

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT
AGENDA**

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Personnel Commission Office, 1830 Nogales Street, Rowland Heights, CA 91748.

Persons requiring accommodation in order to view the agenda or participate in the meeting, may make the request for accommodation to the Personnel Director by emailing jstiegelmar@rowlandschools.org or calling (626) 854-8380 at least 24 hours in advance of the meeting. [Government Code 54954.2 (a) (1)]

January 16, 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_qhvYIAsHTa2aaL_Q-uQ5Bq

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.

January 16, 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, January 16, 2024, or adopting the Agenda with the following corrections/modifications for Tuesday, January 16, 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 December 5, 2023. (Ref. 7.1)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Advanced Salary Step Placement

a. Consider approving the advanced salary step 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. (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 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. (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 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. (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 #55412316 as Personal Care Assistant at Step B 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 #55358453 as Speech-Language Pathology Assistant at Step B of Range 24.5 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 Myra Lopez, Executive Director of FMOOC, Administrative Services, to employ Applicant ID #45876576 as Maintenance Coordinator at Step D of Range 32 on the Confidential/Supervisory 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 Mariela Moscal, Principal, Ybarra Academy, to employ Applicant ID #53993902 as Library Assistant at Step B of Range 17 on the Classified Salary Schedule. (Ref. 8.1g) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

- h. Consider approving the advanced salary step 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. (Ref. 8.1h) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

- i. Consider approving the advanced salary step 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. (Ref. 8.1i) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

8.2 Reallocation

Consider approving the recommended reallocation of a vacant Health Assistant – Bilingual (Spanish) position to Health Assistant. (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) 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 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) 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 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)

- 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 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, FEBRUARY 6, 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 DECEMBER 5, 2023
MEETING HELD IN-PERSON AND VIA ZOOM**

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

Members Present: Sharon Fernandez, Vice Chair
Sabrina Lee, Member
Natalie Moreno, Member

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

PRELIMINARY

3.2 The Personnel Commission took action to appoint Ms. Natalie Moreno to the Personnel Commission as the Board Appointee for a three-year term from December 5, 2023, to December 1, 2026.

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

3.3 Oath of office presented by Ms. Sharon Fernandez to Ms. Natalie Moreno, Board Appointee.

3.4 The Personnel Commission took action to nominate and elect a chairperson for the term from December 5, 2023, to December 1, 2024.

Ms. Sabrina Lee nominated Ms. Sharon Fernandez as chairperson for a one-year term.

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

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

Ms. Sharon Fernandez nominated Ms. Sabrina Lee as vice-chairperson for a one-year term.

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

APPROVAL OF THE AGENDA

A. The Personnel Commission took action to approve the agenda as submitted for Tuesday, December 5, 2023.

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

- Central Kitchen Supervisor
- Cafeteria Lead Worker I
- School Based Technology Assistant
- Translator (Mandarin)

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

- Food Service Assistant III – Structured Interview
- Instructional Assistant II Series – Structured Interview
- Maintenance Coordinator – Structured Interview
- Nutrition Services Stock Delivery Worker – Remote written test
- Personal Care Assistant – Structured Interview
- Senior Account Clerk – Structured Interview; Computer Testing
- Speech Language Pathology Assistant - Structured Interview

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

- 1 - Custodian
- 2 - Custodian (Substitute)
- 1 - District Patrol
- 1 - District Safety
- 3 - Food Service Assistant I
- 1 - Instructional Assistant I - Bilingual (Spanish)
- 2 - Instructional Assistant II (Substitute)
- 1 - Office Assistant Bilingual (Spanish)
- 2 - Personal Care Assistant
- 5 - Playground Supervision Aide
- 1 - School Bus Driver
- 2 - School Bus Driver (Substitute)

Updates/Reminders/Remarks:

- PC Staff held a hiring fair for Food Service Assistants on December 7. We are down to three vacancies and four applicants will be attending the event.
- Staff is working on another Classroom Hiring Event for Monday, December 18. We have six applicants qualified as of today and we hope we get more.
- I am excited to welcome Ms. Natalie Moreno as our new Board Appointed Commissioner.
- After the PC Meeting, Commission staff, the Commissioners, and CSEA Executive Board will be going to BJ's in City of Industry to have dinner together.
- Happy Holidays to all and thank you to everyone for attending.

COMMUNICATIONS

- A. CSEA – Ms. Lita Gallo, CSEA President and School Office Manager at Jellick Elementary
 - Ms. Gallo welcomed and introduced herself to Ms. Natalie Moreno, Personnel Commissioner. Ms. Gallo thanked the Personnel Commission for continuing to work hard on behalf of the District and students.
- B. District Administration – Mr. Alex Flores, Deputy Superintendent
 - Mr. Flores thanked the Personnel Commission for working hard to fill vacant positions. Mr. Flores welcomed Ms. Moreno to the Personnel Commission. Mr. Flores shared he has worked

with Ms. Moreno as she was on the CBOC committee for the District for many years. Mr. Flores wished Ms. Moreno the best during her term.

- Mr. Dennis Bixler, Assistant Superintendent, Human Resources, welcomed Ms. Moreno to the Personnel Commission. Mr. Bixler shared his experience of working with Ms. Moreno in the District such as with PTA and the CBOC committee. Mr. Bixler shared that he believes that Ms. Moreno will be successful in her role as Commissioner and wished her the best.

C. Audience Members – None

PERSONNEL COMMISSION

7.1 Recommendation: Approve the minutes of the meeting of November 7, 2023.

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

ITEMS FOR DISCUSSION AND/OR ACTION

Advanced Salary Step Placement

8.1a Recommendation: To consider approving the advanced salary placement request from Scott Cavanias, Principal, Nogales High School, to employ Applicant ID #34541318 as Campus Aide at Step E of Range 12 on the Classified Salary Schedule.

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

8.1b Recommendation: To consider approving the advanced salary placement request from Amy Grigsby, Principal, Yorbita Elementary, to employ Applicant ID #53042738 as School-Based Technology Assistant at Step B of Range 17 on the Classified Salary Schedule.

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

8.1c Recommendation: To consider approving the advanced salary placement request Dr. Yesenia Alvarez, Principal, Hurley Elementary, to employ Applicant ID #18311623 as Custodian at Step E of Range 18 on the Classified Salary Schedule.

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

8.1d Recommendation: To consider approving the advanced salary placement request from John Martinez, Principal, Rowland Elementary, to employ Applicant ID #47839012 as Office Assistant - Bilingual (Spanish) at Step C of Range 17.5 on the Classified Salary Schedule.

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

8.1e Recommendation: To consider approving the advanced salary placement request from Cesar Rivas, Safety Operations Manager, Administrative Services, to employ Applicant ID #44892613 as District Safety at Step E of Range 20 on the Classified Salary Schedule.

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

8.1f Recommendation: To consider approving the advanced salary placement request from Cesar Rivas, Safety Operations Manager, Administrative Services, to employ Applicant ID #33657920 as District Patrol at Step E of Range 19 on the Classified Salary Schedule.

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

EXAMINATIONS/ELIGIBILITY LISTS

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

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

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

9.3 Recommendation: To ratify the following eligibility lists:

- a) Career/Vocational Assistant (D-23/24-33)
- b) Instructional Assistant II (D-23/24-02)
- c) Instructional Assistant II – Bilingual (Spanish) (D-23/24-03)
- d) Maintenance Coordinator (D-23/24-25)
- e) Personal Care Assistant (D-23/24-06)
- f) Senior Account Clerk (D-23/24-32)
- g) Senior Office Assistant (D-23/24-28)
- h) Senior Office Assistant – Bilingual (Spanish) (D-23/24-29)
- i) Speech Language Pathology Assistant (D-23/24-09)

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

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

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

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

INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

Ms. Moreno shared that she is excited to join the Personnel Commission and be part of the success of the District.

Ms. Lee welcomed Ms. Moreno to the Personnel Commission. Ms. Lee shared the Personnel Commission staff is always available to Ms. Moreno in the event she has questions or needs support. Ms. Lee mentioned she is looking forward to going to dinner with CSEA and appreciates their hard work. Ms. Lee thanked the Administration for their support and hopes one day there can be a dinner with them soon.

Ms. Fernandez welcomed Ms. Moreno to the Personnel Commission and states she looks forward to getting to know her and to begin working together. Ms. Fernandez thanked the Administration team for attending. Ms. Fernandez thanked the Personnel Commission staff for always working hard to fill positions. Ms. Fernandez wished everyone Happy Holidays.

OTHER ITEMS

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

ADJOURNMENT

To adjourn the meeting at 4:52 P.M.

Motion made by: Natalie Moreno
Seconded by: Sabrina Lee

Vote: Sharon Fernandez Yes
Sabrina Lee Yes
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, JANUARY 16, 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
DISTRICT SAFETY

The Commission is in receipt of a 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 pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant a bachelor's degree and has over 13 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 20 on the Classified Salary Schedule.

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

The Commission is in receipt of a 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 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 15.5 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
SENIOR ACCOUNT CLERK

The Commission is in receipt of a request from 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 pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant a bachelor'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 C based on the formula of one step will be given for two years of additional education beyond the employment standards for the classification and one step will be given for two years of additional related experience beyond the employment standards for the classification.

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step C of Range 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 Department, to employ Applicant ID #55412316 as Personal Care Assistant at Step B of Range 14 on the Classified Salary Schedule 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 14 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
SPEECH LANGUAGE PATHOLOGY ASSISTANT

The Commission is in receipt of a 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 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 24.5 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
MAINTENANCE COORDINATOR

The Commission is in receipt of a 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 pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant an associate's degree and has over 10 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 32 on the Confidential/Supervisory Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
LIBRARY ASSISTANT

The Commission is in receipt of a 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 pursuant to Rule 17.2.1.

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

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
SCHOOL BUS DRIVER

The Commission is in receipt of a 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 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 19.5 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
INSTRUCTIONAL ASSISTANT II

The Commission is in receipt of a request from Stacy Berrest, Director, Special Education Department, to employ Applicant ID #33981044 as Instructional Assistant II at Step C 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 C.

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



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

January 11, 2024

TO: Dennis Bixler, Assistant Superintendent – Human Resources

FROM: Joan Stiegelmar, Personnel Director

RE: **RECOMMENDED REALLOCATION OF A VACANT HEALTH ASSISTANT – BILINGUAL (SPANISH) POSITION TO A HEALTH ASSISTANT**

Mariela Moscal, Principal, Ybarra Academy, has requested that we reallocate a vacant Health Assistant position – Bilingual (Spanish) to Health Assistant. Ms. Moscal claims that there are enough bilingual staff in the office to support the needs of the staff, students, and parents.

Your input concerning the recommended reallocation is important. The Personnel Commission will consider approving this at the regular meeting on Tuesday, January 16, 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>Joan Stiegelmar</i>	Date: <i>1/11/24</i>

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

PC24-229

PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT
 January 16, 2024

ITEM 9.1 EXAM REVIEW

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

Classification	Length of Eligibility List	Number of Positions	Hours / Months	Last Class Description Revision	Tentative Exam Plan
Translator (Mandarin)	6 months	1	3 hours/11 months	5/2011	<ul style="list-style-type: none"> • Structured Interview • Performance Test
Office Assistant / Office Assistant - Bilingual (Spanish) / Office Assistant - Bilingual/Biliterate (Spanish)	6 months	4	3 hours/9.5 months, 3 hours/10 months, 8 hours/10 months, 8 hours/11 months	9/2011	<ul style="list-style-type: none"> • Remote Written Exam • Structured Interview • Computer Testing
Grounds Maintenance Worker	6 months	1	8 hours/12 months	6/2011	<ul style="list-style-type: none"> • Remote Written Exam • Structured Interview

Recommendation

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



ROWLAND UNIFIED SCHOOL DISTRICT

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

Reflects revised
salary approved
12/14/23

INVITES APPLICATIONS FOR THE POSITION OF:

TRANSLATOR (MANDARIN)

SALARY

\$22.89 - \$27.87 – Hourly

An Equal Opportunity Employer

OPENING DATE: December 1, 2023	FINAL FILING DATE: January 12, 2024
---------------------------------------	--

POSITION

There is currently one (1) part-time **Translator (Mandarin)** position available in the Special Projects Department, three (3) hours per day, five (5) days per week, eleven (11) months per year. The tentative assignment is from 8:00 AM to 11:00 AM. An eligibility list is also being established to hire substitutes and to fill future vacancies.

SUMMARY OF DUTIES

Translates written materials between English and the designated second language; serves as an interpreter at assigned and official District meetings translating English into the designated second language and vice versa; telephones to gather or provide information in the designated second language; receives telephone calls to the District from parents or others who do not speak English and translates to help direct their calls and/or provide information; administers and scores the primary language test (Korean and Mandarin only) to newly identified English learners; and performs a variety of clerical duties such as typing, proofreading, maintaining files.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is required. Training or college coursework in interpretation, translation technology, or the designated second language is desirable.

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

- **Education (High School Diploma or equivalent and/or College Diploma/Transcripts is required.**

Documents may also be emailed to cvahimarae@rowlandschools.org, hand delivered or faxed (with cover sheet) to (626) 935-8456. **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.

EXPERIENCE: One of the following is required:

- One year of experience performing interpreting and translating functions; **OR**
- Two years of experience in a position in which bilingualism is a requirement.

LICENSE/LANGUAGE REQUIREMENTS: A valid, Class C California Driver’s License, a good driving record and use of a private vehicle is required and must be maintained during employment. The ability to speak, read and write the designated second language in addition to English is required.

WORK ENVIRONMENT:

Employees in this classification work primarily inside an office environment, with frequent interruptions, with changing priorities and short deadlines, may be required to drive an automobile to conduct work, and have direct contact with 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, **Friday, December 1, 2023, to EXTENDED to Friday, January 12, 2024, until 4:30 p.m.**

Applicants will be sent notifications via e-mail only

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

- Job Related Written Examination
- Structured Interview / Technical Project / Computer Performance Examination
- MANDARIN Bilingual (speaking) and Biliterate (writing) Assessment Examination

Salary Range: 18 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

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

Reflects revised
 salary approved
 12/14/23

INVITES APPLICATIONS FOR THE POSITION OF:

OFFICE ASSISTANT: \$21.24 - \$25.90 HOURLY

OFFICE ASSISTANT-BILINGUAL (SPANISH): \$21.78 - \$26.54 HOURLY

OFFICE ASSISTANT-BILINGUAL/BILITERATE (SPANISH): \$22.34 - \$27.22 HOURLY

An Equal Opportunity Employer

OPENING DATE: December 8, 2023	FINAL FILING DATE: January 9, 2024
---------------------------------------	---

POSITION

There are currently several Office Assistant positions available. Eligibility lists are being established in all classifications to fill current and future vacancies and hire substitutes for the next six months. Position details below:

LOCATION	HOURS/MONTHS	TENTATIVE HOURS	BILINGUAL	BENEFITS
Transportation Dept	8 Hrs/day, 12 Mo/Yr	8:00 AM - 4:30 PM	YES	YES
Adult Education	8 Hrs/day, 11 Mo/Yr	Varies	NO	YES
Hollingsworth Elem	8 Hrs/day, 10 Mo/Yr	7:00 AM - 3:30 PM	NO	YES
Alvarado	8 Hrs/day, 10 Mo/Yr	7:15 AM - 3:45 PM	YES	YES
Jellick Elementary	3 Hrs/day, 9.5 Mo/Yr	8:00 AM - 11:00 AM	NO	NO
Rowland High School	3 Hrs/day, 9.5 Mo/Yr	11:45 AM - 2:45 PM	NO	NO

*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. 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 a determination must be made on an individual basis by the District's medical examiner considering 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 **Friday, December 8, 2023, to Tuesday, January 9, 2024, until 4:30 p.m.**

Log on to 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

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



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

INVITES APPLICATIONS FOR THE POSITION OF:

GROUND MAINTENANCE WORKER

\$23.49 - \$28.58 Hourly
\$4,068.00 - \$4,952.00 Monthly

An Equal Opportunity Employer

OPENING DATE: January 5, 2024

FINAL FILING DATE: January 29, 2024

POSITION

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

SUMMARY OF DUTIES

Performs a variety of grounds maintenance duties such as mowing, edging, trimming, pruning, weeding; setting up fields for school athletic events; maintaining school grounds and parking lots; operating a variety of hand tools, and grounds equipment including power mowers, edgers, blowers, trimmers, sweepers, backhoe, skip loader, trucks, and tractors; maintaining tools and equipment.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is desirable.

EXPERIENCE: Experience in general grounds maintenance and in the operation of trucks, tractors and large power mowers is desirable.

Please contact Jasmine Portillo at jasmine.portillo@rowlandschools.org if you have any questions.

LICENSE/CERTIFICATION/TRAINING REQUIREMENTS: A valid, Class C, California Driver License and a good driving record is 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 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, 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, January 5, 2024**, through **Monday, January 29, 2024**, until 4:30 pm.

Applicants will be sent notifications via e-mail only

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

- Job Related Written Examination
- Structured Interview

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

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

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

January 16, 2024

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 (D-23/24-07)	6.1.10.1 Failure to respond within five (5) working days following the date that a written notice regarding the eligible’s availability for <ul style="list-style-type: none"> • ID# 28669658
Custodian (D-23/24-22)	6.1.10.4 A written request by the eligible for removal <ul style="list-style-type: none"> • ID# 52159925 • ID# 55174925 6.1.10.1 Failure to respond within five (5) working days following the date that a written notice regarding the eligible’s availability for <ul style="list-style-type: none"> • ID# 48990372 • ID# 54950551
Office Assistant (D-23/24-15)	6.1.10.4 A written request by the eligible for removal <ul style="list-style-type: none"> • ID# 6405351 6.1.10.3 Failure to report for a scheduled interview after certification. <ul style="list-style-type: none"> • ID# 29091641 • ID# 24062185
Library Assistant (D-23/24-18)	6.1.10.6 Refusing an employment offer after certification as an eligible and available for the appointment <ul style="list-style-type: none"> • ID# 54228998
Speech Language Pathology Assistant (D-23/24-09)	6.1.10.6 Refusing an employment offer after certification as an eligible and available for the appointment <ul style="list-style-type: none"> • ID# 28321298
Instructional Assistant I (D-23/24-13)	6.1.10.4 A written request by the eligible for removal <ul style="list-style-type: none"> • ID# 46906010

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.