

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT
AGENDA**

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

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

September 2, 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_CctXAftETnq4BUemZsz_hA

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

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

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

Please be advised that this meeting is being audio recorded.

September 2, 2025
4:30 P.M.

PLEASE CIRCULATE

1. Meeting called to order by the Presiding Chair_____at____p.m.

2. Roll Call:	Present	Absent
Sharon Fernandez, Chair	_____	_____
Natalie Moreno, Member	_____	_____
Yvette Santiago, Member	_____	_____
 Jode Howard, Personnel Director	 _____	 _____
Jessica Landin, Personnel Analyst	_____	_____
Arlene Zamudio, Senior Personnel Technician	_____	_____

3. **PRELIMINARY**

3.1 Pledge of Allegiance to the Flag

3.2 Consider adopting the Agenda as submitted for Tuesday, September 2, 2025, or adopting the Agenda with the following corrections/modifications for Tuesday, September 2, 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 August 4, 2025. (Ref. 7.1)

Motion by: _____

Second by: _____

Vote: Sharon Fernandez _____

Natalie Moreno _____

Yvette Santiago _____

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Advanced Salary Step Placement

- a) Consider approving the advanced salary step request from Yesenia Alvarez, Principal, Hurley Elementary to employ Applicant ID #61613430 as Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule. (Ref. 8.1a) & (Ltd. Dist.)

Motion by: _____

Second by: _____

Vote: Sharon Fernandez _____

Natalie Moreno _____

Yvette Santiago _____

- b) Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education to employ Applicant ID #62027021 as Personal Care Assistant at Step C of Range 14 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 Silvia Rivas, Director, Special Projects to employ Applicant ID #50833621 as Personal Care Assistant at Step E of Range 14 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 Heidi West, Principal, Rorimer Elementary School to employ Applicant ID #51821173 as Instructional Assistant I – Bilingual (Spanish) at Step C of Range 15.5 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 Stacy Berrest, Director, Special Education to employ Applicant ID #61653466 as Personal Care Assistant at Step C of Range 14 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 Karen Magana, Principal, Northam Elementary School to employ Applicant ID #52339350 as Instructional Assistant I – Bilingual (Spanish) at Step B of Range 15.5 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 Karen Magana, Principal, Northam Elementary and Patricia Mendoza, Principal, Hurley Elementary to employ Applicant ID #59056853 as Custodian at Step E of Range 18 on the Classified Salary Schedule. (Ref. 8.1g) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Natalie Moreno _____
Yvette Santiago _____

- h) Consider approving the advanced salary step request from Gregory Perez, Principal, Rowland High School, to employ Applicant ID #40862309 as Office Assistant – Bilingual (Spanish) at Step D of Range 17.5 on the Classified Salary Schedule. (Ref. 8.1h) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Natalie Moreno _____
Yvette Santiago _____

- i) Consider approving the advanced salary step request from Maria Descallar, Principal, Killian to employ Applicant ID #50708770 as Library Assistant at Step E of Range 17 on the Classified Salary Schedule. (Ref. 8.1i) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Natalie Moreno _____
Yvette Santiago _____

- j) Consider approving the advanced salary step request from Heidi West, Principal, Rorimer Elementary School to employ Applicant ID #58269154 as Instructional Assistant I – Bilingual (Spanish) at Step D of Range 15.5 on the Classified Salary Schedule. (Ref. 8.1j) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Natalie Moreno _____
Yvette Santiago _____

- k) Consider approving the advanced salary step request from John Martinez, Principal, Rowland Elementary School to employ Applicant ID #62016488 as Instructional Assistant I at Step C of Range 15 on the Classified Salary Schedule. (Ref. 8.1k) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Natalie Moreno _____
Yvette Santiago _____

- l) Consider approving the advanced salary step request from Michael Hoon, Principal, Hollingworth Elementary School to employ Applicant ID #24768442 as Instructional Assistant I at Step E of Range 15 on the Classified Salary Schedule. (Ref. 8.1l) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Natalie Moreno _____
Yvette Santiago _____

- m) Consider approving the advanced salary step request from June Sakaue, Principal, Oswalt Academy to employ Applicant ID #43199489 as Instructional Assistant I at Step B of Range 15 on the Classified Salary Schedule. (Ref. 8.1m) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Natalie Moreno _____
Yvette Santiago _____

- n) Consider approving the advanced salary step request from Patricia Mendoza, Principal, Hurley Elementary School to employ Applicant ID #47347533 as Instructional Assistant I – Bilingual (Spanish) at Step D of Range 15.5 on the Classified Salary Schedule. (Ref. 8.1n) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Natalie Moreno _____
Yvette Santiago _____

- o) Consider approving the advanced salary step request from Jacob Jung, Principal, Telesis Academy to employ Applicant ID #22311112 as Library Assistant at Step D of Range 17 on the Classified Salary Schedule. (Ref. 8.1o) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Natalie Moreno _____
Yvette Santiago _____

- p) Consider approving the advanced salary step request from Maria Davila, Director, Nutrition Services to employ Applicant ID #63035841 as Food Service Assistant III at Step E of Range 14 on the Classified Salary Schedule. (Ref. 8.1p) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Natalie Moreno _____
Yvette Santiago _____

- q) Consider approving the advanced salary step request from Gregory Perez, Principal, Rowland High School to employ Applicant ID #58849078 as Office Assistant at Step B of Range 17 on the Classified Salary Schedule. (Ref. 8.1q) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Natalie Moreno _____
Yvette Santiago _____

- r) Consider approving the advanced salary step request from Miriam Kim, Director, Outreach and Community Relations to employ Applicant ID #61278591 as Administrative Secretary – Bil/Bil (Mandarin) at Step E of Range 22.5 on the Classified Salary Schedule. (Ref. 8.1r) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Natalie Moreno _____
Yvette Santiago _____

- s) Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education to employ Applicant ID #61278591 as Behavior Support Assistant at Step B of Range 17 on the Classified Salary Schedule. (Ref. 8.1s) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Natalie Moreno _____
Yvette Santiago _____

8.2 Extension of Eligibility List

Consider approving the extension of the following eligibility list for another six months per PC Rule 6.1.5.

- o Executive Secretary (D-24/25-56)
 - Previous expiration date: 10/18/25
 - New expiration date: 4/18/26

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) Secretary D-25/26-24
- b) Secretary – Bilingual (Spanish) D-25/26-25
- c) Behavior Intervention Specialist D-25/26-26
- d) Health Assistant D-25/26-27
- e) Health Assistant – Bilingual (Spanish) D-25/26-28
- f) High School Kitchen Supervisor D-25/26-29
- g) Campus Safety D-25/26-30

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 D-24/25-87
- b) Administrative Secretary – Bilingual (Spanish) D-24/25-88
- c) Administrative Secretary – Bilingual/Biliterate (Spanish) D-24/25-89
- d) Assistant Superintendent – Administrative Services D-24/25-86
- e) Health Assistant – D-24/25-81
- f) Health Assistant Bil (Spanish) D-24/25-82
- g) School Based Technology Assistant D-24/25-73
- h) School Based Technology Assistant – Bilingual (Spanish) D-24/25-74
- i) Instructional Assistant II – D-24/26-02
- j) Instructional Assistant II – Bilingual (Spanish) D-25/26-03
- k) Instructional Assistant II – Bilingual (Mandarin) D-24/25-63
- l) Instructional Assistant II – Bilingual/Biliterate (Mandarin) D-24/25-64

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)

- Campus Aide D-24/25-80
 - ID# 61696403 – PC Rule 6.1.10.4
 - ID# 62998257 – PC Rule 6.1.10.1
 - ID# 25163192 - PC Rule 6.1.10.8
- Food Service Assistant I D-24/25-69
 - ID# 25572829 - PC Rule 6.1.10.8
- Health Assistant D-24/25-81
 - ID# 61744494 - PC Rule 6.1.10.4
 - ID# 63082102 - PC Rule 6.1.10.6
 - ID# 59818412 - PC Rule 6.1.10.6
- Instructional Assistant I D-24/25-83
 - ID# 63257730 – PC Rule 6.1.10.8
- 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# 61414328 - PC Rule 6.1.10.6
- Instructional Assistant II D-25/26-02
 - ID# 61696403 – PC Rule 6.1.10.4
- Library Assistant D-24/25-78
 - ID# 59830762 - PC Rule 6.1.10.6

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, OCTOBER 7, 2025, AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.

11. 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 AUGUST 4 2025
MEETING HELD IN-PERSON AND VIA ZOOM**

The meeting of the Personnel Commission of the Rowland Unified School District was called to order at 4:36 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: Jode Howard, Personnel Director
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 with modifications for Tuesday, August 4, 2025.

Ms. Fernandez requested Item 11 – Closed Session to be moved to Item 8 as attendees who are part of the closed session are present. Ms. Fernandez requested that any following items should be re-numbered accordingly.

Motion made by: Natalie Moreno
Seconded by: Yvette Santiago

Vote:	Sharon Fernandez	Yes
	Natalie Moreno	Yes
	Yvette Santiago	Yes

REPORT FROM THE PERSONNEL DIRECTOR

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

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

- Behavior Support Assistant D-25/26-07
- Behavior Support Assistant Bilingual Spanish D-25/26-08
- Playground Supervision Aide D-25/26-09
- Food Service Assistant III D-25/26-10
- Human Resources/Credentials Analyst D-25/26-11
- Instructional Assistant I D-25/26-12
- Instructional Assistant I Bilingual Spanish D-25/26-13
- Instructional Assistant I Bilingual/Biliterate Spanish D-25/26-14
- Campus Aide D-25/26-15
- Instructional Assistant II Bilingual Mandarin D-25/26-16
- Instructional Assistant II Bilingual/Biliterate Mandarin D-25/26-17
- Personnel Technician D-25/26-18
- Personnel Technician Bilingual Spanish D-25/26-19
- Career Vocational Assistant D-25/26-20
- Office Assistant I D-25/26-21
- Office Assistant I Bilingual Spanish D-25/26-22
- Office Assistant I Bilingual/Biliterate Spanish D-25/26-23
- Maintenance and Operations Manager D-25/26-24

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

- Custodian – Structured Interviews
- Health Assistant – Written Test
- School-Based Technology Assistant – Written Test
- Campus Aide – Structured Interviews
- Library Assistant – Structured Interviews
- Food Service Assistant III – Structured Interviews
- Instructional Assistant I Series – Structured Interviews
- Instructional Assistant I Bilingual Mandarin – Language Assessments
- Playground Supervisor – Written Test
- Personnel Care Assistant – Placement Interviews
- Health Assistant – Structured Interviews
- Health Assistant Bilingual Spanish – Language Assessments
- Instructional Assistant I – Placement Interviews
- Assistant Superintendent, Administrative Services – Training and Experience Review

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

- 1 - Cafeteria Lead Worker I
- 3 - Custodian Provisional
- 1 - Custodian Substitute

Updates/Reminders/Remarks:

- Placement Interviews – Job Fair style to include same day hiring and fingerprinting. Fast and efficient hiring and processing.
 - Instructional Assistant II
 - Campus Safety
 - Instructional Assistant I
 - Personal Care Assistant
 - Next Campus Aide
- Assisted with Campus Aide transfers
- 7/24 and 7/25 RUSD Management Retreat
 - Diversity
 - Implicit Bias
 - Every Student Every Day
- 7/29 Elementary Principal Meeting
 - Interviews and Staffing updates
- Assistant Superintendent of HR Announcement
- Assistant Superintendent of Administrative Services – 19 passing minimum qualifications out of 34 applicants
 - Posted on Edjoin, Schooljobs.com, ACSA, Edcal, CASBO, and SSC
- Growth and Learning
 - Learned how we complete new hire processing for various employee types – promo, new hire, substitute to permanent
- Plans
 - Clean up substitute lists
 - Office Assistant
 - Personal Care Assistant
 - Instructional Assistant I
 - Instructional Assistant II
 - Playground Supervision Aide
 - Upcoming Training
 - Personnel Analyst Training from September 2025 to February 2026

- PCASC One Day Conference in September 2025
 - Invited Superintendent and Board of Education
 - CSPCA Conference in March 2026

COMMUNICATIONS

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

Mr Buenaluz inquired on Campus Aide positions that remain vacant. Ms. Howard provided information related to eligibles and filling the vacancies.

B. District Administration – None

C. Audience Members – None

PERSONNEL COMMISSION

7.1 Recommendation: Approve the minutes of the meeting of July 8, 2025 as submitted.

Motion made by: Natalie Moreno
 Seconded by: Yvette Santiago

Vote:	Sharon Fernandez	Yes
	Natalie Moreno	Yes
	Yvette Santiago	Yes

8. **CLOSED SESSION**

Recess to closed session to discuss:

- Employee Performance Evaluation – Personnel Director - Government Code § 54954.5 (e)
- Public Employment – Title: Campus Safety – Government Code § 54957
- Public Employment – Title: Campus Safety – Government Code § 54957

Ms. Fernandez shared in regard to item 1, Employee Performance Evaluation, the evaluation of the Personnel Director was conducted.

Ms. Fernandez shared in regard to item 2, Public Employment – Title: Campus Safety, a unanimous vote was made to uphold the prior decision.

Ms. Fernandez shared in regard to item 3, Public Employment – Title: Campus Safety, a unanimous vote was made to uphold the prior decision.

A vote was conducted to pass these decisions.

Motion made by: Yvette Santiago
 Seconded by: Sharon Fernandez

Vote:	Sharon Fernandez	Yes
	Natalie Moreno	Yes
	Yvette Santiago	Yes

Time Recessed: 4:51 pm

Time Reconvened to Open Session: 7:55 pm

ITEMS FOR DISCUSSION AND/OR ACTION

ADVANCED STEP PLACEMENT

9.1a Recommendation: Consider approving the advanced salary step request from Jason Garcia, Principal, Oswalt Academy to employ Applicant ID #54072133 as Library Assistant at Step C of Range 17 on the Classified Salary Schedule.

Motion made by: Natalie Moreno
Seconded by: Yvette Santiago

Vote: Sharon Fernandez Yes
Natalie Moreno Yes
Yvette Santiago Yes

- 9.1b Recommendation: Consider approving the advanced salary step request from Scott Cavanias, Principal, Nogales High School to employ Applicant ID #60943899 as Behavior Support Assistant – Bilingual (Spanish) at Step D of Range 17.5 on the Classified Salary Schedule.

Motion made by: Natalie Moreno
Seconded by: Yvette Santiago

Vote: Sharon Fernandez Yes
Natalie Moreno Yes
Yvette Santiago Yes

- 9.1c Recommendation: Consider approving the advanced salary step request from Silvia Rivas, Director, Special Projects to employ Applicant ID #54472296 as Instructional Assistant I – Bilingual (Mandarin) at Step E 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

- 9.1d Recommendation: Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education to employ Applicant ID #62255556 as Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule

Motion made by: Natalie Moreno
Seconded by: Yvette Santiago

Vote: Sharon Fernandez Yes
Natalie Moreno Yes
Yvette Santiago Yes

- 9.1e Recommendation: Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education to employ Applicant ID #47611942 as Instructional Assistant II at Step D of Range 16 on the Classified Salary Schedule.

Motion made by: Natalie Moreno
Seconded by: Yvette Santiago

Vote: Sharon Fernandez Yes
Natalie Moreno Yes
Yvette Santiago Yes

- 9.1f Recommendation: Consider approving the advanced salary step request from Scott Cavanias, Principal, Nogales High School to employ Applicant ID #62967080 as Campus Safety at Step E of Range 17 on the Classified Salary Schedule.

Motion made by: Natalie Moreno
Seconded by: Yvette Santiago

Vote: Sharon Fernandez Yes
Natalie Moreno Yes
Yvette Santiago Yes

- 9.1g Recommendation: Consider approving the advanced salary step request from Scott Cavanias, Principal, Nogales High School to employ Applicant ID #34529696 as Campus Safety at Step E of Range 17 on the Classified Salary Schedule.

Motion made by: Natalie Moreno
Seconded by: Yvette Santiago

Vote: Sharon Fernandez Yes
Natalie Moreno Yes
Yvette Santiago Yes

- 9.1h Recommendation: Consider approving the advanced salary step request from Scott Cavanias, Principal, Nogales High School to employ Applicant ID #59270868 as Campus Safety 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

REALLOCATION

9.2a Recommendation: Consider approving the recommended reallocation of an Office Assistant - Bilingual (Mandarin) to Office Assistant – Bilingual Spanish position of a vacant position.

Motion made by: Yvette Santiago

Vote: Sharon Fernandez Yes

Seconded by: Natalie Moreno

Natalie Moreno Yes

Yvette Santiago Yes

9.2b Recommendation: Consider approving the reallocation of an Instructional Assistant II - Bilingual (Spanish) to Instructional Assistant II position of a vacant position.

Motion made by: Yvette Santiago

Vote: Sharon Fernandez Yes

Seconded by: Natalie Moreno

Natalie Moreno Yes

Yvette Santiago Yes

EXAMINATIONS/ELIGIBILITY LISTS

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

- a) Personal Care Assistant D-25/26-05
- b) Food Service Assistant I D-25/26-06
- c) Behavior Support Assistant D-25/26-07
- d) Behavior Support Assistant Bilingual Spanish D-25/26-08
- e) Playground Supervision Aide D-25/26-09
- f) Food Service Assistant III D-25/26-10
- g) Human Resources/Credentials Analyst D-25/26-11
- h) Instructional Assistant I D-25/26-12
- i) Instructional Assistant I Bilingual Spanish D-25/26-13
- j) Instructional Assistant I Bilingual/Biliterate Spanish D-25/26-14
- k) Campus Aide D-25/26-15
- l) Instructional Assistant II Bilingual Mandarin D-25/26-16
- m) Instructional Assistant II Bilingual/Biliterate Mandarin D-25/26-17
- n) Personnel Technician D-25/26-18
- o) Personnel Technician Bilingual Spanish D-25/26-19
- p) Career Vocational Assistant D-25/26-20
- q) Office Assistant I D-25/26-21
- r) Office Assistant I Bilingual Spanish D-25/26-22
- s) Office Assistant I Bilingual/Biliterate Spanish D-25/26-23
- t) Maintenance and Operations Manager D-25/26-24

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

10.3 Recommendation: To ratify the following eligibility lists:

- a) Campus Aide D-24/25-80
- b) Custodian D-24/25-75
- c) Food Service Assistant I D-24/25-69
- d) Food Service Assistant III D-24/25-77
- e) Instructional Assistant I D-24/25-83
- f) Instructional Assistant I Bilingual Mandarin D-24/25-45
- g) Instructional Assistant I – Bilingual (Spanish) D-24/25-61
- h) Library Assistant D-24/25-78
- i) Library Assistant Bilingual Spanish D-24/25-79

- j) Playground Supervision Aide D-25/26-09
- k) Speech Language Pathology Assistant D-24/25-40

Ms. Fernandez requested to remove item 10.1(t) as it was put on hold by the District.

Motion made by: Yvette Santiago
Seconded by: Natalie Moreno

Vote: Sharon Fernandez Yes
Natalie Moreno Yes
Yvette Santiago Yes

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

- Campus Safety D-24/25-76
 - ID# 15021406 – PC Rule 6.1.10.8
 - ID# 62804137 – PC Rule 6.1.10.8
- Instructional Assistant II
 - ID# 57759764 - PC Rule 6.1.10.6
 - ID# 62358890 - PC Rule 6.1.10.6
 - ID# 55169257 - PC Rule 6.1.10.8
- Personal Care Assistant
 - ID# 62943023 - PC Rule 6.1.10.4
- School Bus Driver D-24/25-01
 - ID# 40882486 – PC Rule 6.1.10.8

Motion made by: Yvette Santiago
Seconded by: Natalie Moreno

Vote: Sharon Fernandez Yes
Natalie Moreno Yes
Yvette Santiago Yes

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

Ms. Fernandez shared she is looking forward to the new school year and wishes everyone a successful year.

Ms. Santiago shared she is looking forward to the new school year and hopes to make it to the Back-to-School event being held at Rowland High School.

12. **ADJOURNMENT**

To adjourn the meeting at 8:05 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, SEPTEMBER 2, 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 II

The Commission is in receipt of a request from Yesenia Alvarez, Principal, Hurley Elementary to employ Applicant ID #61613430 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 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 16 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
PERSONAL CARE ASSISTANT

The Commission is in receipt of a request from Stacy Berrest, Director, Special Education to employ Applicant ID #62027021 as Personal Care Assistant at Step C of Range 14 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has over 4 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 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
PERSONAL CARE ASSISTANT

The Commission is in receipt of a request from Silvia Rivas, Director, Special Projects to employ Applicant ID #50833621 as Personal Care Assistant at Step E of Range 14 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has voluntarily presented evidence that the salary received by the most recent employer is greater than the first step of the salary for the position offered. This evidence of salary from the most recent employer does qualify this applicant for step placement at Step C.

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

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

The Commission is in receipt of a request from Heidi West, Principal, Rorimer Elementary School to employ Applicant ID #51821173 as Instructional Assistant I – Bilingual (Spanish) at Step C of Range 15.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has over 5 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 15.5 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
PERSONAL CARE ASSISTANT

The Commission is in receipt of a request from Stacy Berrest, Director, Special Education to employ Applicant ID #61653466 as Personal Care Assistant at Step C of Range 14 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has over 5 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 on the Classified Salary Schedule.

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

The Commission is in receipt of a request from Karen Magana, Principal, Northam Elementary School to employ Applicant ID #52339350 as Instructional Assistant I – Bilingual (Spanish) 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 C 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
CUSTODIAN

The Commission is in receipt of a request from Karen Magana, Principal, Northam Elementary and Patricia Mendoza, Principal, Hurley Elementary to employ Applicant ID #59056853 as Custodian at Step E of Range 18 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has over 17 years of work related experience. The number of years of related work experience does qualify this applicant for step placement at Step E based on the formula of one step will be given for two years of additional related experience beyond the employment standards for the classification.

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step E of Range 18 on the Classified Salary Schedule.

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

The Commission is in receipt of a request from Gregory Perez, Principal, Rowland High School, to employ Applicant ID #40862309 as Office Assistant – Bilingual (Spanish) at Step D of Range 17.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
LIBRARY ASSISTANT

The Commission is in receipt of a request from Maria Descallar, Principal, Killian to employ Applicant ID #50708770 as Library Assistant at Step E of Range 17 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant a Bachelor's degree and has over 10 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 17 on the Classified Salary Schedule.

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

The Commission is in receipt of a request from Heidi West, Principal, Rorimer Elementary School to employ Applicant ID #58269154 as Instructional Assistant I – Bilingual (Spanish) at Step D of Range 15.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
INSTRUCTIONAL ASSISTANT I

The Commission is in receipt of a request from John Martinez, Principal, Rowland Elementary School to employ Applicant ID #62016488 as Instructional Assistant I at Step C of Range 15 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has over 4 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 15 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
INSTRUCTIONAL ASSISTANT I

The Commission is in receipt of a request from Michael Hoon, Principal, Hollingworth Elementary School to employ Applicant ID #24768442 as Instructional Assistant I at Step E 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 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 15 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
INSTRUCTIONAL ASSISTANT I

The Commission is in receipt of a request from June Sakaue, Principal, Oswalt Academy to employ Applicant ID #43199489 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.

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

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

The Commission is in receipt of a request from Patricia Mendoza, Principal, Hurley Elementary School to employ Applicant ID #47347533 as Instructional Assistant I – Bilingual (Spanish) at Step D 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 over 9 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 15.5 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
LIBRARY ASSISTANT

The Commission is in receipt of a request from Jacob Jung, Principal, Telesis Academy to employ Applicant ID #22311112 as Library Assistant at Step D 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 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 17 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
FOOD SERVICE ASSISTANT III

The Commission is in receipt of a request from Maria Davila, Director, Nutrition Services to employ Applicant ID #63035841 as Food Service Assistant III at Step E of Range 14 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has over 16 years of work related experience. The number of years of related work experience does qualify this applicant for step placement at Step E based on the formula of one step will be given for two years of additional related experience beyond the employment standards for the classification.

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
OFFICE ASSISTANT

The Commission is in receipt of a request from Gregory Perez, Principal, Rowland High School to employ Applicant ID #58849078 as Office 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
ADMINISTRATIVE SECRETARY BILINGUAL/BILITERATE (MANDARIN)

The Commission is in receipt of a request from Miriam Kim, Director, Outreach and Community Relations to employ Applicant ID #61278591 as Administrative Secretary – Bil/Bil (Mandarin) at Step E of Range 22.5 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 and has over 11 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 22.5 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
BEHAVIOR SUPPORT ASSISTANT

The Commission is in receipt of a request from Stacy Berrest, Director, Special Education to employ Applicant ID #61278591 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
ROWLAND UNIFIED SCHOOL DISTRICT**

September 2, 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
Behavior Intervention Specialist	6 months	1	7.0/9.5	5/2024	<ul style="list-style-type: none">• Structured Interview• Technical Project
High School Kitchen Supervisor	6 months	1	8.0/10	7/2020	<ul style="list-style-type: none">• Structured Interview• Technical Project
Health Assistant / Health Assistant – Bilingual (Spanish)	6 months	3 non-bilingual 1 bilingual	5.0/10	12/2012	<ul style="list-style-type: none">• Remote Written Exam• Structured Interview• Computer Testing
Secretary / Secretary – Bilingual (Spanish)	6 months	1 bilingual	8.0/11.0	9/2020	<ul style="list-style-type: none">• Remote Written Exam• Structured Interview• Technical Project

Recommendation

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

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

September 2, 2024

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
Campus Aide (D-24/25-80)	6.1.10.8 Failure to satisfactorily complete all pre-employment and background reviews, including reference checks conducted by the Appointing Authority. <ul style="list-style-type: none">• ID# 25163192 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">• ID# 62998257 6.1.10.4 A written request by the eligible for removal. <ul style="list-style-type: none">• ID# 61696403
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. <ul style="list-style-type: none">• ID# 25572829
Health Assistant (D-24/25-81)	6.1.10.6 Refusing an employment offer after certification as an eligible and available for the appointment. <ul style="list-style-type: none">• ID# 63082102• ID# 59818412 6.1.10.4 A written request by the eligible for removal. <ul style="list-style-type: none">• ID# 61744494
Instructional Assistant I & Instructional Assistant I – Bilingual (Spanish) (D-24/25-83 & D-24/25-84)	6.1.10.8 Failure to satisfactorily complete all pre-employment and background reviews, including reference checks conducted by the Appointing Authority. <ul style="list-style-type: none">• ID# 63257730
Instructional Assistant II (D-24/25-02)	6.1.10.4 A written request by the eligible for removal. <ul style="list-style-type: none">• ID# 61696403• ID# 61414328
Library Assistant (D-24/25-78)	6.1.10.6 Refusing an employment offer after certification as an eligible and available for the appointment. <ul style="list-style-type: none">• ID# 59830762

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.