

**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 Interim Personnel Director by emailing [jlandin@rowlandschools.org](mailto:jlandin@rowlandschools.org) or calling (626) 854-8380 at least 24 hours in advance of the meeting. [Government Code 54954.2 (a) (1)]

December 18, 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\\_i0hxiuVdRE-f7s6vqm2Ffw](https://rowlandschools-org.zoom.us/webinar/register/WN_i0hxiuVdRE-f7s6vqm2Ffw)

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: Jessica Landin 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.

**December 18, 2025**  
**4:30 P.M.**

**PLEASE CIRCULATE**

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

2. Roll Call:		Present	Absent
	Natalie Moreno, Vice Chair	_____	_____
	Yvette Santiago, Member	_____	_____
	Breanna Koehler, Member - Elect	_____	_____
	Jessica Landin, Interim Personnel Director	_____	_____
	Arlene Zamudio, Interim Personnel Analyst	_____	_____

3. **PRELIMINARY**

3.1 Pledge of Allegiance to the Flag

3.2 Take action to appoint Ms. Breanna Koehler to the Personnel Commission as the CSEA Appointee for a three-year term from December 18, 2025, to November 30, 2028.

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

Vote: Natalie Moreno \_\_\_\_\_  
Yvette Santiago \_\_\_\_\_  
Breanna Koehler ABSTAIN

3.3 Oath of Office presented by Ms. Natalie Moreno to Ms. Breanna Koehler, CSEA Appointee. (Ref. 3.3)

3.4 Take action to nominate and elect a chairperson for the term from December 18, 2025, to November 30, 2028.

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

Vote: Natalie Moreno \_\_\_\_\_  
Yvette Santiago \_\_\_\_\_  
Breanna Koehler \_\_\_\_\_

3.5 Take action to nominate and elect a vice-chairperson for the term from December 18, 2025, to November 30, 2028.

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

Vote: Natalie Moreno \_\_\_\_\_  
Yvette Santiago \_\_\_\_\_  
Breanna Koehler \_\_\_\_\_

3.6 Consider adopting the Agenda as submitted for Tuesday, December 18, 2025, or adopting the Agenda with the following corrections/modifications for Tuesday, December 18, 2025.

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

Vote: Natalie Moreno \_\_\_\_\_  
Yvette Santiago \_\_\_\_\_  
Breanna Koehler \_\_\_\_\_

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 November 18, 2025. (Ref. 7.1)

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

Vote: Natalie Moreno \_\_\_\_\_  
Yvette Santiago \_\_\_\_\_  
Breanna Koehler \_\_\_\_\_

7.2 Receive the note regarding the meeting of December 9, 2025. (Ref. 7.2)

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Advanced Salary Step Placement

- a) Consider approving the advanced salary step request from Amy Grigsby, Principal, Yorbita Elementary to employ Applicant ID #60863586 as Personal Care Assistant at Step B of Range 14 on the Classified Salary Schedule. (Ref. 8.1a) & (Ltd. Dist.)

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

Vote: *Natalie Moreno* \_\_\_\_\_  
*Yvette Santiago* \_\_\_\_\_  
*Breanna Koehler* \_\_\_\_\_

- b) Consider approving the advanced salary step request from Johan Schmitz, Principal, Jellick Elementary to employ Applicant ID #7228599 as Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule. (Ref. 8.1b) & (Ltd. Dist.)

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

Vote: *Natalie Moreno* \_\_\_\_\_  
*Yvette Santiago* \_\_\_\_\_  
*Breanna Koehler* \_\_\_\_\_

- c) Consider approving the advanced salary step request from John Martinez, Principal, Rowland Elementary to employ Applicant ID #54621535 as Campus Aide at Step D of Range 14.5 on the Classified Salary Schedule. (Ref. 8.1c) & (Ltd. Dist.)

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

Vote: *Natalie Moreno* \_\_\_\_\_  
*Yvette Santiago* \_\_\_\_\_  
*Breanna Koehler* \_\_\_\_\_

- d) Consider approving the advanced salary step request from Sarah Opatkiewicz, Principal, Shelyn Elementary to employ Applicant ID #64363624 as Campus Aide at Step E of Range 14.5 on the Classified Salary Schedule. (Ref. 8.1d) & (Ltd. Dist.)

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

Vote: *Natalie Moreno* \_\_\_\_\_  
*Yvette Santiago* \_\_\_\_\_  
*Breanna Koehler* \_\_\_\_\_

- e) Consider approving the advanced salary step request from Johan Schmitz, Principal, Jellick Elementary to employ Applicant ID #26111422 as Campus Aide at Step C of Range 14.5 on the Classified Salary Schedule. (Ref. 8.1e) & (Ltd. Dist.)

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

Vote: *Natalie Moreno* \_\_\_\_\_  
*Yvette Santiago* \_\_\_\_\_  
*Breanna Koehler* \_\_\_\_\_

- f) Consider approving the advanced salary step request from Elena Camarillo, Principal, Villacorta Elementary to employ Applicant ID #63821721 as Campus Aide at Step C of Range 14.5 on the Classified Salary Schedule. (Ref. 8.1f) & (Ltd. Dist.)

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

Vote: *Natalie Moreno* \_\_\_\_\_  
*Yvette Santiago* \_\_\_\_\_  
*Breanna Koehler* \_\_\_\_\_

8.2 Reallocation

- a) Consider approving the recommended reallocation of a vacant Office Assistant – Bilingual (Spanish) position to an Administrative Secretary – Bilingual (Spanish) position. (Ref 8.2)

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

Vote: *Natalie Moreno* \_\_\_\_\_  
*Yvette Santiago* \_\_\_\_\_  
*Breanna Koehler* \_\_\_\_\_

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) Custodian (D-25/26-42)
- b) Cook (D-25/26-43)

9.2 Employee Selection Results – Receive the results of examinations held. (Ref. 9.2 Ltd. Dist.)

9.3 Ratification of Eligibility Lists – Ratify the following eligibility lists: (Ref. 9.3 Ltd. Dist.)

- a) Administrative Secretary – Bilingual (Spanish) (D-25/26-33)
- b) Behavior Intervention Specialist – (D-25/26-26)
- c) Behavior Support Assistant – (D-25/26-07)
- d) Behavior Support Assistant – Bilingual (Spanish) – (D-25/26-08)
- e) Buyer – (D-25/26-34)
- f) Food Service Assistant I – (D-25/26-06)
- g) Senior Office Assistant Bilingual (Spanish) – (D-25/26-35)
- h) Personal Care Assistant (D-25/26-05)
- i) Playground Supervision Aide (D-25/26-41)

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

Vote: *Natalie Moreno* \_\_\_\_\_  
*Yvette Santiago* \_\_\_\_\_  
*Breanna Koehler* \_\_\_\_\_

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

- Instructional Assistant I (D-24/25-84)
  - ID# 63261367 – PC Rule 6.1.10.1
  - ID# 54959572 – PC Rule 6.1.10.1
- Instructional Assistant I (D-25/26-13)
  - ID# 46653068 – PC Rule 6.1.10.1
- Behavior Support Assistant (D-25/26-07)
  - ID# 32111328 PC Rule 6.1.10.1
- Behavior Support Assistant (D-24/25-43)
  - ID# 62016488 PC Rule 6.1.10.1

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

Vote: *Natalie Moreno* \_\_\_\_\_  
*Yvette Santiago* \_\_\_\_\_  
*Breanna Koehler* \_\_\_\_\_

10. INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

11. CLOSED SESSION

Recess to closed session to discuss:

- Public Employment: Government Code 54957  
Title: Personnel Director

Time Recessed: \_\_\_\_\_ Time Reconvened to Open Session: \_\_\_\_\_

**THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED ON TUESDAY, JANUARY 13, 2025, AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.**

12. ADJOURNMENT

Time \_\_\_\_\_

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

Vote: *Natalie Moreno* \_\_\_\_\_  
*Yvette Santiago* \_\_\_\_\_  
*Breanna Koehler* \_\_\_\_\_

***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.***

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SUPERINTENDENT  
Alejandro Flores



**PERSONNEL COMMISSION**

MEMBERS  
Sharon Fernandez  
Natalie Moreno

INTERIM PERSONNEL  
DIRECTOR  
Jessica Landin

**OATH OF OFFICE**

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

Ref. 3.3

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

**PERSONNEL COMMISSION  
ROWLAND UNIFIED SCHOOL DISTRICT  
MINUTES OF THE REGULAR MEETING OF NOVEMBER 18, 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  
Yvette Santiago, Member  
Natalie Moreno, Member

Staff Members Present: Jessica Landin, Interim Personnel Director  
Arlene Zamudio, Interim Personnel Analyst

**APPROVAL OF THE AGENDA**

The Personnel Commission took action to approve the agenda with modifications for Tuesday, November 18, 2025.

Natalie Moreno motioned to amend the agenda to update the next meeting date to state December 9<sup>th</sup>, rather than December 6<sup>th</sup>.

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

**REPORT FROM THE PERSONNEL DIRECTOR**

Ms. Landin shared the Personnel Commission staff has been very busy running recruitments and onboarding employees. Ms. Landin also thanked the Personnel Commission staff for assisting in setting up Ms. Fernandez' farewell event.

**COMMUNICATIONS**

- A. CSEA – Mr. Mateo Buenaluz, CSEA President  
Ms. Buenaluz thanked Ms. Fernandez for her dedication to the Personnel Commission and to classified employees. Mr. Buenaluz inquired about current vacancies for the positions of Instructional Assistant I and Campus Aide.  
  
Ms. Landin provided some information and will circle back once she has more details to provide Mr. Buenaluz.
- B. District Administration – Mr. Kevin Despard, Director, Human Resources  
Mr. Despard thanked Ms. Fernandez for her many years of dedication to Rowland Unified Personnel Commission.
- C. Audience Members – Joan Stiegelmar, PCASC President  
Ms. Stiegelmar presented Ms. Fernandez with the Life Member Award on behalf of PCASC. Ms. Stiegelmar shared this award is given to those who have given special service to the association. Ms. Stiegelmar shared the PCASC voted unanimously to award Ms. Fernandez based on her dedication of over 30 years as well as her contributions to PCASC when she was President and Treasurer of the organization for several years.

Ms. Stiegelmar also thanked Ms. Fernandez on a personal level for providing her support and guidance during her time as the Personnel Director for Rowland Unified. Ms. Stiegelmar also mentioned Ms. Fernandez' and family's support and contribution to the Rowland Classified Annual Appreciation event were extremely appreciated and never went unnoticed.

## **PERSONNEL COMMISSION**

7.1 Recommendation: Approve the minutes of the meeting of October 7, 2025, as submitted.

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

7.2 Recommendation: Approve the minutes of the meeting of October 16, 2025, as submitted.

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

7.3 Recommendation: Approve the minutes of the meeting of October 21, 2025, as submitted.

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

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

### **ADVANCED STEP PLACEMENT**

8.1a Recommendation: Consider approving the advanced salary step request from Silvia Rivas, Director, Special Projects to employ Applicant ID #63132142 as Instructional Assistant I – Bilingual (Mandarin) at Step B of Range 15.5 on the Classified Salary Schedule.

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

8.1b Recommendation: Consider approving the advanced salary step request from Kevin Despard, Director, Human Resources to employ Applicant ID #15389334 as Human Resources/Credentials Analyst at Step C of Range 29.5 on the Classified Salary Schedule.

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

8.1c Recommendation: Consider approving the advanced salary step request from June Sakaue, Principal, Oswalt Elementary, to employ Applicant ID #62845408 as Behavior Support Assistant at Step B of Range 17 on the Classified Salary Schedule.

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

8.1d Recommendation: Consider approving the advanced salary step request from Patricia Mendoza, Principal, Hurley Elementary, to employ Applicant ID #62914167 as Health Assistant – Bilingual (Spanish) at Step B of Range 17.5 on the Classified Salary Schedule.

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

8.1e Recommendation: Consider approving the advanced salary step request from Maria Descallar, Principal, Killian Elementary, to employ Applicant ID #37342895 as Instructional Assistant I at Step D of Range 15 on the Classified Salary Schedule.

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

8.1f Recommendation: Consider approving the advanced salary step request from Mitchell Brunyer, Director, Rowland Adult and Community Education, to employ Applicant ID #64074803 as Office Assistant at Step C of Range 17 on the Classified Salary Schedule.

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

8.1g Recommendation: Consider approving the advanced salary step request from Mariela Moscal, Principal, Ybarra Academy to employ Applicant ID #63874520 as Instructional Assistant I at Step B of Range 15 on the Classified Salary Schedule

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

## **REALLOCATION**

8.2 Recommendation: Consider approving the recommended reallocation of a vacant Office Assistant – Bilingual (Spanish) position to an Office Assistant position

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) Instructional Assistant I – Bilingual/Biliterate (Mandarin) (D-25/26-39)
- b) District Patrol (D-25/26-40)
- c) Playground Supervision Aide (D-25/26-41)

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

9.3 Recommendation: To ratify the following eligibility lists:

- a) Campus Aide (D-25/26-15)
- b) Food Service Assistant I (D-25/26-06)
- c) Health Assistant (D-24/25-27)

- d) Health Assistant Bilingual (Spanish) (D-25/26-28)
- e) High School Kitchen Supervisor (D-25/26-29)
- f) Human Resources / Credentials Analyst (D-25/26-32)
- g) Personal Care Assistant (D-25/26-05)
- h) Secretary (D-25/26-24)
- i) Secretary – Bilingual (Spanish) (D-25/26-25)
- j) Speech Language Pathology Assistant (D-25/26-40)

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:

- Instructional Assistant I (D-24/25-83)
  - ID# 59592172 – PC Rule 6.1.10.4
  - ID# 47347533 – PC Rule 6.1.10.1
  - ID# 51821173 – PC Rule 6.1.10.1
  - ID# 43064361 – PC Rule 6.1.10.1
  - ID# 58269154 – PC Rule 6.1.10.1
  - ID# 63261367 – PC Rule 6.1.10.1
  - ID# 44363016 – PC Rule 6.1.10.1
  - ID# 54959572 – PC Rule 6.1.10.1
  - ID# 52339350 – PC Rule 6.1.10.1
- Instructional Assistant I (D-25/26-12)
  - ID# 46653068 – PC Rule 6.1.10.4
  - ID# 60889744 – PC Rule 6.1.10.4
  - ID# 60982427 – PC Rule 6.1.10.4
  - ID# 31812843 – PC Rule 6.1.10.1
- Food Service Assistant I (D-24/25-69)
  - ID# 56608245 – PC Rule 6.1.10.8
- Behavior Support Assistant (D-25/26-07)
  - ID# 53031387 – PC Rule 6.1.10.3

Motion made by: Yvette Santiago  
 Seconded by: Natalie Moreno

Vote: Sharon Fernandez Yes  
 Natalie Moreno Yes  
 Yvette Santiago Yes

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

Ms. Santiago and Ms. Moreno thanked Ms. Fernandez for her service to the Personnel Commission and wished her a wonderful retirement.

Ms. Fernandez thanked the Personnel Commission and its staff for everything.

11. **ADJOURNMENT**

To adjourn the meeting at 4:47 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

Submitted by: \_\_\_\_\_  
**Jessica Landin**  
 Interim Personnel Director

**THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED FOR TUESDAY, DECEMBER 9, 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.***

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SUPERINTENDENT  
Alejandro Flores



**PERSONNEL COMMISSION**

MEMBERS  
Natalie Moreno  
Yvette Santiago

INTERIM PERSONNEL DIRECTOR  
Jessica Landin

## **Rescheduled Meeting of the Personnel Commission**

The regular meeting of Tuesday, December 9, 2025 was cancelled due to no quorum.

It has been rescheduled to the following:

**Thursday, December 18, 2025**  
**District Office – Board Room and Remote via Zoom**  
**1830 Nogales St.**  
**Rowland Heights, Ca. 91748**

The meeting agenda will be posted at least seventy-two (72) hours prior to the regular meeting on the Personnel Commission page of the Rowland Unified School District website.

**Board Vision:** The Rowland Unified School District promotes, expects, and accepts nothing short of excellence.  
We have a collective commitment to be the best school district in California.

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**  
**ADVANCED SALARY STEP PLACEMENT**  
**FOR**  
**PERSONAL CARE ASSISTANT**

The Commission is in receipt of a request from Amy Grigsby, Principal of Yorbita Elementary to employ Applicant ID #60863586 as Personal Care Assistant at Step B of Range 14 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step B of Range 14 on the Classified Salary Schedule.

**PERSONNEL COMMISSION**  
**ADVANCED SALARY STEP PLACEMENT**  
**FOR**  
**INSTRUCTIONAL ASSISTANT II**

The Commission is in receipt of a request from Johan Schmitz, Principal of Jellick Elementary to employ Applicant ID #7228599 as Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

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

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

The Commission is in receipt of a request from John Martinez, Principal of Rowland Elementary to employ Applicant ID #54621535 as Campus Aide at Step D of Range 14.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

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

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

The Commission is in receipt of a request from Sarah Opatkiewicz, Principal of Shelyn Elementary to employ Applicant ID #64363624 as Campus Aide at Step E of Range 14.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has a Bachelors degree and has over nine 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 14.5 on the Classified Salary Schedule.

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

The Commission is in receipt of a request from Johan Schmitz, Principal of Jellick Elementary to employ Applicant ID #26111422 as Campus Aide at Step C of Range 14.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant a Masters degree and has over two 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 14.5 on the Classified Salary Schedule.

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

The Commission is in receipt of a request from Elena Camarillo, Principal of Villacorta to employ Applicant ID #63821721 as Campus Aide at Step C of Range 14.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has over four years of work related experience. The number of years of 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 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 14.5 on the Classified Salary Schedule.



ROWLAND UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
MEMORANDUM

November 13, 2025

TO: Kevin Despard, Director of Human Resources

FROM: Jessica Landin, Interim Personnel Director

RE: **RECOMMENDED REALLOCATION OF AN OFFICE ASSISTANT – BILINGUAL (SPANISH) POSITION TO AN ADMINISTRATIVE SECRETARY – BILINGUAL (SPANISH)**

Pui Ma, Director, Technology Services, has requested that we reallocate a vacant Office Assistant – Bilingual (Spanish) to an Administrative Secretary – Bilingual (Spanish) position. In discussions with the Director of Technology it was found the Office Assistant classification is primarily structured around routine clerical duties with limited independent judgment, which does not fully meet the complexity and pace of the Technology department's needs.

Your input concerning the recommended reallocation is important. The Personnel Commission will consider approving this at the regular meeting on Tuesday, December 9, 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="" type="checkbox"/> I agree with the recommended reallocation.	<input type="checkbox"/> I disagree with the reallocation, and recommend the adjustments noted above.
Signature:	Date: 12-4-25

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

PC26-166

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**

December 9, 2025

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ITEM 9.1 EXAM REVIEW

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

<b>Classification</b>	<b>Length of Eligibility List</b>	<b>Number of Positions</b>	<b>Hours / Months</b>	<b>Last Class Description Revision</b>	<b>Tentative Exam Plan</b>
Custodian	6 months	Using for future vacancies and substitutes	Varies	2/2015	<ul style="list-style-type: none"><li>• Remote Written Exam</li><li>• Structured Interview</li></ul>
Cook	6 months	1	8.0/12	11/2016	<ul style="list-style-type: none"><li>• Structured Interview</li><li>• Technical Project</li></ul>

**Recommendation**

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



## ROWLAND UNIFIED SCHOOL DISTRICT

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

INVITES APPLICATIONS FOR THE POSITION OF:

### **CUSTODIAN (FULL-TIME AND / OR SUBSTITUTE)**

#### **SALARY**

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

*An Equal Opportunity Employer*

**OPENING DATE:** December 1, 2025

**FINAL FILING DATE:** December 19, 2025

#### **POSITION**

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

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

#### **SUMMARY OF DUTIES**

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

#### **QUALIFICATIONS**

**EDUCATION:** Graduation from high school or equivalency is desirable.

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

*Please contact Arlene Zamudio at [arlene.zamudio@rowlandschools.org](mailto:arlene.zamudio@rowlandschools.org) if you have any questions.*

#### **LICENSE/LANGUAGE REQUIREMENTS:**

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

#### **ENVIRONMENT:**

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

#### **PHYSICAL REQUIREMENTS:**

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

## **FILING PERIOD**

Applications for this position will be accepted online only, **Monday, December 1, 2025, to Friday, December 19, 2025, until 4:30 pm.**

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

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

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

The examination may consist of the following:

- Job Related Written Examination
- Performance / Structured Interview

**Salary Range: 18**

## **PROOF OF EDUCATION**

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

## **ADVANCED SALARY STEP PLACEMENT**

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

## **APPOINTMENT**

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

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

## **PROCESSING FEE**

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

## **VETERANS CREDIT**

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

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

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[www.rowlandschools.org](http://www.rowlandschools.org)

INVITES APPLICATIONS FOR THE POSITION OF:

**COOK**

**SALARY**

**\$22.34 - \$27.22 HOURLY\***  
**\$3,873.00 - \$4,720.00 – MONTHLY\***  
*An Equal Opportunity Employee*

**OPENING DATE:** December 1, 2025

**FINAL FILING DATE:** **December 19, 2025**

**FULL-TIME POSITION – INCLUDING BENEFITS**

**POSITION**

There is currently one (1) immediate vacancy in this position, eight (8) hours per day, five (5) days per week, twelve (12) months per year. The tentative work schedule is 5:00 AM to 1:30 PM. An eligibility list is being established to fill the **current vacancy** and to fill substitute positions that may occur within the next **six months**.

**SUMMARY OF DUTIES**

Under the direction of the Nutrition Services Supervisor, cooks and prepares a variety of main dishes and hot food items, including meats, vegetables, and sauces according to federal and state school breakfast and lunch menu requirements in a centralized food production kitchen; conducts inventory and maintains related records; and maintains food service facilities and equipment in a clean and orderly condition.

**QUALIFICATIONS**

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

**EXPERIENCE:** One year of batch cooking experience involving the preparation of a variety of main dishes and hot and cold food items in a central kitchen, restaurant, or large institutional setting.

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

- High School Diploma, or its equivalent; **REQUIRED** and
- A valid and current Certified Food Protection Manager (CFPM) Certificate approved by the State of California. **REQUIRED**

**List of businesses that offer Certified Food Protection Manager (CFPM) Certificate here →**

<https://anabpd.ansi.org/Accreditation/credentialing/certificate-issuers/AllDirectoryListing?prgID=262&statusID=4>

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

Documents may also be emailed to [cvahimarae@rowlandschools.org](mailto:cvahimarae@rowlandschools.org). **Applications without the supporting documents will be considered incomplete and will be disqualified.**

**LICENSE / CERTIFICATION / TRAINING REQUIREMENTS:**

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

**WORK ENVIRONMENT:** Employees in this classification work primarily inside a central kitchen 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.

**PHYSICAL REQUIREMENTS:** Employees in this classification stand for an extended period of time, walk, sit, stoop, bend at the waist, reach overhead, above shoulders, and horizontally, lift and carry up to 50 lbs. without assistance, push and pull moderately heavy items, use fingers and wrists and/or hands repetitively in a slicing or twisting motion or while applying pressure, use both hands simultaneously, climb ladders, speak clearly, hear normal conversation, see small details, use a telephone, and may drive a vehicle.

## FILING PERIOD:

Applications for this position will be accepted online only until **Friday, December 19, 2025, until 4:30 PM.**

To apply please visit [www.rowlandschools.org](http://www.rowlandschools.org) → Departments → Personnel Commission → Classified Job Openings.

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

## EXAMINATION – OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of:

- Job Related Written Exam
- Performance Exam
- Structured Interview Exam

**Classified Salary Schedule: Range 18**

## PROOF OF EDUCATION

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

## ADVANCED SALARY STEP PLACEMENT

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

## APPOINTMENT

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

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

## PROCESSING FEE

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

## VETERANS CREDIT

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

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

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**PERSONNEL COMMISSION  
ROWLAND UNIFIED SCHOOL DISTRICT**

December 9, 2025

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ITEM 9.4 DISQUALIFICATION OF ELIGIBLES AND REMOVAL OF NAMES FROM ELIGIBILITY LISTS

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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
Instructional Assistant I – Bilingual (Spanish) (D-24/25-84)	6.1.10.1 Failure to respond within five (5) working days following the date that a written notice regarding the eligible's availability for employment was sent. <ul style="list-style-type: none"><li>• ID# 63261367</li><li>• ID# 54959572</li></ul>
Instructional Assistant I – Bilingual (Spanish) (D-25/26-13)	6.1.10.1 Failure to respond within five (5) working days following the date that a written notice regarding the eligible's availability for employment was sent. <ul style="list-style-type: none"><li>• ID# 46653068</li></ul>
Behavior Support Assistant (D-25/26-07)	6.1.10.1 Failure to respond within five (5) working days following the date that a written notice regarding the eligible's availability for employment was sent. <ul style="list-style-type: none"><li>• ID# 32111328</li></ul>
Behavior Support Assistant (D-24/25-43)	6.1.10.1 Failure to respond within five (5) working days following the date that a written notice regarding the eligible's availability for employment was sent. <ul style="list-style-type: none"><li>• ID# 62016488</li></ul>

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.