

**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)]

December 9, 2025
Meeting to start at 4:30 P.M.

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

View the meeting virtually via ZOOM

Virtual: https://rowlandschools-org.zoom.us/webinar/register/WN_Z0CXuq_rQ0C4RQeIY9Wk-Q

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

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

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

Please be advised that this meeting is being audio recorded.

December 9, 2025
4:30 P.M.

PLEASE CIRCULATE

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

2. Roll Call: Present Absent

Natalie Moreno, Vice Chair

Yvette Santiago, Member

Breanna Koehler, Member

Jessica Landin, Interim Personnel Director

Arlene Zamudio, Interim Personnel Analyst

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

3. **PRELIMINARY**

3.1 Pledge of Allegiance to the Flag

3.2 Take action to appoint Ms. Breanna Koehler to the Personnel Commission as the CSEA Appointee for a three-year term from December 9, 2025, to November 30, 2028.

Motion by: _____
Second by: _____

Vote: Natalie Moreno _____
Yvette Santiago _____
Breanna Koehler ABSTAIN

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

3.4 Take action to nominate and elect a chairperson for the term from December 9, 2025, to November 30, 2028.

Motion by: _____
Second by: _____

Vote: Natalie Moreno _____
Yvette Santiago _____
Breanna Koehler _____

3.5 Take action to nominate and elect a vice-chairperson for the term from December 9, 2025, to November 30, 2028.

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Natalie Moreno _____
Yvette Santiago _____

3.6 Consider adopting the Agenda as submitted for Tuesday, December 9, 2025, or adopting the Agenda with the following corrections/modifications for Tuesday, December 9, 2025.

Motion by: _____
Second by: _____

Vote: Natalie Moreno _____
Yvette Santiago _____
Breanna Koehler _____

4. REPORT FROM THE PERSONNEL DIRECTOR

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

5. PUBLIC COMMENTS

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

A. CSEA

B. District Administration

C. Audience members

6. HEARINGS - None

7. PERSONNEL COMMISSION

7.1 Approve the minutes of the meeting of November 18, 2025. (Ref. 7.1)

Motion by: _____
Second by: _____

Vote: Natalie Moreno _____
Yvette Santiago _____
Breanna Koehler _____

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Advanced Salary Step Placement

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

Motion by: _____

Second by: _____

Vote: Natalie Moreno _____

Yvette Santiago _____

Breanna Koehler _____

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

Motion by: _____

Second by: _____

Vote: Natalie Moreno _____

Yvette Santiago _____

Breanna Koehler _____

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

Motion by: _____

Second by: _____

Vote: Sharon Fernandez _____

Natalie Moreno _____

Yvette Santiago _____

- d) Consider approving the advanced salary step request from Sarah Opatkiewicz, Principal, Shelyn Elementary to employ Applicant ID #6436324 as Campus Aide at Step E of Range 14.5 on the Classified Salary Schedule. (Ref. 8.1d) & (Ltd. Dist.)

Motion by: _____

Second by: _____

Vote: Sharon Fernandez _____

Natalie Moreno _____

Yvette Santiago _____

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

Motion by: _____

Second by: _____

Vote: Sharon Fernandez _____

Natalie Moreno _____

Yvette Santiago _____

8.2 Reallocation

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

Motion by: _____

Second by: _____

Vote: Natalie Moreno _____

Yvette Santiago _____

Breanna Koehler _____

9. ELIGIBILITY LISTS

9.1 Exam Review and Recruitment Bulletins (Ref. 9.1)

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

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

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

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

- a) Administrative Secretary – Bilingual (Spanish) (D-25/26-33)
- b) Behavior Intervention Specialist – (D-25/26-26)
- c) Behavior Support Assistant – (D-25/26-07)
- d) Food Service Assistant I – (D-25/26-06)
- e) Senior Office Assistant Bilingual (Spanish) – (D-25/26-35)

Motion by: _____
Second by: _____

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

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

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

Motion by: _____
Second by: _____

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

10. INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

11. CLOSED SESSION

Recess to closed session to discuss:

- Public Employment: Government Code 54957
Title: Personnel Director

Time Recessed: _____ Time Reconvened to Open Session: _____

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

12. ADJOURNMENT

Time _____

Motion by: _____

Second by: _____

Vote: Natalie Moreno _____

Yvette Santiago _____

Breanna Koehler _____

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

1830 South Nogales Street
Rowland Heights
CA 91748
www.rowlandschools.org

(626) 965-2541
FAX – (626) 854-8311
SUPERINTENDENT
Alejandro Flores



PERSONNEL COMMISSION

MEMBERS
Yvette Santiago
Natalie Moreno

INTERIM PERSONNEL
DIRECTOR
Jessica Landin

OATH OF OFFICE

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

Ref. 3.3

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

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

The meeting of the Personnel Commission of the Rowland Unified School District was called to order at 4:30 p.m., with the Pledge of Allegiance led by Ms. Sharon Fernandez, Personnel Commissioner.

Members Present: Sharon Fernandez, Chair
Yvette Santiago, Member
Natalie Moreno, Member

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

APPROVAL OF THE AGENDA

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

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

Motion made by: Natalie Moreno
Seconded by: Yvette Santiago

Vote:	Sharon Fernandez	Yes
	Natalie Moreno	Yes
	Yvette Santiago	Yes

REPORT FROM THE PERSONNEL DIRECTOR

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

COMMUNICATIONS

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

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

PERSONNEL COMMISSION

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

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

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

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

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

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

ITEMS FOR DISCUSSION AND/OR ACTION

ADVANCED STEP PLACEMENT

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

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

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

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

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

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

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

Motion made by: Natalie Moreno
Seconded by: Yvette Santiago

Vote: Sharon Fernandez Yes
Natalie Moreno Yes
Yvette Santiago Yes

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

Motion made by: Natalie Moreno
Seconded by: Yvette Santiago

Vote: Sharon Fernandez Yes
Natalie Moreno Yes
Yvette Santiago Yes

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

Motion made by: Natalie Moreno
Seconded by: Yvette Santiago

Vote: Sharon Fernandez Yes
Natalie Moreno Yes
Yvette Santiago Yes

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

Motion made by: Natalie Moreno
Seconded by: Yvette Santiago

Vote: Sharon Fernandez Yes
Natalie Moreno Yes
Yvette Santiago Yes

REALLOCATION

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

Motion made by: Natalie Moreno
Seconded by: Yvette Santiago

Vote: Sharon Fernandez Yes
Natalie Moreno Yes
Yvette Santiago Yes

EXAMINATIONS/ELIGIBILITY LISTS

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

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

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

9.3 Recommendation: To ratify the following eligibility lists:

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

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

Motion made by: Natalie Moreno
 Seconded by: Yvette Santiago

Vote: Sharon Fernandez Yes
 Natalie Moreno Yes
 Yvette Santiago Yes

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

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

Motion made by: Yvette Santiago
 Seconded by: Natalie Moreno

Vote: Sharon Fernandez Yes
 Natalie Moreno Yes
 Yvette Santiago Yes

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

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

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

11. **ADJOURNMENT**

To adjourn the meeting at 4:47 P.M.

Motion made by: Yvette Santiago
 Seconded by: Natalie Moreno

Vote: Sharon Fernandez Yes
 Natalie Moreno Yes
 Yvette Santiago Yes

Approved by: _____
Sharon Fernandez
 Chair

Submitted by: _____
Jessica Landin
 Interim Personnel Director

THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED FOR TUESDAY, DECEMBER 9, 2025, AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
PERSONAL CARE ASSISTANT

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

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

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
INSTRUCTIONAL ASSISTANT II

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

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

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
CAMPUS AIDE

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

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

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT

FOR

CAMPUS AIDE

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

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

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
CAMPUS AIDE

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

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

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



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

November 13, 2025

TO: Kevin Despard, Director of Human Resources

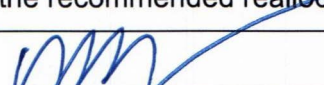
FROM: Jessica Landin, Interim Personnel Director

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

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

Your input concerning the recommended reallocation is important. The Personnel Commission will consider approving this at the regular meeting on Tuesday, December 9, 2025.

Kindly enter your concerns and/or comments in the space below, then sign and date where indicated, and return this form to my office.

<input checked="checked" type="checkbox"/> I agree with the recommended reallocation.	<input type="checkbox"/> I disagree with the reallocation, and recommend the adjustments noted above.
Signature: 	Date: 12-4-25

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

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

December 9, 2025

ITEM 9.1 EXAM REVIEW

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

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

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:

CUSTODIAN (FULL-TIME AND / OR SUBSTITUTE)

SALARY

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

An Equal Opportunity Employer

OPENING DATE: December 1, 2025

FINAL FILING DATE: December 19, 2025

POSITION

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

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

SUMMARY OF DUTIES

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

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is desirable.

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

Please contact Arlene Zamudio at arlene.zamudio@rowlandschools.org if you have any questions.

LICENSE/LANGUAGE REQUIREMENTS:

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

ENVIRONMENT:

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

PHYSICAL REQUIREMENTS:

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

FILING PERIOD

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

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

Applicants will be sent notifications via e-mail only

EXAMINATION – OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Job Related Written Examination
- Performance / Structured Interview

Salary Range: 18

PROOF OF EDUCATION

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

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:

COOK

SALARY

\$22.34 - \$27.22 HOURLY*

\$3,873.00 - \$4,720.00 – MONTHLY*

An Equal Opportunity Employee

OPENING DATE: December 1, 2025

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

FULL-TIME POSITION – INCLUDING BENEFITS

POSITION

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

SUMMARY OF DUTIES

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

QUALIFICATIONS

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

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

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

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

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

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

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

Documents may also be emailed to cvahimarae@rowlandschools.org. **Applications without the supporting documents will be considered incomplete and will be disqualified.**

LICENSE / CERTIFICATION / TRAINING REQUIREMENTS:

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

WORK ENVIRONMENT: Employees in this classification work primarily inside a central kitchen environment, with frequent interruptions, changing priorities and short deadlines, in varying temperatures including extreme heat from ovens and steamers and extreme cold from walk-in refrigerators and freezers, in contact with hot food items, with heavy machinery and sharp objects such as knives and slicers, with exposure to chemical agents and fumes from cleaning agents.

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

FILING PERIOD:

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

To apply please visit www.rowlandschools.org → Departments → Personnel Commission → Classified Job Openings.

Applicants will be sent notifications via e-mail only

EXAMINATION – OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of:

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

Classified Salary Schedule: Range 18

PROOF OF EDUCATION

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

ADVANCED SALARY STEP PLACEMENT

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

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*For a more detailed job description, including benefits information, please visit www.rowlandschools.org. → Departments → Personnel Commission → Classified Job Openings

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

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

December 9, 2025

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

Personnel Commission Rule 6.1.10 provides that an eligible's name may be removed from an eligibility list by the Personnel Director, subject to ratification by the Personnel Commission, for specified reasons.

Written notification was sent by the Personnel Director to the following eligibles of their disqualification and removal from the following eligibility lists:

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

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.