we reallocate an Administrative Secretary position to Administrative Secretary – Bilingual (Spanish) along with the incumbent. There are currently no bilingual clerical positions in the Nutrition Services office and families that speak Spanish only frequently call the office regarding school meals, PEBT, special diets, Education Benefits forms, and for all other information that relates to the department.

Your input concerning the recommended reallocation is important. The Personnel Commission will consider approving this at the regular meeting on Tuesday, September 5, 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: <i>Aug 29 2023</i>

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





**PERSONNEL COMMISSION**  
**ROWLAND UNIFIED SCHOOL DISTRICT**

September 5, 2023

**ITEM 9.1 EXAM REVIEW**

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

<b>Classification</b>	<b>Length of Eligibility List</b>	<b>Number of Positions</b>	<b>Hours / Months</b>	<b>Last Class Description Revision</b>	<b>Tentative Exam Plan</b>
Instructional Assistant I / Instructional Assistant I - Bil (SP) / Instructional Assistant I B/B (SP)	6 months	2 Non-Bilingual / 1 Bilingual Spanish	3 hours – 5.5 hours / 9.5 months	11/2013	<ul style="list-style-type: none"> <li>• Remote Written Assessment</li> <li>• Structured Interview</li> </ul>
Office Assistant/ Office Assistant – Bil (SP) / Office Assistant Bil /Biliterate (SP)	6 months	1 Non-Bilingual / 1 Bilingual Spanish	5.5 & 8 hours / 9.5-12 months	9/2011	<ul style="list-style-type: none"> <li>• Remote Written Exam</li> <li>• Structured Interview</li> <li>• Computer Testing</li> </ul>
Library Assistant / Library Assistant – Bilingual (SP)	6 months	1	5.5 hours/ 10 months	10/2011	<ul style="list-style-type: none"> <li>• Remote Written Exam</li> <li>• Structured Interview</li> <li>• Computer Testing</li> </ul>
Playground Supervision Aide	6 months	3	1 to 3 hours / 9.5 months	11/2018	<ul style="list-style-type: none"> <li>• Remote Written Quiz</li> </ul>
District Safety	6 months	2	8 hours / 12 months	11/2017	<ul style="list-style-type: none"> <li>• Technical Project</li> <li>• Structured Interview</li> </ul>
Custodian	6 months	3	5.5 & 8 hours / 11 &12 months	2/2015	<ul style="list-style-type: none"> <li>• Remote Written Exam</li> <li>• Structured Interview</li> </ul>
District Patrol	6 months	1	8 hours / 12 months	10/2017	<ul style="list-style-type: none"> <li>• Technical Project</li> <li>• Structured Interview</li> </ul>
Grounds Construction Worker	6 months	1	8 hours / 12 months	10/2012	<ul style="list-style-type: none"> <li>• Performance test</li> <li>• Structured Interview</li> </ul>
Maintenance Coordinator	6 months	1	8 hours / 12 months	04/2023	<ul style="list-style-type: none"> <li>• Technical Project</li> <li>• Structured Interview</li> </ul>
Behavior Support Assistant / Behavior Support Assistant – Bilingual (SP)	6 months	3	5.5 hours / 9.5 months	4/2019	<ul style="list-style-type: none"> <li>• Structured Interview</li> </ul>

**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](http://www.rowlandschools.org)

INVITES APPLICATIONS FOR THE POSITION OF:

## **INSTRUCTIONAL ASSISTANT I**

**\$18.99 - \$23.17 Hourly Rate**

## **INSTRUCTIONAL ASSISTANT I - BILINGUAL (SPANISH)**

**\$19.49 - \$23.71 Hourly Rate**

*An Equal Opportunity Employer*

OPENING DATE: August 4, 2023

FINAL FILING DATE: August 25, 2023

### **POSITION**

There is currently one (1) part-time Instructional Assistant I-Bilingual (Spanish) position available at Hurley Elementary School. Tentative hours for this position are 8:30 am to 11:30 am, 3 hours a day, 5 days a week, 9.5 months a year. Typical hours for these positions are from 3 hours per day, up to 5.5 hours per day, five (5) days per week and 9.5 months a year. An eligibility list is being established to hire substitutes and to fill future vacancies in this classification, as well as the Instructional Assistant I position.

*Some positions in this classification support the Physical Education classes which take place primarily **OUTDOORS**. Incumbents will be exposed to the elements such as seasonal heat and cold on a consistent basis and will report to a different work site on a daily basis.*

### **SUMMARY OF DUTIES**

Under the direction of an assigned supervisor, reinforces teacher's lesson plans working with students in small groups or on a one-to-one basis; provides classroom support activities; maintains student discipline; scores tests using key and records data; and performs other related duties as required. Positions in the specialized language classes require incumbents to assist 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 of the following:

1. A minimum of 48 semester or 72 quarter units of college coursework.
2. An Associate or higher degree from an accredited college or university.
3. Pass an assessment administered by the Rowland Unified Personnel Commission that demonstrates knowledge of the ability to assist in teaching, reading, writing and mathematics.

**EXPERIENCE:** Six (6) months of experience working with students or school-aged children in a school or structured setting is required.

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

- **High School Diploma or equivalent; OR**
- **College Transcripts or Diploma (BA/AA) \*(if applicable)**

You may upload your documents to your application or email them to [cvahimarae@rowlandschools.org](mailto: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 to be considered.

**Please Note: Email is the primary method of communication. If you need assistance with your application, please contact Crystal Vahimarae at [cvahimarae@rowlandschools.org](mailto:cvahimarae@rowlandschools.org).**

## **FILING PERIOD**

Applications for this position will be accepted online only **until Friday, August 25, 2023, by 4:30 PM.**

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

## **EXAMINATION – OPEN/PROMOTIONAL WITH DUAL CERTIFICATION:**

The examination for the position may consist of the following:

Assessment Exam, Job Related Written Exam, and Structured Interview Exam

**Salary Range: 15 Instructional Assistant I**

**Salary Range: 15.5 Instructional Assistant I - Bilingual (Sp)**

**Salary Range: 16 Instructional Assistant I - Bilingual/Biliterate (Sp)**

## **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 once, upon initial hire.*

\*For a more detailed job description, including benefits/leave information, please go to [www.rowlandschools.org](http://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](http://www.rowlandschools.org)

INVITES APPLICATIONS FOR THE POSITION OF:

**OFFICE ASSISTANT: \$20.95 - \$25.54 HOURLY**

**OFFICE ASSISTANT-BILINGUAL (SPANISH): \$21.48 - \$26.17 HOURLY**

**OFFICE ASSISTANT-BILINGUAL/BILITERATE (SPANISH): \$22.03 - \$26.85 HOURLY**

*An Equal Opportunity Employer*

**OPENING DATE: August 9, 2023**

**FINAL FILING DATE: August 29, 2023**

### **POSITION**

There is currently one full-time Office Assistant-Bilingual (Spanish) position available in the Transportation Department, eight (8) hours a day, five (5) days a week, twelve (12) months a year. Tentative hours are 8:00 am to 4:30 pm.

Eligibility lists are being established to fill future vacancies for the next six months, as well as hire substitutes for the classifications of: Office Assistant, Office Assistant – Bilingual (Spanish), Office Assistant – Bilingual/Biliterate (Spanish).

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

### **SUMMARY OF DUTIES**

Under the direction of an administrator, counselor, department chair or teacher, performs clerical duties such as typing, filing, duplicating and answering phones; serves as receptionist and/or switchboard operator and assists students, parents, employees or community members; prepares and processes a variety of paperwork; maintains records and files; registers students; administers first aid; requisitions supplies and materials; operates a computer; generates reports; and performs other related duties as required.

### **QUALIFICATIONS**

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

**EXPERIENCE:** Clerical experience is desirable.

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

- **Proof of Education** - High School Diploma or equivalent, or your highest completed degree - AA/BA/MA) and
- **A valid and current First Aid Certificate**, comparable to the American Red Cross Standard First Aid Certificate (copy front & back)

You may upload your documents to your application, email them to Crystal Vahimarae at [cvahimarae@rowlandschools.org](mailto: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:** Office environment; Driving a vehicle to conduct work as required.

**HAZARDS:** Some positions in this class may be exposed to blood-borne pathogens, body fluids and communicable diseases.

**PHYSICAL REQUIREMENTS:** Strength to perform average lifting up to fifteen (15) pounds; good speaking and hearing ability; manual dexterity to operate a computer keyboard; ability to bend, kneel, crouch, and reach overhead, above the shoulders and horizontally.

Persons with limited lumbar movement, hearing impairment with correctable hearing aid, missing digits, may be capable of performing the duties of the class. Such determination must be made on an individual basis by the District's medical examiner taking into account the nature of the handicap, prosthetic aid, and the duties of the position.



## **FILING PERIOD**

Applications for these positions will be accepted on-line only, from **Wednesday, August 9, 2023, to Tuesday, August 29, 2023, until 4:30 p.m.**

Log on to [www.rowlandschools.org](http://www.rowlandschools.org), Departments → Personnel Commission → Classified Job Openings.

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

## **EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION**

The examination may consist of the following:

- Job Related Written Exam
- Structured Interview / Computer Performance Exams
- Bilingual/biliterate evaluation (if applicable)

**Salary Range: Off. Assistant: 17, Off. Asst-Bilingual (Spanish): 17.5, Off. Asst-Bil/Bil (Spanish): 18**

### **PROOF OF EDUCATION:**

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

### **ADVANCED SALARY STEP PLACEMENT**

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

### **APPOINTMENT**

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

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

### **PROCESSING FEE**

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

### **VETERANS CREDIT**

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

INVITES APPLICATIONS FOR THE POSITION OF:

**LIBRARY ASSISTANT**: \$20.95 - \$25.54  
**LIBRARY ASSISTANT-BILINGUAL (SPANISH)**: \$21.48 - \$26.17 Hourly Rate  
*An Equal Opportunity Employer*

OPENING DATE: August 18, 2023

FINAL FILING DATE: September 8, 2023

### **POSITION:**

There is one (1) immediate vacancy for the position of Library Assistant, 5.5 hours per day, five (5) days per week, ten (10) months a year. Tentative hours are 8:10 a.m. - 2:10 p.m. The eligibility list is being established to fill current vacancies, hire substitutes and to fill future vacancies for the next six (6) months.

### **SUMMARY OF DUTIES**

Provides assistance to students and teachers in locating materials and using library resources; handles circulation (e.g., checking books in/out, receiving/shelving); operates a computer to maintain circulation/inventory records; works in a resource center providing assistance to teachers in locating instructional materials.

### **QUALIFICATIONS**

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

**EXPERIENCE:** Six months of clerical experience or experience working with school-age children.

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

- A copy of your High School Diploma or equivalent (HS Diploma, GED, AA, BA, MA) is required.

You may upload your documents to your application or email them to [jasmine.portillo@rowlandschools.org](mailto:jasmine.portillo@rowlandschools.org). Applications without supporting documents will be considered **incomplete** and will be **disqualified**. Transcripts or diplomas from foreign countries must be certified to meet the [US equivalent](#). Please Note: Email is the preferred method of communication.

### **WORK ENVIRONMENT:**

Employees in this classification work primarily inside a school library or resource center environment, with constant interruptions, and have direct contact with students and the public.

### **PHYSICAL REQUIREMENTS:**

Employees in this classification stand, walk, sit, stoop/bend, lift and carry up to 25 lbs. or up to 50 lbs. with assistance, use fingers repetitively, use wrists or hands repetitively in a twisting motion; use both hands simultaneously, speak clearly, hear normal conversation, and see small details.

## **FILING PERIOD**

Applications for these positions will be accepted online only, from **Friday, August 18, 2023, to Friday, September 8, 2023, until 4:30 pm.**

Please visit [www.rowlandschools.org](http://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 / Language Assessment (Sp)

**Salary Range: Library Assistant: 17 – Library 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. **Veterans credit can only be applied upon initial hire.**

\*For a more detailed job description, including benefits/leave information, please go to [www.rowlandschools.org](http://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](http://www.rowlandschools.org)

INVITES APPLICATIONS FOR THE POSITION OF:  
**PLAYGROUND SUPERVISION AIDE**

**\$16.05 Hourly**  
*An Equal Opportunity Employer*

**OPENING DATE: Friday, August 18, 2023**

**FINAL FILING DATE: Friday, September 8, 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 Jasmine Portillo at [jasmine.portillo@rowlandschools.org](mailto:jasmine.portillo@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, August 18, 2023, until Friday, September 8, 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](http://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](http://www.rowlandschools.org)

INVITES APPLICATIONS FOR THE POSITION OF:

### DISTRICT SAFETY

#### SALARY

\$24.31 - \$29.64 – HOURLY  
\$4,213 - \$5,136 – MONTHLY

*An Equal Opportunity Employer*

OPENING DATE: August 18, 2023

FINAL FILING DATE: September 8, 2023

#### **POSITION**

There are currently two (2) full-time positions available, eight (8) hours per day, five (5) days per week (M-F), twelve (12) months per year. The tentative works hours are 7:00 am to 3:30 pm. An eligibility list will be established to fill current vacancies, hire substitutes, and fill future vacancies for the next 6 months.

#### **SUMMARY OF DUTIES**

Under direction of the Assistant Superintendent - Administrative Services or designee, patrols campus buildings, District work sites, grounds, parking areas and related areas to observe students and non-students to provide for the safety of students, personnel, property and equipment on District property; ensures facilities are properly secured and determines if unauthorized persons are on such premises; responds to alarms and observes site to determine if there are intruders; conducts investigations; calls city police/sheriff if assistance is needed in handling intruders and unauthorized visitors; makes emergency maintenance repairs; and completes a variety of records and reports.

#### **QUALIFICATIONS**

**EDUCATION:** Graduation from high school or equivalency is required and must be supplemented by training or coursework in public safety, security, patrol methods, and procedures.

**EXPERIENCE:** Two years of experience in law enforcement, security, or experience working with students in a school setting in a security or supervising capacity is required. A certificate of completion from a California Basic P.O.S.T. Training Academy can be substituted for one year of the required experience. The certificate of completion must be dated within the last three years. Additional security training and/or experience with middle school or high school students is desirable.

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

- **High School Diploma/Equivalent or highest completed diploma (AA/BA/MA).**
- **P.O.S.T Training Academy Certificate (obtained within the last 3 years) is required if being substituted for one year of the required experience.**
- **Current First Aid Certificate, comparable to the American Red Cross Standard First Aid Certificate and a Child and Adult Cardiopulmonary Resuscitation Certificate.**

Document(s) may also be emailed to [Arlene.Zamudio@RowlandSchools.Org](mailto:Arlene.Zamudio@RowlandSchools.Org). **Applications without the supporting document(s) will be considered incomplete and will be disqualified.** Transcripts/Diplomas from foreign countries must be certified to meet the US equivalent to be considered.

**LICENSE REQUIREMENTS:** Possession of a valid, Class C, California Driver license and a good driving record is required prior to and during employment. A valid First Aid Certificate and a Child and Adult CPR certificate is required. A current SB 1626 Training Certificate in accordance with 832.2 of California Penal Code, compliant with California Education Code Section 38001.5, must be completed within three months of hire at the employee's expense. All incumbents must be free of any record of conviction for any felony, narcotics, or moral offenses, as defined in the Education Code and Penal Code of California.

**ENVIRONMENT:** Employees in this classification work both inside and outside, in varying weather conditions, with exposure to verbal abuse, harassment, potential physical hazards when intervening in anti-social, illegal activity, and/or physical fights or confrontations, in the absence of immediate supervision, and in direct contact with students, the public, and District personnel.

**PHYSICAL REQUIREMENTS:** Employees in the classification lift and carry up to 50 lbs., push/pull, climb stairs and ramps, run, stoop/bend, twist or apply pressure with wrists or hands, use both hands and/or legs simultaneously, speak clearly, hear, have depth perception, have color vision/distinguish shades, see small details and for long distances, operate a computer, radio, or mobile phone, and drive a vehicle.



## FILING PERIOD

Applications for this position will be accepted online only starting **Friday, August 18, 2023 to Friday, September 8, 2023, until 4:30pm.**

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

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## EXAMINATION – OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination will tentatively consist of the following:

- Structured Interview/Technical Project

**Classified Salary Range: 20**

## 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 once, upon initial hire.***

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

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*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](http://www.rowlandschools.org)

INVITES APPLICATIONS FOR THE POSITION OF:

**CUSTODIAN (FULL-TIME AND / OR SUBSTITUTE)**

**SALARY**

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

*An Equal Opportunity Employer*

OPENING DATE: August 23, 2023	FINAL FILING DATE: September 13, 2023
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**POSITION**

Most positions in this class are assigned to work eight (8) hours per day, five (5) days a week, twelve (12) months a year. Most newly hired employees in the class are assigned to work in the evening. An eligibility list is being established to fill current vacancies, hire substitutes and to fill future vacancies.

**CURRENT VACANCIES**

LOCATION	HOURS/MONTHS	TENTATIVE HOURS	BENEFITS?
Hollingworth Elementary	27.5 Hrs/Wk, 11 Mo/Yr	2:00 PM - 8:00 PM	NO
Ybarra Elementary	40 Hrs/Wk, 12 Mo/Yr	1:00 PM - 9:30 PM	YES
Hollingworth	40 Hrs/Wk, 12 Mo/Yr	1:30 PM - 10:00 PM	YES

*\*Some positions in the job classification require the incumbent to possess a valid California Driver License for which selective certification may apply (Education Code 45277).*

**SUMMARY OF DUTIES**

Under the direction of an assigned supervisor, cleans and maintains buildings and facilities, including restrooms, classrooms, offices, cafeterias, and libraries; performs general grounds and building maintenance; makes minor mechanical repairs; and secures buildings and facilities.

**QUALIFICATIONS**

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

**EXPERIENCE:** Custodial experience and/or custodial training is highly desirable.

*Please contact Crystal Vahimarae at [cvahimarae@rowlandschools.org](mailto:cvahimarae@rowlandschools.org) if you have 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 changing temperatures, including temperatures below 50° and over 90°, in dry atmospheric conditions, poorly ventilated areas, with inadequate lighting, wet or damp areas, confined spaces, at heights using ladders or scaffolding, with electrical hazards and machinery with moving parts, sharp objects, fumes, moderate to high concentrations of silica or allergenic dust, lead, gases, chemicals, odors, vibrations, hands in water, exposure to minor contagious illnesses (cold, flu, etc.), exposure to contagious illnesses (tuberculosis, measles, mumps, chicken pox, hepatitis, etc.), in direct contact with the public, students, and District personnel, and in the absence of direct supervision.

**PHYSICAL REQUIREMENTS:**

Employees in this classification stand, walk, push, pull, lift, and carry up to 50 lbs. (up to 100 lbs. with assistance); climb ladders and stairs; maintain balance; stoop, kneel, crawl, and bend repeatedly; repetitively use fingers, wrists, and hands while twisting or applying pressure; simultaneously use both arms, legs, and hands; reach overhead; have rapid muscular coordination; hear normal voice conversation; speak clearly; operate an electric vehicle; use a telephone and radio.



## **FILING PERIOD**

Applications for this position will be accepted online only, **Wednesday, August 23, 2023, to Wednesday, September 13, 2023, until 4:30 pm.**

Log on to [www.rowlandschools.org](http://www.rowlandschools.org) → Departments → Personnel Commission → Classified Job Openings to begin creating your application or to edit / update an existing account.

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

## **EXAMINATION – OPEN / PROMOTIONAL WITH DUAL CERTIFICATION**

The examination may consist of the following:

- Job Related Written Examination
- Performance / Structured Interview

**Salary 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: <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 log on to [www.rowlandschools.org](http://www.rowlandschools.org).

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## ROWLAND UNIFIED SCHOOL DISTRICT

Personnel Commission  
1830 S. Nogales Street  
Rowland Heights, CA 91748  
[www.rowlandschools.org](http://www.rowlandschools.org)

INVITES APPLICATIONS FOR THE POSITION OF:

### **DISTRICT PATROL**

\$23.17 - \$28.18 Hourly  
\$4,011.00 - \$4,883.00 Monthly

*An Equal Opportunity Employer*

OPENING DATE: August 25, 2023

FINAL FILING DATE: September 15, 2023

### **POSITION**

There is currently one (1) full-time position available, eight (8) hours per day, five (5) days per week, twelve (12) months per year. The tentative work hours are 2:30 pm to 11:00 pm. An eligibility list will be established to fill current vacancies, hire substitutes, and fill future vacancies for the next 6 months.

- **SHIFT DETAILS:** W-Th-Fri-Sat-Sun - 2:30 PM to 11:00 PM

### **SUMMARY OF DUTIES**

Under general direction of a District Administrator or designee, patrols District work sites, campuses, parking lots and related areas to ensure facilities are properly secured; observes and controls behavior of students and determines if unauthorized visitors are on such premises; approaches such visitors to determine the reasons for their presence and assists them; encourages unauthorized visitors to leave voluntarily using tact, persuasion and good judgment; responds to alarms and observes site to determine if there are intruders; calls police for assistance in handling intruders and unauthorized visitors; makes emergency maintenance repairs; secures premises; and completes various records and reports.

### **QUALIFICATIONS**

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

**EXPERIENCE:** One year of experience in security/safety work or law enforcement is required. A certificate of completion from a California Basic P.O.S.T. Training Academy can be substituted for the required experience. The certificate of completion must be dated within the last three years.

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

- **High School Diploma/Equivalent or highest completed diploma (GED, AA/BA/MA)**
- **P.O.S.T Training Academy Certificate (dated within the last 3 years) is required if being substituted for the required experience.**

Document(s) may also be emailed to [Arlene.Zamudio@RowlandSchools.org](mailto:Arlene.Zamudio@RowlandSchools.org). **Applications without the supporting document(s) will be considered incomplete and will be disqualified.** Transcripts/Diplomas from foreign countries must be certified to meet the US equivalent to be considered.

**LICENSE REQUIREMENTS:** Possession of a valid, Class C, California Driver license and a good driving record is required prior to and during employment. A current SB 1626 Training Certificate in accordance with 832.2 of California Penal Code, compliant with California Education Code Section 38001.5, must be completed within six months of hire at the employee's expense.

**ENVIRONMENT:** Employees in this classification work both inside and outside, in varying weather conditions, with exposure to verbal abuse, harassment, potential physical hazards when intervening in anti-social, illegal activity, and/or physical fights or confrontations, in the absence of immediate supervision, and in direct contact with students, the public, and District personnel.

**PHYSICAL REQUIREMENTS:** Employees in the classification lift and carry up to 50 lbs, push/pull, climb stairs and ramps, run, stoop/bend, twist or apply pressure with wrists or hands, use both hands and/or legs simultaneously, speak clearly, hear, have depth perception, have color vision/distinguish shades, see small details and for long distances, operate a computer, radio, or mobile phone, and drive a vehicle.

## FILING PERIOD

Applications for this position will be accepted online only starting **Friday, August 25, 2023 to Friday, September 15, 2023 until 4:30pm.**

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

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## **EXAMINATION – OPEN / PROMOTIONAL WITH DUAL CERTIFICATION**

The examination may consist of the following:

- Structured Interview / Technical Project

**Classified Salary Range: 19**

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

### **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](http://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](http://www.rowlandschools.org)

INVITES APPLICATIONS FOR THE POSITION OF:

**GROUND CONSTRUCTION WORKER**

**\$4,883.00 - \$5,953 Monthly**  
**\$58,596.00 - \$71,436.00 Annually**

*An Equal Opportunity Employer*

OPENING DATE: Friday, August 25, 2023

FINAL FILING DATE: Friday, September 15, 2023

**POSITION**

There is one (1) immediate Grounds Construction Worker position available, eight (8) hours per day, five (5) days per week, twelve (12) months per year, including full benefits. Tentative work hours are 6:00 a.m. to 2:30 p.m. An eligibility list will be established to hire substitutes and fill future vacancies.

**SUMMARY OF DUTIES**

Performs a variety of journey level grounds construction work including mixing, pouring, and finishing concrete, digging out trenches and pouring of foundations for block walls, retaining walls, laying block and brick, installing chain link fencing, roofing removal and installation; maintains grounds and grades fields; operates power and motorized equipment including backhoe, skiploader, tractors, cement mixer, and concrete finishing tools and equipment.

**QUALIFICATIONS**

**EDUCATION:** Graduation from high school or equivalency is required. Completion of a cement mason apprenticeship training program is desirable.

**EXPERIENCE:** Two (2) years of experience in grounds maintenance or construction work **including** experience in concrete pouring and/or finishing is required.

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

- High School Diploma or equivalent is required

You may upload your documents to your application or email them to [jasmine.portillo@rowlandschools.org](mailto:jasmine.portillo@rowlandschools.org). Applications without supporting documents will be considered **incomplete** and will be **disqualified**. Transcripts or diplomas from foreign countries must be certified to meet the US equivalent. **NOTE:** *Email is the primary form of communication at this time due to staff working remotely.*

**LICENSE/CERTIFICATION/TRAINING REQUIREMENTS:** A valid, Class C, California Driver's License and a good driving record are required and must be maintained during employment.

**WORK ENVIRONMENT:** Employees in this classification work primarily outside, in varying temperatures, in contact with machinery with moving parts and sharp objects, on ladders, lifts and roofs, with exposure to lime in cement, exhaust fumes, dust, and dirt, drive a vehicle to conduct work, 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 100 lbs. without assistance, use fingers repetitively, use wrists or hands repetitively in a twisting motion, use both hands simultaneously, climb and maintain balance on ladders and scaffolds, speak clearly, hear normal conversation, stand and/or walk for extended periods of time, and see small details.

## **FILING PERIOD**

Applications for this position will be accepted online only, **Friday, August 25, 2023, to Friday, September 15, 2023 until 4:30 pm.**

\*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 Examination
- Structured Interview / Performance Exam

## **Salary Range 23**

### **PROOF OF EDUCATION:**

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

INVITES APPLICATIONS FOR THE POSITION OF:

### **MAINTENANCE COORDINATOR**

\$7,168.00 - \$8,717.00 – MONTHLY  
\$86,016.00 - \$104,604.00 – ANNUALLY

*An Equal Opportunity Employer*

**OPENING DATE: August 30, 2023**

**FINAL FILING DATE: September 20, 2023**

#### **POSITION**

The Rowland Unified School District is seeking an outstanding individual to assume the responsibilities of Maintenance Coordinator in the Building Services Department. This position is eight (8) hours a day, five (5) days a week and twelve (12) months a year. The tentative work schedule is 6:00 AM to 3:00 PM. This classification is designated as supervisory.

#### **SUMMARY OF DUTIES**

Under the direction of the Maintenance and Operations Manager or designee, trains, supervises, and evaluates the work of journey-level skilled trades personnel; plans, estimates, schedules and inspects work to ensure compliance with department procedures and safe working practices.

#### **QUALIFICATIONS**

**EDUCATION:** Graduation from high school or its equivalency is required. Conferences, seminars or completion of college courses in business administration, engineering, architecture, planning, construction management or other related field are desirable.

**EXPERIENCE:** Five years of increasingly responsible full-time experience in the maintenance and repair in one or more of the skilled trades (e.g., HVAC, Electrician, Carpenter, Locksmith, or Plumber), including at least one year in a lead or supervisory capacity are required.

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

- High School Diploma or equivalent is required

You may upload your documents to your application (preferred), email them to Crystal Vahimarae at [cvahimarae@rowlandschools](mailto:cvahimarae@rowlandschools). Applications without the supporting documents will be considered incomplete and will be disqualified. Transcripts/Diplomas from foreign countries must be certified to meet the US equivalent to be considered.

**LICENSE REQUIREMENTS:** A valid, Class C, California Driver License, and a good driving record is required and must be maintained during employment.

**ENVIRONMENT:** Employees in this classification work both inside and outside, in an office environment, with frequent interruptions, with changing priorities and deadlines, drive an automobile to conduct work, may be exposed to construction site and environmental hazards in direct contact with the public, students, and District personnel, and in the absence of direct supervision, work a flexible schedule on-call, which may include evenings, weekends and/or holidays.

**PHYSICAL REQUIREMENTS:** Employees in this classification stand, walk, sit for an extended period of time, stoop/bend, reach overhead, lift and carry up to 25 lbs., use fingers repetitively, have dexterity of hands and fingers to operate a computer keyboard, use both hands simultaneously, speak clearly, hear normal conversation, have vision sufficient to read various materials, drive a vehicle, use a computer, and a telephone.

## **FILING PERIOD**

Applications for this position will be accepted online only starting **Wednesday, August 30, 2023, to Wednesday, September 20, 2023, 4:30 pm.**

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

## **EXAMINATION – DUAL CERTIFICATION - OPEN AND PROMOTIONAL**

The examination may consist of the following:

- Training and Experience Evaluation
- Structured Interview / Technical Project

**Confidential/Supervisory Salary Schedule: Range 32**

## **PROOF OF EDUCATION**

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

## **ADVANCED SALARY STEP PLACEMENT**

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

## **APPOINTMENT**

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

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

## **PROCESSING FEE**

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

## **VETERANS CREDIT**

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

\*For a more detailed job description, including benefits, please visit [www.rowlandschools.org](http://www.rowlandschools.org).

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ROWLAND UNIFIED SCHOOL DISTRICT  
 Personnel Commission  
 1830 S. Nogales Street  
 Rowland Heights, CA 91748  
[www.rowlandschools.org](http://www.rowlandschools.org)

INVITES APPLICATIONS FOR THE POSITION OF:

**BEHAVIOR SUPPORT ASSISTANT**

**\$20.95 - \$25.54 Hourly Rate**

**BEHAVIOR SUPPORT ASSISTANT – BILINGUAL (SPANISH)**

**\$21.48 - \$26.17 Hourly Rate**

*An Equal Opportunity Employer*

**OPENING DATE: August 31, 2023**

**FINAL FILING DATE: September 22, 2023**

**POSITION**

Permanent positions in this class are assigned to work five and one half (5.5) hours per day, five (5) days a week, nine and one half (9.5) months a year. An eligibility list is being established to fill current vacancies, hire substitutes and to fill future vacancies for the next six months.

**CURRENT VACANCIES:**

LOCATION	HOURS/MONTHS	TENTATIVE HOURS	BILINGUAL (Sp)	BENEFITS
Rowland High School	27.5 Hrs/Wk, 9.5 Mo/Yr	9:00 AM - 3:00 PM	YES	NO
Special Education	27.5 Hrs/Wk, 9.5 Mo/Yr	8:30 AM - 2:30 PM	NO	NO
Special Education	27.5 Hrs/Wk, 9.5 Mo/Yr	8:30 AM - 2:30 PM	NO	NO

If you wish to be considered for the **BILINGUAL SPANISH** 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.

**SUMMARY OF DUTIES**

Under the direction of a designated administrator assists a certificated teacher in providing support to behaviorally challenged individuals or small groups of students; monitors, redirects, and modifies student progress regarding inappropriate behaviors and performance, makes presentations and develops activities to assist students in improving academic performance, self-esteem, social skills and positive behaviors; provides training and supervision to students involved in school programs such as Cross-Age or Peer Tutoring, SARB etc., and performs other related duties as required.

**QUALIFICATIONS**

**EDUCATION:** Graduation from high school or its equivalency is required. Course work in child development, psychology, behavior management or child education is desirable.

**EXPERIENCE:** Two years of experience working with "at-risk" or special needs students in an educational setting is required. One year of experience may be waived for candidates who have obtained a bachelor's degree in social work, liberal studies, child development or related field.

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

- **Proof of Education:** HS diploma or equivalent, or copy of highest completed degree (AA/BA/MA) (Copy of diploma or transcripts on watermarked paper); and
- A valid **Basic/Standard First Aid Certificate**; and
- A valid and current **CPR Certificate (Child and Adult)**

Documents may also be emailed to [cvahimarae@rowlandschools.org](mailto: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.



**LICENSE / LANGUAGE / CERTIFICATION / TRAINING REQUIREMENTS:** Positions in a specialized language classification require individuals who can speak and read (bilingual) as specified. A valid First Aid Certificate, comparable to the American Red Cross Standard First Aid Certificate and a 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 and Tier I, Tier II, and Tier III of Positive Behavior Interventions and Support (PBIS) training is required during the probationary period and will be provided at the District's expense.

### **FILING PERIOD**

Applications for this position will be accepted online only, **until Friday, September 22, 2023.**

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

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

### **EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION**

The examination may consist of the following:

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

### **Salary Range**

**Behavior Support Assistant: 17**

**Behavior Support 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 a 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. **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](http://www.rowlandschools.org)

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**PERSONNEL COMMISSION  
ROWLAND UNIFIED SCHOOL DISTRICT**

September 5, 2023

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

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

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

ELIGIBILITY LIST RECRUITMENT NUMBER	PERSON I.D. PERSONNEL COMMISSION RULE REFERENCE
Food Service Assistant I (D-22/23-13)	6.1.10.8 Failure to satisfactorily complete all pre-employment and background reviews, including reference checks conducted by the Appointing Authority. <ul style="list-style-type: none"> <li>• ID# 53713073</li> </ul>
Office Assistant – Bilingual (Spanish) (D-22/23-56)	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"> <li>• ID# 16587066</li> <li>• ID# 50500807</li> </ul>
Instructional Assistant I (D-22/23-03) & Instructional Assistant I – Bilingual (Spanish) (D-22/23-04)	6.1.10.4 A written request by the eligible for removal. <ul style="list-style-type: none"> <li>• ID# 50757213</li> </ul>
Custodian (D-22/23-66)	6.1.10.2 Any of the causes listed in Rule 4.4. 4.4.11 Making a false statement or intentionally omitting a statement of a material fact requested on the application form. <ul style="list-style-type: none"> <li>• ID# 53298268</li> </ul>
Library Assistant (D-22/23-44) & Library Assistant – Bilingual (Spanish) (D-22/23-45)	6.1.10.4 A written request by the eligible for removal. <ul style="list-style-type: none"> <li>• ID# 46681900</li> </ul>
Speech/Language Pathology Assistant (D-22/23-09)	6.1.10.4 A written request by the eligible for removal. <ul style="list-style-type: none"> <li>• ID# 54598901</li> </ul>
Campus Aide (D-22/23-09)	6.1.10.1 Failure to respond within five (5) working days following the date that a written notice regarding the eligible’s availability for employment was sent. <ul style="list-style-type: none"> <li>• ID# 46362502</li> </ul>
Behavior Support Assistant – Bilingual (Spanish) (D-22/23-59)	6.1.10.4 A written request by the eligible for removal. <ul style="list-style-type: none"> <li>• ID# 38471665</li> </ul>
Behavior Support Assistant (D-22/23-58)	6.1.10.4 A written request by the eligible for removal. <ul style="list-style-type: none"> <li>• ID# 46565018</li> </ul>

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.