

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

November 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_dtoJq8dJTLirLFELe7ZbFQ

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.

November 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
Sharon Fernandez, Chair	_____	_____
Natalie Moreno, Member	_____	_____
Yvette Santiago, Member	_____	_____
 Jessica Landin, Interim Personnel Director	 _____	 _____
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, November 18, 2025, or adopting the Agenda with the following corrections/modifications for Tuesday, November 18, 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 October 7, 2025. (Ref. 7.1)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Natalie Moreno _____
Yvette Santiago _____

7.2 Approve the minutes of the meeting of October 16, 2025. (Ref. 7.2)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Natalie Moreno _____
Yvette Santiago _____

7.3 Approve the minutes of the meeting of October 21, 2025. (Ref. 7.3)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Natalie Moreno _____
Yvette Santiago _____

7.4 Receive the Personnel Commission's Annual Report for the 2024-2025 fiscal year for review for future distribution. (Ref. 7.4 Ltd. Dist.)

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Advanced Salary Step Placement

- a) 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. (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 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. (Ref. 8.1b) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Natalie Moreno _____
Yvette Santiago _____

- c) Consider approving the advanced salary step request from 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. (Ref. 8.1c) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Natalie Moreno _____
Yvette Santiago _____

- d) 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. (Ref. 8.1d) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Natalie Moreno _____
Yvette Santiago _____

- e) 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. (Ref. 8.1e) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Natalie Moreno _____
Yvette Santiago _____

- f) 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. (Ref. 8.1f) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Natalie Moreno _____
Yvette Santiago _____

- g) 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. (Ref. 8.1g) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Natalie Moreno _____
Yvette Santiago _____

8.2 Reallocation

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

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) 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 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) 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 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)

- 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 by: _____
Second by: _____

Vote: Sharon Fernandez _____
Natalie Moreno _____
Yvette Santiago _____

10. INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED ON TUESDAY, DECEMBER 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 OCTOBER 7, 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 4:31 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, Personnel Analyst

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

APPROVAL OF THE AGENDA

The Personnel Commission took action to approve the agenda as submitted for Tuesday, October 7, 2025.

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

REPORT FROM THE PERSONNEL DIRECTOR

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

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

- Athletic Trainer
- Human Resources / Credentials Analyst
- Administrative Secretary – Bilingual (Spanish)
- Buyer
- Senior Office Assistant – Bilingual/Biliterate (Spanish)
- Speech Language Pathology Assistant
- Speech Language Pathology Assistant – Bilingual (Spanish)
- Speech Language Pathology Assistant – Bilingual / Biliterate (Spanish)

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

- Food Service Assistant I – Written Exam and Structured Interview
- Secretary – Written Exam
- Health Assistant - Written Exam
- Administrative Secretary - Written Exam

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

- 1 - Administrative Secretary
- 1 - Campus Aide
- 5 – Custodian Substitutes
- 1 - Food Service Assistant I
- 1 - Food Service Assistant Substitute

- 1 - Health Assistant Substitute
- 1 - Instructional Assistant I
- 2 - Instructional Assistant I Bilingual (Mandarin)
- 1 - Library Assistant
- 2 - Playground Supervision Aide
- 1 – School Based Technology Assistant

COMMUNICATIONS

- A. CSEA – Mr. Mateo Buenaluz, CSEA President
Mr. Buenaluz shared thoughts on including more information regarding CSEA be included in the New Employee onboarding packet.
- B. District Administration – None
- C. Audience Members – None

PERSONNEL COMMISSION

7.1 Recommendation: Approve the minutes of the meeting of September 2, 2025, as submitted.

Motion made by: Natalie Moreno
Seconded by: Yvette Santiago

Vote: Sharon Fernandez Yes
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 Johan Schmitz, Principal, Jellick Elementary to employ Applicant ID #62539975 as School Based Technology Assistant at Step B of Range 18 on the Classified Salary Schedule.

Motion made by: Natalie Moreno
Seconded by: Yvette Santiago

Vote: Sharon Fernandez Yes
Natalie Moreno Yes
Yvette Santiago Yes

8.1b Recommendation: Consider approving the advanced salary step request from Juan Herrera, Dorecvtor, Secondary Education to employ Applicant ID# 20998059 as Administrative Secretary at Step E of Range 21.5 on the Classified Salary Schedule.

Motion made by: Natalie Moreno
Seconded by: Yvette Santiago

Vote: Sharon Fernandez Yes
Natalie Moreno Yes
Yvette Santiago Yes

8.1c Recommendation: Consider approving the advanced salary step request from Silvia Rivas, Director, Special Projects to employ Applicant ID #59592172 as Instructional Assistant I Bilingual (Mandarin) at Step B of Range 15.5 on the Classified Salary Schedule.

Motion made by: Natalie Moreno
Seconded by: Yvette Santiago

Vote: Sharon Fernandez Yes
Natalie Moreno Yes
Yvette Santiago Yes

REALLOCATION

- 8.2 Recommendation: Consider approving the recommended reallocation of a vacant Instructional Assistant II–Bilingual/Biliterate (Mandarin) position to an Instructional Assistant I – Bilingual/Biliterate (Mandarin) position. Executive Secretary (D-24/25-56).

Motion made by: Natalie Moreno
Seconded by: Yvette Santiago

Vote: Sharon Fernandez Yes
Natalie Moreno Yes
Yvette Santiago Yes

EXAMINATIONS/ELIGIBILITY LISTS

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

- a) Athletic Trainer D-25/26-31
- b) Human Resources Credential Analyst D-25/26-32
- c) Administrative Secretary – Bilingual (Spanish) D-25/26-33
- d) Buyer D-25/26-34
- e) Senior Office Assistant – Bilingual/Biliterate (Spanish) D-25/26-35
- f) Speech Language Pathologist Assistant D-25/26-36
- g) Speech Language Pathologist Assistant – Bilingual (Spanish) D-25/26-37
- h) Speech Language Pathologist Assistant – Bilingual/Biliterate (Spanish) D-25/26-

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

- 9.3 Recommendation: To ratify the following eligibility lists:

- a) Behavior Support Assistant D-25/26-07
- b) Campus Aide D-25/26-15
- c) Career Vocational Assistant D-25/26-20
- d) Human Resources Credential Analyst D-25/26-11
- e) Instructional Assistant I D-25/26-12
- f) Instructional Assistant I – Bilingual (Spanish) D-25/26-13
- g) Office Assistant D-25/26-20
- h) Office Assistant – Bilingual (Spanish) D-25/26-21
- i) Office Assistant – Bilingual/Biliterate (Spanish) D-25/26-22
- j) Personnel Technician D-25/26-18
- k) Personnel Technician – Bilingual (Spanish) D-25/26-19

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:

- Campus Aide D-25/26-15
 - ID# 810673 – PC Rule 6.1.10.8
 - ID# 20998059 – PC Rule 6.1.10.4
- Custodian D-24/25-75
 - ID# 41369519 – PC Rule 6.1.10.2 & 4.4.11
 - ID# 28727736 – PC Rule 6.1.10.2 & 4.4.11
- Food Service Assistant I D-24/25-69
 - ID# 57525913 – PC Rule 6.1.10.2 & 4.4.11
- Instructional Assistant I D-24/25-60
 - ID# 7174142– PC Rule 6.1.10.4

- Instructional Assistant I - Bilingual Spanish D-24/25-84
 - ID# 63257730 – PC Rule 6.1.10.8
- Instructional Assistant II D-24/25-02
 - ID# 17360598 - PC Rule 6.1.10.8
- Personal Care Assistant D-24/25-27
 - ID# 61307925 – PC Rule 6.1.10.4
 - ID# 62994632 – PC Rule 6.1.10.6
- Playground Supervision Aide D-24/25-55
 - ID# 30838780 - PC Rule 6.1.10.6
 - ID# 49034683 - PC Rule 6.1.10.3
- Speech Language Pathology Assistant D-24/25-40
 - ID# 50473449 - PC Rule 6.1.10.6

Motion made by: Yvette Santiago
 Seconded by: Natallie Moreno

Vote: Sharon Fernandez Yes
 Natalie Moreno Yes
 Yvette Santiago Yes

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

No input or comments from the Personnel Commissioners currently.

11. **CLOSED SESSION**

Recess to closed session to discuss:

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

No action taken during closed session.

Time Recessed: 4:55 Time Reconvened to Open Session: 5:49

12. **ADJOURNMENT**

To adjourn the meeting at 5:49 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, NOVEMBER 18, 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
ROWLAND UNIFIED SCHOOL DISTRICT
MINUTES OF THE SPECIAL MEETING OF OCTOBER 16, 2025
MEETING HELD IN-PERSON**

The meeting of the Personnel Commission of the Rowland Unified School District was called to order at 4:31 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, Personnel Analyst

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

APPROVAL OF THE AGENDA

The Personnel Commission took action to approve the agenda as submitted for Thursday, October 16, 2025.

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

COMMUNICATIONS

- A. CSEA – None
- B. District Administration – None
- C. Audience Members – None

CLOSED SESSION

Recess to closed session to discuss:

- Public employee Discipline/Dismissal/Release – Government Code 54957(b)

On a motion by Natalie Moreno and seconded by Yvette Santiago, the Personnel Commission approved the probationary release of employee number GT8034296 from employment effective October 16, 2025.

Time Recessed: 4:32 Time Reconvened to Open Session: 4:51

ADJOURNMENT

To adjourn the meeting at 4:53 P.M.

Motion made by:	Natalie Moreno	Vote:	Sharon Fernandez	Yes
Seconded by:	Yvette Santiago		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, NOVEMBER 18, 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
ROWLAND UNIFIED SCHOOL DISTRICT
MINUTES OF THE SPECIAL MEETING OF OCTOBER 21, 2025
MEETING HELD IN-PERSON**

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, Personnel Analyst

Staff Members Absent: Arlene Zamudio, Senior Personnel Technician

APPROVAL OF THE AGENDA

The Personnel Commission took action to approve the agenda as submitted for Tuesday, October 21, 2025.

Motion made by: Natalie Moreno
Seconded by: Yvette Santiago

Vote:	Sharon Fernandez	Yes
	Natalie Moreno	Yes
	Yvette Santiago	Yes

COMMUNICATIONS

- A. CSEA – None
- B. District Administration – None
- C. Audience Members – None

CLOSED SESSION

Recess to closed session to discuss:

- Public Employee Appointment – Government Code 54957 (b)(1) (1 matter)
Title: Interim Personnel Director

On a motion by Natalie Moreno and seconded by Yvette Santiago, the Personnel Commission agreed to appoint Ms. Jessica Landin, Personnel Analyst, as the Interim Personnel Director.

Time Recessed: 4:31 Time Reconvened to Open Session: 4:42

ADJOURNMENT

To adjourn the meeting at 4:43 P.M.

Motion made by: Natalie Moreno
Seconded by: Yvette Santiago

Vote:	Sharon Fernandez	Yes
	Natalie Moreno	Yes
	Yvette Santiago	Yes

Approved by: _____
Sharon Fernandez
Chair
Personnel Commission

Submitted by: _____
Personnel Director
Personnel Commission

THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED FOR TUESDAY, NOVEMBER 18, 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 Silva 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 pursuant to Rule 17.2.1.

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

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
HEALTH ASSISTANT – BILINGUAL (SPANISH)

The Commission is in receipt of a 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 pursuant to Rule 17.2.1.

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

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step B of Range 17.5 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
INSTRUCTIONAL ASSISTANT I

The Commission is in receipt of a 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 pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant a Bachelor's degree and has over 4 years of experience. The number of years of education and related work experience does qualify this applicant for step placement at Step D based on the formula of one step will be given for two years of additional education beyond the employment standards for the classification and one step will be given for two years of additional related experience beyond the employment standards for the classification.

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step D of Range 15 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
OFFICE ASSISTANT

The Commission is in receipt of a 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 pursuant to Rule 17.2.1.

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

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
BEHAVIOR SUPPORT ASSISTANT

The Commission is in receipt of a 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 pursuant to Rule 17.2.1.

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

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
HUMAN RESOURCES / CREDENTIALS ANALYST

The Commission is in receipt of a request from Kevin Despard, Director, Human Resources to employ Applicant ID #15389334 as Human Resources / Credentials Analyst at Step E of Range 29.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant a Bachelor's degree and has over 6 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 29.5 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
INSTRUCTIONAL ASSISTANT I

The Commission is in receipt of a 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 pursuant to Rule 17.2.1.

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

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step B of Range 15 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 OFFICE ASSISTANT**

Marci Chavez, Principal of Blandford, has requested that we reallocate an Office Assistant – Bilingual (Spanish) to Office Assistant position for a vacant position. There is no longer a site need to have a full time Office Assistant Bilingual (Spanish) position.

Your input concerning the recommended reallocation is important. The Personnel Commission will consider approving this at the regular meeting on Tuesday, November 18, 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.

☒ I agree with the recommended reallocation.	☐ I disagree with the reallocation, and recommend the adjustments noted above.
Signature: <i>Kevin S. Despard</i>	Date: <i>11/13/25</i>

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

PC26-150

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

November 18, 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
Instructional Assistant I – Bilingual/Biliterate (Mandarin)	6 months	1	5.5/9.5	6/2025	• Assessment Exam • Structured Interview • Bilingual Evaluation • Biliterate Evaluation
District Patrol	6 months	2	3.2/12.0 & 8.0/12	10/2017	• Structured Interview • Technical Project
Playground Supervision Aide	6 months	4	1.0/9.5 – 3.5/9.5	11/2018	• Job Related Written Quiz

Recommendation

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



ROWLAND UNIFIED SCHOOL DISTRICT

CONTINUOUS

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

INVITES APPLICATIONS FOR THE POSITION OF:

INSTRUCTIONAL ASSISTANT I – BILINGUAL/BILITERATE (MANDARIN)

\$20.21 - \$24.65 Hourly Rate

An Equal Opportunity Employer

OPENING DATE: OCTOBER 10, 2025

FINAL FILING DATE: CONTINUOUS

POSITION

There is currently one (1) position available working 5.5 hours/day, 5 days/week, 9.5 months a year at Rowland High School. Tentative reporting hours are 8:30 AM to 2:30 PM. An eligibility list will be established to fill current and future vacancies and hire substitutes for the next six months.

SUMMARY OF DUTIES

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

QUALIFICATIONS

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

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

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

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

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

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

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

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

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

FILING PERIOD

Applications for this position will be accepted online only until **enough qualified applications are received.**

APPLICANTS WILL BE SENT NOTIFICATIONS BY E-MAIL ONLY

EXAMINATION – OPEN/PROMOTIONAL WITH DUAL CERTIFICATION:

The examination for the position may consist of the following:

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

Salary Range: 16 - Instructional Assistant I – Bilingual/Biliterate (Mandarin)

PROOF OF EDUCATION:

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

ADVANCED SALARY STEP PLACEMENT:

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

APPOINTMENT:

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

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

PROCESSING FEE:

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

VETERANS CREDIT:

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

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

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:

DISTRICT PATROL

\$23.49 - \$28.58 Hourly

An Equal Opportunity Employer

OPENING DATE: November 3, 2025

FINAL FILING DATE: November 24, 2025

POSITION

There are currently two (2) positions available. An eligibility list will be established to fill current vacancies, hire substitutes, and fill future vacancies for the next 6 months.

UPDATED POSITION DETAILS:

- Sat – Sun: 7:00 AM to 3:30 PM – 16 HOURS PER WEEK
- Wednesday – Sunday: 3:30 PM to 12:00 AM – 40 HOURS PER WEEK

SUMMARY OF DUTIES

Under general direction of a District Administrator or designee, patrols District work sites, campuses, parking lots and related areas to ensure facilities are properly secured; observes and controls behavior of students and determines if unauthorized visitors are on such premises; approaches such visitors to determine the reasons for their presence and assists them; encourages unauthorized visitors to leave voluntarily using tact, persuasion and good judgment; responds to alarms and observes site to determine if there are intruders; calls police for assistance in handling intruders and unauthorized visitors; makes emergency maintenance repairs; secures premises; and completes various records and reports.

QUALIFICATIONS

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

EXPERIENCE: One year of experience in security/safety work or law enforcement is required. A certificate of completion from a California Basic P.O.S.T. Training Academy can be substituted for the required experience. The certificate of completion must be dated within the last three years.

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

- **High School Diploma/Equivalent or highest completed diploma (GED, AA/BA/MA)**
- **P.O.S.T Training Academy Certificate (dated within the last 3 years) is required if being substituted for the required experience.**

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

LICENSE REQUIREMENTS: Possession of a valid, Class C, California Driver license and a good driving record is required prior to and during employment. A current SB 1626 Training Certificate in accordance with 832.2 of California Penal Code, compliant with California Education Code Section 38001.5, must be completed within six months of hire at the employee's expense.

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

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

FILING PERIOD

Applications for this position will be accepted online only starting **Monday, November 3, 2025 to Monday, November 24, 2025 until 4:30pm.**

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

Classified Salary Range: 19

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 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.

PROCESSING FEE

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

VETERANS' CREDIT

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

***For a more detailed job description, including benefits / leave information, please visit**

www.rowlandschools.org. → Departments → Personnel Commission → Classified Job Openings

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



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

INVITES APPLICATIONS FOR THE POSITION OF:

PLAYGROUND SUPERVISION AIDE

\$17.41 Hourly
An Equal Opportunity Employer

OPENING DATE: Friday, November 7, 2025

FINAL FILING DATE: Wednesday, December 3, 2025

POSITION

Hours for this job range from one (1) hour per day to three (3) hours per day, five (5) days per week, nine and a half (9 1/2) 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 within the next 6 months.

SUMMARY OF DUTIES

Under the direction of the principal or designee, performs a variety of assignments monitoring and overseeing students in the cafeterias, lunch areas, restrooms, playgrounds, school hallways, parking lots, or grounds during breakfast, lunch, or other non-instructional times; assists school staff in the safety and well-being of students; and intercedes in potentially harmful situations in accordance with school and organizational procedures.

QUALIFICATIONS

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

EXPERIENCE: Six months of experience in supervising or working with students in an organized setting is desirable.

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

WORK ENVIRONMENT: Employees in this classification will work indoors and outdoors; in seasonal heat and cold or adverse weather conditions, in direct contact with the public, students, and District personnel, and in the absence of direct supervision.

HAZARDS: Exposure to verbal abuse and harassment, potential physical hazards involved in intervening in anti-social, illegal, and violent behavior; possible fights and confrontations.

PHYSICAL REQUIREMENTS: Employees in this classification stand for extended periods of time, walk, sit, stoop/bend, reach overhead, lift and carry up to 20 lbs., simultaneously use both arms, legs, and hands; reach overhead; hear normal voice conversation; speak clearly; have depth perception and color vision, distinguish shades, see small details and long distances, and use a radio and telephone.

FILING PERIOD

Applications for this position will be accepted starting on **Friday, November 7, 2025, until Wednesday, December 3, 2025, at 4:30 p.m.**

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 Quiz

Classified Salary Range: 9 Schedule M*

**Playground Supervision Aide is a non-represented classification, and the salary schedule has only one step. Staff employed in this classification do not receive annual increases.*

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.**

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

*For a more detailed job description, including benefits/leave information, please 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**

November 18, 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
Instructional Assistant I (D-24/25-83)	6.1.10.1 Failure to respond within five (5) working days following the date that a written notice regarding the eligible's availability for employment was sent. - ID# 47347533 - ID# 51821173 - ID# 43064361 - ID# 58269154 - ID# 63261367 - ID# 44363016 - ID# 54959572 - ID# 52339350 6.1.10.4 A written request by the eligible for removal. - ID# 59592172
Instructional Assistant I (D-25/26-12)	6.1.10.1 Failure to respond within five (5) working days following the date that a written notice regarding the eligible's availability for employment was sent. - ID# 31812843 6.1.10.4 A written request by the eligible for removal. - ID# 46653068 - ID# 60889744 - ID# 60982427
Food Service Assistant I (D-24/25-69)	6.1.10.8 Failure to satisfactorily complete all pre-employment and background reviews, including reference checks conducted by the Appointing Authority. ID# 56608245
Behavior Support Assistant (D-25/26-07)	6.1.10.3 Failure to report for a scheduled interview after certification. ID#53031387

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.