

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

June 2, 2026
Meeting to start at 4:30 P.M.

In – Person:
1830 S. Nogales Street, Conference Room 2
Rowland Heights, California 91748

View the meeting virtually via ZOOM

Virtual: [Click here](#)

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: Geraldine Ormeo and a copy will be provided to the Commission.

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

Please be advised that this meeting is being audio recorded.

June 2, 2026
4:30 P.M.

PLEASE CIRCULATE

1. Meeting called to order by the Presiding Chair _____ at ____ p.m.

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

3. **PRELIMINARY**

3.1 Pledge of Allegiance to the Flag

3.2 Consider adopting the Agenda as submitted for Tuesday, June 2, 2026, or adopting the Agenda with the following corrections/modifications for Tuesday, June 2, 2026.

Motion by: _____
Second by: _____

Vote: Natalie Moreno _____
Yvette Santiago _____
Breanna Koehler _____

4. REPORT FROM THE PERSONNEL DIRECTOR

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

5. PUBLIC COMMENTS

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

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

6. HEARINGS

7. PERSONNEL COMMISSION

7.1 Approve the minutes of the meeting of May 5, 2026. (Ref. 7.1)

Motion by: _____
Second by: _____

Vote: *Natalie Moreno* _____
Yvette Santiago _____
Breanna Koehler _____

7.2 Approve the Personnel Commission's meeting schedule for 2026 – 2027. (Ref. 7.2)

Motion by: _____
Second by: _____

Vote: *Natalie Moreno* _____
Yvette Santiago _____
Breanna Koehler _____

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Advanced Salary Step Placement

a) Consider approving the advanced salary step request from Cesar Rivas, Safety Operations Manager, Administrative Services, to employ Applicant ID # 21876635 as District Patrol at Step D of Range 19 on the Classified Salary Schedule. (Ref. 8.1a) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: *Natalie Moreno* _____
Yvette Santiago _____
Breanna Koehler _____

b) Consider approving the advanced salary step request from Maria Davila, Director, Nutrition Services, to employ Applicant ID #31013158 as Nutrition Services Operations Manager at Step D of Range 60 on the Management Salary Schedule. (Ref. 8.1b) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: *Natalie Moreno* _____
Yvette Santiago _____
Breanna Koehler _____

c) Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education to employ Applicant ID #62524055 as Career/Vocational Assistant at Step B of Range 19 on the Classified Salary Schedule. (Ref. 8.1c) & (Ltd. Dist.)

Motion by: _____

Vote: *Natalie Moreno* _____

Second by: _____

Yvette Santiago _____
Breanna Koehler _____

- d) Consider approving the advanced salary step request from Principals Heidi West, Rorimer Elementary and Amy Grigsby, Yorbita Elementary to employ Applicant ID #55691718 as Custodian at Step B of Range 18 on the Classified Salary Schedule. (Ref. 8.1d) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Natalie Moreno _____
Yvette Santiago _____
Breanna Koehler _____

- e) Consider approving the advanced salary step request from Dr. Michael Hoon, Principal, Hollingworth Elementary, to employ Applicant ID #65180244 as Instructional Assistant I at Step B of Range 15 on the Classified Salary Schedule. (Ref. 8.1e) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Natalie Moreno _____
Yvette Santiago _____
Breanna Koehler _____

- f) Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID #13225001 as Instructional Assistant II at Step E of Range 16 on the Classified Salary Schedule. (Ref. 8.1f) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Natalie Moreno _____
Yvette Santiago _____
Breanna Koehler _____

- g) Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID #50904687 as Personal Care Assistant at Step B of Range 14 on the Classified Salary Schedule. (Ref. 8.1g) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Natalie Moreno _____
Yvette Santiago _____
Breanna Koehler _____

- h) Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID #65277368 as Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule. (Ref. 8.1h) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Natalie Moreno _____
Yvette Santiago _____
Breanna Koehler _____

- i) Consider approving the advanced salary step request from Johan Schmitz, Principal, Jellick Elementary, to employ Applicant ID #31011046 as Instructional Assistant I at Step D of Range 15 on the Classified Salary Schedule. (Ref. 8.1i) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Natalie Moreno _____
Yvette Santiago _____
Breanna Koehler _____

- j) Consider approving the advanced salary step request from Marci Chavez, Principal, Blandford Elementary, to employ Applicant ID #66094728 as Office Assistant Bil (Spanish) at Step E of Range 17.5 on the Classified Salary Schedule. (Ref. 8.1j) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: *Natalie Moreno* _____
Yvette Santiago _____
Breanna Koehler _____

8.2 Extension of Eligibility List

- a. Consider approving the extension of the following eligibility list for another six months per PC Rule 6.1.5.
- o Senior Office Assistant Bilingual/Biliterate (D-25/26-35)
 - Previous expiration date: 6/5/2026
 - New expiration date: 12/5/2026

Motion by: _____
Second by: _____

Vote: *Natalie Moreno* _____
Yvette Santiago _____
Breanna Koehler _____

9. ELIGIBILITY LISTS

9.1 Exam Review and Recruitment Bulletins (Ref. 9.1)

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

- a) Plumber – D-25/26-68
- b) Campus Safety – D-25/26-69
- c) Maintenance Worker – D-25/26-70

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

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

- a) Cook – D-25/26-64
- b) School Bus Driver – D-25/26-01
- c) Speech Language Pathology Assistant – D-25/26-36
- d) Speech Language Pathology Assistant Bilingual (Spanish) – D-25/26-37

Motion by: _____
Second by: _____

Vote: *Natalie Moreno* _____
Yvette Santiago _____
Breanna Koehler _____

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

- Campus Aide (D-25/26-15)
 - o ID# 51698591 – PC Rule 6.1.10.6
- Senior Office Assistant – Bil (Spanish) (D-25/26-45)
 - o ID# 26095738 – PC Rule 6.1.10.6

10. INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

**THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED ON TUESDAY, JULY 7, 2026,
AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM**

11. ADJOURNMENT

Time _____

Motion by: _____

Vote: *Natalie Moreno* _____

Second by: _____

Yvette Santiago _____

Breanna Koehler _____

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

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF MAY 5, 2026
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. Natalie Moreno Personnel Commissioner.

Members Present: Natalie Moreno, Chair
 Yvette Santiago, Vice-Chair
 Breanna Koehler, Member

Staff Members Present: Geraldine Ormeo, Personnel Director
 Jessica Landin, Personnel Analyst
 Arlene Zamudio, Senior Personnel Technician

APPROVAL OF THE AGENDA

The Personnel Commission took action to approve the agenda without modifications for Tuesday, May 5, 2026.

Motion made by:	Yvette Santiago	Vote:	Natalie Moreno	Yes
Seconded by:	Breanna Koehler		Yvette Santiago	Yes
			Breanna Koehler	Yes

REPORT FROM THE PERSONNEL DIRECTOR

1. Recruitments opened since the last Commission meeting:
 - Food Service Assistant III
2. Examinations were conducted for the following classifications since the last Commission meeting:
 - School Bus Driver
 - Behavior Support Asst/BSA-Bil (SP)
 - Campus Aide
 - Secretary B, BB
 - Library Assistant, B (SP)
 - Office Asst/Ofc Asst Bil (SP), Ofc Asst B/B (SP)
 - Office Asst B/B (Man)
3. New employees were processed into the following classifications since the last Commission meeting:
 - 2 - Campus Aide
 - 1 – Custodian
 - 1 – Custodian Substitute
 - 2 – District Patrol
 - 1 – Health Assistant II
 - 1 – Nutrition Services Operations Manager

Updates/Reminders/Remarks:

- Preparations are underway for the Classified Annual Lunch Event scheduled for May 20th. Thus far, we have received 360 responses from classified employees who plan to attend. We are anticipating a higher number as the day approaches.
- Three staff members will be attending the WRIPAC meeting/training this week in Rancho Cucamonga. Attendance at this meeting not only keeps our membership active, but also provides us training throughout the year, especially in relation to assessment.
- Several schools have scheduled their Open House events on the same date; Commissioners will be informed which school sites staff will attend to host a recruitment information table.

COMMUNICATIONS

A. CSEA – Mateo Bualuz – CSEA President

Mr. Bualuz shared he is looking forward to the Classified Luncheon on Wednesday, May 20th. Mr. Bualuz mentioned he has concerns regarding a new classification being recommended on this agenda.

B. District Administration – Dr. Kevin Despard, Assistant Superintendent of Human Resources
 Mr. Despard thanked the Personnel Commission for working with the district to possibly create two new classifications. Mr. Despard mentioned the district has been working with a district budget advisory committee and the district is looking to restructure to save money for the district.

Ms. Miriam Kim, Assistant Superintendent, Administrative Services

Ms. Kim shared the district is looking at being proactive to save money in the district considering the current budget and projected future budgets. Ms. Kim mentioned she is in support of creating the two new classifications mentioned on the agenda.

C. Audience Members – None

6. **HEARINGS**

Conduct a Public Hearing on the Proposed Personnel Commission Budget for Fiscal Year 2026-2027. (Ref. 6)

Hearing Opened: 4:48 p.m. Hearing Closed: 4:49

PERSONNEL COMMISSION

7.1 Recommendation: Adopt the Personnel Commission Budget for 2026 – 2027.

Motion made by:	Yvette Santiago	Vote:	Natalie Moreno	Yes
Seconded by:	Breanna Koehler		Yvette Santiago	Yes
			Breanna Koehler	Yes

7.2 Recommendation: Approve the minutes of the meeting of April 7, 2026 as submitted.

Motion made by:	Yvette Santiago	Vote:	Natalie Moreno	Abstain
Seconded by:	Breanna Koehler		Yvette Santiago	Yes
			Breanna Koehler	Yes

7.3 Receive the draft of the Personnel Commission’s meeting schedule for 2026 – 2027.

ITEMS FOR DISCUSSION AND/OR ACTION

Advanced Step Placement

8.1a Recommendation: Consider approving the advanced salary step request from Dr. Michael Hoon, Principal, Hollingworth Elementary, to employ Applicant ID # 61564460 as School-Based Technology Assistant at Step B of Range 18 on the Classified Salary Schedule. (Ref. 8.1a) & (Ltd. Dist.)

Motion made by:	Yvette Santiago	Vote:	Natalie Moreno	Yes
Seconded by:	Breanna Koehler		Yvette Santiago	Yes
			Breanna Koehler	Yes

8.1b Recommendation: Consider approving the advanced salary step request from Karen Magana, Principal, Northam Elementary School, to employ Applicant ID #47383961 as Instructional Assistant I – Bilingual (Spanish) at Step B of Range 15.5 on the Classified Salary Schedule. (Ref. 8.1b) & (Ltd. Dist.)

Motion made by:	Yvette Santiago	Vote:	Natalie Moreno	Yes
Seconded by:	Breanna Koehler		Yvette Santiago	Yes
			Breanna Koehler	Yes

8.1c Recommendation: Consider approving the advanced salary step request from Mariela Moscal, Principal, Ybarra Academy to employ Applicant ID #60318201 as Campus Aide at Step E of Range 14.5 on the Classified Salary Schedule. (Ref. 8.1c) & (Ltd. Dist.)

Motion made by:	Yvette Santiago	Vote:	Natalie Moreno	Yes
Seconded by:	Breanna Koehler		Yvette Santiago	Yes
			Breanna Koehler	Yes

8.1d Recommendation: Consider approving the advanced salary step request from Marci Chavez, Principal, Blandford Elementary to employ Applicant ID #64100138 as Campus Aide at Step C of Range 14.5 on the Classified Salary Schedule. (Ref. 8.1d) & (Ltd. Dist.)

Motion made by:	Yvette Santiago	Vote:	Natalie Moreno	Yes
Seconded by:	Breanna Koehler		Yvette Santiago	Yes
			Breanna Koehler	Yes

8.1e Recommendation: Consider approving the advanced salary step request from Jason Garcia, Director, Student Services to employ Applicant ID #37999523 as Health Assistant II at Step D of Range 22 on the Classified Salary Schedule. (Ref. 8.1e) & (Ltd. Dist.)

Motion made by:	Yvette Santiago	Vote:	Natalie Moreno	Yes
Seconded by:	Breanna Koehler		Yvette Santiago	Yes
			Breanna Koehler	Yes

Reallocation

8.2 Recommendation: Consider approving the recommended reallocation of a vacant Secretary Bilingual/Biliterate (Spanish) position to a Secretary Bilingual (Spanish) position.

Motion made by:	Yvette Santiago	Vote:	Natalie Moreno	Yes
Seconded by:	Breanna Koehler		Yvette Santiago	Yes
			Breanna Koehler	Yes

New Class Descriptions

8.3a Consider approving the new class description for the classification of Purchasing Manager (8.3a)

- i. Consider placing the new classification of Purchasing Manager in the Purchasing series job family.
- ii. Consider approving the salary recommendation for the classification of Purchasing Manager at Range 80 on the District Leadership Team Salary Schedule.

Ms. Koehler shared some concerns regarding the proposed new Purchasing Manager classification. Ms. Koehler shared she feels there are too many similarities between the existing Purchasing Director and the proposed Purchasing Manager classification. Ms. Koehler shared she feels that the new job description as currently written should be tabled and revised, so it clearly reflects the reduced scope of authority and responsibility.

Ms. Santiago mentioned she would also like to table the item as is. Ms. Santiago shared she would like more time to review the recommended new classification.

Ms. Moreno asked if the Director of Purchasing will be eliminated.

Ms. Ormeo shared the creation of the Purchasing Manager will not eliminate the Director of Purchasing position.

Ms. Kim provided further insight into the establishment of the new position and how it related to cost savings for the district.

Dr. Despard provided additional information regarding the reporting structure of the position and other positions within the Purchasing department.

Ms. Koehler motioned to table item 8.3a at this time. Ms. Santiago seconded the motion.

Motion made by:	Yvette Santiago	Vote:	Natalie Moreno	Yes
Seconded by:	Breanna Koehler		Yvette Santiago	Yes
			Breanna Koehler	Yes

8.3b Consider approving the new class description for the classification of Construction Manager. (8.3b)

- i. Consider placing the new classification of Construction Manager in the Skilled Trade series job family.
- ii. Consider approving the salary recommendation for the classification of Lead Library Assistant at Range 80 on the District Leadership Team Salary Schedule.

Ms. Koehler requested an analysis of the proposed new classification and the current Maintenance and Operations Manager classification as it may have some overlap. Ms. Koehler also requested information in regards to how the position will be paid once there are no longer bonds available.

Mr. Bualuz mentioned his concerns in creating this new classification and how it will be funded in the future.

Dr. Despard provided some insight into the need of the position and responsibilities that would fall under the classification.

Ms. Koehler motioned to table item 8.3b. Ms. Santiago seconded the motion.

Motion made by: Yvette Santiago
Seconded by: Breanna Koehler

Vote: Natalie Moreno Yes
Yvette Santiago Yes
Breanna Koehler Yes

EXAMINATIONS/ELIGIBILITY LISTS

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

- a) Health Assistant – D-25/26-65
- b) Health Assistant – Bilingual (Spanish) – D-25/26-66
- c) Food Service Assistant III – D-25/26-67

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) Food Service Assistant – D-25/26/06
- d) Instructional Assistant I – D-25/26-12
- e) Instructional Assistant I Bil SP – D-25/26/13
- f) Instructional Assistant I Bil Mandarin – D-25/26-39.5
- g) Instructional Assistant I Bil/Bil Mandarin – D-25/26-39
- h) Instructional Assistant II – D-25/26-02
- i) Library Assistant – D-25/26-52
- j) Library Assistant Bil SP – D-25/26-53
- k) Office Assistant – D-25/26-54
- l) Office Assistant – Bil SP – D-25/26-55
- m) Office Assistant – Bil/Bil SP – D-25/26-56
- n) Personal Care Assistant – D-25/26-05
- o) Secretary Bilingual SP – D-25/26-50
- p) Secretary Bilingual/Biliterate SP – D-25/26-51
- q) School Bus Driver - D-25/26-01

Motion made by: Yvette Santiago
Seconded by: Breanna Koehler

Vote: Natalie Moreno Yes
Yvette Santiago Yes
Breanna Koehler Yes

9.4 Recommendation: To ratify the following removals:

- Campus Aide (D-25/26-15)
 - ID# 61026525 – PC Rule 6.1.10.1
 - ID# 54240278– PC Rule 6.1.10.1
 - ID# 65516883– PC Rule 6.1.10.1
 - ID# 63558526– PC Rule 6.1.10.1
 - ID# 52011841– PC Rule 6.1.10.1
 - ID# 66169103– PC Rule 6.1.10.1
 -

Motion made by: Yvette Santiago
Seconded by: Breanna Koehler

Vote: Natalie Moreno Yes
Yvette Santiago Yes
Breanna Koehler Yes

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

Ms. Moreno mentioned she is very excited about the annual classified luncheon on May 20th. Ms. Moreno thanked everyone for their input on the proposed classifications.

Ms. Santiago mentioned she is also looking forward to the annual classified luncheon. Ms. Santiago thanked Personnel Commission staff for their hard work putting together the two proposed new classifications.

Ms. Koehler mentioned she is also looking forward to the annual classified luncheon. Ms. Koehler thanked those in attendance for the discussion related to the proposed new classifications.

12. **ADJOURNMENT**

To adjourn the meeting at 5:23 P.M.

Motion made by: Yvette Santiago
Seconded by: Breanna Koehler

Vote: Natalie Moreno Yes
Yvette Santiago Yes
Breanna Koehler Yes

Approved by: _____
Natalie Moreno
Chair
Personnel Commission

Submitted by: _____
Geraldine Ormeo
Personnel Director
Personnel Commission

THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED FOR TUESDAY, JUNE 2, 2026, AT 4:30 P.M., DISTRICT OFFICE – CONFERENCE ROOM 2

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



ROWLAND UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

BULLETIN

PLEASE POST

For Information

TO: All Classified Employees and Administrative Personnel
FROM: Geraldine Ormeo, Personnel Director
RE: 2026-2027 Personnel Commission Meetings

Personnel Commission meetings are typically scheduled on the first Tuesday of each month, except as noted below. Meetings for the 2026-2027 school year are tentatively scheduled as follows:

- July 7, 2026
- August 4, 2026
- September 1, 2026
- October 6, 2026
- November 3, 2026
- December 1, 2026
- *January 12, 2027
- February 2, 2027
- March 2, 2027
- April 6, 2027
- May 4, 2027
- June 1, 2027

NOTE: All meetings to be held in the Board Room or via ZOOM, at the District Office and will begin at 4:30 p.m.

*Meetings changed from the first Tuesday of the month.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
DISTRICT PATROL

The Commission is in receipt of a request from Cesar Rivas, Safety Operations Manager, Administrative Services, to employ Applicant ID # 21876635 as District Patrol at Step D of Range 19 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 19 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
NUTRITION SERVICES OPERATIONS MANAGER

The Commission is in receipt of a request from Maria Davila, Director, Nutrition Services, to employ Applicant ID #31013158 as Nutrition Services Operations Manager at Step D of Range 60 on the Management 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 D.

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step D of Range 60 on the Management Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
CAREER/VOCATIONAL ASSISTANT

The Commission is in receipt of a request from Stacy Berrest, Director, Special Education to employ Applicant ID #62524055 as Career/Vocational Assistant at Step B of Range 19 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 19 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
CUSTODIAN

The Commission is in receipt of a request from Principals Heidi West, Rorimer Elementary and Amy Grigsby, Yorbita Elementary to employ Applicant ID #55691718 as Custodian at Step B 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 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 18 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
INSTRUCTIONAL ASSISTANT I

The Commission is in receipt of a request from Dr. Michael Hoon, Principal, Hollingworth Elementary, to employ Applicant ID #65180244 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.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
INSTRUCTIONAL ASSISTANT II

The Commission is in receipt of a request from Stacy Berrest, Director, Special Education, to employ Applicant ID #13225001 as Instructional Assistant II at Step E of Range 16 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 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 #50904687 as Personal Care Assistant at Step B of Range 14 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has a 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 to act to approve advanced salary step placement at Step B of Range 14 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
PERSONAL CARE ASSISTANT

The Commission is in receipt of a request from Stacy Berrest, Director, Special Education, to employ Applicant ID #65277368 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 to 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
INSTRUCTIONAL ASSISTANT I

The Commission is in receipt of a request from Johan Schmitz, Principal, Jellick Elementary, to employ Applicant ID #31011046 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 has over 7 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 to 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 – BILINGUAL (SPANISH)

The Commission is in receipt of a request from Marci Chavez, Principal, Blandford Elementary, to employ Applicant ID #66094728 as Office Assistant Bil (Spanish) at Step E 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 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 to act to approve advanced salary step placement at Step E of Range 17.5 on the Classified Salary Schedule.

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

June 2, 2026

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
Plumber	6 months	1	8 hrs / 12 months	2/2019	<ul style="list-style-type: none"> • Written Exam • Structured Interview • Performance Exam
Campus Safety	6 months	1	8 hrs /10.5 months	4/2025	<ul style="list-style-type: none"> • Structured Interview
Maintenance Worker	6 months	1	8 hrs/ 12 months	3/2012	<ul style="list-style-type: none"> • Written Exam • Structured Interview

Recommendation

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



ROWLAND UNIFIED SCHOOL DISTRICT

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

www.rowlandschools.org

INVITES APPLICATIONS FOR THE POSITION OF:

PLUMBER:

\$6,036.00 - \$7,353.00 MONTHLY
\$72,432.00 - \$88,236.00 ANNUALLY

An Equal Opportunity Employer

OPENING DATE: May 22, 2026

FINAL FILING DATE: **June 15, 2026**

POSITION: There is one (1) immediate vacancy for the position of Plumber, eight (8) hours per day, five (5) days per week, twelve (12) months a year. Tentative hours are 6:00 AM - 2:30 PM. An eligibility list is being established to fill the current vacancy, hire substitutes, and fill future vacancies for the next six (6) months.

SUMMARY OF DUTIES: Under the direction of a supervisor, designs the layout of plumbing systems; installs plumbing systems and fixtures; maintains and repairs equipment and appliances; tests backflow prevention devices; and maintains a variety of records.

QUALIFICATIONS

EDUCATION: Graduation from high school or its equivalency is required. Courses in installation, maintenance and repair of plumbing systems are desirable.

EXPERIENCE: One of the following: Four years of experience as a Plumber installing, maintaining, and repairing sewer mains, drains, waste and vent piping and appliances, potable water supply pipes and appliances, and fuel gas lateral and main lines

OR

Completion of a state of California approved apprenticeship program and one year of experience performing the previously mentioned duties.

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

- **High School Diploma or equivalent is required.**

Document(s) may be emailed to amanda.arias@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/LANGUAGE REQUIREMENT: A valid, Class C, California Driver License and a good driving record is required and must be maintained during employment. Certificate of competence in testing backflow devices issued by Los Angeles County must be obtained within the probationary period and maintained during employment.

PHYSICAL REQUIREMENTS: Employees in this classification stand, walk, lift and carry up to 80 lbs., climb ladders and stairs, maintain balance; push/pull up to 150 lbs., stoop, kneel, crawl, and bend repeatedly, repetitively use fingers, wrists, and hands while twisting or applying pressure, simultaneously use both arms, legs, and hands, reach overhead, have rapid mental and muscular coordination, hear normal voice conversation, speak clearly, smell normally in order to identify gas leaks, etc., have depth perception and color vision, distinguish shades, see small details and long distances, sit for extended periods of time, operate a vehicle, use a computer and telephone.

FILING PERIOD

Applications for this position will be accepted online only starting **Friday, May 22, 2026, to Monday, June 15, 2026, until 4:30 pm.**

Log on to www.rowlandschools.org, Departments → Personnel Commission → Classified Job Openings.

Applicants will be sent notifications via e-mail only

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

- Job Related Written Examination
- Structured Interview / Performance Exercise

Salary Range: 26 ½

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/aspiring-educators/transcripts/foreign-transcript-eval/>. *RUSD will only accept evaluations from agencies listed within the document.*

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

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

INVITES APPLICATIONS FOR THE POSITION OF:

CAMPUS SAFETY (Including Benefits)

SALARY

\$21.77 - \$26.55 HOURLY
\$3,774.00 - \$4,605.00 MONTHLY

An Equal Opportunity Employer

OPENING DATE: May 22, 2026

FINAL FILING DATE: **June 15, 2026**

POSITION

There is currently one (1) position available for Campus Safety at Rowland High School. The position is eight (8) hours a day, ten and one half (10.5) months a year. This position includes benefits. **The reporting hours are 12:30 pm – 9:00 pm.** An eligibility list is being established to fill the current vacancy, hire substitutes, and fill future vacancies for the next six (6) months.

SUMMARY OF DUTIES

Under direction of the Principal or designee, patrols campus buildings, grounds, parking areas and related areas to supervise, monitor, and support students and non-students to provide for the safety and decorum of students, personnel, property and equipment on District property; ensures facilities are properly secured and determines if unauthorized persons are on such premises; responds to alarms and observes site to determine if there are intruders; assists in conducting investigations; calls city police/sheriff if assistance is needed in handling intruders and unauthorized visitors; and completes a variety of records and reports.

QUALIFICATIONS

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

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

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

- **High School Diploma** or equivalent is required; and
- A valid **Basic/Standard First Aid Certificate** **and** a **valid and current CPR Certificate** (Child and Adult).

Please email Crystal Vahimarae at cvahimarae@rowlandschools.org with any questions. Applications without the supporting documents will be considered **incomplete** and will be **disqualified**. Transcripts/Diplomas from foreign countries must be certified to meet the [US equivalent](#) to be considered.

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.

FILING PERIOD

Applications for this position will be accepted online until **June 15, 2026, at 4:30 p.m.**

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

Applicants will be sent notifications via e-mail only

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination process **may** consist of:

- Written Exam
- Technical Project
- Structured Interview

Salary Range: 17

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/aspiring-educators/transcripts/foreign-transcript-eval/>. **Rowland USD 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 of any advanced salary step placement requests. Contact the Personnel Commission office for further information if you are hired. **Advanced salary placement is only available to employees upon their initial hire.**

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

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ROWLAND UNIFIED SCHOOL DISTRICT
Personnel Commission
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www.rowlandschools.org

INVITES APPLICATIONS FOR THE POSITION OF:

MAINTENANCE WORKER

Monthly: \$4,605.00 - \$5,606.00
Annually: \$55,260.00 - \$67,272.00

An Equal Opportunity Employer

OPENING DATE: May 22, 2026

FINAL FILING DATE: June 15, 2026

POSITION

There is currently one (1) Maintenance Worker position available, eight (8) hours per day, five (5) days per week, twelve (12) months per year. The tentative work schedule is 6:00 a.m. – 2:30 p.m. An eligibility list will be established to fill the current vacancies, hire substitutes, and fill future vacancies for the next six (6) months.

SUMMARY OF DUTIES

Under the direction of the Structural Supervisor or Mechanical Systems Supervisor, performs a variety of semi-skilled maintenance and repair work and assists journey level trades personnel such as Air Conditioning and Heating Mechanics, Electricians, Locksmiths, Painters, Cabinetmaker/Carpenters, Electronic Repair Technicians and Plumbers in completing projects; operates a variety of tools and equipment; and cleans up work area upon completion of jobs.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is desirable.

EXPERIENCE: One year of experience performing a variety of semi-skilled maintenance work is required. Experience in one of the major trades areas is desirable

Please contact Amanda Arias at amanda.arias@rowlandschools.org if you have any questions.

LICENSE/CERTIFICATION/TRAINING REQUIREMENTS: A valid, Class C, California Driver License and a good driving record is required and must be maintained during employment.

WORK ENVIRONMENT: Employees in this classification work both inside and outside, in varying temperatures, poorly ventilated areas, poor or inadequate lighting, wet or damp areas, confined spaces, at heights using ladders or scaffolding, with electrical hazards and dangerous machinery with moving parts, sharp objects, fumes, with potential exposure to concentrations of silica or allergenic dust, lead, asbestos, gases, chemicals, odors, toxic materials, explosive substances, loud noises, vibrations, minor and severe contagious illnesses, with moving vehicles, and in direct contact with students, employees and the public.

PHYSICAL REQUIREMENTS: Employees in this classification stand for extended periods of time, walk, sit, stoop/bend, kneel, crawl in confined spaces, reach overhead, lift, carry, push and pull up to 50 lbs. without assistance, use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, speak clearly, hear normal conversation, have depth perception and color vision or the ability to distinguish shades, and climb ladders and scaffolding.

FILING PERIOD

Applications for this position will be accepted online only, **Friday, May 22, 2026, through Monday, June 15, 2026, until 4:30 pm.**

Applicants will be sent notifications via e-mail only

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Job Related Written Examination, Structured Interview, Performance Exam or Technical Project

Salary Range 21

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/aspiring-educators/transcripts/foreign-transcript-eval/>. **RUSD will only accept evaluations from agencies listed within the document.**

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

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**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

June 2, 2026

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-25/26-15)	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# 51698591
Senior Office Assistant – Bilingual (Spanish) (D-25/26-45)	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# 26095738

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.