

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT
AGENDA**

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

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

November 3, 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: [Click Here](#)

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

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

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

Please be advised that this meeting is being audio recorded.

November 3, 2026
4:30 P.M.

PLEASE CIRCULATE

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

2. Roll Call:	Present	Absent
Natalie Moreno, Chair	_____	_____
Yvette Santiago, Vice-Chair	_____	_____
Breanna Koehler, Member	_____	_____
Geraldine Ormeo, Personnel Director	_____	_____
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, November 3, 2026, or
adopting the Agenda with the following corrections/modifications for Tuesday, November 3, 2026.

Motion by: _____
Second by: _____

<i>Vote:</i> Natalie Moreno	_____
Yvette Santiago	_____
Breanna Koehler	_____

4. REPORT FROM THE PERSONNEL DIRECTOR

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

5. PUBLIC COMMENTS

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

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

6. HEARINGS

7. PERSONNEL COMMISSION

7.1 Approve the minutes of the meeting of September 1, 2026. (Ref. 7.1)

Motion by: _____
Second by: _____

Vote: Natalie Moreno _____
Yvette Santiago _____
Breanna Koehler _____

7.2 Receive the Personnel Commission's Annual Report for the 2025-2026 fiscal year for review for future distribution. (Ref. 7.2 Ltd. Dist.)

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Advanced Salary Step Placement

Consider approving the advanced salary step placements in Items 8.1a through 8.1d, subject to verification of qualifying education and/or experience, pursuant PC Rule 17.2.1.

Item	Requested by:	Applicant ID #	Position/Classification	Advanced Salary Step Placement
8.1a	Karen Magana Principal Northam Elem. Sch.	63708659	Instructional Assistant I Bilingual (Spanish)	Step E of Range 15.5 Classified Salary Schedule
8.1b	Myra Lopez Exec. Director Maintenance and Operations	29790364	Plumber	Step D of Range 26.5 Classified Salary Schedule
8.1c	Saima Saadi Coordinator Counseling Services	65749034	Sr. Office Assistant Bilingual (Spanish)	Step C of Range 19.5 on the Classified Salary Schedule
8.1d	Myra Lopez Exec. Director Maintenance and Operations	10768817	Structural Supervisor	Step C of Range 30.5 b Confidential / Supervisor Salary Schedule

8.1e	Danielle Villa, Principal, Alvarado Intermediate	47479241	Library Assistant	Step C of Range 17 on the Classified Salary Schedule
8.1f	John Martinez, Principal, Rowland Elementary	40688135	Library Assistant	Step C of Range 17 on the Classified Salary Schedule
8.1g	Anny Duldulao, Principal, Killian Elementary	63027704	Office Assistant Bilingual/Biliterate (Mandarin)	Step C of Range 18 on the Classified Salary Schedule
8.1h	Johan Schmitz Principal, Jellick Elementary	49217680	Office Assistant Bilingual/Biliterate (Mandarin)	Step E of Range 18 on the Classified Salary Schedule
8.1i	Myra Lopez Exec. Director Maintenance and Operations	32914657	Grounds/Construction Supervisor	Step C of Range 25.5 of the Confidential / Supervisor Salary Schedule
8.1j	Danielle Villa, Principal, Alvarado Intermediate	23276981	Secretary Bilingual (Spanish)	Step E of Range 20 on the Classified Salary Schedule

Motion by: _____
Second by: _____

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

8.2 Reallocation

- a) Consider approving the reallocation of the following incumbents in the Senior Payroll Clerk classification to the revised classification of Payroll Technician, effective September 1, 2026, coinciding with the Personnel Commission's approval of the classification revision, in accordance with PC Rule 3.3.2.3:

- Employee ID #0000123705
- Employee ID #0000124124
- Employee ID #0000124830
- Employee ID #0000124962

Motion by: _____
Second by: _____

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

- b) Consider approving the recommended reallocation of a Senior Office Assistant Bilingual (Spanish) position to a Senior Office Assistant – Bilingual/Biliterate (Spanish) position along with the incumbent.

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) Administrative Assistant to the Superintendent (P-26/27-24)
- b) Administrative Assistant to the Superintendent B/B Spanish (P-26/27-26)
- c) Administrative Assistant to the Superintendent, Bil Spanish (P-26/27-25)
- d) Behavior Intervention Specialist (D-26/27-27)
- e) District Safety (D-26/27-29)
- f) Health Asst II (LVN) (D-26/27-32)
- g) Human Resources Manager – Promotional Only (D-26/27-28)
- h) Library Assistant (D-26/27-37)
- i) Library Assistant Bil SP (D-26/27-37,38)
- j) Office Assistant (D-26/27-33)
- k) Office Assistant Bilingual (Spanish) (D-26/27-34)
- l) Office Assistant Bilingual/Biliterate (Spanish) (D-26/27-35)
- m) Payroll Technician (D-26/27-30)
- n) Personnel Analyst (D-26/27-36)
- o) Reprographics Lead Technician (D-26/27-23)
- p) Senior Account Clerk (D-26-27/31)

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) Behavior Intervention Specialist (D-25/26-76)
- b) Cafeteria Lead Worker I (D-26/27-09)
- c) Custodian (D-25/26-78)
- d) Director of Safety and Security (D-26/27-22)
- e) Grounds / Construction Supervisor (D-25/26-75)
- f) Maintenance Worker (D-25/26-70)
- g) Personnel Technician (D-26/27-19)
- h) Personnel Technician – Bilingual (Spanish) (D-26/27-20)
- i) Reprographics Technician (D-26/27-15)
- j) School Bus Driver (D-26/27-01)
- k) Secretary (D-26/27-21)
- l) Speech Language Pathology Assistant (D-25/26-36)

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:

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

Time Recessed: _____ Time Reconvened to Open Session: _____

**THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED ON
TUESDAY, December 1, 2026, 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.

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF SEPTEMBER 1, 2026 MEETING
HELD IN-PERSON AND VIA ZOOM**

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

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

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

Staff Members Absent: Jessica Landin, Personnel Analyst

APPROVAL OF THE AGENDA

The Personnel Commission took action to approve the agenda without modifications for Tuesday, September 1, 2026.

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:

- | | |
|--|-----------------------------------|
| • Attendance and Intervention Specialist | • Instructional Assistant I & II |
| • Athletic Trainer | • Personal Care Assistant |
| • Behavior Intervention Specialist | • Personnel Technician |
| • Behavior Support Assistant | • Reprographics Technician |
| • Cafeteria Lead Worker I | • School Bus Driver |
| • Campus Safety | • Secretary |
| • Director of Safety and Security | • Senior Payroll Clerk |
| • Food Service Assistant I | • Warehouse Stock Delivery Worker |

2. Examinations were conducted for the following classifications since the last Commission meeting:

- | | |
|----------------------------|--|
| • Cafeteria Lead Worker I | • Food Service Assistant III |
| • Campus Aide | • Ground/Construction Supervisor |
| • Campus Safety | • Instructional Assistant I, B/BB (Span) |
| • Custodian | • Maintenance Worker |
| • Food Service Assistant I | |

3. New employees were processed into the following classifications since the last Commission meeting:

- 3 - Behavior Support Assistant Bil (SP)
- 2 - Food Service Assistant
- 1 - Grounds Maintenance Worker
- 2 - Office Assistant Bil (SP)
- 2 - Office Assistant Bil (Mand)
- 2 - Playground Supervision Aide
- 1 - School Bus Driver
- 1 - Structural Supervisor

Updates/Reminders/Remarks:

- Western Region Intergovernmental Personnel Assessment Council (WRIPAC) Fall Meeting & Conference (Virtual) – September 17, 2026
- CalGovHR Annual Conference – September 23-25, 2026

COMMUNICATIONS

- A. CSEA – CSEA President Mateo Buenaluz thanked the Personnel Commission staff for their hard work. Mr. Buenaluz expressed concerns about the increasing number of subcontractors needed to meet the state requirements for TK. He asked whether the Commission would consider reclassifying IA1 and IA2 positions, increasing hours to make employees eligible for benefits, and opening additional positions at the high schools.
- B. District Administration – Dr. Kevin Despard – Assistant Superintendent of Human Resources
Dr. Despard thanked the Commissioners in advance for considering the proposed revisions to the Director of Communications classification. He reminded the Commission that this position was previously classified as the Public Information Officer approximately two years ago. When the position was reclassified, the salary was also moved from Range 70 to Range 80.

As the District continues to look for ways to operate more fiscally responsibly, management and supervisory positions are being asked to take on additional responsibilities. This approach also allows for more CSEA classified positions. Following the recent retirement of the Reprographics Supervisor, the District decided not to fill the resulting vacancy. Instead, the Director of Communications will assume supervision of the Reprographics employees.

Dr. Despard also requested the Commission's approval of the Administrative Assistant to the Superintendent Bilingual/Biliterate – Spanish classification. The Superintendent's Office is currently supported by an Administrative Assistant Bilingual/Mandarin, who is assigned to the front office reception desk. Adding an Administrative Assistant to the Superintendent Bilingual/Biliterate – Spanish position will provide adequate support to the office in serving Spanish-speaking families.

- C. Audience Members
Gregory Nunez, an employee and CSEA executive board member, expressed concerns regarding the Instructional Assistant classification. He noted that Instructional Assistants work across various programs, including English Language Development and Special Education, with differing responsibilities despite sharing the same classification. He requested that the Commission consider conducting a classification review or study to evaluate the distinct duties and responsibilities associated with these assignments.

Mr. Nunez also raised concerns regarding the process surrounding an eight-hour Instructional Assistant position at a high school, including questions about the circumstances under which the position was assigned to a new hire and subsequently changed. He referenced prior discussions with CSEA, Human

Resources, and Special Education regarding the position and requested clarification regarding whether the appropriate procedures were followed.

PERSONNEL COMMISSION

7.1 Recommendation: Approve the minutes of the meeting of August 4, 2026 as submitted.

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

ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Advanced Salary Step Placement

- a) Consider approving the advanced salary step request from Cindy Bak, Principal, Shelyn Elementary to employ Applicant ID # 64439146 as Instructional Assistant I at Step E of Range 15 on the Classified Salary Schedule. (Ref. 8.1a) & (Ltd. Dist.)

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

- b) Consider approving the advanced salary step request from Maria Davila, Director, Nutrition Services to employ Applicant ID # 63325970 as Senior Office Assistant – Bilingual (Spanish) at Step E of Range 19 on the Classified Salary Schedule. (Ref. 8.1b) & (Ltd. Dist.)

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

- c) Consider approving the advanced salary step request from Sarah Opatkiewicz, Principal, Giano Intermediate to employ Applicant ID #66203973 as Office Assistant Bilingual (Spanish) at Step C of Range 17.5 on the Classified Salary Schedule. (Ref. 8.1c) & (Ltd. Dist.)

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

- d) Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education to employ Applicant ID #19910720 as Speech Language Pathology Assistant at Step B of Range 24.5 on the Classified Salary Schedule. (Ref. 8.1d) & (Ltd. Dist.)

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

- e) Consider approving the advanced salary step request from Sarah Opatkiewicz, Principal, Giano to employ Applicant ID #43166376 as Library Assistant – Bilingual (Spanish) at Step B of Range 17.5 on the Classified Salary Schedule. (Ref. 8.1e) & (Ltd. Dist.)

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

- f) Consider approving the advanced salary step request from Jason Garcia, Director, Student Services to employ Applicant ID # 62242644 as Health Assistant at Step B of Range 17 on the Classified Salary Schedule. (Ref. 8.1f) & (Ltd. Dist.)

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

- g) Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education to employ Applicant ID #10861334 as Instructional Assistant II at Step E of Range 16 on the Classified Salary Schedule. (Ref. 8.1g) & (Ltd. Dist.)

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

- h) Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education to employ Applicant ID #67623270 as Instructional Assistant II at Step E of Range 16 on the Classified Salary Schedule. (Ref. 8.1h) & (Ltd. Dist.)

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

- i) Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education to employ Applicant ID #55590623 as Instructional Assistant II at Step C of Range 16 on the Classified Salary Schedule. (Ref. 8.1i) & (Ltd. Dist.)

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

- j) Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education to employ Applicant ID #64223573 as Instructional Assistant II at Step E of Range 16 on the Classified Salary Schedule. (Ref. 8.1j) & (Ltd. Dist.)

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

- k) Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education to employ Applicant ID #66054097 as Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule. (Ref. 8.1k) & (Ltd. Dist.)

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

- l) Consider approving the advanced salary step request from Jason Garcia, Director, Student Services, to employ Applicant ID #67074654 as Health Assistant Bilingual (Spanish) at Step B of Range 17.5 on the Classified Salary Schedule. (Ref. 8.1l) & (Ltd. Dist.)

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

- m) Consider approving the advanced salary step request from Celia Mungia, Director, Elementary Education to employ Applicant ID #67750800 as Instructional Assistant I at Step D of Range 15 on the Classified Salary Schedule. (Ref. 8.1m) & (Ltd. Dist.)

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

- n) Consider approving the advanced salary step request from Mitchell Brunyer, Director, Rowland Adult and Community Education to employ Applicant ID #54970414 as Office Assistant at Step B of Range 17 on the Classified Salary Schedule. (Ref. 8.1n) & (Ltd. Dist.)

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

- o) Consider approving the advanced salary step request from Dr. Danielle Villa, Principal, Alvarado Intermediate to employ Applicant ID #66518208 as Secretary Bilingual (Spanish) at Step D of Range 20 on the Classified Salary Schedule. (Ref. 8.1o) & (Ltd. Dist.)

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

- p) Consider approving the advanced salary step request from Elena Camarillo, Principal, Villacorta Elementary to employ Applicant ID #6913022 as Campus Aide at Step E of Range 14.5 on the Classified Salary Schedule. (Ref. 8.1p) & (Ltd. Dist.)

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

- q) Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education to employ Applicant ID #66715444 as Instructional Assistant II at Step C of Range 16 on the Classified Salary Schedule. (Ref. 8.1q) & (Ltd. Dist.)

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

8.2 New Class Description

- a) Consider approving the establishment of the new classification of Reprographics Lead Technician. (Ref. 8.2a)
- Place the new classification Reprographics Lead Technician in the Reprographics Series job family.
 - Approve the salary recommendation for the classification of Reprographics Lead Technician at Range 22 on the CSEA Classified Salary Schedule.

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

- b) Consider approving the establishment of the new classifications of Administrative Assistant to the Superintendent – Bilingual (Spanish) and Administrative Assistant to the Superintendent – Bilingual/Biliterate (Spanish) (Ref. 8.2b)
 - i. Place the new classifications of Administrative Assistant to the Superintendent – Bilingual (Spanish) and Administrative Assistant to the Superintendent – Bilingual/Biliterate (Spanish) in the Secretarial and Clerical Series job family.
 - ii. Approve the salary recommendations for the classification of Administrative Assistant to the Superintendent – Bilingual (Spanish) at range 32 and Administrative Assistant to the Superintendent – Bilingual/Biliterate (Spanish) at range 32.5 on the Confidential/Supervisory Salary Schedule.

Ms. Santiago expressed concerns regarding the need for this proposed classification, noting that an employee is already performing the duties in the office. The Commissioner questioned the fiscal impact of adding or revising positions and emphasized the importance of carefully considering the District's staffing needs and available resources. The Commissioner also requested clarification regarding what would happen to the existing position and the employee currently performing the duties if the proposed classification is approved.

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

8.3 Revised Class Descriptions

- a) Consider approving the revised class description of Director of Communications. (Ref. 8.3a)

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

8.4 Revised Class Description & Classification Title Revision

- a) Consider approving the revised class description of Sr. Payroll Clerk and revising the title to Payroll Technician. (Ref. 8.4a)

- i. Approve the salary recommendation for the classification of Payroll Technician at Range 22.5 on the CSEA Classified Salary Schedule

Ms. Santiago raised questions about the proposed reclassification of Payroll Clerks, particularly the associated increase in compensation and the potential precedent it may establish for other employee groups seeking similar reclassifications. The Commissioner acknowledged that the changes to the District's payroll system have increased the technical responsibilities of the positions and may warrant consideration. However, the Commissioner emphasized the importance of considering the financial impact on the District and ensuring that compensation and staffing needs across all departments are addressed equitably.

The Commissioner referenced ongoing staffing challenges in other essential areas and encouraged the District to consider these needs when evaluating classification and compensation changes.

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

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) Attendance and Intervention Specialist (D-26/27-16)
- b) Attendance and Intervention Specialist – Bilingual (Spanish) (D-26/27-17)
- c) Director of Safety and Security (D-26/27-22)
- d) Personnel Technician (D-26/27-19)
- e) Personnel Technician – Bilingual (Spanish) (D-26/27-20)
- f) Reprographics Technician (D-26/27-15)
- g) Secretary (D-26/27-21)
- h) Warehouse Stock Delivery Worker (D-26/27-18)

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

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

- a) Campus Safety (D-25/26-69)
- b) Career Vocational Assistant (D-25/26-71)
- c) Food Service Assistant I (D-26/27-06)
- d) Instructional Assistant I Bilingual (Spanish) (D-25/26/13)
- e) Instructional Assistant II D-25/26-02)
- f) Personal Care Assistant (D-26/27-05)
- g) Plumber (D-25/26-68)
- h) Purchasing Manager (D-25/26-72)
- i) School Bus Driver (D-26/27-01)

Motion made by:	Yvette Santiago	Vote:	Natalie Moreno	Yes
Seconded by:	Breanna Koehler		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: (Ref. 9.4)

- Instructional Assistant I (D-25/26-12)
 - ID# 53580774– PC Rule 6.1.10.6
 - ID# 56167544 - PC Rule 6.1.10.6
 - ID# 64075275 – PC Rule 6.1.10.6
 - ID# 6913022 – PC Rule 6.1.10.6
 - ID# 63708659 – PC Rule 6.1.10.6
 - ID# 67706896 – PC Rule 6.1.10.1

- ID# 58795181 – PC Rule 6.1.10.4
- ID# 31589485 – PC Rule 6.1.10.4
- ID# 48807229 – PC Rule 6.1.10.4

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. Koehler thanked the Personnel Commission staff for all their hard work reflected in this long agenda. She acknowledged the busyness of the start of the school year and expressed appreciation for the work and effort staff put into, especially for continuously hiring staff for the RUSD students.

Ms. Santiago agreed with Ms. Koehler and encouraged staff to continue performing even better. She committed to look into the concerns brought before the PC by CSEA representatives.

Ms. Moreno also remarked about the work staff attended during the first two weeks of school. She commended staff for the thorough work in meeting the staffing needs of the district.

11. ADJOURNMENT

Time: 5:09 p.m.

Motion made by: Yvette Santiago
 Seconded by: Breanna Koehler

Vote:	Natalie Moreno	Yes
	Yvette Santiago	Yes
	Breanna Koehler	Yes

Approved by: _____
Natalie Moreno
Chair
Personnel Commission

Submitted by: _____
Geraldine Ormeo
Personnel Director
Personnel Commission

THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED FOR TUESDAY, OCTOBER 6, 2026, AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM

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

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

November 3, 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
Reprographics Lead Technician	6 months	1	8.0/12	9/2026	<ul style="list-style-type: none"> • Structured Interview • Technical Project
Administrative Assistant to the Superintendent Bilingual (Spanish) & Administrative Assistant to the Superintendent Bilingual/Biliterate (Spanish)	6 months	1	8.0/12	9/2026	<ul style="list-style-type: none"> • Structured Interview • Technical Project
Behavior Intervention Specialist	6 months	7	7.0/9.5	5/2024	<ul style="list-style-type: none"> • Structured Interview • Technical Project
Human Resources Manager	6 months	1	8.0/12.0	7/2026	<ul style="list-style-type: none"> • Structured Interview
District Safety	6 months	1	8.0/12.0	11/2017	<ul style="list-style-type: none"> • Written Exam • Structured Interview
Payroll Technician	6 months	1	8.0/12.0	9/2026	<ul style="list-style-type: none"> • Written Exam • Structured Interview
Senior Account Clerk	6 months	1	8.0/12.0	5/2014	<ul style="list-style-type: none"> • Written Exam • Structured Interview
Health Assistant II (LVN)	6 months	2	7.0/10.0	7/2013	<ul style="list-style-type: none"> • Structured Interview
Office Assistant Series	6 months	1	4.0/10.0	9/2011	<ul style="list-style-type: none"> • Written Exam • Structured Interview
Personnel Analyst	6 months	1	8.0/12.0	6/2012	<ul style="list-style-type: none"> • Structured Interview • Technical Project
Library Assistant Series	6 months	1	4.25/9.5	10/2011	<ul style="list-style-type: none"> • Written Exam • Structured Interview

Recommendation

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



ROWLAND UNIFIED SCHOOL DISTRICT

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

INVITES APPLICATIONS FOR THE POSITION OF:

Administrative Assistant to the Superintendent Hourly: \$44.90 - \$54.59 Monthly Salary: \$7,780.00 - \$9,463.00

Admin Asst to the Superintendent-Bil (Sp) Hourly: \$46.02 - \$55.95 Monthly Salary: \$7,971.00 - \$9,694.00

Admin Asst to the Superintendent-Bil/Bil (Sp) Hourly: \$47.12 - \$57.40 Monthly Salary: \$8,165.00 - \$9,943.00

An Equal Opportunity Employer

OPENING DATE: September 11, 2026

FINAL FILING DATE: October 2, 2026

PROMOTIONAL ONLY

Kindly Note: ONLY current Rowland Unified School District employees who have passed probation may apply.

POSITION

There is currently one immediate full-time position available. Tentative hours are 8:00am - 4:30pm, forty (40) hours per week, twelve (12) months per year. This position requires working some evening hours to attend and prepare for monthly board meetings.

SUMMARY OF DUTIES

Under the direction of the Superintendent, organizes, prepares and drafts agendas for the Board of Education meetings; prepares agenda materials; attends Board meetings and prepares minutes; assures legal documents are stored and filed properly; arranges for various management meetings and preparation of agendas and minutes; serves as secretary to the Superintendent, scheduling appointments, obtaining data, drafting correspondence; serves as office manager responsible for budget preparation and monitoring and filing systems; and selects, supervises, trains, evaluates and provides work direction and guidance for assigned Superintendent's Office staff.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency **and** two years (48 semester or 72 quarter units) of college-level coursework in business or public administration or a closely related field. An additional two years of full-time experience at least at the level of Administrative Secretary may be substituted on a year-for-year basis for the required education.

EXPERIENCE: Five years of increasingly responsible full-time secretarial/clerical experience **including** two years of experience working in a secretary level position or higher for a school principal, director, or executive level administrator.

LICENSES/LANGUAGE/CERTIFICATE REQUIREMENTS: A valid Class C, California Driver License, a good driving record and use of a private automobile is required and must be maintained during employment. The ability to speak, read and write a language, in addition to English is desirable, but not required.

Applicants must submit a copy of the following with their application (you may upload these to your profile):

- **High School Diploma or equivalent or**
- **College Transcripts or Diploma (BA/AA/MA) ***

**May not be required if you meet the second option explained in the education requirements*

You may upload your documents to your application or email them 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. **Resumes will not be accepted in lieu of a formal application.**

WORK ENVIRONMENT: Employees in this classification work primarily inside an office environment, with frequent interruptions, changing priorities and short deadlines, 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 20 lbs., use fingers repetitively, use both hands simultaneously, speak clearly, hear normal conversation, and see small details.

APPLICATION FILING PERIOD

Applications for this position will be accepted online only, until **October 2, 2026, at 4:30 pm.**

The supplemental questions for this position are very detailed; therefore, it is recommended that you prepare your answers to these in advance. Supplemental questions may be viewed by selecting the "Supplemental Questions" tab in the online posting.

For those without Internet access, computers are available at the Personnel Commission Office located at 1830 Nogales Street, Rowland Heights, CA 91748.

Applicants will be sent notifications via e-mail only

EXAMINATION – PROMOTIONAL ONLY

Computer Performance Exams, Structured Interview, Technical Project.

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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



ROWLAND UNIFIED SCHOOL DISTRICT

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

CONTINUOUS

INVITES APPLICATIONS FOR THE POSITION OF:

BEHAVIOR INTERVENTION SPECIALIST

(Includes Medical Benefits)

\$27.20 - \$33.18 Hourly Rate

An Equal Opportunity Employer

OPENING DATE: September 22, 2026

FINAL FILING DATE: CONTINUOUS

POSITION

There are currently several positions available, seven (7) hours per day, five (5) days per week, nine and a half (9.5) months a year. An eligibility list is being established to fill current and future vacancies and to hire substitutes for the next six months. Position details below:

LOCATION	HOURS/MONTHS	TENTATIVE HOURS
Special Education	7 Hours a day, 9.5 Months (35 hours a week)	8:00 AM - 3:30 PM

SUMMARY OF DUTIES

Under the direction of the Director of Special Education or designee, assists with functional behavior assessments and plans, and directs instructional and behavioral support services to students in the District with difficulties conforming to acceptable behavior patterns; assists in the development and implementation of programs, policies, and practices relative to the management of students' problematic behaviors, including children with Autistic Spectrum Disorder (ASD) and Emotional Disturbance (ED); collaborates with education administrators, certificated, and classified staff to develop and implement Behavior Intervention Plans and provide one-on-one and/or group Applied Behavior Analysis (ABA) to designated students.

QUALIFICATIONS

EDUCATION: Graduation from high school or its equivalency is required. Course work in child development, psychology, behavior management or child education is desirable.

EXPERIENCE: Two years of experience implementing and/or creating individualized behavior services to school-aged students with various developmental disabilities, mental health diagnoses and/or severe behavior problems in a home-based, center-based, and/or educational/social services setting. **Required.**

Equivalency Provision for Current RUSD Employees: Current Rowland Unified School District employees may qualify for this position by being currently employed as an Instructional Assistant II for a minimum of three years or a Behavior Support Assistant for a minimum of two years.

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

- **Proof of Education:** HS diploma or equivalent, or copy of highest completed degree (AA/BA/MA) (Copy of diploma or transcripts on watermarked paper) **Required**; and
- A certificate of completion of a **40-hour Registered Behavior Technician training program** as outlined by the Behavior Analyst Certification Board **Required**; and
- A valid **Basic/Standard First Aid Certificate** **Required**; and
- A valid and current **CPR Certificate (Child and Adult)** **Required**.

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 / LANGUAGE / CERTIFICATION / TRAINING REQUIREMENTS: Successful completion of a 40-hour Registered Behavior Technician training program as outlined by the Behavior Analyst Certification Board; A valid Class C, California Driver License, a good driving record and use of a private automobile 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 must be maintained during employment; Successful completion of up to 12 hours of Crisis Prevention Intervention (CPI) training is required during the probationary period and annual re-certification is required. Training will be provided at the district's expense; Successful completion

of Tier I, Tier II, and Tier III of Positive Behavior Interventions and Support (PBIS) training is required during the probationary period and will be provided at the district's expense.

FILING PERIOD

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

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

Applicants will be sent notifications via email only

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination **may** consist of the following:

- Structured Interview Examination

Salary Range: 21.5

REGISTERED BEHAVIOR TECHNICIAN TRAINING FACT SHEET:

<https://infogram.com/1p67yvd32xzm13a5gqmln213wc3qj0g62m?live>

CLICK ON THE LINK TO VIEW THE JOB POSTING AND PLACES WHERE YOU CAN OBTAIN YOUR RBT TRAINING:

<https://www.schooljobs.com/careers/rowland/jobs/4678679/behavior-intervention-specialist?pagetype=jobOpportunitiesJobs> (SCROLL TO THE BOTTOM)

PROOF OF EDUCATION:

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

ADVANCED SALARY STEP PLACEMENT:

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

APPOINTMENT:

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

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

PROCESSING FEE:

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

VETERANS CREDIT:

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

For a more detailed job description, including benefits / leave information, please 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: **DISTRICT SAFETY** **SALARY**

\$25.27- \$30.81– HOURLY
\$4,379.00 - \$5,338.00 – MONTHLY
An Equal Opportunity Employer

OPENING DATE: October 2, 2026

FINAL FILING DATE: **October 16, 2026**

POSITION

There is currently one (1) full-time position available, eight (8) hours per day, five (5) days per week (M-F), twelve (12) months per year. The tentative work hours are 7:00 am to 3:30 pm. 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 direction of the Assistant Superintendent - Administrative Services or designee, patrols campus buildings, District work sites, grounds, parking areas and related areas to observe students and non-students to provide for the safety of students, personnel, property and equipment on District property; ensures facilities are properly secured and determines if unauthorized persons are on such premises; responds to alarms and observes site to determine if there are intruders; conducts investigations; calls city police/sheriff if assistance is needed in handling intruders and unauthorized visitors; makes emergency maintenance repairs; and completes a variety of records and reports.

QUALIFICATIONS

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

EXPERIENCE: Two years of experience in law enforcement, security, or experience working with students in a school setting in a security or supervising capacity is required. A certificate of completion from a California Basic P.O.S.T. Training Academy can be substituted for one year of the required experience. The certificate of completion must be dated within the last three years. Additional security training and/or experience with middle school or high school students is desirable. Applicants must provide a copy of the following at the time of application (you may upload the documents to your profile):

- **High School Diploma/Equivalent** or highest completed diploma (AA/BA/MA).
- **Current First Aid Certificate**, comparable to the American Red Cross Standard First Aid Certificate and a Child and Adult Cardiopulmonary Resuscitation Certificate.
- **P.O.S.T Training Academy Certificate** (obtained within the last 3 years) is required if being **substituted for one year** of the required experience.

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

LICENSE REQUIREMENTS: Possession of a valid, Class C, California Driver license and a good driving record is required prior to and during employment. A valid First Aid Certificate and a Child and Adult CPR certificate is required. A current SB 1626 Training Certificate in accordance with 832.2 of California Penal Code, compliant with California Education Code Section 38001.5, must be completed within three months of hire at the employee's expense. All incumbents must be free of any record of conviction for any felony, narcotics, or moral offenses, as defined in the Education Code and Penal Code of California.

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

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

FILING PERIOD

Applications for this position will be accepted online only starting **Friday, October 2, 2026, to Friday October 16, 2026, until 4:30pm.**

Applicants will be sent notifications via e-mail only

EXAMINATION – OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination will tentatively consist of the following:

- Structured Interview/Technical Project

Classified Salary Range: 20

PROOF OF EDUCATION:

If you received your education outside of the United States, you **MUST** have your degree/transcripts evaluated by an approved agency transcript evaluation service that certifies that your degree meets the United States equivalent for it to be considered. For more information about organizations who offer this service, please access the following: <https://www.ctc.ca.gov/aspiring-educators/transcripts/foreign-transcript-eval/>

RUSD will only accept evaluations from agencies listed within the document.

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

***For a more detailed job description, including benefits / leave information, please log on to www.rowlandschools.org. → Departments → Personnel Commission → Classified Job Openings**

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



ROWLAND UNIFIED SCHOOL DISTRICT

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

INVITES APPLICATIONS FOR THE POSITION OF:

HEALTH ASSISTANT II (LVN)

Salary: \$27.90 - \$34.00 Hourly

An Equal Opportunity Employer

OPENING DATE: October 23 2026

FINAL FILING DATE: November 16, 2026

POSITION

There are two (2) vacancies for the position of Health Assistant II. The tentative work hours are 8:00 a.m. - 3:30 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 **Monday, November 16, 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/aspiring-educators/transcripts/foreign-transcript-eval/>. **RUSD will only accept evaluations from agencies listed within the document.**

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

For entry level classes, veterans with thirty (30) days or more of active service (during a time of war or national emergency) who obtain a passing score shall be allowed an additional credit of five (5) points and disabled veterans receive ten (10) additional points. Entry-level positions are defined as all positions within the classified service when the **eligible is first employed** by the District, except for positions designated management or senior management. Veterans must supply a copy of their Form DD214 along with their application 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:
Human Resources Manager
MONTHLY \$9,060.46 - \$10,245.68, ANNUALLY \$108,725.52 - \$122,948.16
An Equal Opportunity Employer

OPENING DATE: October 2, 2026

FINAL FILING DATE: October 16, 2026

PROMOTIONAL ONLY

Current Rowland Unified School District employees who have passed probation may apply.

POSITION

There is currently one immediate full-time position available. Tentative hours are 8:00am - 4:30pm, forty (40) hours per week, twelve (12) months per year.

SUMMARY OF DUTIES

Under the direction of the Human Resources Director, plans, organizes, and evaluates human resources functions for classified employees during their employment with the District, excluding recruitment, examination, selection, certification, and onboarding functions assigned to the Personnel commission staff; coordinates and manages the recruitment and assignment of regular, temporary, and substitute certificated personnel; coordinates the non-classified personnel function; assists in the conduct of personnel related administrative matters; selects, trains, supervises and evaluates Human Resources staff; performs specialized studies and prepares reports; develops and coordinates training programs; advises employees and supervisors regarding the principles of progressive discipline and administers the disciplinary process; provides guidance to managers, supervisors, employees and candidates regarding, personnel procedures, employee agreements and related personnel matters; coordinates the certificated personnel recruitment/selection and staffing activities, including staff reductions and eliminations; serves on or chairs committees as assigned; recommends procedural changes; develops sound personnel procedures in response to new personnel programs, laws, regulations, and County requirements; acts in the absence of the Human Resources Director as assigned; and performs other related duties as required. For classified employees, this position manages most employment-related human resources functions after appointment through resignation, retirement, or other separation from District service, including employee relations, leave administration, discipline support, accommodations coordination, investigations, policy and procedure implementation, recordkeeping oversight, and related personnel transactions.

QUALIFICATIONS

EDUCATION: Bachelor's degree in business administration, public administration, human resources administration, psychology, sociology or other related field. Up to two years of the required education (i.e., 60 semester or 90 quarter units) may be substituted by an additional two years of the required experience noted below. At minimum, an Associate degree or its equivalent is required.

EXPERIENCE: Four years of recent full-time, progressively responsible experience in human resources, personnel administration, or employee relations within a public agency or school district, including at least two years in a lead or supervisory capacity. Experience in a California merit system school district is highly desirable.

Note: Recent experience is defined as experience obtained within the last five years.

Equivalency Provision for Current RUSD Employees:

Current Rowland Unified School District employees may qualify for this position by being currently employed as an Administrative Secretary, School Office Manager, or higher related classification for a minimum of three years.

LICENSES/LANGUAGE/CERTIFICATE REQUIREMENTS: A valid, Class C, California driver's license, a good driving record and use of a private vehicle is required and must be maintained during employment.

Applicants must submit a copy of the following with their application (you may upload these to your profile):

- **College Transcripts or Copy of Degree (Associate's, Bachelor's or Master's)**

You may upload your documents to your application or email them to geraldine.ormeo@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. **Resumes will not be accepted in lieu of a formal application.**

WORK ENVIRONMENT: Employees in this classification work both inside and outside, over 40 hours per week, primarily inside an office environment, with frequent interruptions, changing priorities and short deadlines, may be exposed to air pathogens and germs, and communicable diseases, will be required to drive an automobile to conduct work, and have direct contact with the public and other District staff, students, with a high volume of work and tight deadlines.

PHYSICAL REQUIREMENTS: Employees in this classification stand, walk, sit, lift and carry up to 15 lbs., maintain balance, stoop, bend, use fingers repetitively, use both hands simultaneously, manual dexterity to operate a computer keyboard; speak clearly, hear normal conversation, have depth perception, see small details, drive a vehicle, use a computer, and telephone.

APPLICATION FILING PERIOD

Applications for this position will be accepted online only, until **October 16, 2026, at 4:30 pm.**

Applicants will be sent notifications via e-mail only

EXAMINATION – PROMOTIONAL ONLY - The examination may include the following:

T&E, Structured Interview, Technical Project.

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

Candidates who pass all hurdles of the testing process will be placed on an eligibility list in rank order based on final scores including any veteran's / seniority credit. The top three ranks of eligibles who are ready and willing to accept the position shall be referred to the hiring administrator for interview. The eligibility list will be established for six (6) months.

All new employees are subject to passing a physical examination, tuberculosis test, background review and must provide satisfactory evidence of authorization to work in the United States. Employment start date is contingent upon fingerprinting and criminal background clearance.

*In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of **one year** during which time the employee must demonstrate an overall satisfactory performance. 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. This classification is designated at the management level.*

PROCESSING FEE

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

VETERANS CREDIT

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



ROWLAND UNIFIED SCHOOL DISTRICT

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

INVITES APPLICATIONS FOR THE POSITION OF:

LIBRARY ASSISTANT: \$21.77 - \$26.55 HOURLY

LIBRARY ASSISTANT-BILINGUAL (SPANISH): \$22.33 - \$27.20 HOURLY

An Equal Opportunity Employer

OPENING DATE: October 23, 2026

FINAL FILING DATE: November 16, 2026

POSITION:

There are currently two (2) part-time Library Assistant positions available. Tentative hours are five and a half (5 1/2) hours a day, five (5) days a week, ten (10) months a year. Eligibility lists for the Library Assistant and Library Assistant-Bilingual (Spanish) positions are being established to fill current vacancies, hire substitutes and to fill future vacancies for the next six (6) months.

SUMMARY OF DUTIES

Provides assistance to students and teachers in locating materials and using library resources; handles circulation (e.g., checking books in/out, receiving/shelving); operates a computer to maintain circulation/inventory records; works in a resource center providing assistance to teachers in locating instructional materials.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is required.

EXPERIENCE: Six months of clerical experience or experience working with school-age children.

Applicants must provide a copy of the following at the time of application:

- A copy of your High School Diploma or equivalent (HS Diploma, GED, AA, BA, MA) is required.

You may upload your documents to your application or email them to amanda.arias@rowlandschools.org. Applications without supporting documents will be considered **incomplete** and will be **disqualified**. Transcripts or diplomas from foreign countries must be certified to meet the [US equivalent](#). Please Note: Email is the preferred method of communication.

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.

FILING PERIOD

Applications for these positions will be accepted online only **until Monday, November 16, 2026, 4:30 pm.**

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

Applicants will be sent notifications via e-mail only

NOTE: If you wish to be considered for the **BILINGUAL** position, please indicate that in the supplemental questions you will be asked at the end of the application process. You will be tested for your ability to speak in the designated second language as part of the testing process.

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Job Related Written Exam / Structured Interview / Computer Performance Exams / Language Assessment (Sp)

Salary Range: Library Assistant: 17 – Library Assistant-Bilingual (Sp): 17 ½

PROOF OF EDUCATION:

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

OFFICE ASSISTANT: \$21.77 - \$26.55 Hourly
OFFICE ASSISTANT-BILINGUAL (Spanish): \$22.33 - \$27.20 Hourly
OFFICE ASSISTANT-BILINGUAL / BILITERATE (Spanish): \$22.90 - \$27.90 Hourly

An Equal Opportunity Employer

OPENING DATE: October 23, 2026

FINAL FILING DATE: November 16, 2026

POSITION

Eligibility lists are being established in all classifications to fill current and future vacancies and hire substitutes for the next six months.

If you wish to be considered for a **BILINGUAL or BILINGUAL/BILITERATE** position, please indicate in the supplemental questions you will be asked at the end of the application process. You will be tested for your ability to speak, read and/or write in the second language as part of the testing process.

SUMMARY OF DUTIES

Under the direction of an administrator, counselor, department chair or teacher, performs clerical duties such as typing, filing, duplicating and answering phones; serves as receptionist and/or switchboard operator and assists students, parents, employees or community members; prepares and processes a variety of paperwork; maintains records and files; registers students; administers first aid; requisitions supplies and materials; operates a computer; generates reports; and performs other related duties as required.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is required.

EXPERIENCE: Clerical experience is desirable.

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

- **Proof of Education** (High School Diploma or equivalent, highest completed degree - AA/BA/MA)
- **A valid and current First Aid Certificate**, comparable to the American Red Cross Standard First Aid Certificate

You may upload your documents to your application, email them to Amanda Arias at amanda.arias@rowlandschools.org. Applications without supporting documents will be considered **incomplete** and will be **disqualified**. Transcripts or diplomas from foreign countries must be certified to meet the US equivalent.

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

HAZARDS: Some positions in this class may be exposed to blood-borne pathogens, body fluids and communicable diseases.

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.

FILING PERIOD

Applications for this position will be accepted online only **until Monday, November 16, 2026.**

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 the following:

- Job Related Written Exam
- Structured Interview / Technical Project / Computer Performance Exams
- Bilingual / Biliterate evaluation

Salary Range: Off Asst: 17, Off Asst-Bil (Sp): 17.5, Off. Asst-Bil/Bil (Sp): 18

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/aspiring-educators/transcripts/foreign-transcript-eval/>.

PLEASE NOTE: RUSD will only accept evaluation of foreign transcripts 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:

PAYROLL TECHNCIAN

\$28.57 - \$34.82 Hourly
\$4,952.13 - \$6,035.47 Monthly

An Equal Opportunity Employer

OPENING DATE: October 2, 2026

FINAL FILING DATE: October 16, 2026

POSITION

There is one (1) immediate vacancy for the position of Payroll Technician in the Fiscal Services Department, eight (8) hours per day, five (5) days per week, twelve (12) months a year, including benefits. Tentative hours are 8:00 a.m. - 4:30 p.m. The eligibility list is being established to fill current vacancies, hire substitutes and to fill future vacancies for the next six (6) months.

SUMMARY OF DUTIES

Under the direction of an assigned supervisor performs complex technical payroll accounting and payroll-system work in the preparation, auditing, reconciliation, and maintenance of classified and certificated payrolls, including monthly, semi-monthly, hourly, supplemental, adjustment, and retroactive payroll transactions; ensures accurate and timely employee compensation; and resolves payroll, system, and data-integrity discrepancies.

QUALIFICATIONS

EDUCATION: Graduation from high school or its equivalent is required. Courses in bookkeeping or accounting are desirable. Supplemental coursework, training, or certification in accounting, bookkeeping, payroll administration, business administration, public administration, or a related field is highly desirable..

EXPERIENCE: Two years of increasingly responsible experience in payroll preparation, payroll accounting, or financial recordkeeping, including experience using computerized payroll, payroll/HCM, timekeeping, or financial systems. Experience in a California public school district, governmental agency, or other public-sector environment is highly desirable. Two years (48 semester or 72 quarter units) of college-level coursework including coursework in accounting, payroll preparation, taxation, business administration, or a closely related field may be substituted for up to one year of the required experience.

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

- Copy of **High School Diploma** or equivalent; or
- Copy of **College Transcripts** on letterhead/watermarked paper if you wish to supplement education for experience. Two years (48 semester or 72 quarter units) of college-level coursework including coursework in accounting, payroll preparation, taxation, business administration, or a closely related field may be substituted for up to one year of the required experience.

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

WORKING ENVIRONMENT

Employees in this classification work primarily in an office environment, with frequent interruptions, with changing priorities and short deadlines..

PHYSICAL REQUIREMENTS

Employees in this classification stand, walk, sit, stoop/bend, reach overhead, lift and carry up to 15 lbs., use repetitive finger movements, use both hands simultaneously, speak clearly, hear normal conversation, and see small details.

FILING PERIOD

Applications for this position will be accepted online only, **Friday, October 2, 2026, to Friday, October 16, 2026 until 4:30 p.m.**

Applicants will be sent notifications via e-mail only

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

- Job Related Written Examination
- Structured Interview / Technical Project / Computer Performance Examination.

Salary Range: 22 ½

PROOF OF EDUCATION:

If you received your education outside of the United States, you **MUST** have your degree/transcripts evaluated by an approved agency transcript evaluation service that certifies that your degree meets the United States equivalent for it to be considered. For more information about organizations who offer this service, please access the following: <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. **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:

PERSONNEL ANALYST
\$8,165.00 – \$9,943.00 Monthly
\$97,980.00 - \$119,316.00 Annually
An Equal Opportunity Employer

OPENING DATE: October 23, 2026

FINAL FILING DATE: **November 16, 2026**

POSITION

There is currently one immediate full-time position available in the Personnel Commission. Tentative hours are 8:00am - 4:30pm, forty (40) hours per week, twelve (12) months per year.

SUMMARY OF DUTIES

Under direction of the Personnel Director, plans, organizes, assigns and supervises employees engaged in a variety of classified personnel activities; conducts classification studies; develops and supervises the administration of exams; performs specialized studies and prepares oral and written reports; makes presentations to the Personnel Commission, management and employees; and serves as a resource to managers employees, union representatives, and the public explaining rules, regulations, procedures, contract provisions, etc.

DISTINGUISHING CHARACTERISTICS

The class of Personnel Analyst is distinguished from the class of Senior Personnel Technician in that the former performs complex, journey-level technical duties that require specialized subject matter expertise in, but not limited to, the areas of job analysis, employment examination development, classification, and compensation. Although the position of Senior Personnel Technician may be involved in some of the planning and overseeing of parts of the recruitment process, the position of Personnel Analyst has supervisory responsibility for all areas of recruitment, testing, and selection.

The class of Personnel Analyst is distinguished from the class of Personnel Director in that the latter is a department manager reporting to the Personnel Commission and having responsibility for the complete classified personnel function.

QUALIFICATIONS

EDUCATION: A Bachelor's degree in business administration, public administration, sociology, psychology or other closely related field from a recognized college or university. Up to two years of directly related experience in addition to the required experience indicated below may be substituted for the required education on a year for year basis.

Applicants must submit a copy of the following with their application (you may upload these to your profile):

Copy of College Transcripts or Copy Bachelor's Degree or Master's Degree*

*A Master's degree in Industrial/Organizational Psychology or a closely related field if substituting for one year of the required experience.

You may upload your documents to your application (preferred) or email them to Amanda Arias at 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.

EXPERIENCE: Three years of professional personnel experience that includes the development, research, and analysis of personnel selection procedures or psychological testing methods. A Master's degree in Industrial/Organizational Psychology or a closely related field may be substituted for one year of the required experience.

LICENSE/LANGUAGE REQUIREMENTS:

- A valid, Class C, California driver's license, a good driving record and use of a private automobile is required and must be maintained during employment.

ENVIRONMENT: Employees in this classification work primarily inside an office environment, with frequent interruptions, with changing priorities and short deadlines, and drive an automobile to conduct work.

PHYSICAL REQUIREMENTS: Employees in this classification stand, walk, sit, stoop/bend, reach overhead, lift and carry up to 15 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 starting Friday, October 23, 2026, to Monday November 16, 2026, until 4:30 pm.

Applicants will be sent notifications via e-mail only

EXAMINATION – OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Structured Interview and Technical Project

Salary Range: (Confidential/Supervisory) 32 ½

PROOF OF EDUCATION

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

REPROGRAPHICS LEAD TECHNICIAN:

\$27.90 - \$34.00 Hourly
\$4,838.00 - \$5,891.00 Monthly
An Equal Opportunity Employer

OPENING DATE: September 11, 2026

FINAL FILING DATE: October 2, 2026

POSITION

There is currently one (1) immediate full-time vacancy in this position, eight (8) hours per day, five (5) days per week, twelve (12) months per year. The tentative work schedule is 8:00 AM to 4:30 PM.

SUMMARY OF DUTIES

Under general supervision of the Director of Communications or designee, performs advanced and complex technical duties in the production and reproduction of printed and digital materials utilizing high-speed digital printing, graphic design, page-layout, image-editing, and bindery equipment and software; serves as the technical working lead for the District's reprographics operation; coordinates the sequence, status, and day-to-day flow of assigned print-production work and communicates management-established priorities and schedules; provides task-specific technical instruction, demonstrations, and on-the-job training to Reprographics Technicians and other assigned staff without supervisory authority; performs complex prepress, graphic-design, digital-file preparation, print-production, quality-control, troubleshooting, estimating, records, inventory-monitoring, and equipment-maintenance-coordination duties; consults with District customers regarding job specifications, design, materials, production methods, and timelines; and performs related duties as assigned.

QUALIFICATIONS

EDUCATION: Graduation from high school or its equivalency is required. Completion of coursework in graphic communication, visual communication, printing technology, graphic design, or a closely related field is desirable.

EXPERIENCE: Three years of increasingly responsible experience in the operation of high-speed digital printing and bindery equipment and computerized graphics, layout, design, prepress, and digital-file preparation using Photoshop, InDesign, Illustrator, Acrobat Pro, or equivalent software is required.

Experience providing task-specific technical instruction, technical assistance, or on-the-job training to others is desirable.

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

- **High School Diploma or equivalent**

You may upload your documents to your application, email them to Amanda Arias at amanda.arias@rowlandschools.org. Applications without supporting documents will be considered **incomplete** and will be **disqualified**. Transcripts or diplomas from foreign countries must be certified to meet the US equivalent.

WORK ENVIRONMENT: Employees in this classification work primarily inside a print-shop environment, with frequent interruptions, changing priorities, and short deadlines, and may be exposed to fumes, airborne particles, harmful chemicals, and prolonged periods of loud noise.

PHYSICAL REQUIREMENTS: Employees in this classification stand for extended periods of time, walk, sit, lift, and carry up to 50 lbs. without assistance, use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, stoop and bend, reach overhead, push and pull moderately heavy

items, have rapid muscular coordination, speak clearly, hear normal conversation, distinguish shades, have depth perception and color vision, see small details, use a computer, telephone, copier, and may drive a vehicle.

FILING PERIOD

Applications for these positions will be accepted on-line only, from **Friday, September 11, 2026, to Friday, October 2, 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

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Job Related Written Exam
- Structured Interview

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

SENIOR ACCOUNT CLERK

\$25.92 - \$31.54 Hourly

\$4,492.00 - \$5,468.00 Monthly

An Equal Opportunity Employer

OPENING DATE: October 2, 2026

FINAL FILING DATE: October 16, 2026

POSITION

There is currently one (1) Senior Account Clerk position available at Rowland High School. Tentative hours are 7:30 am to 4:00 pm. Senior Account Clerk positions are typically eight (8) hours per day, five (5) days per week, twelve (12) months a year. An eligibility list is being established to fill the current vacancy, fill future vacancies and hire substitutes.

SUMMARY OF DUTIES

Performs complex account clerical work in the preparation, processing, and maintenance of budget, accounting and financial records and reports, or payroll, student attendance and fringe benefit documents requiring interpretive ability, independent judgment, and initiative within established accounting practices/procedures.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalent.

EXPERIENCE: Two years of experience in financial record keeping. Two years (48 semester or 72 quarter units) of college-level coursework including coursework in accounting, business administration or a closely related field may be substituted for up to one year of the required experience.

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

- Copy of **High School Diploma** or equivalent; or
- Copy of **Official Transcripts** on letterhead/watermarked paper, or **Bachelor's degree** (if you wish to supplement education for experience)

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

LICENSE/OTHER REQUIREMENTS

A valid, Class C, California Driver's License, a good driving record and use of a private vehicle may be required for some positions. The ability to speak, read and write a language in addition to English is desirable.

WORKING ENVIRONMENT

Employees in this classification work primarily inside an office environment, with frequent interruptions, with changing priorities and short deadlines, and may be required to drive an automobile to conduct work.

PHYSICAL REQUIREMENTS

Employees in this classification stand, walk, sit, stoop/bend, reach overhead, lift and carry up to 15 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, **Friday, October 2, 2026, to Friday, October 16, 2026 until 4:30 p.m.**

Applicants will be sent notifications via e-mail only

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

- Job Related Written Examination
- Structured Interview / Technical Project / Computer Performance Examination.

Salary Range: 20 ½

PROOF OF EDUCATION:

If you received your education outside of the United States, you **MUST** have your degree/transcripts evaluated by an approved agency transcript evaluation service that certifies that your degree meets the United States equivalent for it to be considered. For more information about organizations who offer this service, please access the following: <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. **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.