

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT
AGENDA**

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

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

January 13, 2026
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_yPww_B1bQriPHslUvuMJ-w

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

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

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

Please be advised that this meeting is being audio recorded.

January 13, 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	_____	_____
	Jessica Landin, Interim Personnel Director	_____	_____
	Arlene Zamudio, Interim Personnel Analyst	_____	_____

3. **PRELIMINARY**

3.1 Pledge of Allegiance to the Flag

3.2 Consider adopting the Agenda as submitted for Tuesday, January 13, 2026, or adopting the Agenda with the following corrections/modifications for Tuesday, January 13, 2026.

Motion by: _____
Second by: _____

Vote: Natalie Moreno _____
Yvette Santiago _____
Breanna Koehler _____

4. REPORTS

A. Directors Report

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

B. Personnel Director Recruitment

Receive information regarding the Personnel Director recruitment from California School Personnel Commission Association (CSPCA) Executive Director, Philip Gordillo.

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 December 18, 2025. (Ref. 7.1)

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 Jessica Landin, Interim Personnel Director, Personnel Commission to employ Applicant ID #46803298 as Personnel Technician at Step B 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 Stacy Berrest, Director, Special Education to employ Applicant ID #45961963 as Office Assistant Bilingual/Biliterate (Spanish) at Step C of Range 18 on the Classified Salary Schedule. (Ref. 8.1b) & (Ltd. Dist.)

Motion by: _____

Second by: _____

Vote: *Natalie Moreno* _____

Yvette Santiago _____

Breanna Koehler _____

c) Consider approving the advanced salary step request from Juan Carlo Marquez, Principal, Santana High School to employ Applicant ID #55553307 as Health Assistant at Step B of Range 17 on the Classified Salary Schedule. (Ref. 8.1c) & (Ltd. Dist.)

Motion by: _____

Second by: _____

Vote: *Natalie Moreno* _____

Yvette Santiago _____

Breanna Koehler _____

- d) Consider approving the advanced salary step request from Stacy Berrest, Principal, Special Education to employ Applicant ID #32111328 as Career Vocational Assistant at Step C of Range 19 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 Patricia Mendoza, Principal, Hurley Elementary School to employ Applicant ID #54529004 as Library Assistant - Bilingual (Spanish) at Step B of Range 17.5 on the Classified Salary Schedule. (Ref. 8.1e) & (Ltd. Dist.)

Motion by: _____
 Second by: _____

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

8.2 New Class Descriptions

- a) Consider approving the new class description for the classification of Lead Library Assistant. (8.2a)
- i. Consider placing the new classification of Lead Library Assistant in the Library/Instructional Materials series job family.
 - ii. Consider approving the salary recommendation for the classification of Lead Library Assistant at Range 21 on the Classified Salary Schedule.
 - iii. Consider reclassifying one Library Assistant incumbent into this new classification with an effective date of January 14, 2026.

Motion by: _____
 Second by: _____

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

8.3 Reallocation

- a) Consider approving the recommended reallocation of a vacant Office Assistant position to an Office Assistant – Bilingual (Spanish) position. (Ref 8.3a)

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) Senior Office Assistant D-25/26-44
- b) Senior Office Assistant – Bilingual (Spanish) D-25/26-45
- c) Senior Office Assistant – Bilingual/Biliterate (Spanish) D-25/26-46
- d) Health Assistant II D-25/26-47
- e) School Bus Driver Trainee 0-14

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) Instructional Assistant I D-25/26-12
- b) Instructional Assistant I – Bilingual (Spanish) D-25/26-13
- c) Instructional Assistant I – Bilingual/Biliterate (Spanish) D-25/26-14

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)

- Office Assistant (D-24/25-84)
 - ID# 56568730– PC Rule 6.1.10.4

Motion by: _____
Second by: _____

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

10. INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED ON TUESDAY, FEBRUARY 3, 2026, AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.

11. ADJOURNMENT

Time _____

Motion by: _____
Second by: _____

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

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

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF DECEMBER 18, 2025
MEETING HELD IN-PERSON AND VIA ZOOM**

The meeting of the Personnel Commission of the Rowland Unified School District was called to order at 4:32 p.m., with the Pledge of Allegiance led by Ms. Natalie Moreno, Personnel Commissioner.

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

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

PRELIMINARY

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

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

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

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

Ms. Yvette Santiago nominated Ms. Natalie Moreno as chairperson.

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

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

Ms. Natalie Moreno nominated Yvette Santiago as vice-chairperson.

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

APPROVAL OF THE AGENDA

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

Motion made to correct Agenda to state Thursday, December 18, 2025 rather than Tuesday, December 18, 2025.

Motion made by: Yvette Santiago
Seconded by: Breanna Koehler

Vote: Natalie Moreno Yes
Yvette Santiago Yes
Breanna Koehler Yes

REPORT FROM THE PERSONNEL DIRECTOR

1. Recruitments opened since the last Commission meeting:
 - Custodian
 - Cook
2. Examinations were conducted for the following classifications since the last Commission meeting:
 - Senior Office Assistant Structured Interview
 - Instructional Assistant Assessment Written Exam
 - Campus Safety Written Exam
 - Buyer Structured Interview
 - Instructional Assistant II, Bilingual (Mandarin and Spanish) Interview
 - Personal Care Assistant
 - Behavior Intervention Specialist Interview
 - Behavior Support Assistant Interview
 - Campus Safety Interview
 - Campus Aide Interview
3. **34** - New employees were processed into the following classifications since the last Commission meeting report out:
 - 1 - Behavior Support Assistant
 - 5 - Campus Aide
 - 4 - Custodian Substitute
 - 2 - Food Service Assistant I
 - 1 - Food Service Assistant I Substitute
 - 1 - Health Assistant
 - 1 - HR Credentials Analyst
 - 3 - Instructional Assistant I
 - 1 - Instructional Assistant I Bilingual (Mandarin)
 - 1 - Instructional Assistant II
 - 1 - Library Assistant
 - 1 - Office Assistant
 - 5 - Office Assistant Substitute
 - 2 - Personal Care Assistant
 - 5 - Playground Supervision Aide

Updates/Reminders/Remarks:

- I'd like to take a moment to warmly welcome our newest Commissioner, Breanna Koehler. We are grateful you've chosen to serve in this important role, and we look forward to the perspective and commitment you bring to support the Merit System, and the classified employees who make this district run. We're excited to have you on board.
- We have held interviews and selected a candidate for our Personnel Technician vacancy and she is expected to start on January 5, 2026.
- The district hosted a retirement celebration for Dennis Bixler, Assistant Superintendent of Human Resources on Friday, December 12, 2025.
- The district office will be mostly closed for business the final two weeks of December, remaining open only on December 29, 30th and January 2.
- Lastly, I'd like to thank the staff and Commissioners for all their support and hard work during this busy season of transition.

COMMUNICATIONS

A. CSEA – Mr. Mateo Buenaluz, CSEA President

Mr. Buenaluz inquired about Campus Aide staffing. Mr. Buenaluz also inquired about the School Based Technology Assistant vacancy and eligibility list. Mr. Buenaluz thanked the Personnel Commission for their hard work and dedication to the district.

B. District Administration – None

C. Audience Members – None

PERSONNEL COMMISSION

7.1 Recommendation: Approve the minutes of the meeting of November 18, 2025, as submitted.

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

ITEMS FOR DISCUSSION AND/OR ACTION

ADVANCED STEP PLACEMENT

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

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 Johan Schmitz, Principal, Jellick Elementary to employ Applicant ID #7228599 as Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule.

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 John Martinez, Principal, Rowland Elementary to employ Applicant ID #54621535 as Campus Aide at Step D of Range 14.5 on the Classified Salary Schedule.

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 Sarah Opatkiewicz, Principal, Shelyn Elementary to employ Applicant ID #64363624 as Campus Aide at Step E of Range 14.5 on the Classified Salary Schedule.

Motion made by: Yvette Santiago
Seconded by: Breanna Koehler

Vote: Natalie Moreno Yes
Yvette Santiago Yes
Breanna Koehler Yes

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

Motion made by: Yvette Santiago
Seconded by: Breanna Koehler

Vote: Natalie Moreno Yes
Yvette Santiago Yes
Breanna Koehler Yes

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

Motion made by: Yvette Santiago
Seconded by: Breanna Koehler

Vote: Natalie Moreno Yes
Yvette Santiago Yes
Breanna Koehler Yes

REALLOCATION

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

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

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

9.3 Recommendation: To ratify the following eligibility lists:

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

Motion made by: Yvette Santiago
Seconded by: Breanna Koehler

Vote: Natalie Moreno Yes
Yvette Santiago Yes
Breanna Koehler Yes

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

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

Motion made by: Yvette Santiago
 Seconded by: Breanna Koehler

Vote: Natalie Moreno Yes
 Yvette Santiago Yes
 Breanna Koehler Yes

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

Ms. Santiago welcomed Ms. Koehler to the Personnel Commission and wished everyone a Happy Holiday season.

Ms. Moreno welcomed Ms. Koehler to the Personnel Commission. Ms. Moreno shared she hopes everyone enjoys their time off and thanked Personnel Commission staff for their hard work.

Ms. Koehler shared she is pleased to be joining the Personnel Commission and wished everyone a Happy Holiday season.

11. **CLOSED SESSION**

Recess to closed session to discuss:

- Public Employment: Government Code 54957
 Title: Personnel Director

Time Recessed: 4:54 p.m.

Time Reconvened to Open Session: 6:03 p.m.

11. **ADJOURNMENT**

To adjourn the meeting at 6:04 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: _____
Jessica Landin
Interim Personnel Director
Personnel Commission

THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED FOR TUESDAY, JANUARY 13, 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
PERSONNEL TECHNICIAN

The Commission is in receipt of a request from Jessica Landin, Interim Personnel Director of the Personnel Commission to employ Applicant ID #46803298 as Personnel Technician 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 Bachelors degree. The number of years of education does qualify this applicant for step placement at Step B based on the formula of one step will be given for two years of additional education beyond the employment standards for the classification.

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step B of Range 19 on the Classified Salary Schedule.

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

The Commission is in receipt of a request from Stacy Berrest, Director of Special Education, to employ Applicant ID #45961963 as Office Assistant Bilingual/Biliterate (Spanish) at Step C of Range 18 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
HEALTH ASSISTANT

The Commission is in receipt of a request from Juan Carlo Marquez, Principal of Santana High School to employ Applicant ID #55553307 as Health 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 Bachelors degree. The number of years of education does qualify this applicant for step placement at Step B based on the formula of one step will be given for two years of additional education beyond the employment standards for the classification.

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
CAREER VOCATIONAL ASSISTANT

The Commission is in receipt of a request from Stacy Berrest, Director of Special Education to employ Applicant ID #32111328 as Career Vocational Assistant at Step C of Range 19 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step C of Range 19 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
LIBRARY ASSISTANT - BILINGUAL (SPANISH)

The Commission is in receipt of a request from Patricia Mendoza, Principal of Hurley Elementary School to employ Applicant ID #54529004 as Library Assistant - Bilingual (Spanish) at Step B of Range 17.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

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

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

January 13, 2026

Item 8.2a – CONSIDER APPROVING THE ESTABLISHMENT OF THE NEW CLASSIFICATION OF LEAD LIBRARY ASSISTANT; PLACING THE NEW CLASSIFICATION OF LEAD LIBRARY ASSISTANT IN THE LIBRARY/INSTRUCTIONAL MATERIALS SERIES JOB FAMILY, AND APPROVING THE SALARY RECOMMENDATION AT RANGE 21 ON THE CLASSIFIED SALARY SCHEDULE; AND RECLASSIFYING ONE LIBRARY ASSISTANT INTO THIS NEW CLASSIFICATION

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

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

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

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

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

RATIONALE FOR ESTABLISHMENT OF THE CLASSIFICATION OF LEAD LIBRARY ASSISTANT AND THE RECLASSIFICATION OF ONE LIBRARY ASSISTANT INCUMBENT
BACKGROUND:

Ms. Schaffer has served the District in the Library Assistant classification since 2006. Over the course of several years, her assignment has expanded incrementally in response to changing district needs, advancements in library technology, and the increasing complexity of textbook, media, and inventory management systems.

In her Position Classification Questionnaire, the Ms. Schaffer documented that her duties have progressively expanded from site-based library support to include district-level coordination, system administration, staff training, data analysis, and consultative responsibilities. These statements were reviewed and certified as accurate by the immediate supervisor at the time of the request, Principal June Sakaue, with no areas of disagreement noted.

Through Ms. Schaffer's work over the last several years, the district has identified a need to create a new classification to facilitate the centralization and standardization of library and textbook operations, increase efficiency, and ensure consistent practices across all school sites. In recent years, site-by-site variation in procedures, staff training, and system use has resulted in inconsistent service levels, duplicative work, and inventory discrepancies. The proposed classification will coordinate common standards, streamline workflows, and provide consistent, ongoing support to schools.

CURRENT CLASSIFICATION – LIBRARY ASSISTANT

The Library Assistant job description describes a position primarily responsible for site-level library operations, including circulation, shelving, basic cataloging, textbook handling, and assistance to students and teachers under minimal supervision. While the class requires knowledge of library systems and procedures, it does not include:

- District-wide system administration
- Formal training of staff across multiple sites
- Data auditing and reconciliation across software platforms
- Acting as a liaison between school sites and District Office departments

FINDINGS – DUTIES PERFORMED BEYOND CLASS CONCEPT

Based on the documentation reviewed, the study found that Ms. Schaffer's duties have progressively expanded over many years and now include the following higher-level responsibilities:

A. District-Wide Library Systems Administration

- Serves as District Destiny Administrator since March 2024
- Manages catalog records, MARC record integration, user access, and system troubleshooting across multiple sites (2019)
- Runs and analyzes district- and school-level reports to assess library inventory, losses, and operational needs (2019)
- Serves as the primary point of contact for library assistants and administrators regarding Destiny system usage and best practices (2019)

B. Training, Consultation, and Technical Leadership

- Trains newly hired Library Assistants, beginning in 2021
- Conducts formal training at District Professional Development days, beginning in 2022
- Provides on-site and remote consultation to principals and office managers regarding library operations, organization, and system corrections (2023)
- Has been directly contacted by multiple principals to resolve library system and organizational issues beyond her assigned site (2023)

C. Curriculum, Collection Management, and Analytical Work

- Performs advanced cataloging, including original cataloging when records are unavailable through standard sources (2016)
- Leads collection reorganization efforts (e.g., "genrefication" projects) requiring professional judgment and system-wide consistency (2013)

- Analyzes data trends related to inventory, losses, and circulation to inform site and district decisions
- Led the transition support from Textbook Manager to Resource Manager in coordination with Follett and District staff

D. Technology and Device Management

- Provides device inventory support and first-level troubleshooting
- Confers with Technology Department staff regarding device collection, policies, and system integration
- Serves as the initial technical resource for library-related technology issues at multiple sites

GRADUAL ACCRETION ANALYSIS

The documentation demonstrates that the expanded duties:

- Expanded significantly between 2021–2024 (technology, training, Destiny administration)
- Are ongoing, permanent, and recurring, not temporary or project-based
- Require a level of independent judgment, technical expertise, and district-wide impact not contemplated in the Library Assistant class specification

This pattern meets the definition of gradual accretion of duties under Rule 3.3 and does not constitute a sudden reassignment that would otherwise be addressed as a reallocation.

NEW CLASSIFICATION – LEAD LIBRARY ASSISTANT

In response to a demonstrated organizational need, staff developed the Lead Library Assistant class specification at the District's request to reflect duties that extend beyond site-level library support. The Lead Library Assistant is defined as a stand-alone classification responsible for both site-level operations and district-wide coordination of library, media, and textbook services. The classification was approved at the October 2025 Board Meeting.

Key distinguishing features of the Lead Library Assistant include:

- District-level liaison responsibilities
- Training and onboarding of library staff
- Oversight of library and textbook software systems (e.g., Destiny)
- Record auditing, reconciliation, and reporting
- Collaboration with Technology and instructional departments
- Independent problem-solving and system-wide consistency

An important aspect of evaluating a position for reclassification is assessing its alignment with the incumbent's class description. This involves identifying key duties that fall outside the current job description and comparing these to similar class descriptions to determine whether they are comparable. It's not simply the addition of new duties that affects classification, but also the frequency with which higher-level duties are performed.

A key factor in reclassification is the *gradual accretion* of duties over time. According to Personnel Commission Rule 3.3.6, gradual accretion is defined as the measurable addition of duties over a period of at least two years while the employee remains in the same position and classification. In reviewing the duties performed by Ms. Schaffer, Ms. Schaffer's responsibilities have increasingly extended beyond her current classification, growing steadily in scope, responsibility, and complexity over the past several years.

SALARY RECOMMENDATION FOR LEAD LIBRARY ASSISTANT

Allocation of the new classification of Lead Library Assistant is recommended to the Classified Salary Schedule at Range 21.

According to Personnel Commission Rule 17.1.4:

17.1.4 COMMISSION SHALL RECOMMEND SALARY SCHEDULES TO BOARD

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

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

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

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

17.1.4.4 Such other information as the Commission may require.

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

A comparative analysis was conducted to determine the internal alignment with the other classification series within the district and the required knowledge, skills, and abilities to perform the job.

LIBRARY/INSTRUCTIONAL MATERIALS JOB SERIES

CLASSIFICATION TITLE	SALARY RANGE	MONTHLY MIN	MONTHLY MAX
<i>Lead Library Assistant*</i>	21*	\$4,493	\$5469
Library Technician	19	\$4,068	\$4952
Textbook/Media Assistant	19	\$4,068	\$4952
Library Assistant - Bilingual Spanish	17.5	\$3,777	\$4,600
Library Assistant	17	\$3,682	\$4,493

**Proposed title and Salary Range*

Based upon the internal alignment within the Library Instructional Materials job classification series, the Personnel Commission staff recommends allocating the salary to the Classified Salary Schedule at Range 21 (Max salary of \$5,469 monthly).

RECOMMENDATION:

The Personnel Commission is requested to approve the establishment of the new classification of Lead Library Assistant, place the new classification in the Library/Instructional Materials Series job family, approve the salary recommendation at Range 21 on the Classified Salary Schedule, and reclassify one Library Assistant incumbent into this new classification with an effective date of January 14, 2026.

LEAD LIBRARY ASSISTANT

SUMMARY OF DUTIES

Coordinates library, media, and textbook services and provides support to site and district staff in the effective use of library resources. Oversees circulation, textbook tracking, and recordkeeping across multiple software systems; serves as a liaison between school sites and the District Office on library and textbook-related matters; provides training and guidance to school staff; and supports technology integration within library operations.

DISTINGUISHING CHARACTERISTICS

The Lead Library Assistant is a stand-alone class responsible for both site-level library operations and district-wide coordination of library and textbook functions. Incumbents independently perform specialized duties requiring advanced knowledge of library systems, instructional material management, and related software applications.

This class is distinguished from the Library Assistant, which focuses on site-level clerical and operational library support. The Lead Library Assistant also provides training, district-level liaison functions, and record reconciliation responsibilities, which require a higher degree of technical knowledge, independence, and problem-solving skills.

EXAMPLES OF DUTIES

- Guides students, staff, and parents in accessing library and instructional resources; provides support in the use of research tools and basic reference systems; *E*
- Organizes, circulates, and maintains library collections and instructional media; ensures accuracy of inventory records and proper cataloging; *E*
- Coordinates scheduling and use of library facilities; collaborates with teachers and administrators to support instruction and literacy activities; *E*
- Monitors student use of the library, assisting with assignments and maintaining a safe and orderly environment; *E*
- Processes new library and textbook materials, including cataloging, labeling, and preparing resources for circulation; *E*
- Issues and collects textbooks and instructional materials; monitors usage, prepares notices, and facilitates recovery of lost or damaged items; *E*
- Acts as the primary contact with the district administration regarding library and textbook operations; communicates procedures, deadlines, and compliance requirements to library staff at school sites; *E*
- Provides training and ongoing support to school site library staff regarding circulation systems, inventory controls, and district policies; *E*
- Travels to school sites to provide training and on-site support for newly assigned library staff; assists with onboarding, demonstrates library procedures and technology systems, and ensures consistency of practices across schools.
- Serves as the primary resource for recommending and implementing changes to library operations, resources, and procedures; provides guidance and training to staff to ensure consistency, continuity, and alignment with district standards across all school libraries; *E*
- Works collaboratively with Principals to implement and coordinate changes to school library programs, ensuring site-level needs are addressed while maintaining district-wide goals and standards; *E*
- Audits, reconciles, and maintains records across multiple library/textbook software systems (e.g., Destiny); prepares reports for district administrators to review; *E*
- Collaborates with the Technology Department to troubleshoot and resolve issues involving library devices, software applications, and connectivity; *E*
- Participates in district-level initiatives such as library collection projects and software migrations; *E*

- Attends district training, professional development, and meetings to maintain current knowledge of library/media operations and textbook management practices; *E*
- May lead students, volunteers, and temporary staff assisting in library/media operations;
- Performs other related duties as assigned.

SKATS (Skills, Knowledge, Abilities, and Traits)

SKILL IN:

- Operating a variety of office equipment such as computers, library-related computer hardware/software, telephones, calculators, copiers, etc.
- Safely operate a vehicle.

KNOWLEDGE OF:

- Library/media principles, practices, and classification systems
- Textbook management procedures and district library systems (e.g., Destiny or comparable software)
- Modern office methods, recordkeeping, and inventory control
- Procedures for circulation, cataloging, and instructional material processing
- District and site policies related to library/media operations and textbook accountability
- Basic troubleshooting of library-related technology and devices
- Interpersonal communication techniques using tact, patience, and courtesy

ABILITY TO:

- Coordinate library and textbook operations at the site and district levels
- Provide training and guidance to school site staff in library and textbook procedures
- Operate and reconcile records across multiple library/textbook software systems
- Communicate effectively with students, staff, administrators, and district personnel
- Organize and prioritize work to meet established schedules and deadlines
- Maintain accurate records and prepare clear reports
- Establish and maintain positive working relationships

TRAITS:

- Diligently attends to details and quality;
- Strives to meet customers' needs;
- Appreciates the differences among people and cultures;
- Is trustworthy and responsible for his/her actions;
- Stays focused and has good work ethic;
- Is punctual and follows through;
- Adaptable to changing systems and procedures
- Effective communicator and trainer
- Demonstrates initiative and problem-solving ability

EMPLOYMENT STANDARDS

EDUCATION: Graduation from high school or equivalency is required; coursework in library/media services, information science, or related field is desirable.

EXPERIENCE: Three years of experience in a school library/media center or in textbook management, including experience with library or inventory software systems.

LICENSE/LANGUAGE REQUIREMENTS: A valid, Class C, California Driver License, a good driving record and use of a private automobile may be required, and if so, must be maintained during employment.

WORK ENVIRONMENT: Employees in this classification work primarily inside a school library or resource center environment, with constant interruptions, and have direct contact with students and the public.

PHYSICAL REQUIREMENTS: Employees in this classification stand, walk, sit, stoop/bend, lift and carry up to 25 lbs. or up to 50 lbs. with assistance, use fingers repetitively, use wrists or hands repetitively in a twisting motion; use both hands simultaneously, speak clearly, hear normal conversation, and see small details.

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

Classified Salary Range:
Lead Library Assistant – 21



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

INVITES APPLICATIONS FOR THE POSITION OF:

Senior Office Assistant - \$22.89 to \$27.87 Hourly
Senior Office Assistant-Bilingual (Spanish) - \$23.49 to \$28.58 Hourly
Senior Office Assistant-Bilingual/Biliterate (Spanish) - \$24.04 to \$29.31 Hourly
An Equal Opportunity Employer

OPENING DATE: December 19, 2025

FINAL FILING DATE: January 16, 2026

POSITION

There is one **Senior Office Assistant-Bilingual (Spanish)** position available in the Student Services Department and one **Senior Office Assistant-Bilingual/Biliterate (Spanish)** position available in Nutrition Services. These positions are eight (8) hours a day, five (5) days a week, twelve (12) months per year. Eligibility lists in all classifications will be established to fill current and future vacancies and hire substitutes for the next six (6) months.

SUMMARY OF DUTIES

Performs a variety of specialized clerical functions in support of an assigned school or District office function; administers budgets for an individual school; monitors expenditures of special programs serving as liaison between County and State agencies and site personnel; works in Special Program offices at the comprehensive high schools performing a variety of clerical duties such as payroll and personnel; serves as registrar and lead worker; works directly with teachers, students and community members coordinating activities with outside districts and agencies; operates a computer full time at a comprehensive high school to generate master schedules, report cards, lists, labels, test scores and reports which have school-wide impact, and performs other related duties as required.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is required. College courses in office management, business or public administration or other related fields are desirable.

EXPERIENCE: One year of full-time general clerical experience is required.

LICENSE / CERTIFICATION / TRAINING REQUIREMENTS: A valid Class C, California driver's license, a good driving record and use of a private automobile may be required, and if so, must be maintained during employment. The ability to speak, read and write a language, in addition to English, is desirable for the class of Senior Office Assistant. The ability to speak and read Spanish and English is required for the class of Senior Office Assistant Bilingual (Spanish). A valid and current first aid certificate, comparable to the American Red Cross Standard First Aid Certificate must be presented to the Personnel Department prior to or within 90 days of employment.

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

- **High School Diploma or equivalent or highest obtained degree if you possess an AA/BA/MA: Required**

Documents may be emailed to cvahimarae@rowlandschools.org. **Applications without the supporting documents will be considered incomplete and will be disqualified.** Transcripts/Diplomas from foreign countries must be certified to meet the US equivalent to be considered. Transcripts or diplomas from foreign countries must be certified to meet the [US equivalent](#).

Please Note: If you need assistance with your application, please contact Crystal Vahimarae at cvahimarae@rowlandschools.org.

WORK ENVIRONMENT: Office environment; Driving a vehicle to conduct work as required.

PHYSICAL REQUIREMENTS: Strength to perform average lifting up to fifteen (15) pounds; good speaking and hearing ability; manual dexterity to operate a computer keyboard; ability to bend, kneel, crouch and reach overhead, above the shoulders and horizontally.

People with limited lumbar movement, hearing impairment with correctable hearing aid, missing digits, may be capable of performing the duties of the class. Such a determination must be made on an individual basis by the District's medical examiner taking into account the nature of the handicap, prosthetic aid and the duties of the position.

FILING PERIOD

Applications for this position will be accepted on-line only, from **December 19, 2025, to January 16, 2026, until 4:30 p.m.**

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

Applicants will be sent notifications via e-mail only

OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination will tentatively consist of the following:

- Job Related Written
- Structured Interview / Computer Performance Exams
- Bilingual Evaluation – Ability to speak and read in Spanish
- Bilingual/Biliterate Evaluation - Ability to speak, read and write in Spanish

Salary Range:

Sr. Office Assistant: 18.5, Sr. Office Assistant-Bil (Sp): 19, Sr. Office Assistant-B/B (Spanish): 19.5

PROOF OF EDUCATION:

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

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



ROWLAND UNIFIED SCHOOL DISTRICT

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

INVITES APPLICATIONS FOR THE POSITION OF:

HEALTH ASSISTANT II (LVN)

Salary: \$27.22 - \$33.17 Hourly

An Equal Opportunity Employer

OPENING DATE: January 9, 2026

FINAL FILING DATE: January 30, 2026

POSITION

There is one (1) vacancy for the position of Health Assistant II. The tentative work hours are 7:30 a.m. - 3:00 p.m., seven (7) hours per day, five (5) days per week, ten (10) months per year. **This position is eligible for benefits.** An eligibility list will be established to fill current vacancies, hire substitutes, and fill future vacancies for the next 6 months.

SUMMARY OF DUTIES

Under supervision of the assigned administrator and the professional direction of the Health Services Specialist and the California Credentialed School Nurse, meets health needs of students requiring special services complying with health care plans directed by physicians; complies with laws relating to student health, including parental and guardian consent; provides appropriate care for ill, medically fragile and/or injured students.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is required.

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

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

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

Documents may also be emailed to amanda.arias@rowlandschools.org. Applications without the supporting documents will be considered incomplete and will be disqualified. Transcripts/Diplomas from foreign countries must be certified to meet the [US equivalent](#) to be considered.

LICENSE/CERTIFICATE REQUIREMENTS:

- A valid State of California License of Vocational Nursing (LVN) or Registered Nurse (RN)
- A valid Class C, California Driver License, a good driving record and use of a private vehicle is required and must be maintained during employment.
- A valid first aid certificate, comparable to the American Red Cross Standard First Aid Certificate and a Child and Adult Cardiopulmonary Resuscitation Certificate is required for all positions and must be maintained during the course of employment.

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

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

FILING PERIOD

Applications for this position will be accepted online only until **Friday, January 30, 2026, until 4:30 PM.**

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

Contact amanda.arias@rowlandschools.org if you need assistance or have any questions.

Applicants will be sent notifications via e-mail only

OPEN/PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Structured Interview/Technical Project

Classified Salary Range: 22

PROOF OF EDUCATION:

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

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



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

INVITES APPLICATIONS FOR THE POSITION OF:

SCHOOL BUS DRIVER TRAINEE

An Equal Opportunity Employer

OPENING DATE: January 9, 2026

FINAL FILING DATE: February 3, 2026

POSITION:

The purpose of the recruitment is to attract applicants for the District's School Bus Driver training program. This training program opportunity is being offered from 7:30 a.m. - 12:00 p.m. This opportunity is unpaid, however, successful candidates who complete this program will have the credentials required to apply for a position as a School Bus Driver with Rowland USD. The program is free of charge and a candidate will only have to pay for the fees associated with obtaining the licenses. The approximate out-of-pocket cost for the trainee is \$299.00 (i.e., DMV, CHP, DOT Medical, Dept. of Justice Fees).

***NOTE: By applying for this opening, you are applying to take part in the Bus Driver Training program which MAY ultimately lead to employment in substitute or permanent position.*

SUMMARY OF DUTIES

Under immediate supervision of the Bus Driver Instructor, receives instruction to acquire the necessary skills needed to operate a school bus over designated routes within established time schedules; to transport students to and from school and on special event trips; to perform daily inspections of a school bus or other transportation vehicle; and to prepare reports concerning repair needs.

DISTINGUISHING CHARACTERISTICS

The class of School Bus Driver Trainee is distinguished from the class of School Bus Driver in that the latter is a fully qualified school bus driver with the license and certifications required by the State of California whereas the former is still receiving training and currently in the process of becoming a fully-qualified school bus driver.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is desirable.

EXPERIENCE: No experience required.

LICENSE/CERTIFICATE/LANGUAGE REQUIREMENTS: Possession of a valid California Driver License is required.

All school bus driver trainee positions are designated as safety-sensitive in accordance with the Code of Federal Regulations, Title 49 (Public Law 102-143) and require pre-employment drug testing as well as a continued drug-free lifestyle for continued employment.

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

- **Valid CA Driver License**
- **Current DMV Official Driver Record** (Dated within the last 30 days)

You may upload your documents to your application or email them to amanda.arias@rowlandschools.org. If you have any questions, call 626 854-577. Applications without supporting documents will be considered incomplete and will be disqualified.

WORKING ENVIRONMENT: Employees in this training program will be in a training environment both inside and outside, in varying temperatures, in contact with fuel and exhaust fumes, dust, odors, moving vehicles, and in direct contact with District personnel.

PHYSICAL REQUIREMENTS: Employees in the classification sit for extended periods of time, push, pull, climb stairs, stoop/bend, use fingers repetitively, twist or apply pressure with wrists or hands repetitively, use both hands and/or legs simultaneously, speak clearly, hear normal voice conversation, have depth perception, have color vision and/or the ability to distinguish shades, see small details and for long distances, operate mobile motorized equipment, and drive a vehicle.

FILING PERIOD:

Applications for this position will be accepted online only, **Friday, January 9, 2026, to Friday, February 3, 2026**, at 4:30 pm.

* APPLICANTS WILL BE SENT NOTIFICATIONS BY E-MAIL ONLY

TRAINING INFORMATION:

In person at Rowland Instructional Center located at 1006 South Otterbein Avenue, Rowland Heights, CA 91748. Training is tentatively scheduled to begin Friday, February 6, 2026. Behind-The-Wheel Training: Tentatively scheduled to begin Tuesday, March 24, 2026. This training program opportunity is being offered in the morning from 7:30 a.m. - 12:00 p.m.

The training course will prepare you to take the DMV test for a Commercial Learner's Permit (CLP). You are required to attend a minimum of 20 hours of classroom training, obtain First Aid Certification (not included in the 20 hours), and pass a final exam. Rowland USD will provide all materials and cover the cost of training for those selected for the program. You are responsible for attending **ALL** classes. After completion of the classroom course, trainees will be selected for behind-the-wheel training upon successfully completing the CHP knowledge exam.

Behind-The-Wheel Training:

Possession of a valid Class B California Commercial Learner's Permit (CLP) with Passenger, School Bus, and Air Brakes Endorsements by the California Department of Motor Vehicles is required prior to the start of the behind-the-wheel portion or the training program.

After passing the DMV/CHP test and completing a medical examination, fingerprinting, and drug testing, candidates will be selected to participate in the behind-the-wheel training portion. Behind-the-wheel training is a minimum of 20 hours of one-on-one training time with your instructor. Your training schedule will be dependent on the schedule of your instructor, but effort will be made to reasonably accommodate your schedule as much as possible. After your behind-the-wheel training you will be taken by your instructor to the CHP to take the performance exam.

Note: All School Bus Driver Trainees are responsible for covering the cost of obtaining their CA Commercial Driver License and CA Special Driver Certificate (approximately \$299 in total) from the DMV/CHP at the appropriate time in the training schedule.

SUPPLEMENTAL INFORMATION**A SCHOOL BUS DRIVER MUST:**

- Have a genuine care and concern for children
- Be a positive role model
- Be a defensive driver and always put safety first
- Be able to remain calm under pressure and respond properly in an emergency
- Have an understanding of the role of a school bus driver in relation to the entire educational system
- Have a good driving record
- Stay drug free at all times and alcohol free on the job.

RATE OF PAY AFTER COMPLETION OF PROGRAM:

If you are selected for hire, a substitute School Bus Driver is paid at a rate of \$24.04 per hour on an "on-call, as-needed" basis.

Substitute School Bus Drivers will also be able to test for permanent School Bus Driver positions as they become available. Permanent School Bus Driver positions are paid at a rate of \$24.04 - \$29.31 per hour, receive health and welfare benefits, and are guaranteed a minimum of six (6) hours of work per day.

*For a more detailed job description, please visit: www.rowlandschools.org → Our District → 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.

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

January 13, 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
Senior Office Assistant / Senior Office Assistant – Bilingual (Spanish) / Office Assistant – Bilingual/Biliterate (Spanish)	6 months	1 – Bilingual Spanish 1 – Bilingual/Biliterate Spanish	Varies	06/1995	<ul style="list-style-type: none"> • Remote Written Exam • Structured Interview • Computer Testing

Recommendation

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

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

January 13, 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
Office Assistant (D-24/25-84)	6.1.10.4 A written request by the eligible for removal. <ul style="list-style-type: none">• ID# 56568730

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.