

**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)]

May 6, 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_04HlbwAhRiuFfS9exkkTOA#/registration

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.

May 6, 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 Consider adopting the Agenda as submitted for Tuesday, May 6, 2025, or adopting the Agenda with the following corrections/modifications for Tuesday, May 6, 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

Conduct a Public Hearing on the Proposed Personnel Commission Budget for Fiscal Year 2025-2026. (Ref. 6)

Hearing Opened: _____

Hearing Closed: _____

7. PERSONNEL COMMISSION

7.1 Adopt the Personnel Commission Budget for 2025 – 2026.

Motion by: _____

Second by: _____

Vote: Sharon Fernandez _____
Natalie Moreno _____
Yvette Santiago _____

7.2 Approve the minutes of the meeting of April 6, 2025. (Ref. 7.2)

Motion by: _____

Second by: _____

Vote: Sharon Fernandez _____
Natalie Moreno _____
Yvette Santiago _____

7.3 Receive the draft of the Personnel Commission's meeting schedule for 2025 – 2026. (Ref. 7.3)

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Advanced Salary Step Placement

- a. Consider approving the advanced salary step request from Stacy Berrest, Director, Special Projects, to employ Applicant ID #61414328 as Behavior Support Assistant at Step E 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 _____

- b. Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID #35883230 as Instructional Assistant II at Step D of Range 16 on the Classified Salary Schedule. (Ref. 8.1b) & (Ltd. Dist.)

Motion by: _____

Second by: _____

Vote: Sharon Fernandez _____
Natalie Moreno _____
Yvette Santiago _____

- c. Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID #60599516 as Community Liaison – Bilingual (Mandarin) at

Step C of Range 17.5 on the Classified Salary Schedule. (Ref. 8.1c) & (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) Administrative Secretary Bilingual/Biliterate (Mandarin) (D-24/25-71)
- b) Central Kitchen Supervisor (D-24/25-72)
- c) School Based Technology Assistant (D-24/25-73)
- d) School Based Technology Assistant – Bilingual (Spanish) (D-24/25-74)

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-24/25-59)
- b) Community Liaison – Bilingual (Mandarin) (D-24/25-66)
- c) Custodian (D-24/25-62)
- d) Executive Secretary (D-24/25-56)
- e) Instructional Assistant I – Bilingual (Mandarin) (D-24/25-45)
- f) Instructional Assistant II (D-24/25-02)
- g) Instructional Assistant II – Bilingual (Spanish) (D-24/25-03)
- h) Instructional Assistant II – Bilingual (Mandarin) (D-24/25-63)
- i) Instructional Assistant II – Bil/Bil (Mandarin) (D-24/25-64)
- j) Nutrition Services Stock Delivery Worker (D-24/25-65)
- k) Personal Care Assistant (D-24/25-27)
- l) Senior Payroll Clerk (D-24/25-58)
- m) Speech Language Pathology Assistant (D-24/25-40)
- n) Warehouse Supervisor (D-24/25-67)

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)

- Playground Supervision Aide (D-24/25-55)
 - ID# 7174142 – PC Rule 6.1.10.4
- Speech Language Pathology Assistant (D-24/25-40)
 - ID# 39615827 – PC Rule 6.1.10.1
- Food Service Assistant I (D-24/25-54)
 - ID# 47243410 – PC Rule 6.1.10.6
- Instructional Assistant II & Instructional Assistant II – Bilingual (Spanish) (D-24/25-02) & (D-24/25-03)
 - ID# 58465636 – PC Rule 6.1.10.4
- Instructional Assistant I – Bilingual (Spanish) (D-24/25-61)
 - ID# 52280195 – PC Rule 6.1.10.3

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Natalie Moreno _____
Yvette Santiago _____

10. INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

11. CLOSED SESSION

Recess to closed session to discuss:

- Employee Performance Evaluation – Personnel Director - Government Code 54954.5 (e).

Time Recessed: _____ Time Reconvened to Open Session: _____

THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED ON TUESDAY, JUNE 3, 2025, AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.

12. 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.



Business Advisory Services
Annual Budget of Personnel Commission
Fiscal Year 2025 - 2026

Education Code Section 45253 (K-12 Districts) or 88073 (CC Districts)

Rowland Unified School District, Los Angeles County, California.
Name of Local Educational Agency (LEA)

Notice of Public Hearing by the Personnel Commission - Completed by LEA Personnel Commission

To: Governing Board and District Administration

The Public Hearing on this proposed budget will be held at

Rowland Unified School District 1830 South Nogales Street, Rowland Heights, CA 91748

(Place)

on May 6, 2025, at 4:30 o'clock P M.

You are invited to attend and present your views.

Signature of Chairman or Director of Personnel Commission
Jode Howard
Print Name
Personnel Director
Title

Adopted Annual Budget of Personnel Commission - Completed by LEA Personnel Commission

To: Los Angeles County Office of Education

The Annual Budget of Personnel Commission was adopted on:

Date of meeting May 6, 2025

Signature of Chairman or Director of Personnel Commission
Jode Howard
Print Name
Personnel Director
Title

Approval of Annual Budget of Personnel Commission - For LACOE Use Only

To: Governing Board and Personnel Commission

This report has been examined and approved by

Date _____

Annual Financial and Budget Report

Fiscal Year 2025 - 2026

Name of Local Educational Agency: Rowland Unified School District

Expenditure by Object	<u>2023 - 2024</u> Prior Year Actuals*	<u>2024 - 2025</u> Current Year Actual or Estimated*	<u>2025 - 2026</u> Upcoming Year Budget*
2000 Classified Salaries ⁽¹⁾			
Commission Members ⁽²⁾	\$ 1,400.00	\$ 1,450.00	\$ 2,001.00
Director	194,188.55	189,701.00	173,578.00
Secretaries, Clerks	280,442.03	274,698.00	277,915.00
Other	144,894.29	135,589.00	137,799.00
3000 Employee Benefits	330,817.51	330,611.00	353,978.00
Subtotal	951,742.38	932,049.00	945,271.00
4000 Supplies and Equipment Replacement	3,813.00	9,755.00	3,500.00
5000 Operating Expenses	27,802.74	32,091.00	33,630.00
6000 Equipment			
Subtotal	31,615.74	41,846.00	37,130.00
Appropriation for Contingencies ⁽³⁾			2,962.00
Total Expenditures	\$ 983,358.12	\$ 973,895.00	\$ 985,363.00
Variance from PY (DOLLARS)	\$	\$ 9,463.12	\$ 11,468.00
Variance from PY (%)		-0.9%	1.18%

* Round to the nearest dollar.

(1) Include expenditures only directly attributable to the activities of the Commission and their employees.
For example: salaries of administrators having a line responsibility for all district operations **should not** be prorated even though some time may be spent working with the personnel director.

(2) Salaries for Commission members should not be included without prior and specific authorization by the Governing Board. (Education Code Section 45250)

(3) Include in Appropriation for Contingencies only amounts that may seem necessary for unforeseen requirements.

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF APRIL 8, 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 4:32 p.m., with the Pledge of Allegiance led by Ms. Sharon Fernandez, Personnel Commissioner.

Members Present: Sharon Fernandez, Chair
Natalie Moreno, Member
Yvette Santiago, Member

Staff Members Present: Jode Howard, Personnel Director
Arlene Zamudio, Senior Personnel Technician

Staff Members Absent: Jessica Landin, Personnel Analyst

APPROVAL OF THE AGENDA

The Personnel Commission took action to approve the agenda with modifications for Tuesday, April 8, 2025.

Motion made by: Natalie Moreno
Seconded by: Yvette Santiago

Vote:	Sharon Fernandez	Yes
	Natalie Moreno	Yes
	Yvette Santiago	Yes

REPORT FROM THE PERSONNEL DIRECTOR

An update on Commission staff's activities since the last meeting was presented by Jode Howard, Personnel Director

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

- D-24/25-68 Food Service Assistant III
- D-24/25-69 Food Service Assistant I
- D-24/25-70 Health Assistant II

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

- Speech Language Pathology Assistant – Structured Interviews
- Office Assistant - Structured Interviews
- School Bus Driver – Structured Interview
- Food Service Assistant I – Structured Interviews
- Instructional Asst I – Structured Interviews
- Instructional Asst II – Structured Interviews
- Personal Care Assistants - Structured Interviews
- Executive Secretary - Structured Interviews

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

- 1 - Community Liaison Bilingual (Mandarin)
- 1 - Custodian Substitute

- 1 - Instructional Assistant I
- 1 - Instructional Assistant I Bilingual (Mandarin)
- 3 - Instructional Assistant II
- 1 - School Bus Driver

Updates/Reminders/Remarks:

Ms. Howard shared she was able to join District Administration with surprising the employees of the year and it was an awesome experience.

Ms. Howard also shared she also attended the CSPCA conference in Napa, California along with the Personnel Commissioners, CSEA and Mr. Bixler. Ms. Howard shared she did have a great time and is looking forward to building relationships between the Personnel Commission, District, and CSEA.

Ms. Howard mentioned she took part in reading to Jellick Elementary students at their Read Across America event.

Ms. Howard shared Personnel Commission staff held a job fair for Instructional Assistants where there was a total of 6 new employees who began onboarding. Ms. Howard mentioned these new employees will take part in a new training program which will be given by the Special Education Department.

Ms. Howard shared Classified Appreciation Lunch is coming up on May 21st and to close she wished everyone a Happy Easter.

COMMUNICATIONS

A. CSEA – Mateo Buenaluz, CSEA President

Mr. Buenaluz thanked Ms. Howard for providing the information for the CSPCA Conference and thanked the District for having CSEA members attend.

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

Mr. Bixler thanked Kevin Despard, Stacy Berrest and Jode Howard for working together to coordinate a training program for the new Special Education staff. Mr. Bixler thanked the Personnel Commission staff for having two new classifications on this agenda for review. Mr. Bixler shared the need for both these positions that were brought forth during the Superintendent Community Input Survey. Mr. Bixler mentioned the Board of Education unanimously approved the new classifications at their last meeting.

C. Audience Members –

• Mr. Derek Hollingsworth, A.R.E. President

Mr. Hollingsworth shared during the district LCAP survey it was mentioned the need for School Safety as well as staff who can speak the languages of the community. Mr. Hollingsworth mentioned there is a great need for classroom help and he looks forward to having positions filled and new employees take part in the training program.

• Mr. Scott Cavanias, Principal, Nogales High School

Mr. Cavanias thanked the Commission for allowing him to speak. Mr. Cavanias shared his concerns regarding lack of safety at school sites. Mr. Cavanias mentioned he receives input from the community and parents regarding safety and security issues and he is pleased to support the new job classification of Campus Safety.

Mr. Gregory Perez, Rowland High School

Mr. Perez also shared his concern about the lack of school safety employees on campus. Mr. Perez shared he also supports the establishment of the position of Campus Safety. Mr. Perez mentioned having full time safety staff on campus will have a positive impact on the student's behavior.

PERSONNEL COMMISSION

7.1 Recommendation: Approve the minutes of the meeting of March 4, 2025 as submitted.

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

ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Receive for information the proposed Personnel Commission budget for the 2025-2026 fiscal year.

8.2 Authorize the transmittal of the proposed budget to the Board of Education and CSEA for input; and schedule a hearing on the budget on May 7, 2024.

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

Advanced Salary Step Placement

8.3a Recommendation: To Consider approving the advanced salary step from Sylvia Rivas, Director, Special Projects, to employ Applicant ID #56205922 as Instructional Assistant I Bilingual (Mandarin) at Step E of Range 15.5 on the Classified Salary Schedule.

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

8.3b Recommendation: To Consider approving the advanced salary step from Sylvia Rivas, Director, Special Projects, to employ Applicant ID #47498213 as Instructional Assistant I Bilingual (Mandarin) at Step C of Range 15.5 on the Classified Salary Schedule

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

New Class Descriptions

8.4a. Recommendation: Consider approving the new class description for the classification of Administrative Secretary– Bilingual (Mandarin), Administrative Secretary – Bilingual/Biliterate (Spanish), and Administrative Secretary – Bilingual/Biliterate (Mandarin).

- i. Consider placing the new classifications of Administrative Secretary– Bilingual (Mandarin), Administrative Secretary – Bilingual / Biliterate (Spanish), and Administrative Secretary – Bilingual / Biliterate (Mandarin) in the Secretarial and Clerical job family.
- ii. Consider approving the salary recommendation for the classification of Administrative Secretary Bilingual (Mandarin) at Range 22, Administrative Secretary – Bilingual/ Biliterate (Spanish) at Range 22.5, and Administrative Secretary Bilingual/Biliterate (Mandarin) at range 22.5 on the Classified Salary Schedule.

Motion made by: Natalie Moreno
Seconded by: Yvette Santiago

Vote: Sharon Fernandez Yes
Natalie Moreno Yes
Yvette Santiago Yes

8.4b Recommendation: Consider approving the new class description for the classification of Campus Safety.

- i. Consider placing the new classification of Campus Safety in the School Safety job family.
- ii. Consider approving the salary recommendation for the classification of Campus Safety at Range 17 on the Classified Salary Schedule.

Ms. Fernandez asked for information on the duties of Campus Safety vs. the Campus Aide positions. Ms. Fernandez asked if there is a possibility of moving the current Campus Aides into this Campus Safety classification.

Ms. Santiago asked what duties the Campus Aides will continue to have if there is also Campus Safety on site. Miss. Santiago also asked how the separation of duties will be taken care of since some of the duties are the same.

Mr. Bixler shared the Campus Safety position is between Campus Aide and District Safety in the safety job family. Mr. Bixler mentioned District Safety staff are assigned to the entire district, while Campus Safety will be a dedicated position to an assigned High School. Mr. Bixler said the Campus Safety staff will be present to break up any altercations and will not be armed. Mr. Bixler shared this is something that has been requested by principals, teachers, parents and the Board of Education.

Mr. Rivas, Safety Operations Manager, advised the position of Campus Safety has a requirement of at least a year of security training. Mr. Rivas shared the position of District Patrol does not work on sites, they patrol the area of the district and has minimal student interaction.

Ms. Santiago asked for clarification on which staff will observe and report.

Mr. Rivas shared the District Patrol takes care of the patrol aspect while Campus Safety will be on campus.

Ms. Santiago asked if Campus Aides will also have the same duties such as observe and report.

Mr. Rivas shared it will be primarily Campus Safety, but Campus Aides may be utilized in certain situations.

Mr. Bixler, Mr. Perez, and Mr. Cavanias continued discussion with commissioners regarding the effectiveness of having committed Campus Safety employees on campus.

Ms. Fernandez asked if this classification has gone through the 610 process with CSEA.

Mr. Bixler mentioned this does not need to as there is a management clause in the contract that allows this to move forward.

Ms. Santiago asked for more information on the duties, hours and how the Campus Aides will be affected. Ms. Santiago expressed further concern in creating this new classification.

Mr. Bixler shared there will be 4 Campus Safety at each site with various work hours and the Campus Aides may be moved to the lower grade level campuses.

Ms. Howard shared some information regarding the staffing and classifications in the Security/Safety job family. Ms. Howard also shared information on how the job and its duties fit within the job family. Ms. Howard mentioned she does recommend the Commission move forward with approving this job classification.

Motion made by: Yvette Santiago
Seconded by: Natalie Moreno

Vote: Sharon Fernandez Abstain
Natalie Moreno Yes
Yvette Santiago Yes

Revised Class Description

- 8.5 Recommendation: Consider approving the revised class description for the classification of Central Kitchen Supervisor.

Motion made by: Yvette Santiago
Seconded by: Natalie Moreno

Vote: Sharon Fernandez Yes
Natalie Moreno Yes
Yvette Santiago Yes

Reallocation

- 8.6 Recommendation: Consider approving the recommended reallocation of an Instructional Assistant to Instructional Assistant - Bilingual (Spanish) position along with the incumbent.

Motion made by: Yvette Santiago
Seconded by: Natalie Moreno

Vote: Sharon Fernandez Yes
Natalie Moreno Yes
Yvette Santiago 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 III (D-24/25-68)
- b) Food Service Assistant I (D-24/25-69)
- c) Health Assistant II (D-24/25-70)

- 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) Speech-Language Pathology Assistant (D-24/25-40)
- c) Playground Supervision Aide (D-24/25-55)
- d) Food Service Assistant I (D-24/25-54)
- e) Office Assistant (D-24/25-49)
- f) Office Assistant – Bilingual (Spanish) (D-24/25-50)
- g) Office Assistant – Bilingual/Biliterate (Spanish) (D-24/25-51)
- h) Instructional Assistant II (D-24/25-02)
- i) Instructional Assistant I (D-24/25-60)
- j) Instructional Assistant I – Bilingual (Spanish) (D-24/25-61)

Motion made by: Yvette Santiago
Seconded by: Natalie Moreno

Vote: Sharon Fernandez Yes
Natalie Moreno Yes
Yvette Santiago Yes

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

- Health Assistant II (D-24/25-28)
 - ID# 17135097 – PC Rule 6.1.10.6
- Community Liaison – Bilingual (Mandarin)
 - ID# 61346794– PC Rule 6.1.10.6
- Behavior Support Assistant (D-23/24-26)
 - ID# 59226209– PC Rule 6.1.10.4
- Instructional Assistant II (D-24/25-02)
 - ID# 17135097 – PC Rule 6.1.10.4

Motion made by: Natalie Moreno
 Seconded by: Yvette Santiago

Vote: Sharon Fernandez Yes
 Natalie Moreno Yes
 Yvette Santiago Yes

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

Ms. Moreno shared she had a nice time at the CSPCA conference in Napa, California. Ms. Moreno mentioned she was pleased that CSEA and District Administration also attended. Ms. Moreno stated she would like there to be a rotation of Cabinet members attendance at future conferences.

Ms. Santiago shared she also attended the conference. Ms. Santiago mentioned she learned quite a bit about her new position as a Personnel Commissioner. Ms. Santiago shared she is currently enrolled in The Merit Academy training program where she is learning more about the Merit System and her role.

Ms. Fernandez shared she also attended the conference. Ms. Fernandez mentioned she also enjoyed herself and learned a lot. Ms. Fernandez mentioned she is looking forward to the Classified Employees Appreciation lunch in May.

11. **CLOSED SESSION**

Recess to closed session to discuss:

- Employee Performance Evaluation – Personnel Director - Government Code 54954.5 (e).

No action was taken during the Closed Session.

Time Recessed: 5:46

Time Reconvened to Open Session: 6:50

12. **ADJOURNMENT**

To adjourn the meeting at 6:50 P.M.

Motion made by: Natalie Moreno
 Seconded by: Yvette Santiago

Vote: Sharon Fernandez Yes
 Natalie Moreno Yes
 Yvette Santiago 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, MAY 6, 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.



ROWLAND UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

June 3, 2025

BULLETIN

PLEASE POST

For Information

TO: All Classified Employees and Administrative Personnel
FROM: Jode Howard, Personnel Director
RE: 2025-2026 Personnel Commission Meetings

Personnel Commission meetings are typically scheduled on the first Tuesday of each month, except as noted below. Meetings for the 2025-2026 school year are tentatively scheduled as follows:

July 1, 2025

August 5, 2025

September 2, 2025

October 7, 2025

November 4, 2025

December 2, 2025

*January 13, 2026

February 3, 2026

March 3, 2026

April 7, 2026

May 5, 2026

June 2, 2026

NOTE: All meetings to be held in the Board Room or via ZOOM, at the District Office and will begin at 4:30 p.m.

*Meetings changed from the first Tuesday of the month.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
BEHAVIOR SUPPORT ASSISTANT

The Commission is in receipt of a request from Stacy Berrest, Director of Special Education, to employ Applicant ID # 61414328 as Behavior Support Assistant at Step E 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 voluntarily presented evidence that the salary received by the most recent employer is greater than the first step of the salary for the position offered. This evidence of salary from the most recent employer does qualify this applicant for step placement at Step E.

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
INSTRUCTIONAL ASSISTANT II

The Commission is in receipt of a request from Stacy Berrest, Director, Special Education, to employ Applicant ID # 35883230 as Instructional Assistant II at Step D of Range 16 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant a Bachelor's degree and has over 5 years of experience. The number of years of education and related work experience does qualify this applicant for step placement at Step D based on the formula of one step will be given for two years of additional education beyond the employment standards for the classification and one step will be given for two years of additional related experience beyond the employment standards for the classification.

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
COMMUNITY LIAISON – BILINGUAL (MANDARIN)

The Commission is in receipt of a request from Saima Saadi, Coordinator, Counseling Services, to employ Applicant ID # 60599516 as Community Liaison – Bilingual (Mandarin) at Step C of Range 17.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant a Bachelor'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 17.5 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT

May 6, 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
Administrative Secretary Bilingual/Biliterate (Mandarin)	6 months	Establishing list for future vacancies	8.0/12.0	4/2025	<ul style="list-style-type: none">• Remote Written Exam• Structured Interview• Technical Project
Central Kitchen Supervisor	6 months	1	8.0/12.0	4/2025	<ul style="list-style-type: none">• Structured Interview• Technical Project
School Based Technology Assistant & School Based Technology Assistant – Bilingual (Spanish)	6 months	1	5.0/9.5	5/2024	<ul style="list-style-type: none">• Structured Interview• Computer Testing

Recommendation

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



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

INVITES APPLICATIONS FOR THE POSITION OF:

ADMINISTRATIVE SECRETARY – BILINGUAL/BILITERATE (MANDARIN)

\$4,833.00 - \$5,889.00 Monthly

\$57,996.00 - \$70,668.00 Annually

An Equal Opportunity Employer

OPENING DATE: April 18, 2025

FINAL FILING DATE: May 9, 2025

POSITION

There is currently one (1) Administrative Secretary - Bilingual/Biliterate Mandarin position available at the district office. The position is eight (8) hours per day, five (5) days per week, and twelve (12) months per year. The tentative work hours are 8:00 a.m. – 4:30 p.m. An eligibility list will be established to fill current and future vacancies.

NOTE: This position requires speaking, reading, and writing in Mandarin.

SUMMARY OF DUTIES

Under the direction of an assigned District or site-level administrator or designee, communicates with other departments, managers, offices and community groups to coordinate the activities of the assigned office; performs various duties including purchasing, budgeting, payroll and personnel; compiles data and prepares specialized and comprehensive reports; coordinates projects, systems and activities; and serves as lead worker directing clerical employees.

QUALIFICATIONS

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

EXPERIENCE: Equivalent to three years of recent full-time clerical experience is required. *Note: Recent experience is defined as experience obtained within the last five years.*

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

- **High School Diploma or equivalent** or highest completed degree (AA/BA/MA) official transcripts on letterhead/watermarked paper or copy of diploma.

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.

LICENSE/LANGUAGE REQUIREMENTS: A valid, Class C, California Driver's License, good driving record, and use of a private automobile may be required, and if so, must be maintained during employment. The ability to speak, read and write in Mandarin and English is required for the class of Administrative Secretary – Bilingual/Biliterate (Mandarin).

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 District staff and the public.

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

FILING PERIOD

Applications for this position will be accepted online only until **Friday, May 9, 2025, 4:30 pm.**

Please visit www.rowlandschools.org, Departments → Personnel Commission → Classified Job Openings to submit your application.

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 and Technical Project
- Computer Performance Exams
- Language Assessment (Mandarin)

Classified Salary Range: ADMINISTRATIVE SECRETARY-BILINGUAL/BILITERATE (MANDARIN) - Range 22 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 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 twelve (6) months.** All new employees are subject to passing a physical examination, tuberculosis test, background review and must provide satisfactory evidence of authorization to work in the United States. Employment start date is contingent upon fingerprinting and criminal background clearance.

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

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



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

INVITES APPLICATIONS FOR THE POSITION OF:

CENTRAL KITCHEN SUPERVISOR

\$5,797 - \$7,050 MONTHLY

\$69,564.00 – \$84,600.00 – ANNUALLY

An Equal Opportunity Employer

OPENING DATE: April 25, 2025

FINAL FILING DATE: May 16, 2025

POSITION

The Rowland Unified School District is seeking an outstanding Central Kitchen 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. The tentative reporting hours are 6:00 am to 2:30 pm.

SUMMARY OF DUTIES

Under the direction of an assigned administrator in Nutrition Services plans, organizes, coordinates, participates, and supervises complex food production operations and activities at the central kitchen. Manages and assures efficient production methods and operations, and compliance with health and safety standards and nutrition requirements; performs technical duties, including planning, the production and delivery of food and supplies to school sites; orders food items; oversees storekeeping operations; prepares a variety of reports for various food service programs; and supervises, trains, and evaluates central kitchen personnel; and coordinates, organizes, and supervises catering, and special events.

QUALIFICATIONS

EDUCATION:

An Associate's degree or equivalent from an accredited college or university with a major in institution management, dietetics, food and nutrition, hotel and restaurant management, business or public administration or other closely related field. Two years of experience in large quantity (500 or more meals) institutional food preparation, distribution and/or service, preferably in a school district or similar environment, in addition to the required experience indicated below, may be substituted for the required education.

EXPERIENCE:

Five years of experience in large quantity institutional food preparation, distribution and/or service, including three years of experience in a lead or supervisory capacity.

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

- **Proof of Education:** High School Diploma if qualifying with two years of additional experience **OR** An Associate's degree or equivalent from an accredited college or university*
- A current **Food Safety Management Certification**

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.

CERTIFICATES/LICENSE/OTHER EMPLOYMENT REQUIREMENTS:

- A current Food Safety Management Certification is required.
- A valid, Class C, California Driver License, and a good driving record and use of a private automobile is required and must be maintained during employment.
- USDA Professional Standards: Maintain a minimum of 10 hours of annual continuing education/training in the areas of the Child Nutrition Programs and food safety.

WORK ENVIRONMENT: Employees in this classification work primarily inside a food production center environment, with frequent interruptions, changing priorities and short deadlines, in varying temperatures including extreme heat from ovens and extreme cold from walk-in refrigerators and freezers, in contact with hot food items, with heavy machinery and sharp objects, with exposure to cleaning agents, and may be required to drive an automobile or delivery truck to conduct work..

PHYSICAL REQUIREMENTS: Employees in this classification stand, walk, sit, stoop, bend, and reach overhead, lift and carry up to 50 pounds without assistance, push, pull, use fingers, wrists and hands repetitively in a slicing or twisting motion or while applying pressure, use both hands simultaneously, speak clearly, hear normal conversation, see small details, drive a vehicle, use a computer, and telephone.

FILING PERIOD

Applications for this position will be accepted online only starting **Friday, April 25, 2025** until **Friday, May 16, 2025** until 4:30 pm.

Applicants will be sent notifications via e-mail only*

OPEN/PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Technical Project
- Structured Interview

Only the most qualified applicants as determined by the evaluation of the Supplemental Application will be invited to the Technical Project / Structured Interviews.

Confidential/Supervisory Salary Range: 26

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 or CASHIER'S CHECK, 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.***



ROWLAND UNIFIED SCHOOL DISTRICT

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

INVITES APPLICATIONS FOR THE POSITION OF:

***TECHNOLOGY ASSISTANT: \$21.24 - \$25.90 Hourly**
***TECHNOLOGY ASSISTANT - BILINGUAL (SPANISH): \$21.78 - \$26.54 Hourly**
(SCHOOL BASED TECHNOLOGY ASSISTANT)
An Equal Opportunity Employer

OPENING DATE: April 25, 2025

FINAL FILING DATE: May 16, 2025

POSITION

This position varies in work hours, five (5) days per week, nine and a half (9.5) months a year. Typical hours are Monday-Friday from 8:00 AM – 1:00 PM. An eligibility list is being established to fill future vacancies and hire substitutes.

Technology Assistant is a modification of the official classification title of **School-Based Technology Assistant. The change was made to assist with attracting more applicants to this recruitment.*

SUMMARY OF DUTIES

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

QUALIFICATIONS

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

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

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

- **High School Diploma or equivalent and;**
- **College Transcripts or Diploma (BA/AA) on watermarked paper if you are using education to supplement for experience**

Documents may be emailed to 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 / CERTIFICATION / TRAINING REQUIREMENTS: 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.

WORK ENVIRONMENT: Employees in this classification work primarily indoors and have direct contact with students and the public.

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

FILING PERIOD

Applications for this position will be accepted on-line only, from **Friday, April 25, 2025, to Friday, May 16, 2025, until 4:30 p.m.**

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

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

Applicants will be sent notifications via e-mail only

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination will tentatively consist of the following:

- Job Related Written
- Structured Interview / Computer Performance Exams

Classified Salary Range:

School - Based Technology: 17

School - Based Technology - Bilingual (Spanish): 17.5

PROOF OF EDUCATION:

If you received your education outside of the United States, you must have your degree/transcripts evaluated by a transcript evaluation service that certifies that your degree meets the United States equivalent for it to be considered. For more information about organizations who offer this service, please access the following: <https://www.ctc.ca.gov/credentials/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. **Veterans credit can only be applied upon initial hire.**

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

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
May 6, 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
Playground Supervision Aide (D-24/25-55)	6.1.10.4 A written request by the eligible for removal. ID# 7174142
Speech Language Pathology Assistant (D-24/25-40)	6.1.10.1 Failure to respond within five (5) working days following the date that a written notice regarding the eligible's availability for employment was sent. ID# 39615827
Food Service Assistant I (D-24/25-54)	6.1.10.6 Refusing an employment offer after certification as an eligible and available for the appointment. ID# 47243410
Instructional Assistant II & Instructional Assistant II – Bilingual (Spanish) (D-24/25-02) & (D-24/25-03)	6.1.10.4 A written request by the eligible for removal. ID# 58465636
Instructional Assistant I – Bilingual (Spanish) (D-24/25-61)	6.1.10.3 Failure to report for a scheduled interview after certification. ID# 52280195

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.