

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT
AGENDA**

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

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

February 25, 2026
Meeting to start at 4:30 P.M.

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

View the meeting virtually via ZOOM

Virtual: https://rowlandschools-org.zoom.us/webinar/register/WN_dHfWpcqzRM-afLuYY_yr1Q

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

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

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

Please be advised that this meeting is being audio recorded.

February 25, 2026
4:30 P.M.

PLEASE CIRCULATE

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

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

3. **PRELIMINARY**

3.1 Pledge of Allegiance to the Flag

3.2 Consider adopting the Agenda as submitted for Tuesday, February 25, 2026, or adopting the Agenda with the following corrections/modifications for Tuesday, February 25, 2026.

Motion by: _____
Second by: _____

Vote: Natalie Moreno _____
Yvette Santiago _____
Breanna Koehler _____

4. REPORT FROM THE PERSONNEL DIRECTOR

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

5. PUBLIC COMMENTS

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

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

6. HEARINGS - None

7. PERSONNEL COMMISSION

7.1 Approve the minutes of the meeting of January 13, 2026. (Ref. 7.1)

Motion by: _____
Second by: _____

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

7.2 Approve the revised Personnel Commission's meeting schedule for 2025 – 2026. (Ref. 7.2)

Motion by: _____
Second by: _____

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

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Advanced Salary Step Placement

a) Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education to employ Applicant ID #43424220 as Behavior Intervention Specialist at Step B of Range 21.5 on the Classified Salary Schedule. (Ref. 8.1a) & (Ltd. Dist.)

Motion by: _____
Second by: _____

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

b) Consider approving the advanced salary step request from Marci Chavez, Principal, Blandford Elementary School, to employ Applicant ID #12912233 as Health Assistant at Step D of Range 17 on the Classified Salary Schedule. (Ref. 8.1b) & (Ltd. Dist.)

Motion by: _____
Second by: _____

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

c) Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education to employ Applicant ID #64990634 as Speech Language Pathology Assistant at Step B of Range 24.5 on the Classified Salary Schedule. (Ref. 8.1c) & (Ltd. Dist.)

Motion by: _____
Second by: _____

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

- d) Consider approving the advanced salary step request from Ester Villegas Garcia, Coordinator, Special Projects to employ Applicant ID #62537584 as Personal Care Assistant at Step E of Range 14 on the Classified Salary Schedule. (Ref. 8.1d) & (Ltd. Dist.)

Motion by: _____
 Second by: _____

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

- e) Consider approving the advanced salary step request from Dr. Michael Hoon, Principal, Hollingworth Elementary School to employ Applicant ID #59234462 as Health Assistant at Step B of Range 17 on the Classified Salary Schedule. (Ref. 8.1e) & (Ltd. Dist.)

Motion by: _____
 Second by: _____

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

- f) Consider approving the advanced salary step request from June Sakaue, Principal, Oswalt Academy to employ Applicant ID #29209910 as Office Assistant at Step D of Range 17 on the Classified Salary Schedule. (Ref. 8.1f) & (Ltd. Dist.)

Motion by: _____
 Second by: _____

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

- g) Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education to employ Applicant ID #48889189 as Behavior Support Assistant at Step B of Range 17 on the Classified Salary Schedule. (Ref. 8.1g) & (Ltd. Dist.)

Motion by: _____
 Second by: _____

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

- h) Consider approving the advanced salary step request from Heidi West, Principal, Rorimer Elementary School to employ Applicant ID #60838230 as School-Based Technology Assistant at Step D of Range 18 on the Classified Salary Schedule. (Ref. 8.1h) & (Ltd. Dist.)

Motion by: _____
 Second by: _____

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

8.2 Reallocation

- a) Consider approving the recommended reallocation of a vacant Senior Office Assistant Bilingual/Biliterate (Spanish) position to a Senior Office Assistant – Bilingual (Spanish) position. (Ref 8.2a)

Motion by: _____
 Second by: _____

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

- b) Consider approving the recommended reallocation of a vacant Senior Office Assistant Bilingual (Spanish) position to a Senior Office Assistant – Bilingual/Biliterate (Spanish) position. (Ref 8.2b)

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) Nutrition Services Operations Manager D-25/26-48
- b) Athletic Equipment Attendant D-25/26-49
- c) Secretary Bilingual/Biliterate (Spanish) D-25/26-50
- d) Secretary Bilingual (Spanish) D-25/26-51
- e) Library Assistant D-25/26-52
- f) Library Assistant Bilingual (Spanish) D-25/26-53
- g) Office Assistant D-25/26-54
- h) Office Assistant Bilingual (Spanish) D-25/26-55
- i) Office Assistant Bilingual/Biliterate (Spanish) D-25/26-56

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-25/26-30)
- b) Instructional Assistant II D-25/26-02
- c) Instructional Assistant II - Bilingual (Spanish) D-25/26-03
- d) Instructional Assistant II - Bilingual/Biliterate (Spanish) D-25/26-04
- e) Instructional Assistant II – Bilingual (Mandarin) D-25/26-16
- f) Instructional Assistant II – Bilingual/Biliterate (Mandarin) D-25/26-17
- g) Personal Care Assistant D-25/26-05
- h) Behavior Support Assistant D-25/26-07
- i) Speech Language Pathology Assistant D-25/26-36
- j) Instructional Assistant I D-25/26-12
- k) Instructional Assistant I – Bilingual (Spanish) D-25/26-13
- l) Instructional Assistant I – Bilingual/Biliterate (Mandarin) D-25/26-39
- m) Campus Aide D-25/26-15
- n) District Patrol D-25/26-40
- o) Cook D-25/26-43
- p) Personnel Director

Motion by: _____
 Second by: _____

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

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

- Food Service Assistant (D-25/26-06)
 - ID# 4220514 – PC Rule 6.1.10.1
 - ID#63134619 – PC Rule 4.4.5
 - ID# 59752739 – PC Rule 4.4.11

Motion by: _____
Second by: _____

Vote: Natalie Moreno _____
Yvette Santiago _____
Breanna Koehler _____

10. INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED ON WEDNESDAY, MARCH 11, 2026, AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.

11. ADJOURNMENT

Time _____

Motion by: _____
Second by: _____

Vote: Natalie Moreno _____
Yvette Santiago _____
Breanna Koehler _____

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

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF JANUARY 13, 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 4:32 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: Jessica Landin, Interim Personnel Director
 Arlene Zamudio, Interim Personnel Analyst

APPROVAL OF THE AGENDA

The Personnel Commission took action to approve the agenda without modifications for Tuesday, January 13, 2026.

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

REPORT FROM THE PERSONNEL DIRECTOR

1. Recruitments opened since the last Commission meeting:

Senior Office Assistant Series
Health Assistant II (LVN)
School Bus Driver Trainee

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

Instructional Assistant Series
Personal Care Assistant
Speech – Language Pathology Assistant

3. **12** - New employees were processed into the following classifications since the last Commission meeting report out:

1 - Career Vocational Assistant
2 - Health Assistant
1 - Library Assistant Bilingual (Spanish)
1 - Office Assistant
1 - Office Assistant B/B (Spanish)
2 - Office Assistant Substitute
3 - Personal Care Assistant
1 - Personnel Technician

Updates/Reminders/Remarks:

- I would like to take the opportunity to welcome Amanda Arias, Personnel Technician, to the Personnel Commission team. She started with us on January 5th and is already putting out excellent work and learning very quickly! Welcome Amanda!

- We are working towards coordinating another job fair for our upcoming pupil free day on February 9th, details to come.
- Lastly, I wanted to welcome all of the staff back as we begin the second half of the school year. This part is going to go fast!

REPORT ON THE PERSONNEL DIRECTOR RECRUITMENT

Phillip J. Gordillo, Executive Director of CSPCA, provided an update on the Personnel Director recruitment, noting that CSPCA is managing the process. He informed the Commissioners that he was coordinating panel members for the structured interview with the Directors of merit system agencies. He reported that an eligibility list will be established after the interviews and returned to the Personnel Commission for approval. Mr. Gordillo outlined a projected timeline for the final District interviews and informed the Commissioners that he remained available to answer questions.

COMMUNICATIONS

A. CSEA – Mr. Mateo Buenaluz, CSEA President

Mr. Buenaluz inquired about Instructional Assistant I and Campus Aide vacancies.

Ms. Landin provided an update on recruitment activities for these classifications.

B. District Administration – Dr. Kevin Despard, Assistant Superintendent of Human Resources

Dr. Despard wished a Happy New Year to the Commission. Dr. Despard also shared that he is pleased to assist with the recruitment process for the new Personnel Director. Dr. Despard also shared that as of December 15, 2025, he is now the Assistant Superintendent of Human Resources. Dr. Despard also mentioned that his vacated Director of Human Resources position has been filled, and the employee will start soon.

C. Audience Members – None

PERSONNEL COMMISSION

7.1 Recommendation: Approve the minutes of the meeting of December 18, 2025, 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

ADVANCED STEP PLACEMENT

8.1a Recommendation: Consider approving the advanced salary step request from Jessica Landin, Interim Personnel Director, Personnel Commission to employ Applicant ID #46803298 as Personnel Technician at Step B of Range 19 on the Classified Salary Schedule.

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

8.1b Recommendation: Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education to employ Applicant ID #45961963 as Office Assistant Bilingual/Biliterate (Spanish) at Step C of Range 18 on the Classified Salary Schedule.

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

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

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

8.1d Recommendation: Consider approving the advanced salary step request from Stacy Berrest, Principal, Special Education to employ Applicant ID #32111328 as Career Vocational Assistant at Step C of Range 19 on the Classified Salary Schedule.

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

8.1e Recommendation: Consider approving the advanced salary step request from Stacy Berrest, Principal, Special Education to employ Applicant ID #32111328 as Career Vocational Assistant at Step C of Range 19 on the Classified Salary Schedule.

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

NEW CLASS DESCRIPTION

8.2 Recommendation: To consider approving the establishment of the new classification of Lead Library Assistant; placing the new classification of Lead Library Assistant in the Library/Instructional Materials Series job family; and approving the salary recommendation for the classification of Lead Library Assistant at Range 21 on the Classified Salary Schedule.

Ms. Santiago asked if a reporting structure has been established for this new position.

Ms. Landin mentioned her primary report would be the Principal at her home site. Ms. Landin shared since this will be a district wide position, she will also receive input from sites she is assisting at. Ms. Landin shared as the role progresses there may be updates to the reporting structure.

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

REALLOCATION

8.3 Recommendation: Consider approving the recommended reallocation of an Office Assistant position to an Office Assistant – Bilingual (Spanish) position.

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

EXAMINATIONS/ELIGIBILITY LISTS

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

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

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

9.3 Recommendation: To ratify the following eligibility lists:

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

Motion 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:

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

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

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

Ms. Santiago shared that she has received inquiries from staff regarding recruitment activities. Ms. Santiago noted that Personnel Commission staff are working hard to fill vacancies.

Ms. Moreno shared that she is excited to begin planning this year’s upcoming Classified Employee Appreciation Lunch.

11. **ADJOURNMENT**

To adjourn the meeting at 5:06 P.M.

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

Approved by: _____
Natalie Moreno
Chair
Personnel Commission

Submitted by: _____
Jessica Landin
Interim Personnel Director
Personnel Commission

THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED FOR TUESDAY, FEBRUARY 3, 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.



**ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
February 3, 2026**

BULLETIN

PLEASE POST

For Information

TO: All Classified Employees and Administrative Personnel
FROM: Jessica Landin, Interim Personnel Director
RE: Revised 2025-2026 Personnel Commission Meeting Schedule

Personnel Commission meetings are typically scheduled on the first Tuesday of each month, except as noted below. Meetings for the 2025-2026 school year are tentatively scheduled as follows:

- *July 8, 2025
- August 5, 2025
- September 2, 2025
- October 7, 2025
- *November 18, 2025
- December 9, 2025
- *January 13, 2026
- February 3, 2026
- *February 25, 2026 – Rescheduled regular Meeting
- *March 4, 2026 – Special Meeting
- *March 11, 2026 – Rescheduled regular Meeting
- April 7, 2026
- May 5, 2026
- June 2, 2026 – Location: Conference Room 2

*Meetings changed from the first Tuesday of the month.

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
BEHAVIOR INTERVENTION SPECIALIST

The Commission is in receipt of a request from Stacy Berrest, Principal of Special Education, to employ Applicant ID #43424220 as a Behavior Intervention Specialist at Step B of Range 21.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step B of Range 21.5 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
HEALTH ASSISTANT

The Commission is in receipt of a request from Marci Chavez, Principal of Blandford Elementary School, to employ Applicant ID #12912233 as Health Assistant at Step D of Range 17 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
SPEECH LANGUAGE PATHOLOGY ASSISTANT

The Commission is in receipt of a request from Stacy Berrest, Director of Special Education, to employ Applicant ID #64990634 as Speech Language Pathology Assistant at Step B of Range 24.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step B of Range 24.5 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
PERSONAL CARE ASSISTANT

The Commission is in receipt of a request from Esther Villegas Garcia, Coordinator of Special Projects, to employ Applicant ID #62537584 as a Personal Care Assistant at Step E of Range 14 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
HEALTH ASSISTANT

The Commission is in receipt of a request from Dr. Michael Hoon, Principal of Hollingworth Elementary School, to employ Applicant ID #59234462 as Health Assistant at Step B of Range 17 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
OFFICE ASSISTANT

The Commission is in receipt of a request from June Sakaue, Principal of Oswalt Academy, to employ Applicant ID #29209910 as Office Assistant at Step D of Range 17 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
BEHAVIOR SUPPORT ASSISTANT

The Commission is in receipt of a request from Stacy Berrest, Director of Special Education, to employ Applicant ID #48889189 as a Behavior Support Assistant at Step B of Range 17 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
SCHOOL-BASED TECHNOLOGY ASSISTANT

The Commission is in receipt of a request from Heidi West, Principal of Rorimer Elementary School, to employ Applicant ID #60838230 as School-Based Technology Assistant at Step D of Range 18 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

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



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

February 20, 2026

TO: Kevin Despard, Assistant Superintendent of Human Resources

FROM: Jessica Landin, Interim Personnel Director

RE: **RECOMMENDED REALLOCATION OF A SENIOR OFFICE ASSISTANT – BILINGUAL (SPANISH) POSITION TO A SENIOR OFFICE ASSISTANT – BILINGUAL/BILITERATE (SPANISH)**

Jason Garcia, Director of Student Services, has requested that we reallocate a vacant Senior Office Assistant – Bilingual (Spanish) position to a Senior Office Assistant – Bilingual/Biliterate (Spanish) position. The current position is designated as bilingual; however, the growing volume of written communication with families now requires biliteracy to ensure full access, accuracy, and compliance. This change strengthens family engagement, reduces misunderstandings, and improves response time for time-sensitive matters.

Your input concerning the recommended reallocation is important. The Personnel Commission will consider approving this at the regular meeting on Wednesday, February 25, 2026.

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

<input type="checkbox"/> I agree with the recommended reallocation.	<input type="checkbox"/> I disagree with the reallocation, and recommend the adjustments noted above.
Signature: <i>Kevin S. Despard</i>	Date: <i>2/20/26</i>

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

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

February 25, 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
Nutrition Services Operations Manager	6 months	1	8 hrs / 12 months	09/2016	<ul style="list-style-type: none"> • Technical Project • Structured Interview
Athletic Equipment Attendant	6 months	1	8 hrs / 12 months	01/2012	<ul style="list-style-type: none"> • Written Exam • Structured Interview
Secretary - Bilingual / Biliterate (Spanish) Secretary - Bilingual (Spanish)	6 months	1	8 hrs / 10 months	09/2020	<ul style="list-style-type: none"> • Remote Written Exam • Structured Interview • Computer Testing
Library Assistant / Library Assistant Bilingual (Spanish)	6 months	1	6 hrs / 10 months	10/2011	<ul style="list-style-type: none"> • Remote Written Exam • Structured Interview
Office Assistant / Office Assistant Bil (Spanish) / Office Assistant Bil/Bil (Spanish)	6 months	2	5.5 hrs/ 10 months 8.0 hrs / 10.0 months	9/2011	<ul style="list-style-type: none"> • Remote Written Exam • Structured Interview • Computer Testing

Recommendation

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



ROWLAND UNIFIED SCHOOL DISTRICT

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

INVITES APPLICATIONS FOR THE POSITION OF:

NUTRITION SERVICE OPERATIONS MANAGER

SALARY

\$7,585.65 - \$8,575.94 – MONTHLY
\$91,027.77– \$102,919.38 – ANNUALLY

An Equal Opportunity Employer

OPENING DATE: **January 16, 2026**

FILING DATE: **February 9, 2026**

POSITION

Rowland Unified School District is seeking an outstanding individual to assume the responsibilities of Nutrition Service Operations Manager. This is a one position management classification, assigned twelve (12) months per year. Work hours are 7:30 a.m. - 4:00 p.m.

SUMMARY OF DUTIES

Under the direction of the Director of Nutrition Services, assists in planning, organizing, coordinating and supervising activities related to District-wide food service programs and operations; develops and analyzes menus; implements and adheres to USDA and state standards in menu offerings; assures compliance with quality control in serving kitchens; directs and participates in the preparation of a variety of reports; monitors, trains, and evaluates the performance of assigned food service personnel; coordinates summer feeding program and budget; assures compliance with District, federal, state, local laws and regulations, policies, and procedures related to the food service program; and ensures the work of the site managers is carried out in the manager's absence.

QUALIFICATIONS

EDUCATION: A Bachelor's degree from an accredited college or university with a major in institution management, dietetics, food and nutrition, hotel and restaurant management, business or public administration or other related field is required.

EXPERIENCE: Three years of recent full-time experience, including two years of administrative or supervisory experience in large quantity institutional food preparation, distribution and or service is required.

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

- **Proof of Education (Diploma or Transcripts); and**
- **A valid Food Protection Manager certificate approved by the State of California.**

You may upload your documents to your application or e-mail them to amanda.arias@rowlandschools.org. Applications without supporting documents will be considered **incomplete**. Transcripts or diplomas from foreign countries must be certified to meet the US equivalent if you wish for them to be considered.

LICENSE / CERTIFICATION / TRAINING REQUIREMENTS:

- A valid, Class C, California Driver License, and use of a private automobile are required and must be maintained during employment.
- A valid, Food Protection Manager certificate approved by the State of California.
- USDA Professional Standards: Maintain a minimum of 10 hours of annual continuing education/training in the areas of the Child Nutrition Programs and food safety.
- Certification as a Registered Dietitian (R.D.) or School Nutrition Specialist (SNS) with the School Nutrition Association is desirable.

WORK ENVIRONMENT: Employees in this classification work both inside and outside, primarily inside an office environment, with frequent interruptions, changing priorities and short deadlines, may be exposed to air and blood-borne pathogens and germs, bodily fluids 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 objects up to 25 pounds; carry push, pull, stoop and bend repetitively, kneel, and reach over head, repetitively use fingers, twist and or apply pressure with wrists or hands, simultaneously use both hands or both legs, speak clearly, hear normal voice conversation, have depth perception, color vision and see small details, operate motorized equipment, drive a vehicle, use a computer and telephone.

FILING PERIOD

Applications for this position will be accepted on-line only, **Friday, January 16, 2026 to Monday, February 9, 2026, until 4:30 p.m.**

Applicants will be sent notifications via e-mail only

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination process will tentatively consist of

- Training and Experience Evaluation and/or
- Structured Interview/Technical Project

Only the most qualified applicants, as determined by the evaluation of the Training and Experience Evaluation, will be invited to the Technical Project / Structured Interviews.

District Leadership Team Salary Schedule: Range 60

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 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 processing appointment, with a **MONEY ORDER ONLY**, payable to RUSD.

VETERANS CREDIT

Not eligible for classifications at the management level.

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

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ROWLAND UNIFIED SCHOOL DISTRICT

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

www.rowlandschools.org

INVITES APPLICATIONS FOR THE POSITION OF:

ATHLETIC EQUIPMENT ATTENDANT

SALARY

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

An Equal Opportunity Employer

OPENING DATE: January 30, 2026

FINAL FILING DATE: February 23, 2026

POSITION

There is currently one (1) position available for Athletic Equipment Attendant - Male at Rowland High School, eight (8) hours per day, five (5) days per week, twelve (12) months per year. The tentative work hours are 7:15 am to 3:45 pm.

SUMMARY OF DUTIES

Under the direction of the Plant Supervisor, sweeps, washes, waxes, dusts, cleans and disinfects boys' locker rooms and related offices; receives, marks, issues, records, repairs and maintains athletic equipment and uniforms; sets up facilities and fields for sporting events.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is desirable.

EXPERIENCE: Experience in performing custodial, equipment repair and uniform maintenance is desirable.

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

LICENSE/LANGUAGE REQUIREMENTS:

- A valid Class C, California driver's license and a good driving record is required and must be maintained during employment. Gender is a bona fide occupational qualification for this classification due to the majority of the work being performed in the boys' locker rooms.

ENVIRONMENT:

Employees in this classification work both inside and outside, in varying temperatures, with loud noises, sharp objects, vapors, gases, cleaning agents, hazardous materials, strong odors, machinery with moving parts, in the absence of immediate supervision, and in direct contact with students.

PHYSICAL REQUIREMENTS:

Employees in this classification stand, walk, sit, stoop/bend, reach overhead, lift and carry up to 50 lbs. without assistance, use fingers repetitively, use wrists or hands repetitively in a twisting motion, use both hands simultaneously, climb and maintain balance on ladders, speak clearly, hear normal conversation, and see small details.

FILING PERIOD

Applications for this position will be accepted online only, **Friday, January 30, 2026, to Monday, February 23, 2026, until 4:30 pm.**

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

Applicants will be sent notifications via e-mail only

EXAMINATION – OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

Written / Performance / Interview

Salary Range: 18

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 log on to www.rowlandschools.org.

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ROWLAND UNIFIED SCHOOL DISTRICT

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

INVITES APPLICATIONS FOR THE POSITION OF:

SECRETARY-BILINGUAL / BILITERATE (SPANISH): \$4,382.00 - \$5,335.00 MONTHLY

SECRETARY-BILINGUAL (SPANISH): \$4,272.00 - \$5,208.00 MONTHLY

An Equal Opportunity Employer

OPENING DATE: **January 30, 2026**

FINAL FILING DATE: **February 23, 2026**

POSITION: There is currently one (1) full-time **Secretary-Bilingual/Biliterate (Spanish)** position available at Giano Intermediate School, eight (8) hours per day, five (5) days per week, ten (10) months per year. Tentative work hours are 7:30 AM to 4:00 PM. Eligibility lists will be established to fill the current vacancy, hire substitutes, and fill future vacancies.

SUMMARY OF DUTIES: Under the direction of a District or site-level administrator or designee, provides secretarial support to relieve the administrator of administrative detail; serves as lead person for an assigned activity at a school site such as attendance and guidance; and performs specialized duties in the administration and support of District programs and activities.

QUALIFICATIONS

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

EXPERIENCE: Equivalent to two years of recent full-time clerical experience is required. *Note: Recent experience is defined as experience obtained within the last five years.*

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

- **High School Diploma or equivalent; and**
- **A valid and current First Aid certificate, comparable to the American Red Cross Standard First Aid certificate.**

Documents may also be submitted via email 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.

Please email cvahimarae@rowlandschools.org with any questions.

LICENSE / CERTIFICATION / TRAINING REQUIREMENTS: A valid, Class C, California Driver License, a good driving record and use of a private automobile may be required, and if so, must be maintained during employment; A valid first aid certificate, comparable to the American Red Cross Standard First Aid Certificate must be presented at the time of application and maintained during the course of employment; Incumbents in the class of Secretary - Bilingual (Spanish) are required to speak and read Spanish and English; and Incumbents in the class of Secretary – Bilingual/Biliterate (Spanish) are required to speak, read and write Spanish and English.

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 20 lbs., use fingers repetitively, use both hands simultaneously, speak clearly, hear normal conversation, see small details, drive a vehicle, use a computer, radio, and telephone.

FILING PERIOD

Applications for this position will be accepted online only beginning **Friday, January 30, 2026, to Monday, February 23, 2026, until 4:30 pm.**

Please visit www.rowlandschools.org, Department → Personnel Commission → Classified Job Openings to apply.

*** Applicants will be sent notifications via e-mail only ***

EXAMINATION – OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Written Examination
- Project / Structured Interview
- Computer Assessment Testing (MS Word, Excel, etc.)
- Bilingual and Biliterate Assessment (Spanish)

Secretary - Bilingual (Spanish) - Range 20

Secretary - Bilingual/Biliterate (Spanish) - Range 20.5

PROOF OF EDUCATION

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

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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: \$21.24 - \$25.90 HOURLY

LIBRARY ASSISTANT-BILINGUAL (SPANISH): \$21.78 - \$26.54 HOURLY

An Equal Opportunity Employer

OPENING DATE: February 6, 2026

FINAL FILING DATE: March 2, 2026

POSITION:

There is currently one (1) part-time **Library Assistant-Bilingual (Spanish)** position available, **including benefits**. Tentative hours are 9:00 am to 3:30 pm, six (6) 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 cvahimarae@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, March 2, 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/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 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

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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: \$21.24 – \$25.90 Hourly
OFFICE ASSISTANT-BILINGUAL (Spanish): \$21.78 – \$26.54 Hourly
OFFICE ASSISTANT-BILINGUAL / BILITERATE (Spanish): \$22.34 – \$27.22 Hourly

An Equal Opportunity Employer

OPENING DATE: February 6, 2026

FINAL FILING DATE: March 2, 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, March 2, 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/credentials/commission-approved-foreign-transcript-evaluating-agencies>.

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

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PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT
February 25, 2026

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

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

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

ELIGIBILITY LIST RECRUITMENT NUMBER	PERSON I.D. PERSONNEL COMMISSION RULE REFERENCE
Food Service Assistant I (D-25/26-06)	6.1.10.1 Failure to respond within five (5) working days <ul style="list-style-type: none"> • ID# 4220514 6.1.10.2 Any of the causes listed in Rule 4.4 4.4.11 Making a false statement or intentionally omitting a statement of material fact requested on the application form. <ul style="list-style-type: none"> • ID#59752739
Personal Care Assistant (D-25/26-05)	6.1.10.2 Any of the causes listed in Rule 4.4 4.4.5 Conviction, either by a plea of guilty or nolo contendere, a court decision or a jury verdict of a felony or misdemeanor or a record of one (1) or more convictions which would indicate that the person is a poor employment risk. A conviction record will be evaluated on the following basis: the nature and seriousness of the offense(s), the age of the person at the time and recency of the offense(s); the number of convictions; the relationship of the offense to the position applied for; evidence of rehabilitation and maturing including the employment record with respect to job responsibility and duration; truthfulness in admitting the record offense(s); the person's attitude; and the duties of the class. <ul style="list-style-type: none"> • ID#63134619
Playground Supervision Aide (D-25/26-27)	6.1.10.2 Any of the causes listed in Rule 4.4 4.4.5 Conviction, either by a plea of guilty or nolo contendere, a court decision or a jury verdict of a felony or misdemeanor or a record of one (1) or more convictions which would indicate that the person is a poor employment risk. A conviction record will be evaluated on the following basis: the nature and seriousness of the offense(s), the age of the person at the time and recency of the offense(s); the number of convictions; the relationship of the offense to the position applied for; evidence of rehabilitation and maturing including the employment record with respect to job responsibility and duration; truthfulness in admitting the record offense(s); the person's attitude; and the duties of the class. <ul style="list-style-type: none"> • ID#63134619
Health Office Assistant (D-25/26-41)	6.1.10.2 Any of the causes listed in Rule 4.4 4.4.5 Conviction, either by a plea of guilty or nolo contendere, a court decision or a jury verdict of a felony or misdemeanor or a record of one (1) or more convictions which would indicate that the person is a poor employment risk. A conviction record will be evaluated on the following basis: the nature and seriousness of the offense(s), the age of the person at the time and recency of the offense(s); the number of convictions; the relationship of the offense to the position applied for; evidence of rehabilitation and maturing including the employment record with respect to job responsibility and duration; truthfulness in admitting the record offense(s); the person's attitude; and the duties of the class. <ul style="list-style-type: none"> • ID#63134619

A copy of the written notification to the eligible(s) is provided to the Personnel Commission in the Personnel Commission Office.

Recommendation

The Personnel Commission is requested to ratify removal of the foregoing eligible(s) from the eligibility list(s) specified herein.