

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

March 4, 2025
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_M2_PJoAGRranCsrHO-R9XQ

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: Jode Howard, 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.

March 4, 2025
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	_____	_____
Natalie Moreno, Member	_____	_____
Yvette Santiago, Member	_____	_____
 Jode Howard, Personnel Director	 _____	 _____
Jessica Landin, Personnel Analyst	_____	_____
Arlene Zamudio, Senior Personnel Technician	_____	_____

3. **PRELIMINARY**

3.1 Pledge of Allegiance to the Flag

3.2 Take action to appoint Ms. Yvette Santiago to the Personnel Commission as the Joint Appointee for a three-year term from March 4, 2025, to November 30, 2027.

Motion by: _____
Second by: _____

<i>Vote:</i> Sharon Fernandez	_____
Natalie Moreno	_____
Yvette Santiago	<u>ABSTAIN</u>

3.3 Oath of Office presented by Ms. Sharon Fernandez to Ms. Yvette Santiago, Joint Appointee. (Ref. 3.3)

3.4 Take action to nominate and elect a chairperson for the term from March 4, 2025, to November 30, 2025.

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Natalie Moreno _____
Yvette Santiago _____

3.5 Take action to nominate and elect a vice-chairperson for the term from March 4, 2025, to November 30, 2025.

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Natalie Moreno _____
Yvette Santiago _____

3.6 Consider adopting the Agenda as submitted for Tuesday, March 4, 2025, or adopting the Agenda with the following corrections/modifications for Tuesday, March 4, 2025.

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Natalie Moreno _____
Yvette Santiago _____

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. HEARINGS – None

7. PERSONNEL COMMISSION

7.1 Approve the minutes of the meeting of February 4, 2025. (Ref. 7.1)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Natalie Moreno _____
Yvette Santiago _____

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Advanced Salary Step Placement

a. Consider approving the advanced salary step request from Sylvia Rivas, Director, Special Projects, to employ Applicant ID #60450809 as Instructional Assistant I Bilingual (Mandarin) at Step C of Range 15.5 on the Classified Salary Schedule. (Ref. 8.1a) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Natalie Moreno _____
Yvette Santiago _____

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) Senior Payroll Clerk (D-24/25-58)
- b) Cafeteria Lead Worker I (D-24/25-59)
- c) Instructional Assistant I (D-24/25-60)
- d) Instructional Assistant I – Bilingual (Spanish) (D-24/25-61)
- e) Custodian (D-24/25-62)
- f) Instructional Assistant II – Bilingual (Mandarin) (D-24/25-63)
- g) Instructional Assistant II – Bilingual/Biliterate (Mandarin) (D-24/25-64)
- h) Nutrition Services Stock Delivery Worker (D-24/25-65)
- i) Community Liaison – Mandarin (D-24/25-66)
- j) Warehouse Supervisor (P-24/25-67)

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-23/24-48)
- b) Health Assistant II (D-24/25-28)
- c) Senior Custodian (P-24/25-52)
- d) Community Liaison (Mandarin) (D-23/24-46)
- e) School Bus Driver (D-24/25-01)
- f) Instructional Assistant I – Bilingual (Mandarin) (D-24/25-45)
- g) Central Kitchen Supervisor (D-24/25-53)
- h) Behavior Support Assistant (D-24/25-43)
- i) Behavior Support Assistant – Bilingual (Spanish) (D-24/25-44)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Natalie Moreno _____
Yvette Santiago _____

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

- School Bus Driver (D-24/25-01)
 - ID# 16712103 – PC Rule 6.1.10.6
- Senior Custodian (P-23/24-72)
 - ID# 18877473 – PC Rule 6.1.10.6
- Instructional Assistant II – Bil/Bil (Mandarin) (D-24/25-25)
 - ID# 35235357 – PC Rule 6.1.10.4

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Natalie Moreno _____
Yvette Santiago _____

10. INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED ON TUESDAY, APRIL 8, 2025, AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.

11. ADJOURNMENT

Time _____

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Natalie Moreno _____
Yvette Santiago _____

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

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

(626) 965-2541
FAX – (626) 854-8311
SUPERINTENDENT
Alejandro Flores



PERSONNEL COMMISSION

MEMBERS
Sharon Fernandez
Natalie Moreno

PERSONNEL DIRECTOR
Jode Howard

OATH OF OFFICE

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

Ref. 3.3

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

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF FEBRUARY 4, 2025
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, Chair
Natalie Moreno, Member

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

Staff Members Absent: Jode Howard, Personnel Director

APPROVAL OF THE AGENDA

The Personnel Commission took action to approve the agenda with modifications for Tuesday, February 4, 2025.

Ms. Moreno motioned to amend item 7.1 on Agenda to state 2025, not 2024.

Motion made by: Natalie Moreno
Seconded by: Sharon Fernandez

Vote: Sharon Fernandez Yes
Natalie Moreno Yes

REPORT FROM THE PERSONNEL DIRECTOR

An update on Commission staff's activities since the last meeting was presented by Jessica Landin, Personnel Analyst, in the absence of Jode Howard.

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

- Food Service Assistant I (D-24-25-54)
- Playground Supervision Aide (D-24/25-55)
- Executive Secretary (D-24/25-56)
- Executive Secretary – Bilingual/Biliterate (Spanish) (D-24/25-57)

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

- School Bus Driver
- Buyer

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

- 2 - Food Service Assistant I
- 1 - Library Assistant
- 1 - Playground Supervision Aide
- 2 - Playground Supervision Aide Substitute

Updates/Reminders/Remarks:

- On Friday, February 7, the District Office is hosting a Superbowl Social Potluck taking place in the Board Room starting at 11:30 am, staff are encouraged to wear their team colors and bring a side dish or appetizer if they desire to do so.

- Personnel Commissioners and Personnel Director will be attending CSPCA Conference in Napa, California on March 16th – March 18th
- Lastly, I'd like to wish everybody Happy Valentines Day to those that celebrate!

COMMUNICATIONS

A. CSEA – Mateo Buenaluz, CSEA President, Electronic Repair Technician

Mr. Buenaluz thanked the commission for encouraging them to attend the CSPCA conference along with them. Mr Buenaluz mentioned he is pleased to have worked with the district to find and agree on a Joint Appointee for the Personnel Commission.

B. District Administration – Dennis Bixler, Assistant Superintendent of Human Resources

Mr. Bixler shared he is also pleased to have a Joint Appointee chosen and the Board of Education will review the recommendations at the February Board meeting.

C. Audience Members – None

PERSONNEL COMMISSION

7.1 Recommendation: Approve the minutes of the meeting of January 14, 2025 as amended.

Ms. Fernandez motioned to amend page 4 of the minutes to replace Joan Stiegelmar name to Jode Howard.

Motion made by: Sharon Fernandez
Seconded by: Natalie Moreno

Vote: Sharon Fernandez Yes
Natalie Moreno Yes

ITEMS FOR DISCUSSION AND/OR ACTION

Advanced Salary Step Placement

8.1a Recommendation: To Consider approving the advanced salary step request from Annette Ramirez, Director, Student Services, to employ Applicant ID #47483497 as Health Assistant II at Step B of Range 22 on the Classified Salary Schedule.

Motion made by: Natalie Moreno
Seconded by: Sharon Fernandez

Vote: Sharon Fernandez Yes
Natalie Moreno Yes

8.1b Recommendation: To consider approving the advanced salary placement request from Dr. Jacob Jung, Principal, Alvarado Intermediate, to employ Applicant ID #15027817 as Behavior Support Assistant at Step E of Range 17 on the Classified Salary Schedule.

Motion made by: Natalie Moreno
Seconded by: Sharon Fernandez

Vote: Sharon Fernandez Yes
Natalie Moreno Yes

8.1c Recommendation: To consider approving the advanced salary placement request from Dr. Michael Hoon, Principal, Hollingworth Elementary, to employ Applicant ID #57137085 as Office Assistant – Bilingual Spanish at Step D of Range 17.5 on the Classified Salary Schedule.

Motion made by: Natalie Moreno
Seconded by: Sharon Fernandez

Vote: Sharon Fernandez Yes
Natalie Moreno Yes

Revised Class Description

- 8.2 Recommendation: To consider approving the revised class description for the classification of Assistant Superintendent – Administrative Services.

Ms. Moreno shared she is pleased to see the position now offers promotion from within the district.

Ms. Fernandez requested Mr. Bixler provide information on the requested changes.

Mr. Bixler thanked Jode and Jessica for working on the requested changes. Mr. Bixler mentioned the Assistant Superintendent – Administrative Services is the only Admin position that requires experience in the same position. Mr. Bixler also shared both the Assistant Superintendent of Human Resources, and the Assistant Superintendent of Educational Services do not require prior experience in the same position. Mr. Bixler mentioned the Board of Education has established a uniform salary schedule for the three Superintendent positions and having the same requirements made more sense.

Ms. Fernandez asked if this position was left vacant when Mr. Flores was promoted to Deputy Superintendent of Administrative Services.

Mr. Bixler shared prior to Mr. Flores being hired, the position was vacant. Mr. Bixler mentioned when Mr. Flores was promoted to Deputy Superintendent, he still carried the duties of Assistant Superintendent of Administrative Services along with added responsibilities. Mr. Bixler shared the position became vacant at the time Mr. Flores became Superintendent of Schools and the position of Assistant Superintendent of Administrative Services was filled by an employee who is no longer with the district.

Ms. Fernandez asked if the district plans on filling the Deputy Superintendent position.

Mr. Bixler confirmed the position will not be filled.

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

EXAMINATIONS/ELIGIBILITY LISTS

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

- a) Food Service Assistant I (D-24/25-54)
- b) Playground Supervision Aide (D-24/25-55)
- c) Executive Secretary (D-24/25-56)
- d) Executive Secretary Bilingual/Biliterate Spanish (D-24/25-57)

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

- 9.3 Recommendation: To ratify the following eligibility lists:

- a) School Bus Driver (D-24/25-01)
- b) Health Assistant (D-24/25-46)
- c) Health Assistant Bilingual (Spanish) (D-24/25-47)
- d) Buyer (D-24/25-48)

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

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

- Instructional Assistant I (D-24/25-37)

- ID# 50725244 – PC Rule 6.1.10.4
- Instructional Assistant I (D-24/25-21)
 - ID# 38843462 – PC Rule 6.1.10.4
- Behavior Support Assistant (D-23/24-26)
 - ID# 56779054 – PC Rule 6.1.10.4
 - ID# 58530802 – PC Rule 6.1.10.4
- Food Service Assistant I (D-24/25-35)
 - ID# 23912072 – PC Rule 6.1.10.1
- Food Service Assistant I (D-24/25-07)
 - ID# 36083792 – PC Rule 6.1.10.6
- Health Assistant & Health Assistant – Bilingual (Spanish) (D-24/25-09) (D-24/25-10)
 - ID# 56245647 – PC Rule 6.1.10.4

Motion made by: Natalie Moreno
 Seconded by: Sharon Fernandez

Vote: Sharon Fernandez Yes
 Natalie Moreno Yes

10. **INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS**

Ms. Moreno mentioned it was previously requested for a Security/Safety position. Ms. Moreno requested the Personnel Commission staff to revisit the request as she feels school sites may need more safety employees on campus. Ms. Moreno requested Personnel Commission staff to work alongside Mr. Bixler to review the need for a new position in the School Safety series.

Ms. Fernandez did not have any comments.

11. **ADJOURNMENT**

To adjourn the meeting at 4:49 P.M.

Motion made by: Natalie Moreno
 Seconded by: Sharon Fernandez

Vote: Sharon Fernandez Yes
 Natalie Moreno Yes

Approved by: _____
Sharon Fernandez
Chair
Personnel Commission

Submitted by: _____
Jode Howard
Personnel Director
Personnel Commission

THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED FOR TUESDAY, MARCH 4, 2025, 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
INSTRUCTIONAL ASSISTANT I – BILINGUAL (MANDARIN)

The Commission is in receipt of a request from Silvia Rivas, Director of Special Projects to employ Applicant ID #60450809 as Instructional Assistant I – Bilingual (Mandarin) at Step C of Range 15.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant a Master's degree and has over 2 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 15.5 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT

March 4, 2025

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
Senior Payroll Clerk	6 months	1	8.0/12.0	8/2022	<ul style="list-style-type: none"> • Remote Written Test • Structured Interview
Cafeteria Lead Worker I	6 months	2	5.0/9.5 & 5.5/9.5	10/2021	<ul style="list-style-type: none"> • Structured Interview
Instructional Assistant I / Instructional Assistant I – Bilingual (Spanish)	6 months	1 – Spanish position	5.5/9.5	11/2013	<ul style="list-style-type: none"> • Remote Written Test • Structured Interview
Custodian	6 months	To fill future vacancies and Substitutes	Varies	2/2015	<ul style="list-style-type: none"> • Remote Written Test • Structured Interview
Instructional Assistant II – Bilingual (Mandarin) / Instructional Assistant II – Bilingual/Biliterate (Mandarin)	6 months	1 – Bil/Bil position	5.5/9.5	4/2012	<ul style="list-style-type: none"> • Remote Written Test • Structured Interview
Nutrition Services Stock Delivery Worker	6 months	To fill future vacancies and Substitutes	Varies	9/2023	<ul style="list-style-type: none"> • Remote Written Test • Structured Interview
Community Liaison - Mandarin	6 months	1	3.0/9.5	10/2011	<ul style="list-style-type: none"> • Structured Interview
Warehouse Supervisor	6 months	1	8.0/12.0	1	<ul style="list-style-type: none"> • Training and Experience Evaluation OR Written Examination • Structured Interview/Technical Project

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

INVITES APPLICATIONS FOR THE POSITION OF:

SENIOR PAYROLL CLERK

\$4,382.00 - \$5,335.00 Monthly
\$25.29 – \$30.77 Hourly

An Equal Opportunity Employer

OPENING DATE: FEBRUARY 7, 2025

FINAL FILING DATE: FEBRUARY 28, 2025

POSITION

There is one (1) immediate vacancy for the position of Senior Payroll Clerk in the Fiscal Services Department, eight (8) hours per day, five (5) days per week, twelve (12) months a year, including benefits. Tentative hours are 8:00 a.m. - 4:30 p.m. The eligibility list is being established to fill current vacancies, hire substitutes and to fill future vacancies for the next six (6) months. Interested applicants are encouraged to apply as soon as possible.

SUMMARY OF DUTIES

Under the direction of the assigned supervisor performs complex clerical work in the preparation, processing of payroll, such as classified and certificated payroll; monthly or hourly payroll requiring interpretive ability, complex calculations, payroll record keeping and initiative in following payroll practices and procedures.

QUALIFICATIONS

EDUCATION: Graduation from high school or its equivalency is required. Courses in bookkeeping or accounting are desirable.

EXPERIENCE: Two years of experience in payroll preparation or financial record keeping work. Two years (48 semester or 72 quarter units) of college-level coursework including coursework in accounting, payroll preparation, taxes, business administration or a closely related field may be substituted for up to one year of the required experience

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

- Copy of High School Diploma or equivalent; or
- Copy of Official Transcripts on letterhead/watermarked paper, or Bachelor's degree (if you wish to supplement education for experience)

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

WORKING ENVIRONMENT

Employees in this classification work primarily inside an office environment, with frequent interruptions, with changing priorities and short deadlines, and may be required to drive an automobile to conduct work.

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, February 7, 2025, to Friday, February 28, 2025, 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

Salary Range: 20.5

PROOF OF EDUCATION:

If you received your education outside of the United States, you **MUST** have your degree/transcripts evaluated by an approved agency transcript evaluation service that certifies that your degree meets the United States equivalent for it to be considered. For more information about organizations who offer this service, please access the following: <https://www.ctc.ca.gov/credentials/commission-approved-foreign-transcript-evaluating-agencies>. **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, 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

CONTINUOUS

INVITES APPLICATIONS FOR THE POSITION OF:

CAFETERIA LEAD WORKER I

SALARY

\$18.78 - \$22.89 – HOURLY
An Equal Opportunity Employer

RE-OPENING DATE: February 7, 2025

FINAL FILING DATE: **Continuous**

POSITION:

There are currently two (2) immediate Cafeteria Lead Worker I positions available:

Rowland Elementary: Breakfast: 7:00 am - 8:30 am = 1.5 hours / Lunch: 10:00 am - 1:30 pm = 3.5 hours
5.0 hours per day and 9.5 months per year. (Split Shift)

Jellick Elementary: Breakfast: 7:00 am - 8:30 am = 1.5 hours / Lunch: 10:30 am - 2:30 pm = 4.0 hours
5.50 hours per day and 9.5 months per year. (Split Shift)

An eligibility list is being established to fill current and future vacancies and hire substitutes for the next six months.

SUMMARY OF DUTIES:

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

QUALIFICATIONS

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

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

LICENSE / CERTIFICATION / TRAINING REQUIREMENTS:

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

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

- **High School Diploma or equivalent (required)**

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

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

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

FILING PERIOD

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

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

Applicants will be sent notifications via e-mail only

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may tentatively consist of the following:

- Performance Test and Structured Interview

Salary Range: 14 ½

PROOF OF EDUCATION

If you received your education outside of the United States, you **MUST** have your degree/transcripts evaluated by an approved agency transcript evaluation service that certifies that your degree meets the United States equivalent for it to be considered. For more information about organizations who offer this service, please access the following: <https://www.ctc.ca.gov/credentials/commission-approved-foreign-transcript-evaluating-agencies> . **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 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

INVITES APPLICATIONS FOR THE POSITION OF:

INSTRUCTIONAL ASSISTANT I

\$19.26 - \$23.49 Hourly Rate

INSTRUCTIONAL ASSISTANT I - BILINGUAL (SPANISH)

\$19.76 - \$24.04 Hourly Rate

An Equal Opportunity Employer

OPENING DATE: February 7, 2025

FINAL FILING DATE: **February 28, 2025**

POSITION

There is currently one (1) position available, five and a half (5.5) hours per day, five (5) days per week, nine and a half (9.5) months a year. 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:

# of Positions	Title	Sites	Hours per week	Months per year
1	Inst Asst I-Bilingual (Spanish)	Rorimer Elementary	5.5 hrs/day, 5 days/wk Tentative Work Hours - 8:30 - 2:30	9.5 months

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

If you wish to be considered for the **BILINGUAL** positions, 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, read and write in the second language as part of the testing process.

SUMMARY OF DUTIES

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

QUALIFICATIONS

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

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

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

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

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

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

If you need assistance with your application, please contact Crystal Vahimarae at 626 854-8388 or via email at cvahimarae@rowlandschools.org.

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

ENVIRONMENT: Employees in this classification may work indoors and outdoors; in seasonal heat and cold, in direct contact with the public, students, and District personnel, and in the absence of direct supervision.

FILING PERIOD

Applications for this position will be accepted online only until **Friday, February 28, 2024, by 4:30 PM.**

APPLICANTS WILL BE SENT NOTIFICATIONS BY E-MAIL ONLY

EXAMINATION – OPEN/PROMOTIONAL WITH DUAL CERTIFICATION:

The examination for the position may consist of the following:

- Assessment Exam – If you do not have two years of college
- Structured Interview Exam
- Bilingual Evaluation

Salary Range: 15 - Instructional Assistant I

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

PROOF OF EDUCATION:

If you received your education outside of the United States, you **MUST** have your degree/transcripts evaluated by an approved agency transcript evaluation service that certifies that your degree meets the United States equivalent for it to be considered. For more information about organizations who offer this service, please access the following: <https://www.ctc.ca.gov/credentials/commission-approved-foreign-transcript-evaluating-agencies>. **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 once, upon initial hire.**

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

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ROWLAND UNIFIED SCHOOL DISTRICT

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

INVITES APPLICATIONS FOR THE POSITION OF:

CUSTODIAN (FULL-TIME AND / OR SUBSTITUTE)

SALARY

\$22.34 - \$27.22 – HOURLY
\$3,873.00 - \$4,720.00 – MONTHLY

An Equal Opportunity Employer

OPENING DATE: February 14, 2025

FINAL FILING DATE: March 10, 2025

POSITION

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

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

SUMMARY OF DUTIES

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

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is desirable.

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

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

LICENSE/LANGUAGE REQUIREMENTS:

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

ENVIRONMENT:

Employees in this classification work both inside and outside in changing temperatures, including temperatures below 50° and over 90°, in dry atmospheric conditions, poorly ventilated areas, with inadequate lighting, wet or damp areas, confined spaces, at heights using ladders or scaffolding, with electrical hazards and machinery with moving parts, sharp objects, fumes, moderate to high concentrations of silica or allergenic dust, lead, gases, chemicals, odors, vibrations, hands in water, exposure to minor contagious illnesses (cold, flu, etc.), exposure to contagious illnesses (tuberculosis, measles, mumps, chicken pox, hepatitis, etc.), in direct contact with the public, students, and District personnel, and in the absence of direct supervision.

PHYSICAL REQUIREMENTS:

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

FILING PERIOD

Applications for this position will be accepted online only, **Friday, February 10, 2025, to Monday, March 10, 2025, until 4:30 pm.**

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

Applicants will be sent notifications via e-mail only

EXAMINATION – OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Job Related Written Examination
- Performance / Structured Interview

Salary Range: 18

PROOF OF EDUCATION

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

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

INVITES APPLICATIONS FOR THE POSITION OF:

INSTRUCTIONAL ASSISTANT II – BILINGUAL (MANDARIN)

\$20.77 - \$25.29 Hourly Rate

INSTRUCTIONAL ASSISTANT II – BILINGUAL/BILITERATE (MANDARIN)

\$21.24 - \$25.90 Hourly Rate

An Equal Opportunity Employer

OPENING DATE: February 14, 2025

FINAL FILING DATE: March 10, 2025

POSITION

There is tentatively one (1) part-time position available.

Position	Site	Hours/Day	Months/Year	Tentative Reporting Time
IA II-Bil/Biliterate (Man)	Rowland High School	5.5 hours/day	9.5	8:30 AM to 2:30 PM

An eligibility list is being established to fill the current vacancies, hire substitutes and to fill future vacancies.

If you wish to be considered for the **BILINGUAL** and **BILINGUAL/BILITERATE** positions, 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, read and write in the second language as part of the testing process.

SUMMARY OF DUTIES

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

QUALIFICATIONS

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

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

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

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

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

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

FILING PERIOD

Applications for this position will be accepted online only **until Monday, March 10, 2025.**

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

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

NOTE: If you wish to be considered for a **BILINGUAL or BILINGUAL/BILITERATE** position, please indicate that in the supplemental questions you will be asked at the end of the application process. You will be tested for your ability to speak and read in the second language as part of the testing process (bilingual) and/or your ability to speak, read, and write in a second language (bilingual/biliterate).

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

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

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

PROOF OF EDUCATION:

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

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ROWLAND UNIFIED SCHOOL DISTRICT

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

INVITES APPLICATIONS FOR THE POSITION OF:
NUTRITION SERVICES STOCK DELIVERY WORKER
*****SUBSTITUTE ONLY*****

\$24.04 - \$29.31 – HOURLY
\$4,167.00-\$5,080.00 – MONTHLY

An Equal Opportunity Employer

OPENING DATE: February 14, 2025

FINAL FILING DATE: March 10, 2025

POSITION

The Rowland USD is looking for a substitute to work as-needed. An eligibility list is being established to fill the current and future vacancies and to hire substitutes for the next six months.

SUMMARY OF DUTIES

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

QUALIFICATIONS

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

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

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

- Copy of **High School Diploma** or equivalent is required.

You may upload your documents to your application (preferred), email them to Jasmine Portillo at jasmine.portillo@rowlandschools.org. Applications without the supporting documents will be considered incomplete and will be disqualified. Transcripts/Diplomas from foreign countries must be certified to meet the US equivalent to be considered.

LICENSE/LANGUAGE REQUIREMENTS:

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

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

FILING PERIOD

Applications for this position will be accepted online only starting **Friday, February 14, 2025, to Monday, March 10, 2025, at 4:30 PM.**

Applicants will be sent notifications via e-mail only

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

EXAMINATION – OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Job Related Written Examination
- Structured Interview / Performance Exercise

Range 19 1/2

PROOF OF EDUCATION

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

[https://www.ctc.ca.gov/credentials/leaflets/foreign-transcript-evaluation-\(cl-635\)](https://www.ctc.ca.gov/credentials/leaflets/foreign-transcript-evaluation-(cl-635)). **RUSD will only accept evaluations from agencies listed within the document.**

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

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ROWLAND UNIFIED SCHOOL DISTRICT

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CONTINUOUS

INVITES APPLICATIONS FOR THE POSITION OF:

COMMUNITY LIAISON-BILINGUAL (MANDARIN):

\$21.78 - \$26.54 HOURLY

An Equal Opportunity Employer

OPENING DATE: February 24, 2025

FINAL FILING DATE: Continuous

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 hours are from 8:00 AM to 11:00 AM. 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.

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

*Transcripts or diplomas from foreign countries must be certified to meet the US equivalent. Please click on the following link to access more information about where to obtain the evaluation. **The district will only accept evaluations from the agencies listed here:** [https://www.ctc.ca.gov/credentials/leaflets/foreign-transcript-evaluation-\(cl-635\)](https://www.ctc.ca.gov/credentials/leaflets/foreign-transcript-evaluation-(cl-635)).*

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 enough qualified applications are received**.

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 / 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

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:

**PROMOTIONAL
ONLY**

WAREHOUSE SUPERVISOR:

\$29.64 - \$35.98 Hourly
\$5,135.00 - \$6,239.00 Monthly

An Equal Opportunity Employer

OPENING DATE: FRIDAY, FEBRUARY 28, 2025

UNTIL: FRIDAY, MARCH 21, 2025

PROMOTIONAL ONLY

This position is open to current permanent Rowland Unified School District employees who have passed probation or former employees on a current re-employment list.

POSITION

Rowland Unified School District is seeking an outstanding Warehouse Supervisor. There is currently one (1) full time position available, eight (8) hours per day, five (5) days per week, twelve (12) months per year, including full benefits. Tentative work hours are from 7:30 a.m. to 4:00 p.m. located at the District Office.

SUMMARY OF DUTIES

Under the Director of Purchasing, plans, organizes, supervises, and participates in the District warehousing operation and distribution activities including receiving, processing, storing, and issuing of District supplies, equipment, and mail; assures District sites receive timely deliveries; supervises and trains Stock Delivery Workers ensuring compliance with department procedures and safe working practices; and coordinates the handling of supplies and materials, including pick up, storage and readiness for the sale of surplus items.

QUALIFICATIONS

EDUCATION: Graduation from high school or its equivalency is required. Courses in warehousing and supervision are desirable.

EXPERIENCE: Three (3) years of full time experience in receiving, storing and issuing of stock. Supervisory experience is desirable.

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

You may upload your documents to your application, email them to jasmine.portillo@rowlandschools.org

Applications without supporting documents will be considered **incomplete** and will be **disqualified**. Transcripts or diplomas from foreign countries must be certified to meet the [US equivalent](#).

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

PHYSICAL REQUIREMENTS: Employees in this classification stand, walk, sit, may lift and carry up to 65 lbs., over 65 lbs with assistance, carry, push/pull, maintain balance, stoop/bend, bend repeatedly, reach overhead, repetitively use fingers, repetitively use wrists or hand in a twisting motion or while applying pressure, use both hands/legs simultaneously, have rapid muscular coordination, speak clearly, hear normal voice conversation, have depth perception, color vision, see small details, see long distances, operate motorized equipment, drive a vehicle, drive a forklift, use a computer, and a telephone.

FILING PERIOD

Applications for this position will be accepted online only, **Friday, February 28, 2025, through Friday, March 21, 2025 until 4:30 pm.**

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:

- Training and Experience Evaluation OR Written Examination
- Structured Interview/Technical Project

Salary Range: Confidential/Supervisory Salary Schedule: Range 23.5

PROOF OF EDUCATION

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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*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.

PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT
March 4, 2025

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
School Bus Driver (D-24/25-01)	6.1.10.6 Refusing an employment offer after certification as an eligible and available for the appointment. ID# 16712103
Senior Custodian (P-23/24-72)	6.1.10.6 Refusing an employment offer after certification as an eligible and available for the appointment. ID# 18877473
Instructional Assistant II – Bilingual /Biliterate (Mandarin) (D-24/25-25)	6.1.10.4 A written request by the eligible for removal. ID# 35235357

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.