

**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)]

February 6, 2024  
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\\_dUsamnRCSEKjGZ0\\_mNTGSA](https://rowlandschools-org.zoom.us/webinar/register/WN_dUsamnRCSEKjGZ0_mNTGSA)

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.

**February 6, 2024**  
**4:30 P.M.**

**PLEASE CIRCULATE**

1. Meeting called to order by the Presiding Chair \_\_\_\_\_ at \_\_\_\_ p.m.

2. Roll Call:		Present	Absent
Sharon Fernandez, Chair		_____	_____
Sabrina Lee, Vice-Chair		_____	_____
Natalie Moreno, Member		_____	_____
Joan Stiegelmar, Personnel Director		_____	_____
Jessica Landin, Personnel Analyst		_____	_____
Arlene Zamudio, Senior Personnel Technician		_____	_____

3. **PRELIMINARY**

3.1 Pledge of Allegiance to the Flag

3.2 Consider adopting the Agenda as submitted for Tuesday, February 6, 2024, or adopting the Agenda with the following corrections/modifications for Tuesday, February 6, 2024.

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

*Vote:* Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_  
Natalie Moreno \_\_\_\_\_

4. REPORT FROM THE PERSONNEL DIRECTOR

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

5. PUBLIC COMMENTS

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

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

6. APPEALS - None

7. PERSONNEL COMMISSION

7.1 Approve the minutes of the meeting of January 16, 2024. (Ref. 7.1)

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

Vote: Sharon Fernandez \_\_\_\_\_  
Sabrina Lee ABSTAIN  
Natalie Moreno \_\_\_\_\_

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Advanced Salary Step Placement

a. Consider approving the advanced salary step request from Dr. June Sakaue, Principal, Blandford Elementary, to employ Applicant ID #29814843 as Health Assistant at Step D of Range 17 on the Classified Salary Schedule. (Ref. 8.1a) & (Ltd. Dist.)

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

Vote: Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_  
Natalie Moreno \_\_\_\_\_

b. Consider approving the advanced salary step request from Carlos Ochoa, Principal, Giano Intermediate, to employ Applicant ID #55230218 as Campus Aide at Step E of Range 12 on the Classified Salary Schedule. (Ref. 8.1b) & (Ltd. Dist.)

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

Vote: Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_  
Natalie Moreno \_\_\_\_\_

c. Consider approving the advanced salary step request from Mitch Brunyer, Principal, Rowland High School to employ Applicant ID #52455531 as Senior Account Clerk at Step B of Range 20.5 on the Classified Salary Schedule. (Ref. 8.1c) & (Ltd. Dist.)

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

Vote: Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_  
Natalie Moreno \_\_\_\_\_

d. Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education Department, to employ Applicant ID #50208016 as Personal Care Assistant at Step E of Range 14 on the Classified Salary Schedule. (Ref. 8.1d) & (Ltd. Dist.)

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

Vote: Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_  
Natalie Moreno \_\_\_\_\_

- e. Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education to employ Applicant ID #47973326 as Personal Care Assistant at Step B of Range 14 on the Classified Salary Schedule. (Ref. 8.1e) & (Ltd. Dist.)

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

Vote: Sharon Fernandez \_\_\_\_\_  
 Sabrina Lee \_\_\_\_\_  
 Natalie Moreno \_\_\_\_\_

- f. Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID #55168799 as Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule. (Ref. 8.1f) & (Ltd. Dist.)

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

Vote: Sharon Fernandez \_\_\_\_\_  
 Sabrina Lee \_\_\_\_\_  
 Natalie Moreno \_\_\_\_\_

- g. Consider approving the advanced salary step request from Maria Davila, Director, Nutrition Services, to employ Applicant ID #1306702 as Nutrition Services Stock Delivery Worker at Step E of Range 19.5 on the Classified Salary Schedule. (Ref. 8.1g) & (Ltd. Dist.)

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

Vote: Sharon Fernandez \_\_\_\_\_  
 Sabrina Lee \_\_\_\_\_  
 Natalie Moreno \_\_\_\_\_

8.2 Reallocation

Consider approving the recommended reallocation of a vacant Community Liaison – Bilingual (Korean) position to Community Liaison – Bilingual (Mandarin). (Ref. 8.2)

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

Vote: Sharon Fernandez \_\_\_\_\_  
 Sabrina Lee \_\_\_\_\_  
 Natalie Moreno \_\_\_\_\_

9. ELIGIBILITY LISTS

9.1 Exam Review and Recruitment Bulletins (Ref. 9.1)

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

- a) Health Assistant (D-23/24-44)
- b) Health Assistant – Bilingual (Spanish) D-23/24-45
- c) School Bus Driver Trainee (0-13)
- d) Community Liaison – Bilingual (Mandarin) D-23/24-46

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

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

- a) Campus Aide (D-23/24-05)

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

Vote: Sharon Fernandez \_\_\_\_\_  
 Sabrina Lee \_\_\_\_\_  
 Natalie Moreno \_\_\_\_\_

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

- Campus Aide (D-23/24-05)
  - ID# 46394381 PC Rule 6.1.10.1
  - ID# 52972897 PC Rule 6.1.10.4
  - ID# 52975676 PC Rule 6.1.10.6
- Senior Account Clerk (D-23/24-32)
  - ID# 2253895 PC Rule 6.1.10.6

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

Vote: Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_  
Natalie Moreno \_\_\_\_\_

10. INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

**THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED ON TUESDAY, MARCH 12, 2024, AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.**

11. ADJOURNMENT

Time \_\_\_\_\_

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

Vote: Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_  
Natalie Moreno \_\_\_\_\_

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

**PERSONNEL COMMISSION  
ROWLAND UNIFIED SCHOOL DISTRICT  
MINUTES OF THE REGULAR MEETING OF JANUARY 16, 2024  
MEETING HELD IN-PERSON AND VIA ZOOM**

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

Members Present: Sharon Fernandez, Chair  
Natalie Moreno, Member

Members Absent: Sabrina Lee, Vice Chair

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

**APPROVAL OF THE AGENDA**

A. The Personnel Commission took action to approve the agenda as submitted for Tuesday, January 16, 2024.

Motion made by:	Natalie Moreno	Vote:	Sharon Fernandez	Yes
Seconded by:	Sharon Fernandez		Sabrina Lee	Absent
			Natalie Moreno	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:

- Office Assistant series
- Grounds Maintenance Worker
- Health Assistant series

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

- Campus Aide – Structured Interview
- Food Service Assistant I - Structured Interview
- Instructional Assistant II Series – Remote Assessment test / Structured Interview
- Grounds Construction Worker – Performance Test / Structured Interview
- Nutrition Services Stock Delivery Worker - Structured Interview
- Central Kitchen Supervisor - Structured Interview
- Cafeteria Lead Worker I - Structured Interview
- Nutrition Services Stock Delivery Worker – Remote written test
- Personal Care Assistant – Structured Interview
- Speech Language Pathology Assistant - Structured Interview

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

- 1 - Campus Aide
- 3 - Custodian (Substitute)
- 1 - District Safety
- 2 - Food Service Assistant I
- 2 - Food Service Assistant I (Substitute)
- 1 - Health Assistant

- 1 - Instructional Assistant I - Bilingual (Spanish)
- 1 - Instructional Assistant I (Substitute)
- 3 - Instructional Assistant II
- 1 - Library Assistant
- 1 - Maintenance Coordinator
- 2 - Personal Care Assistant
- 2 - Personal Care Assistant (Substitute)
- 1 - Senior Account Clerk
- 1 - Speech-Language Pathology Assistant

Updates/Reminders/Remarks:

- The Classroom Hiring Event from December 18 was successful. During the first week of January, PC staff offered 10 jobs to Personal Care Assistants, both permanent and substitute positions. All PCA positions are filled except for one vacancy.
- PC Staff organized a Zoom meeting for Personal Care Assistants on January 11 to discuss promotional opportunities to become an Instructional Assistant II. There were 9 attendees who attended the meeting.
- PC Staff is working on another Classroom Hiring Event for Monday, January 29. We have 6 applicants qualified as of today and we hope we get a few more. Gina Ward has shared the hiring event flyer on Parent Square, and we hopefully will receive more qualified applications. The event includes first round interviews as well as a final interview in which candidates can be offered a position the same day.

Ms. Fernandez asked for an update regarding Custodian substitutes.

Ms. Stiegelmar mentioned there have been about 15 new Custodian substitutes hired. Ms. Stiegelmar shared she does not have information on their status and the consistency of their assignments.

Ms. Fernandez asked for more information regarding the Instructional Assistant I substitute position that was recently filled. Ms. Fernandez asked if there is a need for more substitutes in this classification.

Ms. Stiegelmar shared the Instructional Assistant I substitute who was recently hired will be on a limited term assignment at a specific site. Ms. Stiegelmar shared the site does not have the funding for a permanent position but is in need of assistance through the end of the school year. Ms. Stiegelmar shared the previous permanent vacancies for Instructional Assistant I have been filled.

Ms. Fernandez asked for an update on School Bus Driver vacancies.

Ms. Stiegelmar shared there is only one vacancy at this time. Ms. Stiegelmar shared having the School Bus Driver Trainee program has been beneficial in filling vacant positions.

**COMMUNICATIONS**

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

**PERSONNEL COMMISSION**

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

Motion made by:	Natalie Moreno	Vote:	Sharon Fernandez	Yes
Seconded by:	Sharon Fernandez		Sabrina Lee	Absent
			Natalie Moreno	Yes

## **ITEMS FOR DISCUSSION AND/OR ACTION**

### **Advanced Salary Step Placement**

8.1a Recommendation: To consider approving the advanced salary placement request from Cesar Rivas, Safety Operations Manager, Administrative Services, to employ Applicant ID #17301246 as District Safety at Step E of Range 20 on the Classified Salary Schedule.

Motion made by:	Natalie Moreno	Vote:	Sharon Fernandez	Yes
Seconded by:	Sharon Fernandez		Sabrina Lee	Absent
			Natalie Moreno	Yes

8.1b Recommendation: To consider approving the advanced salary placement request from Heidi West, Principal, Rorimer Elementary, to employ Applicant ID #44449532 as Instructional Assistant I – Bilingual (Spanish) at Step B of Range 15.5 on the Classified Salary Schedule.

Motion made by:	Natalie Moreno	Vote:	Sharon Fernandez	Yes
Seconded by:	Sharon Fernandez		Sabrina Lee	Absent
			Natalie Moreno	Yes

8.1c Recommendation: To consider approving the advanced salary placement request Stacy Berrest, Director, Special Education, to employ Applicant ID #54512465 as Senior Account Clerk at Step C of Range 20.5 on the Classified Salary Schedule.

Motion made by:	Natalie Moreno	Vote:	Sharon Fernandez	Yes
Seconded by:	Sharon Fernandez		Sabrina Lee	Absent
			Natalie Moreno	Yes

8.1d Recommendation: To consider approving the advanced salary placement request from Stacy Berrest, Director, Special Education Department, to employ Applicant ID #55412316 as Personal Care Assistant at Step B of Range 14 on the Classified Salary Schedule.

Motion made by:	Natalie Moreno	Vote:	Sharon Fernandez	Yes
Seconded by:	Sharon Fernandez		Sabrina Lee	Absent
			Natalie Moreno	Yes

8.1e Recommendation: To consider approving the advanced salary placement request from Stacy Berrest, Director, Special Education to employ Applicant ID #55358453 as Speech-Language Pathology Assistant at Step B of Range 24.5 on the Classified Salary Schedule.

Motion made by:	Natalie Moreno	Vote:	Sharon Fernandez	Yes
Seconded by:	Sharon Fernandez		Sabrina Lee	Absent
			Natalie Moreno	Yes

8.1f Recommendation: To consider approving the advanced salary placement request from Myra Lopez, Executive Director of FMOC, Administrative Services, to employ Applicant ID #45876576 as Maintenance Coordinator at Step D of Range 32 on the Confidential/Supervisory Salary Schedule.

Motion made by:	Natalie Moreno	Vote:	Sharon Fernandez	Yes
Seconded by:	Sharon Fernandez		Sabrina Lee	Absent
			Natalie Moreno	Yes

8.1g Recommendation: To consider approving the advanced salary placement request from Mariela Moscal, Principal, Ybarra Academy, to employ Applicant ID #53993902 as Library Assistant at Step B of Range 17 on the Classified Salary Schedule.

Motion made by:	Natalie Moreno	Vote:	Sharon Fernandez	Yes
Seconded by:	Sharon Fernandez		Sabrina Lee	Absent
			Natalie Moreno	Yes

8.1h Recommendation: To consider approving the advanced salary placement request from Ventura Carrera, Director, Transportation, to employ Applicant ID #30392144 as School Bus Driver at Step D of Range 19.5 on the Classified Salary Schedule.

Motion made by:	Natalie Moreno	Vote:	Sharon Fernandez	Yes
Seconded by:	Sharon Fernandez		Sabrina Lee	Absent
			Natalie Moreno	Yes

8.1i Recommendation: To consider approving the advanced salary placement request from Stacy Berrest, Director, Special Education Department, to employ Applicant ID #33981044 as Instructional Assistant II at Step C of Range 16 on the Classified Salary Schedule.

Motion made by:	Natalie Moreno	Vote:	Sharon Fernandez	Yes
Seconded by:	Sharon Fernandez		Sabrina Lee	Absent
			Natalie Moreno	Yes

## **REALLOCATION**

8.2 Recommendation: To consider approving the recommended reallocation of a vacant Health Assistant – Bilingual (Spanish) position to Health Assistant.

Ms. Fernandez asked for some background regarding the reallocation request.

Ms. Stiegelmar shared the Principal requested the reallocation due to not having a need for another bilingual employee in the office. Ms. Stiegelmar shared that the Principal wanted to open the position to all Health Assistants, both non-bilingual and bilingual, as this is an eight-hour position with benefits. Ms. Stiegelmar mentioned there was an attempt to fill the position as bilingual, however, the number of candidates who expressed interest was limited.

Ms. Fernandez asked if the employees who were assisting with bilingual functions were classified and compensated as such.

Ms. Stiegelmar confirmed that bilingual staff are being compensated as bilingual.

Motion made by:	Natalie Moreno	Vote:	Sharon Fernandez	Yes
Seconded by:	Sharon Fernandez		Sabrina Lee	Absent
			Natalie Moreno	Yes

## **EXAMINATIONS/ELIGIBILITY LISTS**

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

- a) Translator (Mandarin) (D-23/24-39)
- b) Office Assistant (D-23/24-40)
- c) Office Assistant – Bilingual (Spanish) (D-23/24-41)
- d) Office Assistant – Bilingual / Biliterate (Spanish) (D-23/24-42)
- e) Grounds Maintenance Worker (D-23/24-43)

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

9.3 Recommendation: To ratify the following eligibility lists:

- a) Cafeteria Lead Worker I (D-23/24-37)
- b) Campus Aide (D-23/24-05)
- c) Central Kitchen Supervisor (D-23/24-36)
- d) Food Service Assistant I (D-23/24-07)
- e) Food Service Assistant III (D-23/24-34)
- f) Grounds Construction Worker (D-23/24-24)
- g) Instructional Assistant II (D-23/24-02)



- h) Instructional Assistant II - Bilingual (Spanish) (D-23/24-03)
- i) Nutrition Services Stock Delivery Worker (D-23/24-30)
- j) Personal Care Assistant (D-23/24-06)
- k) Speech Language Pathology Assistant (D-23/24-09)

Motion made by:	Natalie Moreno	Vote:	Sharon Fernandez	Yes
Seconded by:	Sharon Fernandez		Sabrina Lee	Absent
			Natalie Moreno	Yes

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

- Food Service Assistant (D-23/24-07)
  - ID# 28669658 PC Rule 6.1.10.1
- Custodian (D-23/24-22)
  - ID# 52159925 PC Rule 6.1.10.4
  - ID# 55174925 PC Rule 6.1.10.4
  - ID# 48990372 PC Rule 6.1.10.1
  - ID# 54950551 PC Rule 6.1.10.1
- Office Assistant (D-23/24-15)
  - ID# 6405351 PC Rule 6.1.10.4
  - ID# 29091641 PC Rule 6.1.10.3
  - ID# 24062185 PC Rule 6.1.10.3
- Library Assistant (D-23/24-18)
  - ID# 54228998 PC Rule 6.1.10.6
- Speech Language Pathology Assistant (D-23/24-09)
  - ID# 28321298 PC Rule 6.1.10.6
- Instructional Assistant I (D-23/24-13)
  - ID# 46906010 PC Rule 6.1.10.4

Motion made by:	Natalie Moreno	Vote:	Sharon Fernandez	Yes
Seconded by:	Sharon Fernandez		Sabrina Lee	Absent
			Natalie Moreno	Yes

**INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS**

Ms. Moreno shared she is pleased to see the Personnel Commission continuing to fill positions and bring in the best people for the District.

Ms. Fernandez agreed with Ms. Moreno and shared she is pleased that staff continues to work hard.

**ADJOURNMENT**

To adjourn the meeting at 4:51 P.M.

Motion made by:	Natalie Moreno	Vote:	Sharon Fernandez	Yes
Seconded by:	Sharon Fernandez		Sabrina Lee	Absent
			Natalie Moreno	Yes

Approved by: \_\_\_\_\_  
**Sharon Fernandez**  
 Chair  
 Personnel Commission

Submitted by: \_\_\_\_\_  
**Joan Stiegelmar**  
 Personnel Director  
 Personnel Commission

**THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED FOR TUESDAY, FEBRUARY 6, 2024, 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**  
**HEALTH ASSISTANT**

The Commission is in receipt of a request from Dr. June Sakaue, Principal, Blandford Elementary, to employ Applicant ID #29814843 as Health Assistant at Step D of Range 17 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

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

**PERSONNEL COMMISSION**  
**ADVANCED SALARY STEP PLACEMENT**  
**FOR**  
**CAMPUS AIDE**

The Commission is in receipt of a request from Carlos Ochoa, Principal, Giano Intermediate, to employ Applicant ID #55230218 as Campus Aide at Step E of Range 12 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

**PERSONNEL COMMISSION**  
**ADVANCED SALARY STEP PLACEMENT**  
**FOR**  
**SENIOR ACCOUNT CLERK**

The Commission is in receipt of a request from Mitch Brunyer, Principal, Rowland High School, to employ Applicant ID #52455531 as Senior Account Clerk at Step B of Range 20.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step B of Range 20.5 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 #50208016 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**  
**PERSONAL CARE ASSISTANT**

The Commission is in receipt of a request from Stacy Berrest, Director, Special Education, to employ Applicant ID #47973326 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 over 3 years of work-related experience. The number of years of related work experience does qualify this applicant for step placement at Step B based on the formula of one step will be given for two years of additional related experience beyond the employment standards for the classification.

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step B of Range 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 #55168799 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 over 3 years of work-related experience. The number of years of related work experience does qualify this applicant for step placement at Step B based on the formula of one step will be given for two years of additional related experience beyond the employment standards for the classification.

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

**PERSONNEL COMMISSION**  
**ADVANCED SALARY STEP PLACEMENT**  
**FOR**  
**NUTRITION SERVICES STOCK DELIVERY WORKER**

The Commission is in receipt of a request from Maria Davila, Director, Nutrition Services to employ Applicant ID #1306702 as Nutrition Services Stock Delivery Worker at Step E of Range 19.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step E of Range 19.5 on the Classified Salary Schedule.





ROWLAND UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
MEMORANDUM

January 29, 2024

TO: Dennis Bixler, Assistant Superintendent – Human Resources

FROM: Joan Stiegelmar, Personnel Director

RE: **RECOMMENDED REALLOCATION OF A VACANT COMMUNITY LIAISON – BILINGUAL (KOREAN) POSITION TO A COMMUNITY LIAISON – BILINGUAL (MANDARIN) POSITION**

Miriam Kim, Director, Family Resource Center, has requested that we reallocate a vacant Community Liaison – Bilingual (Korean) position to a Community Liaison – Bilingual (Mandarin) position. The Family Resource Center actively supports and engages with the children, families, and community in and around Rowland Heights. To meet the ever-changing needs and demographics of the community, there has been an increased demand for Chinese student and family support. The need for a Korean speaking liaison has greatly diminished. The Family Resource Center looks forward to continuing to support the needs of our diverse community.

Your input concerning the recommended reallocation is important. The Personnel Commission will consider approving this at the regular meeting on Tuesday, February 6, 2024.

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: <i>Kevin S. DePaol</i>	Date: <i>1/30/24</i>

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

**PERSONNEL COMMISSION  
ROWLAND UNIFIED SCHOOL DISTRICT**

February 6, 2024

**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>
Health Assistant / Health Assistant – Bilingual (Spanish)	6 months	1	8 hours / 10 months	12/2012	<ul style="list-style-type: none"> <li>• Remote Written Test</li> <li>• Structured Interview</li> <li>• Computer Testing</li> </ul>
School Bus Driver Trainee	N/A	N/A	N/A	6/2014	N/A
Community Liaison – Bilingual (Mandarin)	6 months	1	3 hours / 9.5 months	6/2011	<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:

**HEALTH OFFICE ASSISTANT:** \$21.24 - \$25.90 HOURLY  
**HEALTH OFFICE ASSISTANT-BILINGUAL (SPANISH):** \$21.78 - \$26.54 HOURLY

*An Equal Opportunity Employer*

OPENING DATE: January 10, 2024

FINAL FILING DATE: January 31, 2024

### **POSITION**

The tentative work schedule is 7:30 am to 4:00 pm. An eligibility list is being established to hire substitutes and to fill future vacancies for the next six months. Typical hours for the position are 5 hours a day / 10 months a year.

*Health Office Assistant is a modification of the official classification title of Health Assistant. The change was made to assist with attracting more applicants to this recruitment.*

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

### **SUMMARY OF DUTIES**

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

### **QUALIFICATIONS**

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

**EXPERIENCE:** Clerical experience is desirable.

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

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

You may upload your documents to your application or email them to [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](#).

**WORK ENVIRONMENT:** Employees in this classification work primarily inside an office environment, with frequent interruptions, with changing priorities and short deadlines, may be exposed to air and blood-borne pathogens and germs, bodily fluids and communicable diseases, may be required to drive an automobile to conduct work, and have direct contact with students and the public.

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

## **FILING PERIOD**

Applications for this position will be accepted on-line only, from **Wednesday, January 10, 2024, to Wednesday, January 31, 2024, until 4:30 p.m.**

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.

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

The examination may consist of the following:

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

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

### **PROOF OF EDUCATION:**

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

### **ADVANCED SALARY STEP PLACEMENT**

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

### **APPOINTMENT**

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

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

### **PROCESSING FEE**

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

### **VETERANS CREDIT**

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

*For a more detailed job description, please visit [www.rowlandschools.org](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:

**SCHOOL BUS DRIVER TRAINEE**

*An Equal Opportunity Employer*

**OPENING DATE: January 16, 2024**

**FINAL FILING DATE : February 5, 2024**

**POSITION:**

The purpose of the recruitment is to attract applicants for the District's School Bus Driver training program. This training program opportunity is being offered from 7:30 a.m. - 12:00 p.m. This opportunity is unpaid however, successful candidates who complete this program will have the credentials required to apply for a position as a School Bus Driver with Rowland USD. The program is free of charge and a candidate will only have to pay for the fees associated with obtaining the licenses. The approximate out-of-pocket cost for the trainee is \$299.00 (i.e., DMV, CHP, DOT Medical, Dept. of Justice Fees).

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

**SUMMARY OF DUTIES**

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

**DISTINGUISHING CHARACTERISTICS**

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

**QUALIFICATIONS**

EDUCATION: Graduation from high school or equivalency is desirable.

EXPERIENCE: No experience required.

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

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

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

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

You may upload your documents to your application or email them to [cvahimarae@rowlandschools.org](mailto:cvahimarae@rowlandschools.org). If you have any questions, call 626 854-8388. Applications without supporting documents will be considered incomplete and will be disqualified.

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

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

**FILING PERIOD:**

Applications for this position will be accepted online only, **Tuesday, January 16, 2024 to Monday, February 5, 2024** at 4:30 pm.

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

**TRAINING INFORMATION:**

**In person at Rowland Instructional Center located at 1006 South Otterbein Avenue, Rowland Heights, CA 91748: Tentatively scheduled to begin Friday, February 9, 2024. This training program opportunity is being offered in the morning from 7:30 a.m. - 12:00 p.m.**

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

**Behind-The-Wheel Training: Tentatively scheduled to begin Tuesday, March 26, 2024.**

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

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

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

**SUPPLEMENTAL INFORMATION**

**A SCHOOL BUS DRIVER MUST:**

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

**RATE OF PAY AFTER COMPLETION OF PROGRAM:**

If you are selected for hire, a substitute School Bus Driver is paid at a rate of \$24.04 per hour on an "on-call, as-needed" basis.

Substitute School Bus Drivers will also be able to test for permanent School Bus Driver positions as they become available. Permanent School Bus Driver positions are paid at a rate of \$24.04 - \$29.31 per hour, receive health and welfare benefits, and are guaranteed a minimum of six (6) hours of work per day.

\*For a more detailed job description, please visit: [www.rowlandschools.org](http://www.rowlandschools.org) → Our District → Personnel Commission → Classified Job Openings

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



## ROWLAND UNIFIED SCHOOL DISTRICT

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

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

INVITES APPLICATIONS FOR THE POSITION OF:

### **COMMUNITY LIAISON-BILINGUAL (MANDARIN):**

\$21.78 - \$26.54 HOURLY

*An Equal Opportunity Employer*

OPENING DATE: January 19, 2024

FINAL FILING DATE: February 9, 2024

#### **POSITION**

There is one (1) immediate Community Liaison-Bilingual (Mandarin) position available, three (3) hours per day, five (5) days per week, nine and one half (9.5) months per year. Tentative work location and hours are to be determined. An eligibility list will be established to hire substitutes and fill future vacancies for the next six months.

#### **SUMMARY OF DUTIES**

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

#### **QUALIFICATIONS**

##### **EDUCATION:**

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

##### **EXPERIENCE:**

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

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

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

You may upload your documents to your application email them to [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:**

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

##### **PHYSICAL REQUIREMENTS:**

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

## **FILING PERIOD**

Applications for this position will be accepted online only until **Friday, February 9, 2024**.

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\***

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

The examination may consist of the following:

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

**Salary Range: 17 ½**

## **PROOF OF EDUCATION**

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

## **ADVANCED SALARY STEP PLACEMENT**

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

## **APPOINTMENT**

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

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

## **PROCESSING FEE**

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

## **VETERANS CREDIT**

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

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

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**PERSONNEL COMMISSION  
ROWLAND UNIFIED SCHOOL DISTRICT**

February 6, 2024

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

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

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

ELIGIBILITY LIST RECRUITMENT NUMBER	PERSON I.D. PERSONNEL COMMISSION RULE REFERENCE
Campus Aide (D-23/24-05)	6.1.10.1 Failure to respond within five (5) working days following the date that a written notice regarding the eligible's availability for <ul style="list-style-type: none"><li>• ID# 46394381</li></ul> 6.1.10.4 A written request by the eligible for removal <ul style="list-style-type: none"><li>• ID# 52972897</li></ul> 6.1.10.6 Refusing an employment offer after certification as an eligible and available for the appointment. <ul style="list-style-type: none"><li>• ID# 52975676</li></ul>
Senior Account Clerk (D-23/24-32)	6.1.10.6 Refusing an employment offer after certification as an eligible and available for the appointment. <ul style="list-style-type: none"><li>• ID# 2253895</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.