

**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)]

April 8, 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_pDMoXNzkRC6J5-z0fEYuGQ

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.

April 8, 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, April 8, 2025, or adopting the Agenda with the following corrections/modifications for Tuesday, April 8, 2025.

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Natalie Moreno _____
Yvette Santiago _____

4. REPORT FROM THE PERSONNEL DIRECTOR

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

5. PUBLIC COMMENTS

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

A. CSEA

B. District Administration

C. Audience members

6. HEARINGS – None

7. PERSONNEL COMMISSION

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

Motion by: _____

Second by: _____

Vote: Sharon Fernandez _____

Natalie Moreno _____

Yvette Santiago _____

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Receive for information the proposed Personnel Commission budget for the 2025-2026 fiscal year. (Ref. 8.1) (Ltd. Dist.)

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 6, 2025.

Motion by: _____

Second by: _____

Vote: Sharon Fernandez _____

Natalie Moreno _____

Yvette Santiago _____

8.3 Advanced Salary Step Placement

a. Consider approving the advanced salary step request 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. (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 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. (Ref. 8.1a) & (Ltd. Dist.)

Motion by: _____

Second by: _____

Vote: Sharon Fernandez _____

Natalie Moreno _____

Yvette Santiago _____

8.4 New Class Descriptions

a) 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). (8.4a)

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 by: _____

Second by: _____

Vote: Sharon Fernandez _____

Natalie Moreno _____

Yvette Santiago _____

- b) Consider approving the new class description for the classification of Campus Safety. (8.4b)

- 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.

Motion by: _____

Second by: _____

Vote: Sharon Fernandez _____

Natalie Moreno _____

Yvette Santiago _____

8.5 Revised Class Description

Consider approving the revised class description for the classification of Central Kitchen Supervisor (Ref. 8.5)

Motion by: _____

Second by: _____

Vote: Sharon Fernandez _____

Natalie Moreno _____

Yvette Santiago _____

8.6 Reallocation

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

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) 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 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) 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 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)

- 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 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, MAY 6, 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.

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF MARCH 4, 2025
MEETING HELD IN-PERSON AND VIA ZOOM**

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

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

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

PRELIMINARY

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

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

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

3.4 The Personnel Commission took action to nominate and elect a chairperson for the term from March 4, 2025, to November 30, 2025.

Ms. Yvette Santiago nominated Ms. Sharon Fernandez as chairperson for a one-year term.

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

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

Ms. Natalie Moreno nominated herself as vice-chairperson for a one-year term.

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

APPROVAL OF THE AGENDA

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

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

Ms. Howard congratulated Ms. Yvette Santiago on her appointment as Personnel Commissioner. Ms. Howard also congratulated Ms. Fernandez on another year as Personnel Commission Chair.

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

- Senior Payroll Clerk D-24/25-58
- Cafeteria Lead Worker I D-24/25-59
- Instructional Asst I/Instructional Asst I-Bil SP D-24/25-60/61
- Custodian D-24/25-62
- Instructional Asst II Bil Mand/BB Mand* D-24/25-63/64
- NS Stock Delivery Worker Sub D-24/25-65
- Community Liaison (Mandarin)* D-24/25-66
- Warehouse Supervisor D-24/25-67

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

- Community Liaison (Mandarin) – Structured Interview
- Cafeteria Lead Worker I – Structured Interview
- School Bus Driver – Structured Interview
- Health Assistant II – Structured Interview
- Behavior Support Asst / BSA - Bil (SP) – Structured Interview
- Instructional Asst I - Bilingual (Mandarin) – Structured Interview
- Senior Custodian – Structured Interview
- Central Kitchen Supervisor – Structured Interview
- Office Asst/Office Asst Bil SP/OA BB SP – Remote Test
- Food Service Assistant I – Remote Test
- Playground Supervision Aide – Written Test

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

- 1 - Custodian Substitute
- 2 - Instructional Assistant I Bilingual (Mandarin)
- 1 - Playground Supervision Aide
- 1 - Senior Payroll Clerk Provisional

Updates/Reminders/Remarks:

- Team recognition in completing 10 examinations and 8 eligibility lists since the last meeting
- We have been receiving compliments on expediency in our work to include referrals and classification work
- Since the last meeting staff participated in the PCASC Legal Update in Garden Grove and WRIPAC It's the Power of AI: Transformative Strategies to Enhance your HR Functions for professional growth
- In addition, staff participated in the Rio Hondo job fair on 2/26
- Upcoming Events
 - 3/8 Sat Kinderfest from 9A-12P
 - 3/16-3/18 CSPA Conference in Napa with all 3 Commissioners, 2 CSEA representatives, and Assistant Superintendent, Dennis Bixler
 - 3/24 Mon PC Job Fair for Instructional Assistant IIs
- Lastly, I'd like to wish everybody Happy St. Patrick's Day

COMMUNICATIONS

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

Mr. Buenaluz shared he is looking forward to working together with Personnel Commission.

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

C. Audience Members – None

PERSONNEL COMMISSION

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

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

ITEMS FOR DISCUSSION AND/OR ACTION

Advanced Salary Step Placement

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

Motion made by:	Natalie Moreno	Vote:	Sharon Fernandez	Yes
Seconded by:	Yvette Santiago		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) Senior Payroll Clerk (D-24/25-58)
- b) Cafeteria Lead Worker I (D-24/25-59)
- c) Instructional Assistant I (D-24/25-60)
- d) Instructional Assistant I – Bilingual (Spanish) (D-24/25-61)
- e) Custodian (D-24/25-62)
- f) Instructional Assistant II – Bilingual (Mandarin) (D-24/25-63)
- g) Instructional Assistant II – Bilingual/Biliterate (Mandarin) (D-24/25-64)
- h) Nutrition Services Stock Delivery Worker (D-24/25-65)
- i) Community Liaison – Mandarin (D-24/25-66)
- j) Warehouse Supervisor (P-24/25-67)

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

9.3 Recommendation: To ratify the following eligibility lists:

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

i) Behavior Support Assistant – Bilingual (Spanish) (D-24/25-44)

Motion made by: Natalie Moreno
Seconded by: Yvette Santiago

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:

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

Motion 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. Santiago shared she is pleased to be a part of the district again. Ms. Santiago mentioned she was a Senior Custodian with the district for over 20 years prior to retiring. Ms. Santiago shared she is excited to begin her next chapter with Rowland Unified.

Ms. Moreno mentioned she is looking forward to the upcoming CSPCA conference in Napa, California. Ms. Moreno shared the conferences are always full of valuable information and she enjoys the trainings offered.

Ms. Fernandez thanked Ms. Santiago for coming out of retirement to be a Personnel Commissioner. Ms. Fernandez mentioned she is looking forward to the upcoming Classified Employee Appreciation Lunch.

11. **ADJOURNMENT**

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

Motion made by: Yvette Santiago
Seconded by: Natalie Moreno

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, APRIL 8, 2025, AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.

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

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

The Commission is in receipt of a request from Silvia Rivas, Director of Special Projects to employ Applicant ID #56205922 as Instructional Assistant I – Bilingual (Mandarin) 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 a Bachelors degree and has over 8 years of experience. The number of years of education and related work experience does qualify this applicant for step placement at Step E based on the formula of one step will be given for two years of additional education beyond the employment standards for the classification and one step will be given for two years of additional related experience beyond the employment standards for the classification.

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step E of Range 15.5 on the Classified Salary Schedule.

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

The Commission is in receipt of a request from Silvia Rivas, Director of Special Projects to employ Applicant ID #47498213 as Instructional Assistant I – Bilingual (Mandarin) at Step C of Range 15.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant a Bachelors degree and has over 2 years of experience. The number of years of education and related work experience does qualify this applicant for step placement at Step C based on the formula of one step will be given for two years of additional education beyond the employment standards for the classification and one step will be given for two years of additional related experience beyond the employment standards for the classification.

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step C of Range 15.5 on the Classified Salary Schedule.

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

April 8, 2025

Item 8.4a – CONSIDER APPROVING THE ESTABLISHMENT OF THE NEW CLASSIFICATIONS OF ADMINISTRATIVE SECRETARY – BILINGUAL (MANDARIN) AND ADMINISTRATIVE SECRETARY – BILINGUAL / BILITERATE (SPANISH) AND (MANDARIN); PLACING THE NEW CLASSIFICATIONS OF ADMINISTRATIVE SECRETARY – BILINGUAL (MANDARIN) AND ADMINISTRATIVE SECRETARY – BILINGUAL / BILITERATE (SPANISH) AND (MANDARIN); IN THE SECRETARIAL AND CLERICAL SERIES JOB FAMILY; AND APPROVING THE SALARY RECOMMENDATION AT RANGE 22 AND 22.5, RESPECTIVELY, ON THE CLASSIFIED SALARY SCHEDULE

The Personnel Commission Rules and Regulations prescribe the process for classifying a position when the Board of Education approves new job duties. Rule 3.2.5 provides the following:

When the Board of Education creates a new position, it shall submit the duties officially assigned to the position, in writing, to the Personnel Director. The proposed class specification and a salary recommendation shall be presented by the Personnel Director to the immediate supervisor, administrators within the chain of command, and Superintendent or designee for input. For all Bargaining Unit positions the proposed class specification and salary recommendation shall be presented to the CSEA Chapter President and representative(s) for input.

The Personnel Director shall submit the proposed class specification and recommended salary allocation to the Personnel Commission. No person shall be appointed to a position in the classified service until the classification of the position has been approved by the Personnel Commission. The Board of Education may recommend minimum educational and work experience requirements for new classes.

The Personnel Director shall place the new position in an existing class or if a determination is made a new class is needed, the Personnel Director shall present recommendations to the Commission for action. The Personnel Commission shall:

- 3.2.5.1** Classify the position and determine whether the position should be allocated to an existing class or whether a new class should be established.
- 3.2.5.2** Allocate the position for salary placement on the appropriate classified salary schedule. Designate the position as executive, administrative, supervisory, technical, or police.
- 3.2.5.3** Direct the Personnel Director to notify the Board of Education of the Personnel Commission's action.

RATIONALE FOR ESTABLISHMENT OF THE CLASSIFICATION OF ADMINISTRATIVE SECRETARY – BILINGUAL (MANDARIN) AND ADMINISTRATIVE SECRETARY – BILINGUAL / BILITERATE (SPANISH) AND (MANDARIN)

Personnel Commission staff developed the new class description with input from Dennis Bixler, Assistant Superintendent of Human Resources.

Establishing the new job classifications of Administrative Secretary – Bilingual (Mandarin) and Administrative Secretary – Bilingual / Biliterate (Spanish) and (Mandarin); is a proactive response to the evolving needs of a diverse student population.

With an increasingly diverse student and community population, these roles cater to students and community members whose primary language isn't English, ensuring support is provided in the languages in our community. These positions will improve communication and cultural competence by communicating effectively with non-English-speaking students and families, fostering trust, and yielding better customer service outcomes.

SALARY RECOMMENDATION FOR ADMINISTRATIVE SECRETARY – BILINGUAL (MANDARIN) AND ADMINISTRATIVE SECRETARY – BILINGUAL / BILITERATE (SPANISH) AND (MANDARIN)

Allocation of the new classification of Administrative Secretary – Bilingual (Mandarin) is recommended to the Classified Salary Schedule at Range 22.

Allocation of the new classification of Administrative Secretary – Bilingual / Biliterate (Spanish) and (Mandarin); is recommended to the Classified Salary Schedule at Range 22.5.

According to Personnel Commission Rule 17.1.4:

17.1.4 COMMISSION SHALL RECOMMEND SALARY SCHEDULES TO BOARD

The Personnel Director shall prepare recommendations for the allocation of classes to salary ranges for approval by the Personnel Commission. The Commission's recommended salary schedule may take into account the following factors:

17.1.4.1 The wages and salaries paid by other governmental agencies in the recruitment area.

17.1.4.2 The principle of like pay for like work within the classified services.

17.1.4.3 Appropriate differentials between related classes to reflect differences in duties and responsibilities as established in the classification plan.

17.1.4.4 Such other information as the Commission may require.

REFERENCE: Education Code Sections 45256, 45260, 45261 and 45268

Based upon the internal alignment within the classification series, the Personnel Commission staff recommends allocating the salaries to the Classified Salary Schedule at Range 22 (Max salary of \$5,747 monthly) and 22.5 (Max salary of \$5,889 monthly) respectively.

Listed below is the Secretarial and Clerical Series job family, and the proposed salary recommendations for the new classifications:

Secretarial and Clerical Series

CLASSIFICATION TITLE	SALARY RANGE	MONTHLY MIN	MONTHLY MAX
MEDI-CAL BILLING AND PROGRAMS SPECIALIST - BILINGUAL (SP)	24	\$ 5,208	\$ 6,340
MEDI-CAL BILLING AND PROGRAMS SPECIALIST	23.5	\$ 5,080	\$ 6,187
HIGH SCHOOL PRINCIPAL'S SECRETARY-BILINGUAL SPANISH	23	\$ 4,952	\$ 6,037
HIGH SCHOOL PRINCIPAL'S SECRETARY	22.5	\$ 4,833	\$ 5,889
ADMINISTRATIVE SECRETARY-BILINGUAL/BILITERATE (MANDARIN)	22.5	\$ 4,833	\$ 5,889
ADMINISTRATIVE SECRETARY-BILINGUAL/BILITERATE (SPANISH)	22.5	\$ 4,833	\$ 5,889
ADMINISTRATIVE SECRETARY-BILINGUAL (MANDARIN)	22	\$ 4,720	\$ 5,747
ADMINISTRATIVE SECRETARY-BILINGUAL (SPANISH)	22	\$ 4,720	\$ 5,747
HEALTH ASSISTANT II	22	\$ 4,720	\$ 5,747
SCHOOL OFFICE MANAGER-BILINGUAL (SPANISH)	22	\$ 4,720	\$ 5,747
ADMINISTRATIVE SECRETARY	21.5	\$ 4,600	\$ 5,607
SCHOOL OFFICE MANAGER	21.5	\$ 4,600	\$ 5,607
SECRETARY-BILINGUAL/BILITERATE (SPANISH)	20.5	\$ 4,382	\$ 5,335
SECRETARY-BILINGUAL (SPANISH)	20	\$ 4,272	\$ 5,208
SECRETARY	19.5	\$ 4,167	\$ 5,080
SENIOR OFFICE ASSISTANT-BILINGUAL/BILITERATE (SPANISH)	19.5	\$ 4,167	\$ 5,080
SENIOR OFFICE ASSISTANT-BILINGUAL (SPANISH)	19	\$ 4,068	\$ 4,952
SENIOR OFFICE ASSISTANT	18.5	\$ 3,964	\$ 4,833
TRANSLATOR (KOREAN)	18.5	\$ 3,964	\$ 4,833
TRANSLATOR (MANDARIN)	18.5	\$ 3,964	\$ 4,833
TRANSLATOR (SPANISH)	18.5	\$ 3,964	\$ 4,833
OFFICE ASSISTANT-BILINGUAL/BILITERATE (KOREAN)	18	\$ 3,873	\$ 4,720
OFFICE ASSISTANT-BILINGUAL/BILITERATE (MANDARIN)	18	\$ 3,873	\$ 4,720
OFFICE ASSISTANT-BILINGUAL/BILITERATE (SPANISH)	18	\$ 3,873	\$ 4,720
HEALTH ASSISTANT - BILINGUAL (SPANISH)	17.5	\$ 3,777	\$ 4,600
OFFICE ASSISTANT-BILINGUAL (SPANISH)	17.5	\$ 3,777	\$ 4,600
HEALTH ASSISTANT	17	\$ 3,682	\$ 4,493
OFFICE ASSISTANT	17	\$ 3,682	\$ 4,493

RECOMMENDATION:

The Personnel Commission is requested to approve the establishment of the new classifications of Administrative Secretary – Bilingual (Mandarin) and Administrative Secretary – Bilingual / Biliterate (Spanish) and (Mandarin); place the new classifications in the Secretarial and Clerical Series job family, and approve the salary recommendation at Range 22 and 22.5, respectively, on the Classified Salary Schedule.



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

April 1, 2025

TO: Dennis Bixler, Assistant Superintendent - Human Resources


FROM: Jode Howard, Personnel Director

RE: **NEW CLASS DESCRIPTION FOR ADMINISTRATIVE SECRETARY – BILINGUAL (MANDARIN) AND ADMINISTRATIVE SECRETARY – BILINGUAL / BILITERATE (SPANISH) AND (MANDARIN)**

Attached for your review and comment are the proposed **NEW** class descriptions for Administrative Secretary – Bilingual (Mandarin) and Administrative Secretary – Bilingual / Biliterate (Spanish) and (Mandarin).

Your input concerning the proposed class descriptions is important. Please provide your concerns or comments, if any, regarding changes to the class descriptions. Changes can be recommended at the Personnel Commission meeting. To proceed timely with recruitment, the Personnel Commission will consider approving these new classifications at the regular meeting on Tuesday, April 8, 2025.

Please enter your comments in the space below, sign and date where indicated, and return this form to the Personnel Commission office.

<input checked="checked" type="checkbox"/> I agree with the proposed class description and recommended changes as presented.	<input type="checkbox"/> I disagree with the proposed class description, and recommend the adjustments noted above.
Signature: 	Date: 4/3/25

As always, please feel welcome to contact me with any concerns or questions in regards to the proposed class description or related matters.

Attachments: Class Description

PC25-328

Ref. 8.4a 4 of 8



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

April 1, 2025

TO: Mateo Buenaluz, CSEA President


FROM: Jode Howard, Personnel Director

RE: **NEW CLASS DESCRIPTION FOR ADMINISTRATIVE SECRETARY – BILINGUAL (MANDARIN) AND ADMINISTRATIVE SECRETARY – BILINGUAL / BILITERATE (SPANISH) AND (MANDARIN)**

Attached for your review and comment are the proposed **NEW** class descriptions for Administrative Secretary – Bilingual (Mandarin) and Administrative Secretary – Bilingual / Biliterate (Spanish) and (Mandarin).

Your input concerning the proposed class descriptions is important. Please provide your concerns or comments, if any, regarding changes to the class descriptions. Changes can be recommended at the Personnel Commission meeting. To proceed timely with recruitment, the Personnel Commission will consider approving these new classifications at the regular meeting on Tuesday, April 8, 2025.

Please enter your comments in the space below, sign and date where indicated, and return this form to the Personnel Commission office.

<input type="checkbox"/> I agree with the proposed class description and recommended changes as presented.	<input type="checkbox"/> I disagree with the proposed class description, and recommend the adjustments noted above.
Signature: 	Date: 4/3/25

As always, please feel welcome to contact me with any concerns or questions in regards to the proposed class description or related matters.

Attachments: Class Description

PC25-329

ADMINISTRATIVE SECRETARY
ADMINISTRATIVE SECRETARY - BILINGUAL (SPANISH) (MANDARIN)
ADMINISTRATIVE SECRETARY – BILINGUAL/BILITERATE (SPANISH) (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.

DISTINGUISHING CHARACTERISTICS

The class of Administrative Secretary is distinguished from the class of School Office Manager in that the former provides primary secretarial support for a District or site-level administrator or designee. Incumbents in the class of School Office Manager perform a variety of assignments, provides secretarial support and serves in a lead worker capacity for an elementary, intermediate, or comprehensive high school.

The class of Administrative Secretary is distinguished from the class of Secretary in that the former serves an office which provides a wider scope of services.

EXAMPLES OF DUTIES

- Plans, organizes and coordinates activities to relieve the administrator of routine administrative duties; *E*
- Organizes office functions, systems, and procedures; *E*
- Oversees the flow of clerical work training staff, assigning, directing and checking work and assuring deadlines are met; *E*
- Serves as receptionist and coordinates activities with a variety of offices; greets and screens visitors, explains procedures, policies and programs, provides direction and relays information from managers; *E*
- Coordinates payroll for employees (certificated, classified, non-classified, and special programs); *E*
- Schedules meetings, conferences and appointments as assigned; maintains calendar, arranges for meeting facilities; *E*
- Coordinates, compiles and prepares Board of Education agenda items; *E*
- Prepares and types agendas and minutes; copies and distributes; *E*
- Assists in the preparation of the department or program budgets compiling and providing input, monitoring expenditures, maintaining records, reconciling account balances, and recommending transfers as needed; *E*
- Maintains a variety of personnel records, time sheets, lists, files, databases, and records, including confidential materials; *E*
- Coordinates communications between supervisor and other District staff and the public; *E*
- Responds to inquiries from staff, District personnel or the community according to established procedures, on sensitive or confidential issues; provides information or directs to appropriate personnel; *E*
- Makes travel arrangements; prepares proper forms for reimbursement; *E*
- Identifies need and orders supplies preparing warehouse orders, purchase requisitions, buy-out forms and petty cash; receives supplies and checks against requisition; *E*
- Performs specialized tasks within the department which have potentially significant consequences within the District or have wide community impact such as receiving and processing legal documents, preparing, and maintaining legal records; *E*
- Inputs, processes, and tracks personnel requisitions; coordinates departmental interviews and hiring process; tracks department vacancies; and communicates staff selection to the Personnel Commission or Human Resources departments; *E*
- Compiles data, summarizes, lays out and completes a variety of specialized reports which may reflect District-wide activities; *E*

- Assures secure maintenance of District keys; issues and retrieves keys, alarm cards, and computer equipment to staff and vendors according to established procedures; *E*
- Composes and proofreads correspondence, memorandums, letters, newsletters and distributes to staff, students, or the community; conducts and responds to surveys; maintains logs and lists; addresses community complaints; *E*
- Tracks professional development units, expiring certifications of staff, and informs the supervisor that recertification is needed; *E*
- Maintains and submits documentation on industrial injuries to Risk Management; *E*
- Assures timely completion of performance evaluations for employees within the department; *E*
- Performs other related duties as assigned.

SKATs (Skills, Knowledge, Abilities and Traits

SKILL IN:

- Keyboarding with speed and accuracy;
- Operating a variety of office equipment including copiers, calculators, scanners, fax machines, printers, and computers and all applicable hardware and software.

KNOWLEDGE OF:

- Applicable sections of the California Education Code and other applicable laws;
- Operations, procedures, specific rules of the office/department;
- Computers including data entry techniques;
- Basic budgeting practices regarding monitoring and control;
- Correct English usage, grammar, spelling, punctuation and vocabulary;
- Good public relations principles;
- District organization, operations, and objectives;
- District policies and regulations, relevant County regulations, collective bargaining agreements, Personnel Commission Rules, operating procedures, and laws regarding a wide variety of departments/subjects;
- Office practices and equipment, including filing systems, receptionist and telephone techniques, and office equipment;
- Interpersonal skills using tact, patience and courtesy;
- Business correspondence, minutes, record keeping, filing methods, letter and report preparation, proofreading, and composition;
- Principles and practices of assigning, training and work monitoring.

ABILITY TO:

- Understand and follow oral and written instructions;
- Read, interpret, apply and explain rules, regulations, policies and procedures;
- Plan and organize work for self and others and establish priorities with respect to importance and time lines;
- Analyze situations accurately and exercise good judgment;
- Operate a computer using a variety of software, such as spreadsheets, word processors, project scheduling tools, databases, etc.;
- Exercise tact and judgment in meeting and dealing with sensitive, complex, and confidential issues;
- Prepare correspondence and written materials independently using correct vocabulary, grammar, and punctuation;
- Take action to implement solutions and improvements;
- Communicate effectively, both orally and in writing;
- Gather, read, comprehend, analyze, and interpret data;
- Establish and maintain effective working relationships;
- Provide training and work direction to other clerical staff;
- Exercise good judgment;
- Work effectively within established time schedules and with minimal direction;

TRAITS:

- Appreciates and respects the differences among people;
- Maintains confidentiality;
- Strives to meet customers' needs;
- Easily adapts to situations and changes;
- Stays focused and has good work ethic;
- Logically grasps and thinks through issues and problems;
- Diligently attends to details and quality of work;
- Remains steady under pressure;
- Is trustworthy and responsible for his/her actions;
- Works around obstacles and is self-starting;
- Effectively manages one's own time, priorities, and resources.

EMPLOYMENT STANDARDS

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.*

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

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, students, and the public.

PHYSICAL REQUIREMENTS: Employees in this classification stand, walk, sit, stoop/bend, reach overhead, lift and carry up to 20 lbs., use fingers repetitively, use both hands simultaneously, speak clearly, hear normal conversation, see small details, drive a vehicle, use a computer, and telephone.

APPOINTMENT: In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months or 130 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.

Classified Salary Ranges:

Administrative Secretary: 21.5

Administrative Secretary – Bilingual (Spanish) **(Mandarin): 22**

Administrative Secretary – Bilingual/Biliterate (Spanish) (Mandarin): 22.5

Revised 10/74, 11/74, 3/78, 11/79, 12/81, 7/87, 6/95, 4/12, 9/20, **02/25**

Bilingual Class Established 8/97

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

April 8, 2025

Item 8.4b – CONSIDER APPROVING THE ESTABLISHMENT OF THE NEW CLASSIFICATION OF CAMPUS SAFETY; PLACING THE NEW CLASSIFICATION OF CAMPUS SAFETY IN THE SCHOOL SAFETY SERIES JOB FAMILY; AND APPROVING THE SALARY RECOMMENDATION AT RANGE 17 ON THE CLASSIFIED SALARY SCHEDULE

The Personnel Commission Rules and Regulations prescribe the process for classifying a position when the Board of Education approves new job duties. Rule 3.2.5 provides the following:

When the Board of Education creates a new position, it shall submit the duties officially assigned to the position, in writing, to the Personnel Director. The proposed class specification and a salary recommendation shall be presented by the Personnel Director to the immediate supervisor, administrators within the chain of command, and Superintendent or designee for input. For all Bargaining Unit positions the proposed class specification and salary recommendation shall be presented to the CSEA Chapter President and representative(s) for input.

The Personnel Director shall submit the proposed class specification and recommended salary allocation to the Personnel Commission. No person shall be appointed to a position in the classified service until the classification of the position has been approved by the Personnel Commission. The Board of Education may recommend minimum educational and work experience requirements for new classes.

The Personnel Director shall place the new position in an existing class or if a determination is made a new class is needed, the Personnel Director shall present recommendations to the Commission for action. The Personnel Commission shall:

- 3.2.5.1** Classify the position and determine whether the position should be allocated to an existing class or whether a new class should be established.
- 3.2.5.2** Allocate the position for salary placement on the appropriate classified salary schedule. Designate the position as executive, administrative, supervisory, technical, or police.
- 3.2.5.3** Direct the Personnel Director to notify the Board of Education of the Personnel Commission's action.

RATIONALE FOR ESTABLISHMENT OF THE CLASSIFICATION OF CAMPUS SAFETY

Personnel Commission staff developed the new class description with input from Cesar Rivas, Safety Operations Manager and Dennis Bixler, Assistant Superintendent of Human Resources.

Establishing the new job classification of Campus Safety is a proactive response to the evolving needs of improving the safety of the student population.

During the development of the Superintendent's Profile last Spring, parents and the community voiced a strong interest in improving campus safety. Creation of and filling this new position is key to improving safety at school sites. The new Campus Safety position will be located at the high schools in order to support the furtherance of a safe school environment. This position will add a rung to our career ladder for the job family and is positioned between the positions of Campus Aide and District Safety. We anticipate providing at least four new full-time Campus Safety positions at each of our comprehensive high schools. Current Campus Aides will have the right to apply for these positions. To support our intermediate and elementary sites, current Campus Aides will be afforded the right to transfer to those sites to augment the current student supervision staff assigned to those sites.

SALARY RECOMMENDATION FOR CAMPUS SAFETY

Allocation of the new classification of Campus Safety is recommended to the Classified Salary Schedule at Range 17.

According to Personnel Commission Rule 17.1.4:

17.1.4 COMMISSION SHALL RECOMMEND SALARY SCHEDULES TO BOARD

The Personnel Director shall prepare recommendations for the allocation of classes to salary ranges for approval by the Personnel Commission. The Commission's recommended salary schedule may take into account the following factors:

17.1.4.1 The wages and salaries paid by other governmental agencies in the recruitment area.

17.1.4.2 The principle of like pay for like work within the classified services.

17.1.4.3 Appropriate differentials between related classes to reflect differences in duties and responsibilities as established in the classification plan.

17.1.4.4 Such other information as the Commission may require.

REFERENCE: Education Code Sections 45256, 45260, 45261 and 45268

Based upon the internal alignment within the classification series, the Personnel Commission staff recommends allocating the salary to the Classified Salary Schedule at Range 17 (Max salary of \$3,682 monthly) and (Max salary of \$4,493 monthly).

Listed below is the School Safety Series job family, and the proposed salary recommendation for the new classification:

School Safety Series

CLASSIFICATION TITLE	SALARY RANGE	MONTHLY MIN	MONTHLY MAX
DISTRICT SAFETY	20	\$ 4,272	\$ 5,208
DISTRICT PATROL	19	\$ 4,068	\$ 4,952
CAMPUS SAFETY	17	\$ 3,682	\$ 4,493
CAMPUS AIDE	14.5	\$ 3,257	\$ 3,964

RECOMMENDATION:

The Personnel Commission is requested to approve the establishment of the new classification of Campus Safety and place the new classification in the School Safety Series job family and approve the salary recommendation at Range 17 on the Classified Salary Schedule.



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

April 1, 2025

TO: Dennis Bixler, Assistant Superintendent - Human Resources


FROM: Jode Howard, Personnel Director

RE: **NEW CLASS DESCRIPTION FOR CAMPUS SAFETY**

Attached for your review and comment is the proposed **NEW** class description for Campus Safety.

Your input concerning the proposed class description is important. Please provide your concerns or comments, if any, regarding changes to the class description. Changes can be recommended at the Personnel Commission meeting. To proceed timely with recruitment, the Personnel Commission will consider approving this new classification at the regular meeting on Tuesday, April 8, 2025.

Please enter your comments in the space below, sign and date where indicated, and return this form to the Personnel Commission office.

<input checked="checked" type="checkbox"/> I agree with the proposed class description and recommended changes as presented.	<input type="checkbox"/> I disagree with the proposed class description, and recommend the adjustments noted above.
Signature: 	Date: 4/3/25

As always, please feel welcome to contact me with any concerns or questions in regards to the proposed class description or related matters.

Attachments: Class Description

PC25-326



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

April 1, 2025

TO: Mateo Buenaluz, CSEA President


FROM: Jode Howard, Personnel Director

RE: **NEW CLASS DESCRIPTION FOR CAMPUS SAFETY**

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Signature: 	Date: 4/3/25

As always, please feel welcome to contact me with any concerns or questions in regards to the proposed class description or related matters.

Attachments: Class Description

PC25-325

CAMPUS SAFETY

SUMMARY OF DUTIES

Under direction of the Principal or designee, patrols campus buildings, grounds, parking areas and related areas to supervise, monitor, and support students and non-students to provide for the safety and decorum 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; assists in conducting investigations; calls city police/sheriff if assistance is needed in handling intruders and unauthorized visitors; and completes a variety of records and reports.

DISTINGUISHING CHARACTERISTICS

The class of Campus Safety is distinguished from the class of District Safety in that the latter serves to reduce the number of thefts, vandalism, unauthorized usage and helps to ensure the protection of students, staff, and District property Districtwide. Campus Safety personnel work primarily on a school campus establishing positive relationships with students, staff, and the community while monitoring and observing students and non-students to provide for the safety of students, staff, and District property. Campus Safety personnel work closely with site administration to ensure a safe and orderly school environment.

EXAMPLES OF DUTIES

- Monitors and supervises sites and related areas to check for unauthorized persons, improper activities and unsecured facilities; *E*
- Monitors school campus including parking lot areas on foot circulating among students to detect and prevent unauthorized activity, unsafe situations, and to ensure safety for students, staff, and District property; *E*
- Observes student behavior in non-classroom activities occurring before, during, and after school hours; *E*
- Approaches and identifies unauthorized persons on District sites to ensure compliance with all applicable school rules; *E*
- Conducts surveillance of assigned areas to preserve order, conduct crowd, group, or individual movement control, to prevent unsafe activities and to inspect facilities for proper security and alarm operations; *E*
- Checks restrooms for loitering, smoking, vandalism, and other unauthorized activities; *E*
- Responds to alarms and conducts investigations to determine if unauthorized activity has taken place, and resets alarm systems; *E*
- Confers with parents, school personnel, law enforcement agencies, and other groups to provide or obtain information related to student attendance or behavior; *E*
- Assists in conducting investigations related to concerns to assist site administration; *E*
- Writes a variety of incident reports including injury reports, accident reports, theft reports, and vandalism reports; *E*
- Assists in traffic control in front of school; *E*
- Cooperates with other agencies in investigations; *E*
- Counsels and advises students regarding violation of rules and regulations; *E*
- May provide guidance to Campus Aides in the performance of their duties;
- Performs other related duties as directed.

SKATs (Skills, Knowledge, Abilities, Traits)

SKILLS IN:

- Operating communication equipment such as cellular phones, handheld radios, unit radios, evidence collection and storage equipment, computers, and applicable hardware and software.

KNOWLEDGE OF:

- District rules, regulations, and policies related to student behavior, school security, and access and conduct on school grounds;

- Laws of search and seizure and evidence;
- Penal Code and Education Code sections related to the orderly conduct of schools;
- California laws relating to minors;
- Crowd control techniques;
- General investigative procedures;
- Common safety hazards;
- Proper spelling, grammar and punctuation;
- Basic first aid and CPR procedures;
- Principles of good public relations;
- Proper personnel/authorities to contact for a variety of incidents;
- Various signs of criminal activity and unauthorized entries;
- Traffic control procedures;
- Location and layout of school sites.

ABILITY TO:

- Monitor and control the behavior and activities of students and non-students in a wide variety of situations;
- Recognize and respond to unauthorized activities, weapons, and controlled substances;
- Remember names, faces, patterns of unauthorized behavior and retain facts;
- Analyze potentially dangerous situations, use good judgment, and take appropriate action;
- Write clear and concise reports;
- Establish and maintain effective working relationships with students, staff, parents, law enforcement agencies and the community in a multicultural setting;
- Think clearly, use good judgment and make quick and appropriate decisions in emergency situations;
- Work collaboratively and effectively with school personnel;
- Communicate effectively both orally and in writing;
- Understand and follow oral and written instructions;
- Conduct traffic control.

TRAITS:

- Is trustworthy and responsible for his/her actions;
- Puts safety first;
- Stays focused and has good work ethic;
- Uses good judgment in determining courses of action;
- Works around obstacles and is self-starting;
- Easily adapts to situations and changes;
- Promotes goals and leads by example;
- Strives to meet customers' needs;
- Remains steady under pressure;
- Appreciates the differences among people;
- Diligently attends to details and quality.

EMPLOYMENT STANDARDS

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: One year of experience in law enforcement, security, or experience working with students in a school setting in a security capacity is required. Additional security training and/or experience with middle school or high school students is desirable.

CERTIFICATES/LICENSE/OTHER EMPLOYMENT REQUIREMENTS:

A current SB 390 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.

A valid First Aid Certificate, comparable to the American Red Cross Standard First Aid Certificate and a Child and Adult Cardiopulmonary Resuscitation Certificate.

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.

WORK 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.

APPOINTMENT: In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months or 130 days of paid services, 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.

Salary Range: 17

Established 03/2025

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

April 8, 2025

ITEM 8.5 **CONSIDER APPROVING THE REVISED CLASS DESCRIPTION OF CENTRAL
KITCHEN SUPERVISOR**

Staff has conducted a job analysis on the Central Kitchen Supervisor classification. The recommended changes in the classification specification are presented in the customary ~~strikeout~~ and **bold/underscore** text format.

Staff met with Maria Davila, Director of Nutrition Services, to review the classification specification upon the resignation of the most recent incumbent. In addition, staff ran a recruitment for the position of Central Kitchen Supervisor where candidates were not experienced enough to support the management needs of the Central Kitchen and did not have public agency experience. In speaking with Ms. Davila, it was determined that requiring public agency experience would be restrictive to the applicant pool, however staff could conduct a job analysis to determine a change in minimum qualifications.

A job analysis was conducted to ensure that the job classification was reflective of the current duties, has a competitive salary, and has the most relevant experience and education requirements for success in the Central Kitchen. A change in the minimum qualifications was recommended to obtain candidates that have two additional years of high-volume food services experience (from three years to five years) and increase the years of lead or supervisory experience from one year to three years.

The department has experienced challenges with staff being able to run the Central Kitchen and complete all required administrative duties. As a remedy the department seeks to add an Assistant Central Kitchen Supervisor to the Central Kitchen for additional support to alleviate the routine functions of the Central Kitchen Supervisor and increase the operational functionality of the same day production and delivery program.

The recommended revisions to the Central Kitchen Supervisor classification's minimum qualifications to provide a more qualified candidate pool. Changes to the duties did not increase responsibilities or workload and, therefore, do not reflect an increase in compensation.

CLASSIFICATION TITLE	SALARY RANGE	BARGAINING UNIT	MONTHLY MIN	MONTHLY MAX
DIRECTOR OF NUTRITION SERVICES	99	MGMT	\$ 12,473.25	\$ 14,109.03
ASSISTANT DIRECTOR OF NUTRITION SERVICES	74	MGMT	\$ 9,339.84	\$ 10,563.48
NUTRITION SERVICE OPERATIONS MANAGER	60	MGMT	\$ 7,585.65	\$ 8,575.94
NUTRITION SPECIALIST	28	SUP	\$ 6,396.00	\$ 7,777.00
CENTRAL KITCHEN SUPERVISOR	26	SUP	\$ 5,797.00	\$ 7,050.00
NUTRITION SERVICES FIELD SUPERVISOR	26	SUP	\$ 5,797.00	\$ 7,050.00
HIGH SCHOOL KITCHEN SUPERVISOR	21.5	SUP	\$ 4,655.00	\$ 5,659.00
HEAD COOK	20.5	CSEA	\$ 4,382.00	\$ 5,335.00
HEAD BAKER	20	CSEA	\$ 4,272.00	\$ 5,208.00
BAKER	18	CSEA	\$ 3,873.00	\$ 4,720.00
COOK	18	CSEA	\$ 3,873.00	\$ 4,720.00
FOOD PRODUCTION EXPEDITER	16	CSEA	\$ 3,502.00	\$ 4,272.00
CAFETERIA LEAD WORKER II	15.5	CSEA	\$ 3,418.00	\$ 4,167.00
CAFETERIA LEAD WORKER I	14.5	CSEA	\$ 3,257.00	\$ 3,964.00
FOOD SERVICE ASSISTANT III	14	CSEA	\$ 3,179.00	\$ 3,873.00
FOOD SERVICE ASSISTANT II	13	CSEA	\$ 3,025.00	\$ 3,682.00
FOOD SERVICE ASSISTANT I	12	CSEA	\$ 2,914.00	\$ 3,502.00

RECOMMENDATION:

The Personnel Commission is requested to approve the recommended revisions to the job description for the classification of Central Kitchen Supervisor.



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

April 1, 2025

TO: Dennis Bixler, Assistant Superintendent – Human Resources

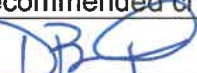
FROM: Jode Howard, Personnel Director

RE: **REVISED CLASS DESCRIPTION FOR CENTRAL KITCHEN SUPERVISOR**

Attached for your review and comment is the proposed **REVISED** class description for the Central Kitchen Supervisor.

Your input concerning the proposed class description is important. Please provide your concerns or comments, if any, regarding changes for the class description. Changes can be recommended at the Personnel Commission meeting. To proceed timely with recruitment, the Personnel Commission will consider approving this new classification at the regular meeting on Tuesday, April 8, 2025.

Please enter your comments in the space below, sign and date where indicated, and return this form to the Personnel Commission office.

<input checked="checked" type="checkbox"/> I agree with the proposed class description and recommended changes as presented.	<input type="checkbox"/> I disagree with the proposed class description, and recommend the adjustments noted above.
Signature: 	Date: 4/3/25

As always, please feel welcome to contact me with any concerns or questions in regards to the proposed class description or related matters.

Attachments: Class Description

cc: Rosana McLeod, Interim Assistant Superintendent of Administrative Services
Maria Davila, Director of Nutrition Services

PC25-330

CENTRAL KITCHEN SUPERVISOR

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.

DISTINGUISHING CHARACTERISTICS

The Central Kitchen Supervisor is distinguished from the class of Nutrition Services Operations Manager in that the latter supervises major phases of the food service program including Nutrition Services facilities at various schools and District locations, and plans menus, which requires nutrition and food service program knowledge.

EXAMPLES OF DUTIES

- Oversees the **same day** production **and delivery** of student and adult meals associated with a variety of meal programs, at the central kitchen. *E*
- Trains, supervises, assigns, and evaluates the performance of assigned staff; *E*
- Prepares work schedules and assigns duties; *E*
- Adjusts assignments and secures substitute coverage for the preparation and serving of food; *E*
- Plans, organizes, coordinates, oversees, and participates in the ordering, receiving, storage, preparation, cooking, and distribution of the food production program; *E*
- Reviews menus and meal counts and determines quantity of food items, equipment, utensils, and staffing requirements; *E*
- Plans and supervises the preparation of meals according to District menu guides; ensures correct portions are prepared and served; *E*
- Assists with the planning of catering menus and coordinates special functions involving Nutrition Services; *E*
- Oversees and assures efficient and effective food production and preparation methods ensuring food is being prepared on schedule and proper work simplification principles and safety rules and procedures are being observed; *E*
- Assures compliance with standards of health, safety, and child nutrition programs; *E*
- Oversees, directs, and participates in the cleaning of the kitchen and other food preparation areas; *E*
- Ensures compliance with state and federal rules and regulations related to health, safety and sanitation; *E*
- Documents and reports health and safety issues to appropriate personnel; *E*
- Trains, supervises, and evaluates the performance of assigned staff utilizing the Facts, Rules, Impact, Suggestions, Knowledge (FRISK) framework for progressive intervention and coaches employees according to established District guidelines and procedures; *E*
- Assures proper payroll data and supporting documents are accurately and timely completed; *E*
- Authorizes usage of various food products, and modifies procedural changes, as necessary, to meet daily production requirements; *E*
- Orders food items and assists with ordering and monitoring of USDA commodity food products; oversees the receipt, storing, pulling and delivery of food items; *E*
- Directs the inventorying of stock in the warehouse and assists with inventory; *E*
- Assures proper record-keeping procedures are followed; *E*
- Completes a variety of reports for various feeding programs, and writes memos, emails, meeting agendas, and recommends department policy and procedures as necessary; *E*

- Coordinates equipment repair activities and regular maintenance and repairs of equipment, vehicles, dock ramps, doors, and all large equipment located at the central kitchen; *E*
- Operates a variety of standard commercial food service equipment and supplies and trains staff on the safe and proper use of equipment and supplies; *E*
- Assists in evaluating new and used equipment and determining replacement needs and makes recommendations or orders new equipment according to established procedures; *E*
- Oversees operation of the central kitchen; *E*
- Enforces protocol for food recalls; *E*
- Follows established security measures to prevent vandalism and theft; *E*
- Contacts vendors as necessary; *E*
- Assures efficient use of resources to adhere to operating budget; *E*
- Works with school site personnel to resolve problems and answer questions regarding orders, deliveries, and food distribution; *E*
- Coordinates the testing and standardization of recipes; *E*
- Modifies recipes to yield desired quantities and quality; *E*
- Oversees Nutrition Services Stock Delivery Workers, Storekeeper, and custodial staff at the central kitchen, and may drive in the absence of a Nutrition Services Stock Delivery Worker; *E*
- Assists in the development of new recipes;
- Performs calculations to convert and standardize cooking measurements used in recipes;
- Reports and corrects problems with vendors, personnel, equipment, and procedures;
- Performs other related duties as directed.

SKATs (Skills, Knowledge, Abilities and Traits)

SKILL IN:

- Operating a variety of office equipment, such as computers and applicable hardware and software, calculators, copiers, printers, telephones, and fax machines;
- Safely operating a motor vehicle;
- Safely operating a variety of equipment such as ovens, choppers, slicers, mixers, can openers, steamers, food pumps, stoves, food carts, kettles, manual and power pallets, gas grills, boiler, and packaging machine;
- Operating manual and electric pallet jacks, forklifts, and other related warehouse equipment.

KNOWLEDGE OF:

- Principles and practices of supervision and training;
- Food safety and sanitation principles;
- Safe working practices and procedures;
- Work simplification methods;
- Menu planning as it relates to food production;
- Catering;
- Food terminology, markets, and commodities;
- Storekeeping methods, procedures, and records;
- Computer software programs and data entry;
- Basic flow of food as it relates to kitchen design;
- Cooking measurements and terminology.

ABILITY TO:

- Gather, read, analyze, evaluate data, and interpret written instructions in oral, written form;
- Logically grasp and think through issues and problems;
- Train, supervise, and evaluate personnel;
- Plan and organize work for self and others;
- Communicate effectively both orally and in writing;
- Speak clearly and logically;

- Develop and maintain effective working relationships;
- Maintain accurate records;
- Perform minor repairs on food service equipment;
- Use computers proficiently and learn related programs required to enter, extract, compile, keyboard, and arrange data;
- Take responsibility for accuracy and completeness of work;
- Work independently and cooperatively with others;
- Compose correspondence, maintain records, and prepare reports independently;
- Write clearly and concisely using proper grammar, punctuation, and spelling;
- Supervise, train, motivate, counsel, and evaluate personnel;
- Observe health and safety regulations;
- Perform mathematical calculations with speed and accuracy.

TRAITS:

- Promotes goals and leads by example;
- Appreciates and respects the differences among people;
- Interpersonal skills using tact, patience, and courtesy;
- Strives to meet customers' needs;
- Is trustworthy and responsible for actions;
- Easily adapts to situations and changes;
- Stays focused and has good work ethic;
- Diligently attends to details and quality;
- Remains steady under pressure;
- Effectively manages one's own time, priorities, and resources;
- Takes action to implement solutions and improvements.

EMPLOYMENT STANDARDS

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

LICENSE/CERTIFICATION/TRAINING/LANGUAGE 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.

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.

APPOINTMENT: An employee appointed to this class must serve a probationary period of six (6) months or 130 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.

DRAFT

Supervisory Salary Schedule:
Salary Range: 26

Approved by Personnel Commission 11/89
Revised 5/96, 9/99, 8/04, 11/11, 06/12, 12/15, 11/23, **4/25**



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

March 27, 2025

TO: Dennis Bixler, Assistant Superintendent – Human Resources


FROM: Jode Howard, Personnel Director

RE: **RECOMMENDED REALLOCATION OF AN INSTRUCTIONAL ASSISTANT II POSITION TO AN INSTRUCTIONAL ASSISTANT II – BILINGUAL (Spanish)**

Stacy Berrest, Director of Special Education, has requested that we reallocate an Instructional Assistant II position to Instructional Assistant II – Bilingual (Spanish) along with the incumbent. There is a site need to provide support in Spanish to students that speak English as a second language. She has been providing translation services since August 2024 when she began working with Rowland USD.

Your input concerning the recommended reallocation is important. The Personnel Commission will consider approving this at the regular meeting on Tuesday, April 8, 2025.

Kindly enter your concerns and/or comments in the space below, then sign and date where indicated, and return this form to my office.

<input checked="checked" type="checkbox"/> I agree with the recommended reallocation.	<input type="checkbox"/> I disagree with the reallocation, and recommend the adjustments noted above.
Signature: 	Date: 4/3/25

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

PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT

April 8, 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
Food Service Assistant III	6 months	1	8.0/9.5	4/2022	<ul style="list-style-type: none">• Structured Interview• Technical Project
Food Service Assistant I	6 months	8	3.0/9.5 & 3.55/9.5	2/2011	<ul style="list-style-type: none">• Remote Written Test• Structured Interview
Health Assistant II	6 months	1	7.0/10.0	7/2013	<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

EXTENDED

INVITES APPLICATIONS FOR THE POSITION OF:

FOOD SERVICE ASSISTANT III:

\$18.34 - \$22.34 Hourly

An Equal Opportunity Employer

OPENING DATE: March 7, 2025

EXTENDED FINAL FILING DATE: April 11, 2025

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
Rowland HS/Cafeteria	8.0 hrs/day, 5 days/week, 9.5 months/year	6:00 am to 2:30 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 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](#).

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.

Please contact jasmine.portillo@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 **until April 11, 2025**. Visit www.rowlandschools.org. Departments → Personnel Commission → Classified Job Openings.

Please contact jasmine.portillo@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

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:

FOOD SERVICE ASSISTANT I

\$16.82 - \$20.21 HOURLY RATE

An Equal Opportunity Employer

OPENING DATE: March 14, 2025

FINAL FILING DATE: Continuous

POSITION

There are several vacancies available for the position of Food Service Assistant I. Typical hours for this job range from two (2) hours to three and a half (3 ½) hours per day, nine and a half (9 ½) months per year. Reporting hours will vary in these positions. An eligibility list will be established to fill current vacancies, hire substitutes, and fill future vacancies for the next 6 months. Typical assignment hours (subject to change):

- 2.0 hours / 9.5 months
- 2.5 hours / 9.5 months
- 3.0 hours / 9.5 months
- 3.5 hours / 9.5 months

SUMMARY OF DUTIES

Prepares or assists in the preparation of a variety of food at the Food Center or secondary school kitchens; assists in serving food at a school cafeteria; cleans equipment and utensils and maintains food service facilities in a clean and sanitary condition.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is desirable.

EXPERIENCE: Experience in large quantity food preparation and/or serving is desirable.

Please email Jasmine Portillo at jasmine.portillo@rowlandschools.org or call 626 854-8577 with any questions.

LICENSE/LANGUAGE REQUIREMENTS:

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

ENVIRONMENT:

Employees in this classification work both, inside and outside, in varying temperatures, in contact with machinery with moving parts, sharp metal objects, and cleaning agents, and in contact with students.

PHYSICAL REQUIREMENTS:

Employees in this classification stand, walk, sit, stoop/bend, reach overhead, lift, carry, push, and pull up to 50 lbs. without assistance, use fingers repetitively, use wrists or hands repetitively in a chopping or twisting motion, use both hands simultaneously, speak clearly, hear normal conversation, and use a point-of-sale computer terminal.

Ref. 9.1b 1 of 2

FILING PERIOD

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

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

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

EXAMINATION – OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Job Related Written Examination
- Structured Interview

Salary Range: 12

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 to receive such credit. **Veterans credit can only be applied once, upon initial hire.**

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

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



ROWLAND UNIFIED SCHOOL DISTRICT

Personnel Commission
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www.rowlandschools.org

INVITES APPLICATIONS FOR THE POSITION OF:

HEALTH ASSISTANT II (LVN)

Salary: \$27.22 - \$33.17 Hourly

An Equal Opportunity Employer

OPENING DATE: March 21, 2025

FINAL FILING DATE: CONTINUOUS

POSITION

There is one (1) vacancy for the position of Health Assistant II. The tentative work hours are 7:30 a.m. - 3:00 p.m., seven (7) hours per day, five (5) days per week, ten (10) months per year. **This position is eligible for benefits.** 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 supervision of the assigned administrator and the professional direction of the Health Services Specialist and the California Credentialed School Nurse, meets health needs of students requiring special services complying with health care plans directed by physicians; complies with laws relating to student health, including parental and guardian consent; provides appropriate care for ill, medically fragile and/or injured students.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is required.

EXPERIENCE: Two years of experience working with medically fragile children or adults in a health care service environment.

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

- A copy of your **highest completed degree** (HS Diploma, AA, BA, MA) or transcripts
- A copy of your valid **State of California License of Vocational Nursing (LVN) or Registered Nurse (RN) certification**
- A current and valid **Standard/Basic First Aid Card** (copy front and back)
- A current and valid **Child AND Adult CPR card** (copy front and back)

Documents may also 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/CERTIFICATE REQUIREMENTS:

- A valid State of California License of Vocational Nursing (LVN) or Registered Nurse (RN)
- A valid Class C, California Driver License, a good driving record and use of a private vehicle 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 and must be maintained during the course of employment.

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

PHYSICAL REQUIREMENTS: Employees in this classification stand, walk, sit, stoop/bend, reach overhead, lift and carry up to 50 lbs., use fingers repetitively, use both hands simultaneously, speak clearly, hear normal conversation, and see small details.

FILING PERIOD

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

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

Contact jasmine.portillo@rowlandschools.org if you need assistance or have any questions.

Applicants will be sent notifications via e-mail only

OPEN/PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Structured Interview/Technical Project

Classified Salary Range: 22

PROOF OF EDUCATION:

If you received your education outside of the United States, you must have your degree/transcripts evaluated by a transcript evaluation service that certifies that your degree meets the United States equivalent for it to be considered. For more information about organizations who offer this service, please access the following: [https://www.ctc.ca.gov/credentials/leaflets/foreign-transcript-evaluation-\(cl-635\)](https://www.ctc.ca.gov/credentials/leaflets/foreign-transcript-evaluation-(cl-635)). ***RUSD will only accept evaluations from agencies listed within the document.***

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

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

PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT
April 8, 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
Health Assistant II (D-24/25-28)	6.1.10.6 Refusing an employment offer after certification as an eligible and available for the appointment. ID# 17135097
Community Liaison – Bilingual (Mandarin) (D-23/24-46)	6.1.10.6 Refusing an employment offer after certification as an eligible and available for the appointment. ID# 61346794
Behavior Support Assistant (D-23/24-26)	6.1.10.4 A written request by the eligible for removal. ID# 59226209
Instructional Assistant II (D-24/25-02)	6.1.10.4 A written request by the eligible for removal. ID# 55345582

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.