

**PERSONNEL COMMISSION  
ROWLAND UNIFIED SCHOOL DISTRICT  
AGENDA**

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

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

June 4, 2024  
Meeting to start at 4:30 P.M.

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

View the meeting virtually via ZOOM

**Virtual:** [https://rowlandschools-org.zoom.us/webinar/register/WN\\_PU5HyYDnSdSnSMyyHeKYCQ](https://rowlandschools-org.zoom.us/webinar/register/WN_PU5HyYDnSdSnSMyyHeKYCQ)

Anyone wishing to attend may do so in person or virtually by accessing the link listed above.

Please note: Public comments must be provided in person. If unable to attend, comments may be submitted to the Personnel Commission’s Office, Attn: Joan Stiegelmar, and a copy will be provided to the Commission.

If you are attending in person, you can fill out a comment card before the meeting. During Public Comments you will be invited to share your comments.

Please be advised that this meeting is being audio recorded.

**June 4, 2024**  
**4:30 P.M.**

**PLEASE CIRCULATE**

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

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

3. **PRELIMINARY**

3.1 Pledge of Allegiance to the Flag

3.2 Consider adopting the Agenda as submitted for Tuesday, June 4, 2024, or adopting the Agenda with the following corrections/modifications for Tuesday, June 4, 2024.

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

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

4. REPORT FROM THE PERSONNEL DIRECTOR

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

5. PUBLIC COMMENTS

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

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

6. HEARINGS - None

7. PERSONNEL COMMISSION

7.1 Approve the minutes of the meeting of May 7, 2024. (Ref. 7.1)

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

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

7.2 Approve the Personnel Commission's meeting schedule for 2024 – 2025. (Ref. 7.2)

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

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

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Advanced Salary Step Placement

a. Consider approving the advanced salary step request from Dennis Bixler, Assistant Superintendent, Human Resources, to employ Applicant ID #48175236 as Office Assistant for CSEA at Step E of Range 17 on the Classified Salary Schedule. (Ref. 8.1a) & (Ltd. Dist.)

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

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

b. Consider approving the advanced salary step request from Silvia Rivas, Director, Special Projects, to employ Applicant ID #10153296 as Translator (Mandarin) at Step B of Range 18.5 on the Classified Salary Schedule. (Ref. 8.1b) & (Ltd. Dist.)

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

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

c. Consider approving the advanced salary step request from Mariela Moscal, Principal, Ybarra Academy, to employ Applicant ID #24937546 as Campus Aide at Step B of Range 14.5 on the Classified Salary Schedule. (Ref. 8.1c) & (Ltd. Dist.)

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

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

9. ELIGIBILITY LISTS

9.1 Exam Review and Recruitment Bulletins (Ref. 9.1)

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

- a) District Safety (D-23/24-69)
- b) Food Service Assistant III (D-23/24-70)
- c) Behavior Intervention Specialist (D-23/24-71)

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) Assistant Supt of Admin Services (D-23/24-64)
- b) Behavior Support Assistant (D-23/24-26)
- c) Cook (D-23/24-35)
- d) Food Service Assistant I (D-23/24-07)
- e) School Office Manager (D-23/24-55)
- f) School Office Manager – Bilingual (Spanish) (D-23/24-56)
- g) School Bus Driver (D-23/24-01)

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

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

10. INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

**THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED ON TUESDAY, JULY 2, 2024, AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.**

11. ADJOURNMENT

Time \_\_\_\_\_

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

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

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

**PERSONNEL COMMISSION  
ROWLAND UNIFIED SCHOOL DISTRICT  
MINUTES OF THE REGULAR MEETING OF MAY 7, 2024  
MEETING HELD IN-PERSON AND VIA ZOOM**

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

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

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

**APPROVAL OF THE AGENDA**

A. The Personnel Commission took action to approve the agenda as submitted for Tuesday, May 7, 2024.

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

**REPORT FROM THE PERSONNEL DIRECTOR**

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

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

- Assistant Superintendent of Administrative Services
- Secretary series
- Community Liaison (Mandarin)
- District Safety

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

- Cook – Structured Interview
- Custodian – Structured Interview
- Food Service Assistant I – Remote Written test
- Instructional Assistant II series – Structured Interview
- Personal Care Assistant – Structured Interview
- School Office Manager – Remote written test / Structured Interview
- Senior Account Clerk – Structured Interview

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

- 1 - Campus Aide
- 2 - Food Service Assistant I
- 2 - Instructional Assistant II
- 2 - Instructional Assistant II – (Substitute)
- 1 - Office Assistant
- 6 - Office Assistant – (Substitute)
- 1 - Personal Care Assistant
- 1 - Personal Care Assistant – (Substitute)
- 2 - Playground Supervision Aide

Updates/Reminders/Remarks:

- PC staff is preparing for the Classified Employees’ lunch on Wednesday, May 22. 427 employees have RSVPed, and we are excited to host the event with donations from SchoolsFirst, Credit Union of So Cal, the three Commissioners, and myself. The theme will be “Under the Big Top” celebrating the Greatest Classified Staff on earth. We are seeking the help of classified management, Cabinet, and the Board of Education to help serve the food.
- At the April 9, 2024, PC meeting, Rodrigo Blanquel, CSEA’s Chief Union Steward, shared that CSEA wanted the Commission to review the salary for the classification of Lead Stock Delivery Worker. Sharon Fernandez, Personnel Commission Chair, asked staff to complete a salary study.

PC staff reviewed the salary for Lead Stock Delivery Worker with comparable districts and found that the current salary is very close to the median.

PC Staff reviewed the structure of Rowland USD salary ranges for the Lead/Senior classifications vs the classifications they lead and found that there is typically a 1.5 to 2 salary range difference. When the Lead Stock Delivery Worker classification was established in September 2017, the salary range was placed at Range 22 due to the Storekeeper classification being at Range 21 and Lead Stock Delivery Worker needed to be higher than Storekeeper. In August 2023, CSEA negotiated with the District for the Warehouse Delivery Worker salary range to be increased from Range 19 to Range 20 which caused the salary ranges to be 2 ranges higher instead of 3 ranges.

**CURRENT STRUCTURE OF LEAD/SENIOR CLASSIFICATIONS**

Office Assistant Salary Range 17	Senior Office Assistant Salary Range 18.5
Custodian Salary Range 18	Senior Custodian Salary Range 20
ASB Account Clerk Salary Range 18.5	Senior Account Clerk Salary Range 20.5
Warehouse Delivery Worker Salary Range 20	Lead Stock Delivery Worker Salary Range 22
Mechanic Salary Range 26.5	Lead Mechanic Salary Range 28
Technology Specialist II Salary Range 29.5	Senior Technology Specialist Salary Range 31.5

I have provided this information to Mr. Bixler, Assistant Superintendent of Human Resources, along with the recommendation for no increase to the salary range for Lead Stock Delivery Worker due to the salary range being aligned internally at Rowland USD and at the median with external districts.

Ms. Natalie Moreno asked for clarification on the special notes section of the data chart in which it states “comparable”.

Ms. Stiegelmar shared the statement “comparable” indicates it is a comparable school district, which is part of eleven local school districts which are used as benchmarks when conducting salary studies.

**COMMUNICATIONS**

- A. CSEA – None
- B. District Administration – Dennis Bixler, Assistant Superintendent - Human Resources, thanked Ms. Fernandez, Ms. Landin, and Ms. Stiegelmar for their assistance in decorating and setting up for the Longevity celebration event held on May 2 at Nogales High School.
- C. Audience Members – None

## **HEARINGS**

6.1 Conduct a Public Hearing on the Proposed Personnel Commission Budget for Fiscal Year 2024-2025.

Hearing Opened: 4:41 p.m.

Hearing Closed: 4:42 p.m.

## **PERSONNEL COMMISSION**

7.1 Recommendation: Adopt the Personnel Commission Budget for 2024 – 2025.

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

7.2 Recommendation: Approve the minutes of the meeting of April 9, 2024.

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

7.3 Receive the draft of the Personnel Commission's meeting schedule for 2024 – 2025.

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

### **Advanced Salary Step Placement**

8.1a Recommendation: To consider approving the advanced salary placement request from Dr. Latoya Brown, Director, Rowland Adult and Community Education, to employ Applicant ID #11423205 as Office Assistant at Step E of Range 17 on the Classified Salary Schedule.

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

8.1b Recommendation: To consider approving the advanced salary placement request from Stacy Berrest, Director, Special Education, to employ Applicant ID #55239386 as Instructional Assistant II at Step E of Range 16 on the Classified Salary Schedule.

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

8.1c Recommendation: To consider approving the advanced salary placement request from Stacy Berrest, Director, Special Education, to employ Applicant ID #49446785 as Instructional Assistant II – Bilingual (Spanish) at Step C of Range 16.5 on the Classified Salary Schedule.

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

8.1d Recommendation: To consider approving the advanced salary placement request from Stacy Berrest, Director, Special Education, to employ Applicant ID #3237119 as Instructional Assistant II – Bilingual (Spanish) at Step E of Range 16.5 on the Classified Salary Schedule.

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

## New Class Descriptions

- 8.2a Recommendation: To consider approving the new class description for the classification of Behavior Intervention Specialist. (8.2a)
- i. Consider placing the new classification of Behavior Intervention Specialist in the School Instructional and Auxiliary Services job family.
  - ii. Consider approving the salary recommendation for the classification of Behavior Intervention Specialist at Range 21.5 on the Classified Salary Schedule.

Ms. Moreno asked for clarification on the need to create the new position.

Ms. Stiegelmar mentioned Ms. Landin worked closely with Mr. Bixler and Ms. Berrest when creating the job description. Ms. Stiegelmar requested Ms. Landin to provide insight.

Ms. Landin shared when creating the job description, Ms. Berrest mentioned there is an increasing need for a position which has more specialized training as compared to the current classification of Behavior Support Assistant. Ms. Landin shared since the new position requires more experience and training, it will provide further support to the students in the classroom.

Ms. Stiegelmar shared that she confirmed that the Behavior Intervention Specialist will work 7 hours a day and there will be two new positions created.

Ms. Moreno asked if there are specific sites these positions will be at.

Ms. Landin said that she believes that the positions will be centrally located and will serve numerous schools.

Ms. Stiegelmar mentioned the position does require training which provides a certificate and the creation of this position also creates a career ladder, not only for current Behavior Support Assistants, but also for Instructional Assistant II employees.

Ms. Moreno asked if the applicants are required to have the certificate at the time of applying.

Ms. Stiegelmar confirmed the certificate must be acquired prior to them submitting their application.

Ms. Lee asked if the salary reflected in the classification is for a seven-hour employee.

Ms. Landin mentioned the salary reflected is for an eight-hour employee and the seven-hour position will have a prorated salary. Ms. Landin shared all classifications reflect salaries as monthly based on an eight-hour work day.

Ms. Lee requested clarification on the term “data-driven” mentioned in the distinguishing characteristics section of the job description.

Ms. Landin shared the term relates to the collection and analysis of behavioral data.

Ms. Lee requested the established date be corrected to 05/24 vs. 03/24.

Ms. Lee motioned to approve the new classification with the correction of the established date to reflect 05/24.

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

- 8.2b Recommendation: To consider approving the new class description for the classification Speech Language Pathology Assistant – Bilingual (Spanish) and Speech Language Pathology Assistant – Bilingual / Biliterate (Spanish).
- i. Consider placing the new classification of Speech Language Pathology Assistant – Bilingual (Spanish) and Speech Language Pathology Assistant – Bilingual / Biliterate (Spanish) in the School Instructional and Auxiliary Services job family.
  - ii. Consider approving the salary recommendation for the classification of Speech Language Pathology Assistant – Bilingual (Spanish) at Range 25 and Speech Language Pathology Assistant – Bilingual / Biliterate (Spanish) at Range 25.5 on the Classified Salary Schedule.

Ms. Lee asked for confirmation that this recommendation is only to add the bilingual and bilingual/biliterate classifications.

Ms. Stiegelmar confirmed the request is only for the addition of bilingual and bilingual/biliterate Spanish components.

Ms. Moreno asked if there is a specific need for only Spanish and if a change or addition can be made in the future.

Ms. Stiegelmar shared that the classification can have another language added if a need arises in the future.

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

- 8.2c Recommendation: To consider approving the new class description for the classification Director of Communications.
- i. Consider placing the new classification of Director of Communications in the Community Relations job family.
  - ii. Consider approving the salary recommendation for the classification of Director of Communications at Range 80 on the District Leadership Team Salary Schedule.

Ms. Lee proposed to table the recommendation to be reviewed at the next Personnel Commission meeting. Ms. Lee felt the Public Information Officer classification is very similar and she would like to compare both classifications in detail before making a decision.

Ms. Moreno mentioned that she has questions about how this new classification will impact the current Public Information Officer.

Ms. Lee motioned to table the item.

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

**Revised Class Description**

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

Ms. Moreno asked if any RUSD employees could be promoted into this position?



Ms. Stiegelmar mentioned this position is typically not a promotional job within a district due to not having enough qualified employees. Ms. Stiegelmar shared the district is interested in finding candidates who have previous experience as an Assistant Superintendent. Ms. Stiegelmar shared the previous job description called for experience of an Assistant Superintendent for at least three years. However, some applicants that applied did hold Director positions, but did not possess the full three years of experience as an Assistant Superintendent. Ms. Stiegelmar shared when working with Dr. Mitchell and Mr. Bixler, it was found that increasing the minimum qualifications to five years as a Director with some experience as an Assistant Superintendent would provide more qualified applicants and a wider applicant pool.

Ms. Moreno asked if any current RUSD employees would qualify based on the new minimum qualifications.

Ms. Stiegelmar stated it is unlikely a current employee at RUSD would meet the minimum qualifications.

Ms. Moreno asked if it is the same in other districts.

Ms. Stiegelmar requested Mr. Bixler to provide insight since he has worked in other districts.

Mr. Bixler mentioned the Assistant Superintendent of Administrative Services is different from his position as Assistant Superintendent of Human Resources and the Assistant Superintendent of Educational Services as it requires previous experience as an Assistant Superintendent. Mr. Bixler shared there are several divisions which fall under the Assistant Superintendent and there is a high level of complexity of work the Assistant Superintendent of Administrative Services is responsible for. Mr. Bixler mentioned due to these responsibilities, is it beneficial to the district to have a candidate who has been in an Assistant Superintendent position.

Ms. Lee stated while she understands the need for a revision to attract well qualified applicants, she would like some clarification on if the education requirement has been lowered and if the requirements listed have been confirmed to be comparable to each other.

Ms. Stiegelmar shared when reviewing the education requirements with Dr. Mitchell, it was found the USC and the CASBO CBO coursework are both rigorous programs and are equivalent to one another.

Ms. Landin mentioned the educational requirements listed include School-Business training and information related to School District Finance.

Ms. Lee asked for the reason behind increasing the experience requirement.

Ms. Stiegelmar mentioned making it five years with a combination of Director experience and some experience as an Assistant Superintendent would attract more candidates since they no longer would have to have three years of only Assistant Superintendent experience.

Ms. Moreno asked Dr. Mitchell to provide insight.

Dr. Mitchell mentioned while the type of experience has changed from three years as an Assistant Superintendent to five years of experience as a Director or equivalent and also experience as an Assistant Superintendent for any duration during those five years. Dr. Mitchell shared while the candidate does not need the full five years' experience solely as an Assistant Superintendent, them possessing experience as a Director or equivalent in various departments gives them the knowledge and overall experience the district is seeking.

Ms. Moreno asked if there are any steps the district takes to assist a current employee gain the needed experience to apply for this position.

Ms. Stiegelmar shared that most candidates would need to gain the needed experience at another district.

Motion made by: Sabrina Lee  
Seconded by: Natalie Moreno

Vote: Sharon Fernandez Yes  
Sabrina Lee Yes  
Natalie Moreno Yes

**Revised Class Description and/or Increase in Salary**

8.4a Recommendation: To consider approving the revised class description and an increase in salary for the classification of Campus Aide.

- i. Consider approving the salary recommendation for the classification of Campus Aide to Salary Range 14.5 on the Classified Salary Schedule from Salary Range 12 with an effective date of July 1, 2023, in accordance with the Memorandum of Understanding dated February 26, 2024.

Ms. Lee asked if these positions are part time.

Ms. Stiegelmar confirmed most of these positions are part time. Ms. Stiegelmar said the previous salary offered did not appeal to most candidates, making the position a difficult one to recruit for and fill. Ms. Stiegelmar shared the increase is part of the Memorandum of Understanding between the district and CSEA. Ms. Stiegelmar shared this recommendation was requested at the time of the Classification and Compensation study.

Ms. Lee asked if increasing the hours would attract more applicants.

Ms. Stiegelmar shared the work hours align with the school site hours and when students are present.

Motion made by: Sabrina Lee  
Seconded by: Natalie Moreno

Vote: Sharon Fernandez Yes  
Sabrina Lee Yes  
Natalie Moreno Yes

8.4b Recommendation: To consider approving the increase in salary for the classification of School-Based Technology Assistant, School-Based Technology Assistant – Bilingual (Spanish), and School-Based Technology Assistant – Bilingual / Biliterate (Spanish).

- i. Consider approving the salary recommendation for the classification of School-Based Technology Assistant to Salary Range 18 on the Classified Salary Schedule from Salary Range 17 with an effective date of July 1, 2023, in accordance with the Memorandum of Understanding dated February 26, 2024.
- ii. Consider approving the salary recommendation for the classification of School-Based Technology Assistant – Bilingual (Spanish) to Salary Range 18.5 on the Classified Salary Schedule from Salary Range 17.5 with an effective date of July 1, 2023, in accordance with the Memorandum of Understanding dated February 26, 2024.
- iii. Consider approving the salary recommendation for the classification of School-Based Technology Assistant – Bilingual / Biliterate (Spanish) to Salary Range 19 on the Classified Salary Schedule from Salary Range 18 with an effective date of July 1, 2023, in accordance with the Memorandum of Understanding dated February 26, 2024.

Ms. Moreno asked why the request to increase the salary was happening now if it was approved in February.

Ms. Stiegelmar shared the increase in salary needed to be approved at the Board of Education in April 2024 and is now being voted on at this meeting.

Motion made by: Sabrina Lee  
Seconded by: Natalie Moreno

Vote: Sharon Fernandez Yes  
Sabrina Lee Yes  
Natalie Moreno Yes

**EXAMINATIONS/ELIGIBILITY LISTS**

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

- a) Plumber (D-23/24-61)
- b) Instructional Assistant I (D-23/24-62)
- c) Instructional Assistant – Bilingual (Spanish) (D-23/24-63)
- d) Assistant Superintendent of Administrative Services (D-23/24-64)
- e) Secretary (D-23/24-65)
- f) Secretary – Bilingual (Spanish) (D-23/24-67)
- g) Secretary – Bilingual/Biliterate (Spanish) (D-23/24-67)
- h) Community Liaison (Mandarin) (D-23/24-68)

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

9.3 Recommendation: To ratify the following eligibility list:

- a) Cafeteria Lead Worker I (D-23/24-48)
- b) Cook (D-23/24-35)
- c) Custodian (D-23/24-54)
- d) Food Service Assistant I (D-23/24-07)
- e) Food Service Assistant III (D-23/24-34)
- f) Instructional Assistant II – Bilingual (Spanish) (D-23/24-03)
- g) Instructional Assistant II (D-23/24-02)
- h) Library Assistant – Bilingual (Spanish) (D-23/24-51)
- i) Library Assistant (D-23/24-50)
- j) Locker Room Attendant (Female) (D-23/24-49)
- k) Personal Care Assistant (D-23/24-06)
- l) Senior Account Clerk (D-23/24-53)
- m) Translator – Mandarin (D-23/24-39)

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

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

- Office Assistant (D-23/24-40)
  - ID# 52479565 - PC Rule 6.1.10.4
- Personal Care Assistant (D-23/24-06)
  - ID# 55683653 - PC Rule 6.1.10.2 & 4.4.11
- Campus Aide (D-23/24-05)
  - ID# 54419806 - PC Rule 6.1.10.1
- Senior Account Clerk (D-23/24-32)
  - ID# 18218176- PC Rule 6.1.10.1
  - ID# 6285746 – PC Rule 6.1.10.1
- Food Service Assistant III (D-23/24-34)
  - ID# 54419874- PC Rule 6.1.10.3
- Cafeteria Lead Worker I (D-23/24-48)
  - ID# 51001778 - PC Rule 6.1.10.3

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

**INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS**

Ms. Lee had no comment.

Ms. Moreno commented that she survived the first big Personnel Commission meeting.

Ms. Fernandez shared she was pleased to attend the Longevity Award program. Ms. Fernandez mentioned it was nice to see so many employees and their families celebrate their years of working at RUSD.

**ADJOURNMENT**

To adjourn the meeting at 5:36 P.M.

Motion made by: Sabrina Lee  
Seconded by: Natalie Moreno

Vote: Sharon Fernandez Yes  
Sabrina Lee Yes  
Natalie Moreno Yes

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

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

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

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



**ROWLAND UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
July 2, 2024**

**BULLETIN**

**PLEASE POST**

*For Information*

**TO: All Classified Employees and Administrative Personnel**  
**FROM: Joan Stiegelmar, Personnel Director**  
**RE: 2024-2025 Personnel Commission Meetings**

Personnel Commission meetings are typically scheduled on the first Tuesday of each month, except as noted below. Meetings for the 2024-2025 school year are tentatively scheduled as follows:

July 2, 2024

August 6, 2024

\*September 10, 2024

October 1, 2024

November 5, 2024

December 3, 2024

\*January 14, 2025

February 4, 2025

March 4, 2025

\*April 8, 2025

May 6, 2025

June 3, 2025

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**  
**OFFICE ASSISTANT**

The Commission is in receipt of a request from Dennis Bixler, Assistant Superintendent, Human Resources, to employ Applicant ID #48175236 as Office Assistant for CSEA at Step E of Range 17 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has over 12 years of work-related experience. The number of years of related work experience does qualify this applicant for step placement at Step E based on the formula of one step will be given for two years of additional related experience beyond the employment standards for the classification.

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

**PERSONNEL COMMISSION**  
**ADVANCED SALARY STEP PLACEMENT**  
**FOR**  
**TRANSLATOR (MANDARIN)**

The Commission is in receipt of a request from Silvia Rivas, Director, Special Projects, to employ Applicant ID #10153296 as Translator (Mandarin) at Step B of Range 18.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step B of Range 18.5 on the Classified Salary Schedule.

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

The Commission is in receipt of a request from Mariela Moscal, Principal, Ybarra Academy, to employ Applicant ID #24937546 as Campus Aide at Step B of Range 14.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step B of Range 14.5 on the Classified Salary Schedule.



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

June 4, 2024

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ITEM 9.1 EXAM REVIEW

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

<b>Classification</b>	<b>Length of Eligibility List</b>	<b>Number of Positions</b>	<b>Hours / Months</b>	<b>Last Class Description Revision</b>	<b>Tentative Exam Plan</b>
District Safety	6 months	2	8 hours / 12months	11/2017	<ul style="list-style-type: none"><li>• Written Test</li><li>• Technical Project</li><li>• Structured Interview</li></ul>
Food Service Assistant III	6 months	1	5.5 hours / 9.5 months	4/2022	<ul style="list-style-type: none"><li>• Technical Project</li><li>• Structured Interview</li></ul>
Behavior Intervention Specialist	6 months	2	7 hours / 9.5 months	5/2024	<ul style="list-style-type: none"><li>• Technical Project</li><li>• Structured Interview</li></ul>

**Recommendation**

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



# ROWLAND UNIFIED SCHOOL DISTRICT

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

## INVITES APPLICATIONS FOR THE POSITION OF: **DISTRICT SAFETY** **SALARY**

\$24.65 - \$30.06 – HOURLY  
\$4,272 - \$5,208 – MONTHLY  
*An Equal Opportunity Employer*

OPENING DATE: May 3, 2024

FINAL FILING DATE: May 24, 2024

### **POSITION**

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

### **SUMMARY OF DUTIES**

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

### **QUALIFICATIONS**

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

**EXPERIENCE:** Two years of experience in law enforcement, security, or experience working with students in a school setting in a security or supervising capacity is required. A certificate of completion from a California Basic P.O.S.T. Training Academy can be substituted for one year of the required experience. The certificate of completion must be dated within the last three years. Additional security training and/or experience with middle school or high school students is desirable. Applicants must provide a copy of the following at the time of application (you may upload the documents to your profile):

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

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

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

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

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

## **FILING PERIOD**

Applications for this position will be accepted online only starting **Friday, May 3, 2024, to Friday, May 24, 2024, until 4:30pm.**

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

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

The examination will tentatively consist of the following:

- Structured Interview/Technical Project

**Classified Salary Range: 20**

## **PROOF OF EDUCATION:**

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

## **ADVANCED SALARY STEP PLACEMENT**

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

## **APPOINTMENT**

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

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

## **PROCESSING FEE**

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

## **VETERANS CREDIT**

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

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

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



# ROWLAND UNIFIED SCHOOL DISTRICT

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

INVITES APPLICATIONS FOR THE POSITION OF:

## **FOOD SERVICE ASSISTANT III:**

\$18.34 - \$22.34 Hourly

*An Equal Opportunity Employer*

**OPENING DATE: May 8, 2024**

**FINAL FILING DATE: May 29, 2024**

### **POSITION:**

There is currently one (1) position available. An eligibility list is being established to fill current and future vacancies and to hire substitutes for the next six months. Position details are below:

SCHOOL SITE	HOURS PER DAY / MONTHS PER YEAR	TENTATIVE WORK HOURS
Santana High School	5.5 hrs/day, 5 days/week, 9.5 months/year	7:30 am to 1:30 pm

### **SUMMARY OF DUTIES**

Under the direction of assigned supervisor serves as a lead worker and assists in the preparation of a variety of food at a high school kitchen which offers school meal programs including breakfast and lunch, as a lead worker with responsibilities over an area of food service production at the central kitchen, or as an employee that independently operates a small serving kitchen; serves and sells lunch and a la carte items; conducts inventory; completes a variety of records, forms and logs in compliance with federal, state, and local laws; 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 equivalency is required.

**EXPERIENCE:** A minimum of one (1) year of full-time experience in large quantity food preparation and service in a central kitchen, restaurant, or large institutional setting is required.

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

- **Proof of education** - (At minimum - HS diploma or equivalent or a copy of the highest completed degree - GED, AA, BA, MA)

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

### **LICENSE / CERTIFICATION / TRAINING REQUIREMENTS:**

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

<http://publichealth.lacounty.gov/eh/business/certified-food-handler-manager.htm> (frequently asked questions)

A listing of Accredited Organizations can be found at the American National Standards Institute (ANSI) website at: [www.ansi.org](http://www.ansi.org).

Please contact [cvahimarae@rowlandschools.org](mailto:cvahimarae@rowlandschools.org) if you need assistance or have any questions.

**WORK ENVIRONMENT:** Employees in this classification work primarily inside a central kitchen, 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 and carry up to 50 lbs. without assistance, push and pull moderately heavy items; 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; carry, push or pull food trays, carts, materials and supplies; reach overhead, above shoulders and horizontally; speak clearly; hear normal conversation, and see small details, use a telephone, and may drive a vehicle.

## **FILING PERIOD**

Applications for this position will be accepted online only from Wednesday, May 8, 2024, **until Wednesday, May 29, 2024**. Visit [www.rowlandschools.org](http://www.rowlandschools.org), Departments → Personnel Commission → Classified Job Openings.

Please contact [cvahimarae@rowlandschools.org](mailto:cvahimarae@rowlandschools.org) if you need assistance or have any questions.

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

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

The examination may consist of the following:

- Structured Interview / Technical Project

**Salary Range: 14**

## **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 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. **Veterans credit can only be applied once, upon initial hire.**

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

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



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

INVITES APPLICATIONS FOR THE POSITION OF:  
**BEHAVIOR INTERVENTION SPECIALIST**  
**\$26.54 - \$32.37 Hourly Rate**  
*An Equal Opportunity Employer*

**OPENING DATE: May 13, 2024**

**FINAL FILING DATE: June 3, 2024**

**POSITION**

There are currently two (2) positions available, seven (7) hours per day, five (5) days per week, nine and a half (9.5) months a year. An eligibility list is being established to fill current and future vacancies and to hire substitutes for the next six months. Position details below:

LOCATION	HOURS/MONTHS	TENTATIVE HOURS
Special Education	7 Hrs/day, 9.5 Mo/Yr	7:45 AM - 3:15 PM
Special Education	7 Hrs/day, 9.5 Mo/Yr	8:15 AM - 3:45 PM

**SUMMARY OF DUTIES**

Under the direction of the Director of Special Education or designee, assists with functional behavior assessments and plans, and directs instructional and behavioral support services to students in the District with difficulties conforming to acceptable behavior patterns; assists in the development and implementation of programs, policies, and practices relative to the management of students' problematic behaviors, including children with Autistic Spectrum Disorder (ASD) and Emotional Disturbance (ED); collaborates with education administrators, certificated, and classified staff to develop and implement Behavior Intervention Plans and provide one-on-one and/or group Applied Behavior Analysis (ABA) to designated students.

**QUALIFICATIONS**

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

**EXPERIENCE:** Two years of experience implementing and/or creating individualized behavior services to school-aged students with various developmental disabilities, mental health diagnoses and/or severe behavior problems in a home-based, center-based, and/or educational/social services setting.

**Equivalency Provision for Current RUSD Employees:** Current Rowland Unified School District employees may qualify for this position by being currently employed as an Instructional Assistant II for a minimum of three years or a Behavior Support Assistant for a minimum of two years.

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

- **Proof of Education:** HS diploma or equivalent, or copy of highest completed degree (AA/BA/MA) (Copy of diploma or transcripts on watermarked paper); and
- A certificate of completion of a **40-hour Registered Behavior Technician training program** as outlined by the Behavior Analyst Certification Board.
- A valid **Basic/Standard First Aid Certificate**; and
- A valid and current **CPR Certificate (Child and Adult)**

Documents may also be emailed to [cvahimarae@rowlandschools.org](mailto:cvahimarae@rowlandschools.org). Applications without the supporting documents will be considered **incomplete** and will be **disqualified**. Transcripts/Diplomas from foreign countries must be certified to meet the US equivalent to be considered.

**LICENSE / LANGUAGE / CERTIFICATION / TRAINING REQUIREMENTS:** Successful completion of a 40-hour Registered Behavior Technician training program as outlined by the Behavior Analyst Certification Board; A valid Class C, California Driver License, a good driving record and use of a private automobile is required and must be maintained during employment; A valid First Aid Certificate, comparable to the American Red Cross Standard First Aid Certificate and a Child and Adult Cardiopulmonary Resuscitation Certificate is required for all positions must be maintained during employment; Successful completion of up to 12 hours of Crisis Prevention Intervention (CPI) training is required during the probationary period and annual re-certification is required. Training will be provided at the district's expense; Successful completion of Tier I, Tier II, and Tier III of Positive Behavior Interventions and Support (PBIS) training is required during the probationary period and will be provided at the district's expense.



## **FILING PERIOD**

Applications for this position will be accepted online only, **Monday, May 13, 2024, through Monday, June 3, 2024, until 4:30 pm.**

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

**\*Applicants will be sent notifications via email only\***

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

The examination **may** consist of the following:

- Job Related Written Exam
- Structured Interview Examination

**Salary Range: 21.5**

## **REGISTERED BEHAVIOR TECHNICIAN TRAINING FACT SHEET:**

<https://infoqram.com/1p67yvd32xzm13a5gqmln213wc3qj0g62m?live>

## **PROOF OF EDUCATION:**

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

## **ADVANCED SALARY STEP PLACEMENT:**

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

## **APPOINTMENT:**

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

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

## **PROCESSING FEE:**

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

## **VETERANS CREDIT:**

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

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

*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.*