

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT
SPECIAL MEETING
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)]

July 23, 2026
Meeting to start at 4:30 P.M.

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

View the meeting virtually via ZOOM

Virtual: [Click Here](#)

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

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

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

Please be advised that this meeting is being audio recorded.

July 23, 2026
4:30 P.M.

PLEASE CIRCULATE

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

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

3. **PRELIMINARY**

3.1 Pledge of Allegiance to the Flag

3.2 Consider adopting the Agenda as submitted for Thursday, July 23, 2026, or adopting the Agenda with the following corrections/modifications for Thursday, July 23, 2026.

Motion by: _____
Second by: _____

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

4. 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

5. ITEMS FOR DISCUSSION AND/OR ACTION

5.1 New Class Descriptions

- a) Consider approving the establishment of the new classification of Director of Safety and Security. (Ref. 5.1a)
 - i. Place the new classification of Director of Safety and Security in Safety and Patrol Series job family.
 - i. Approve the salary recommendation for the classification of Director of Safety and Security at Range 88 on the District Leadership Team Salary Schedule.

Motion by: _____
Second by: _____

Vote: Natalie Moreno _____
Yvette Santiago _____
Breanna Koehler _____

- b) Consider approving the establishment of the new classification of Attendance and Intervention Specialist (Ref 5.1b)
 - i. Place the new classification of Attendance and Intervention Specialist in the School Instructional and Auxillary Services Series job family.
 - ii. Approve the salary recommendation for the classification of Attendance and Intervention Specialist at Range 28 on the Classified Salary Schedule.

Motion by: _____
Second by: _____

Vote: Natalie Moreno _____
Yvette Santiago _____
Breanna Koehler _____

5.2 Class Description Revision and Classification Title Revision

- a) Consider approving the revised class description of Human Resources Coordinator and revising the title to Human Resources Manager. (Ref. 5.2a)
 - i. Approve the salary recommendation for the classification of Human Resources Manager at Range 70 the District Leadership Team Schedule.

Motion by: _____
Second by: _____

Vote: Natalie Moreno _____
Yvette Santiago _____
Breanna Koehler _____

- b) Consider approving the revised class description of Medi-Cal Billing Specialist and Medi-Cal Billing Specialist Bilingual Spanish and revising the titles to Medi-Cal Billing and Behavioral Health Programs Specialist and Medi-Cal Billing and Behavioral Health Programs Specialist Bilingual Spanish (Ref 5.2b)
- i. Place the new classification of Medi-Cal Billing and Behavioral Health Programs Specialist and Medi-Cal Billing and Behavioral Health Programs Specialist Bilingual Spanish in the Secretarial and Clerical Series job family.
 - ii. Approve the salary recommendation for the classification of Medi-Cal Billing and Behavioral Health Programs Specialist at Range 27.5 on the Classified Salary Schedule and Medi-Cal Billing and Behavioral Health Programs Specialist Bilingual Spanish at Range 28 on the Classified Salary Schedule.
 - iii. Reallocate one Medi-Cal Billing Specialist employee into the new classification Medi-Cal Billing and Behavioral Health Programs Specialist Bilingual Spanish with an effective date of July 24, 2026.

Motion by: _____
Second by: _____

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

6. INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

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

7. 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**

July 23, 2026

Item 5.1a CONSIDER APPROVING THE ESTABLISHMENT OF THE NEW CLASSIFICATION OF DIRECTOR OF SAFETY AND SECURITY; AND APPROVING THE SALARY RECOMMENDATION AT RANGE 88 ON THE DISTRICT LEADERSHIP TEAM MANAGEMENT SALARY SCHEDULE

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

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

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

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

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

RATIONALE FOR ESTABLISHMENT OF THE CLASSIFICATION OF DIRECTOR OF SAFETY AND SECURITY

The proposed Director of Safety and Security is a new management-level classification recommended to address the District's expanded and evolving safety and security needs. The existing Safety Operations Manager (SOM) classification, which was established to provide operational supervision of daily safety activities, will be retained in the classification plan. The Director classification is distinguished from the SOM by its broader strategic scope, District-wide accountability, and higher-level functions that the current classification structure does not address. The position is to be filled through open competitive recruitment.

Ensuring safe schools has been the consistent, top priority expressed by the RUSD community. Through annual LCAP stakeholder input sessions, labor partners (CSEA and ARE), parents, and community members have repeatedly and urgently advocated for increased safety staffing and stronger safety infrastructure - particularly at secondary sites. The District has taken direct, decisive action in response to this community direction: safety

personnel at comprehensive high schools were significantly expanded, additional safety staff and campus aides were deployed at elementary, intermediate, and K-8 sites, District patrol coverage was expanded toward continuous year-round presence across all campuses, and vape detection technology was installed at all secondary sites. The safety program is now substantially larger and more complex than when the current classification structure was established - and the community's clear, ongoing expectation of safe, well-managed schools requires leadership commensurate with that scale.

The Safety Operations Manager is designed and classified as an operational supervisor: managing patrol, dispatch, campus safety assignments, and handling day-to-day incidents. The proposed Director role is a higher-level management position with District-wide accountability for designing the overall safety and security program, leading comprehensive school safety planning, advising Cabinet and the Governing Board on risk and compliance, overseeing physical security systems, and ensuring regulatory compliance across all sites. These are not functions that can be appropriately assigned to the existing SOM classification - they require a new, higher-level classification with corresponding qualifications, authority, and compensation.

The scale and complexity of the District's current safety operations require a single point of District-wide leadership to unify oversight, establish program priorities, and ensure accountability across all campuses and departments. The Director will work directly with site principals to ensure that Comprehensive School Safety Plans are robust, site-specific, and legally compliant - a sustained management responsibility that requires dedicated Director-level engagement. Establishing this classification creates a clear line of accountability for student safety outcomes that the current classification structure does not provide.

Effective school safety at the District's current scale requires active coordination across Risk Management, Student Services, Special Education, Transportation, Maintenance and Operations, Facilities, and Technology, as well as formal working relationships with law enforcement, fire, and other public safety agencies. The Director classification is specifically designed to serve as the District's primary point of contact for interagency safety matters and to integrate safety considerations into District-wide planning, capital projects, and program design. This degree of cross-system responsibility is consistent with a Director-level classification in public agencies and in the school safety profession generally.

SALARY RECOMMENDATION FOR DIRECTOR OF SAFETY AND SECURITY

Allocation of the new classification of Director of Safety and Security is recommended to the District Leadership Team Management Salary Schedule at Range 88.

According to Personnel Commission Rule 17.1.4:

17.1.4 COMMISSION SHALL RECOMMEND SALARY SCHEDULES TO BOARD

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

- 17.1.4.1** The wages and salaries paid by other governmental agencies in the recruitment area.
- 17.1.4.2** The principle of like pay for like work within the classified services.
- 17.1.4.3** Appropriate differentials between related classes to reflect differences in duties and responsibilities as established in the classification plan.
- 17.1.4.4** Such other information as the Commission may require.

A comparative analysis was conducted to assess internal alignment with the district's classification series and the required knowledge, skills, and abilities to perform the job.

The School Safety Series family job is included for reference below:

Classification Title	Unit	Salary Range	Min Monthly Salary	Max Monthly Salary
<i>Director of Safety and Security</i>	Management	88	\$11,371.39	\$12,863.62
Safety Operations Manager	Management	70	\$9,060.46	\$10,245.68
District Safety	CSEA	20	\$4,379.00	\$5,338.00
District Patrol	CSEA	19	\$4,170.00	\$5,076.00
Campus Safety	CSEA	17	\$3,774.00	\$4,605.00
Campus Aide	CSEA	14.5	\$3,338.00	\$4,603.00

Based upon the internal alignment within the classification series, Personnel Commission staff recommend allocating the salary to the District Leadership Team Management Schedule at Range 88 (Max salary of \$12,863.62 monthly).

RECOMMENDATION:

The Personnel Commission is requested to approve the establishment of the new classification of Director of Safety and Security, place the new classification in the School Safety Series, and approve the salary recommendation at Range 88 on the District Leadership Team Management Salary Schedule.



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

July 16, 2026

TO: Dr. Kevin Despard, Assistant Superintendent of Human Resources

FROM: Gickee Ormeo, Personnel Director

RE: **NEW CLASS DESCRIPTION OF DIRECTOR OF SAFETY AND SECURITY**

Attached for your review and comment is the proposed **NEW** class description of DIRECTOR OF SAFETY AND SECURITY.

Your input concerning the proposed class description is important. Please provide your concerns or comments, if any, regarding changes for the class description. Changes can be recommended at the Personnel Commission meeting. To proceed timely with recruitment, the Personnel Commission will consider approving this new classification at the special meeting on Thursday, July 23, 2026.

Please enter your comments in the space below, sign and date where indicated, and return this form to the Personnel Commission office.

☐	I agree with the proposed class description and recommended changes as presented.
☐	I disagree with the proposed class description, and recommend the adjustments noted above.
Signature: _____	
Date: _____	

As always, please feel welcome to contact me with any concerns or questions in regards to the proposed class description or related matters.

Attachments: Class Description

PC27-006



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

July 16, 2026

TO: Mateo Buenaluz, CSEA President

FROM: Gickee Ormeo, Personnel Director

RE: **NEW CLASS DESCRIPTION OF DIRECTOR OF SAFETY AND SECURITY**

Attached for your review and comment is the proposed **NEW** class description of DIRECTOR OF SAFETY AND SECURITY.

Your input concerning the proposed class description is important. Please provide your concerns or comments, if any, regarding changes for the class description. Changes can be recommended at the Personnel Commission meeting. To proceed timely with recruitment, the Personnel Commission will consider approving this new classification at the special meeting on Thursday, July 23, 2026.

Please enter your comments in the space below, sign and date where indicated, and return this form to the Personnel Commission office.

☐	I agree with the proposed class description and recommended changes as presented.
☐	I disagree with the proposed class description, and recommend the adjustments noted above.
Signature: _____	
Date: _____	

As always, please feel welcome to contact me with any concerns or questions in regards to the proposed class description or related matters.

Attachments: Class Description

PC27-005

DIRECTOR OF SAFETY AND SECURITY

SUMMARY OF DUTIES

Under the direction of the Assistant Superintendent, Administrative Services, the Director of Safety and Security plans, organizes, directs, supervises, and evaluates a comprehensive District-wide safety and security program designed to protect students, staff, visitors, and property and to support effective teaching and learning. The Director provides strategic and day-to-day operational leadership for campus safety, field patrol, dispatch and communications, physical security, emergency preparedness, threat assessment, investigations, and crime prevention initiatives; develops and implements policies, procedures, and systems; and serves as the District's subject matter expert and primary liaison to law enforcement, fire, emergency management, and community partners regarding safety and security.

The Director is responsible for planning and managing departmental operations, including the daily deployment and supervision of safety personnel, budget development and administration, performance management, equipment and technology oversight, and long-range program planning in alignment with federal, state, and local requirements and District goals.

DISTINGUISHING CHARACTERISTICS

The Director of Safety and Security is a management-level classification with District-wide responsibility for both the strategic leadership and day-to-day administration of comprehensive safety and security programs, including policy development, field operations, emergency management, physical security, investigations, strategic planning, and interagency coordination. Incumbents in this classification exercise a high degree of independent judgment and decision-making in matters that may carry significant legal, financial, and reputational risk for the District.

This classification serves as the District's principal management position for safety and security and combines District-wide program leadership with direct responsibility for departmental operations. The incumbent establishes priorities, policies, procedures, and long-range plans; directs emergency management and physical security strategies; advises Cabinet and the Governing Board; and oversees daily field patrol, dispatch, investigations, staff deployment, training, equipment, and campus safety activities. The Director retains accountability for program outcomes, legal compliance, and alignment with the District's Comprehensive School Safety Plans while exercising independent judgment in routine operations and sensitive or emergency situations.

EXAMPLES OF DUTIES

- Plans, organizes, directs, supervises, and evaluates a comprehensive District-wide safety and security program, including field patrol, campus security operations, dispatch and communications, specialized operations, incident response, investigations, crime prevention, and emergency preparedness, in support of effective teaching and learning. *E*
- Provides overall technical and daily operational direction to assigned safety personnel; establishes shift schedules, staffing priorities, work assignments, and field coverage; conducts briefings and communicates pertinent information; and supervises or participates in normal shift duties as operational needs require. *E*
- Develops, recommends, and implements Board policies, administrative regulations, department procedures, and standard operating guidelines related to safety, security, and emergency management, ensuring alignment with applicable Education Code, Penal Code, and other federal, state, and local laws and regulations. *E*
- Provides leadership for the development, implementation, and ongoing revision of District and site Comprehensive School Safety Plans; collaborates with site administrators, Student Services, Facilities, and

other departments to meet statutory requirements and best-practice standards, and provides direct technical assistance to sites in developing safety-related intervention and reentry plans following incidents or threats. *E*

- Oversees the development and implementation of physical security strategies and the issuance, inventory, and maintenance of departmental equipment, including surveillance camera systems, access control, alarms, radios and dispatch, visitor management, emergency and evidence-collection equipment, and related technologies; develops equipment and uniform standards in collaboration with Facilities, Technology, and Risk Management. *E*
- Establishes and maintains effective relationships and formal agreements with local law enforcement, fire, emergency medical, emergency management, and other public safety agencies; acts as the District's primary liaison with law enforcement in all matters related to school safety and security; and coordinates joint training, truancy and traffic initiatives, vehicle patrol of District sites, School Resource Officer activities, gang-prevention efforts, and mutual-aid and critical-incident response. *E*
- Leads and/or participates in District threat assessment, crisis response, and emergency operations teams; coordinates preparedness, response, and recovery activities for incidents affecting school safety, including lockdowns, evacuations, reunification, and post-incident debriefing. *E*
- Provides expert consultation, guidance, and support to District and site administrators regarding student and staff safety concerns, potential or actual criminal activity, restraining orders, student discipline matters with safety implications, and coordination with law enforcement and legal counsel; responds to and follows up on safety-related problems and complaints. *E*
- Directs, supervises, and participates in investigations of serious incidents and suspected violations occurring on or related to District property, including threats, crimes against persons and property, vandalism, narcotics, weapons, juvenile offenses, and other violations; ensures proper documentation, evidence handling, and cooperation with law enforcement and legal counsel; and testifies in court or administrative proceedings as required, consistent with District policy and legal requirements. *E*
- Directs the preparation, maintenance, review, and analysis of safety and security records and reports, including incident reports, crime statistics, dispatch logs, safety audits, mandated reporting, and regulatory compliance documents; reviews incident reports for accuracy and clarity; and prepares and presents data, findings, and recommendations to Cabinet, the Governing Board, and external agencies as requested. *E*
- Develops and administers the Safety and Security Department budget; forecasts staffing, equipment, technology, and training needs; monitors and controls expenditures; identifies and pursues grants and other funding opportunities related to safety, security, and emergency preparedness. *E*
- Selects, trains, supervises, and evaluates assigned safety and security personnel; partners with Human Resources on recruitment, selection, and onboarding; establishes performance expectations; and recommends and implements discipline and other personnel actions in accordance with District policy, collective bargaining agreements, and Personnel Commission/Merit System rules. *E*
- Designs and delivers or coordinates training for Safety and Security staff, site administrators, and other employees on topics such as emergency procedures, incident command and crisis response, threat assessment, de-escalation, visitor management, active assailant response, campus supervision and positive behavior supports, child abuse reporting, and other safety-related subjects. *E*
- Collaborates closely with Risk Management, Student Services, Special Education, Transportation, Maintenance and Operations, Technology, Communications, and other departments to integrate safety and security considerations into District operations, capital projects, program design, and school improvement initiatives. *E*
- Monitors current and emerging laws, regulations, technologies, and best practices related to school safety, security, and emergency management; participates in professional organizations, interagency task forces, and regional or statewide committees as assigned, and advises Cabinet and the Governing Board regarding implications for District policy and practice. *E*

- Communicates proactively with employees, parents/guardians, community members, and, when authorized, the media regarding school safety initiatives and incidents, in collaboration with the Superintendent's Office and Communications, while maintaining confidentiality and protecting sensitive information. *E*
- Ensures appropriate emergency medical response to incidents on or near District property by maintaining required first aid and CPR certifications for assigned staff, establishing clear response protocols, and coordinating with emergency medical services; may personally provide first aid, CPR, or AED assistance in critical situations consistent with training and District procedures. *E*
- Performs other related duties as assigned.

SKATS (Skills, Knowledge, Abilities, and Traits)

SKILL IN:

- Safely operating a motor vehicle and emergency equipment;
- Operating communication equipment such as cellular phones, hand-held radios, unit radios, water shut-off tool, evidence collection, and storage equipment;
- Operating a variety of office equipment such as computers, and applicable hardware and software, copiers, scanners, printers, calculators, phones, and fax machines.

KNOWLEDGE OF:

- Principles and practices of school safety, security, and emergency management, including incident command, threat assessment, and crisis response in K–12 environments.
- Federal, state, and local laws, codes, and regulations related to school safety and security, including applicable sections of the Education Code, Penal Code, and related regulations and guidance from agencies such as CDE and CISA.
- Methods and procedures related to patrol operations, traffic control, investigations, evidence handling, campus supervision, and crime prevention techniques.
- Principles and practices of public agency management, including strategic planning, policy development, budgeting, and organizational change.
- Principles and practices of supervision, training, performance evaluation, and progressive discipline in a unionized, Merit system public school environment.
- Physical security design and technology, including cameras, access control, communication systems, and related infrastructure.
- Effective strategies for building positive relationships with diverse students, families, staff, and community partners, and for balancing safety and security with a welcoming, supportive school climate.

ABILITY TO:

- Develop and communicate a clear vision for District wide safety and security that aligns with District goals and educational priorities.
- Interpret, apply, and explain laws, regulations, codes, and District policies and procedures related to safety, security, and emergency management.
- Exercise sound, timely judgment and make effective decisions under pressure, often in emergency or highly sensitive situations.
- Establish and maintain effective, collaborative working relationships with administrators, staff, labor representatives, students, parents, law enforcement, and community agencies.
- Lead, motivate, and develop staff; model and promote a culture of service, professionalism, and continuous improvement.
- Maintain confidentiality of sensitive information and handle matters with discretion and professionalism.

TRAITS:

- Demonstrates uncompromising integrity, honesty, and ethical behavior in all decisions and actions.
- Is accountable, accepts responsibility for outcomes, and follows through on commitments.

- Thinks clearly and remains composed in high-stress, fast-moving, or emergency situations.
- Exercises sound judgment and makes timely, well-reasoned decisions with incomplete information.
- Anticipates problems, is proactive, and acts as a forward-thinking planner rather than a crisis manager.
- Values and models cultural humility; respects and responds effectively to the cultural, ethnic, and other differences among people.
- Is student-centered and balances safety and security with a welcoming, supportive school climate.
- Remains steady and solution-focused under pressure, displaying resilience in the face of criticism or setbacks.
- Is organized, detail-oriented, and diligent in documentation, compliance, and follow-through.

EMPLOYMENT STANDARDS

EDUCATION: A bachelor's degree from an accredited college or university in criminal justice, public administration, emergency management, security management, or a closely related field. Up to two years of K-12 school district supervisory-related experience, in addition to the required experience listed below, may be substituted for the required education on a year-for-year basis. At minimum, an Associate degree or equivalent is required.

EXPERIENCE: Five years of increasingly responsible experience in safety, security, or law enforcement, including at least three years in a supervisory or management capacity, preferably in a K-12 school district or similar public sector environment.

LICENSE/LANGUAGE REQUIREMENTS:

- A current SB 1626 Training Certificate in accordance with 832.2 of California Penal Code, compliant with California Education Code Section 38001.5;
- Possession of a valid, Class C, California Driver License and a good driving record is required, and must be maintained during employment;
- Insurability by the District's liability insurance carrier is required;
- Applicants must provide the District with a copy of their current DMV Official Driver Record at the time of application;
- A valid First Aid Certificate, comparable to the American Red Cross Standard First Aid Certificate and a Child and Adult Cardiopulmonary Resuscitation Certificate.

All licenses and certificates listed above are required at the time of appointment. All licenses and certificates must be maintained and remain current during the course of employment.

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.

WORK ENVIRONMENT: Employees in this classification work in an office, in student homes, classrooms and various community sites; 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. May work over 40 hours a week, and work a flexible schedule on-call, which may include evenings, weekends and/or holidays.

PHYSICAL REQUIREMENTS: Employees in this classification stand, walk, sit, stoop/bend, reach overhead, push/pull, climb stairs and ramps, use both hands and/or legs simultaneously, lift and carry up to 50 lbs., use fingers repetitively, use both hands simultaneously, speak clearly, hear normal conversation, and see small details, drive a vehicle, radio, use a computer, other office equipment, and telephone.

APPOINTMENT: 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 he or she 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.

District Leadership Team Salary Schedule: 88

Adopted by Personnel Commission: 00/00

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

July 23, 2026

Item 5.1b **CONSIDER APPROVING THE ESTABLISHMENT OF THE NEW CLASSIFICATION OF ATTENDANCE AND INTERVENTION SPECIALIST; AND APPROVING THE SALARY RECOMMENDATION AT RANGE 28 ON THE CSEA CLASSIFIED SALARY SCHEDULE**

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

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

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

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

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

RATIONALE FOR ESTABLISHMENT OF THE CLASSIFICATION OF ATTENDANCE AND INTERVENTION SPECIALIST

It is recommended that the Personnel Commission approve the establishment of the new classification of Attendance and Intervention Specialist, based on the District's need for a specialized position to support attendance data analysis, student and family intervention, and coordination of attendance accountability processes.

The proposed classification is warranted by the District's increasing need for coordinated support in chronic absenteeism prevention, truancy intervention, SARB and SART processes, site-level attendance improvement efforts, and early outreach to students and families considering transfers out of the District. The class is designed to provide targeted support through attendance data monitoring, case management, home visits, parent outreach, intervention planning, and referrals to community resources to reduce barriers to regular school attendance.

The class description reflects responsibility for analyzing attendance data, identifying at-risk students, maintaining required records, supporting reporting requirements, and coordinating attendance intervention and accountability activities. It also provides direct support to school sites through collaboration with administrators, counselors, teachers, attendance staff, and MTSS teams to implement consistent attendance practices and student support strategies.

Approval of the new class description will improve organizational clarity, align the classification plan with the work the District seeks to assign, and help ensure these functions are carried out through a properly classified position to be filled through competitive recruitment consistent with merit-system principles.

SALARY RECOMMENDATION FOR ATTENDANCE AND INTERVENTION SPECIALIST

Allocation of the new classification of Attendance and Intervention Specialist is recommended to the CSEA ClassifiedSalary Schedule at Range 28.

According to Personnel Commission Rule 17.1.4:

<u>17.1.4 COMMISSION SHALL RECOMMEND SALARY SCHEDULES TO BOARD</u>				
The Personnel Director shall prepare recommendations for the allocation of classes to salary ranges for approval by the Personnel Commission. The Commission's recommended salary schedule may take into account the following factors:				
17.1.4.1	The wages and salaries paid by other governmental agencies in the recruitment area.			
17.1.4.2	The principle of like pay for like work within the classified services.			
17.1.4.3	Appropriate differentials between related classes to reflect differences in duties and responsibilities as established in the classification plan.			
17.1.4.4	Such other information as the Commission may require.			

A comparative analysis was conducted to assess internal alignment with the district's classification series and the required knowledge, skills, and abilities to perform the job.

The School Instructional and Auxillary Services Series family job is included for reference below:

Classification Title	Unit	Salary Range	Min Monthly Salary	Max Monthly Salary
Parent Outreach Coordinator*	CSEA	28	\$6,499.00	\$7,925.00
Attendance and Intervention Specialist	CSEA	28	\$6,499.00	\$7,925.00
Speech-Language Pathology Assistant B/B	CSEA	25.5	\$5,468.00	\$6,663.00
Guidance Technician II	CSEA	25	\$5,606.00	\$6,827 .00
Speech-Language Pathology Assistant B	CSEA	25	\$5,606.00	\$6,827 .00
Speech-Language Pathology Assistant	CSEA	24.5	\$5,468.00	\$6,663 .00
Guidance Technician I	CSEA	24	\$5,338.00	\$6,449.00
Behavior Intervention Specialist	CSEA	21.5	\$4,715.00	\$5,747.00

- Positions remaining vacant/unfilled.

Based upon the internal alignment within the classification series, Personnel Commission staff recommend allocating the salary to the CSEA Classified Schedule at Range 28 (Max salary of \$7,925.00 monthly).

RECOMMENDATION:

The Personnel Commission is requested to approve the establishment of the new classification of Attendance and Intervention Specialist, place the new classification in the School Auxiliary Services Series, and approve the salary recommendation at Range 28 on the CSEA Classified Salary Schedule.



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

July 16, 2026

TO: Dr. Kevin Despard, Assistant Superintendent of Human Resources

FROM: Gickee Ormeo, Personnel Director

RE: **NEW CLASS DESCRIPTION OF ATTENDANCE AND INTERVENTION SPECIALIST**

Attached for your review and comment is the proposed **NEW** class description of ATTENDANCE AND INTERVENTION SPECIALIST.

Your input concerning the proposed class description is important. Please provide your concerns or comments, if any, regarding changes for the class description. Changes can be recommended at the Personnel Commission meeting. To proceed timely with recruitment, the Personnel Commission will consider approving this new classification at the special meeting on Thursday, July 23, 2026.

Please enter your comments in the space below, sign and date where indicated, and return this form to the Personnel Commission office.

☐	I agree with the proposed class description and recommended changes as presented.
☐	I disagree with the proposed class description, and recommend the adjustments noted above.
Signature: _____	
Date: _____	

As always, please feel welcome to contact me with any concerns or questions in regards to the proposed class description or related matters.

Attachments: Class Description

PC27-010

Ref.5.1b



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

July 16, 2026

TO: Mateo Buenaluz, CSEA President

FROM: Gickee Ormeo, Personnel Director

RE: **NEW CLASS DESCRIPTION OF ATTENDANCE AND INTERVENTION SPECIALIST**

Attached for your review and comment is the proposed **NEW** class description of ATTENDANCE AND INTERVENTION SPECIALIST.

Your input concerning the proposed class description is important. Please provide your concerns or comments, if any, regarding changes for the class description. Changes can be recommended at the Personnel Commission meeting. To proceed timely with recruitment, the Personnel Commission will consider approving this new classification at the special meeting on Thursday, July 23, 2026.

Please enter your comments in the space below, sign and date where indicated, and return this form to the Personnel Commission office.

☐	I agree with the proposed class description and recommended changes as presented.
☐	I disagree with the proposed class description, and recommend the adjustments noted above.
Signature: _____	
Date: _____	

As always, please feel welcome to contact me with any concerns or questions in regards to the proposed class description or related matters.

Attachments: Class Description

PC27-009

Ref.5.1b

ATTENDANCE AND INTERVENTION SPECIALIST
ATTENDANCE AND INTERVENTION SPECIALIST – BILINGUAL (SPANISH)

SUMMARY OF DUTIES

Under the general direction of the Director, Student Services, or designee, the Attendance and Intervention Specialist coordinates and implements District-wide attendance improvement strategies; conducts student and family outreach; provides direct intervention services for chronically absent students; participates in the School Attendance Review Board (SARB) process; and assists in monitoring District-wide attendance data and accountability reporting. The incumbent works collaboratively with site administrators, counselors, teachers, attendance clerks, community agencies, and families to identify barriers to attendance and implement multi-tiered intervention plans with the goal of ensuring all students attend school regularly, meet graduation requirements, and succeed academically.

DISTINGUISHING CHARACTERISTICS

The Attendance and Intervention Specialist is distinguished from other student services classifications by its primary focus on attendance data monitoring, chronic absenteeism intervention, and attendance accountability compliance. Unlike a general Student Services Technician or Community Liaison, this classification requires working knowledge of California Education Code provisions governing attendance and truancy, the SARB process, and multi-tiered system of support (MTSS) frameworks as they apply to attendance improvement. The incumbent operates with significant independence, interfaces regularly with students, families, school sites, and external agencies, and is expected to track and report outcome data aligned to LCAP and state accountability indicators. An employee in this class exercises judgment in identifying appropriate intervention strategies, coordinating referrals, and supporting site and District accountability efforts with minimal day-to-day supervision.

EXAMPLES OF DUTIES

- Monitor District and site-level attendance data using student information systems and state dashboards; identify trends and populations at risk of chronic absenteeism; and prepare regular reports for site and District leadership. E
- Analyze individual student attendance records to identify absence patterns, prioritize students for intervention, and maintain accurate records of intervention activities, case notes, home visits, referrals, and student progress to meet District, state, and federal documentation requirements. E
- Prepare and submit required attendance and accountability reports (e.g., weekly, monthly, annual, LCAP, and state dashboard reporting) and support continuous improvement by reviewing attendance practices and recommending adjustments based on data outcomes. E
- Provide direct intervention services to students and families experiencing attendance difficulties, including individual conferences, school-based meetings, home visits, and early outreach to families considering transferring out of the District; develop and monitor individualized attendance improvement plans in collaboration with site staff and parents. E
- Connect students and families with appropriate District and community resources to address non-academic barriers to attendance (e.g., transportation, health, housing, and family needs), using culturally responsive approaches that respect home, community, and cultural backgrounds. E
- Facilitate informational meetings and presentations for students and parents on attendance laws, expectations, consequences of chronic absenteeism, and the connection between attendance and academic achievement; support students participating in attendance recovery or re-engagement programs such as independent study or credit recovery. E
- Participate in the District's School Attendance Review Board (SARB) and School Attendance Review Team (SART) processes, including case preparation, scheduling, notifications, documentation, and follow-up on

attendance improvement plans, ensuring compliance with Education Code requirements and local protocols. E

- Monitor student progress through the truancy process, including tracking required letters, referrals, and notifications, and coordinating efforts with site administration, District staff, and outside agencies such as the District Attorney's office. E
- Ensure District attendance procedures, protocols, and timelines are followed consistently at assigned sites; assist with implementation of short-term independent study procedures, including monitoring completion and compliance with state requirements and District policies. E
- Collaborate with site MTSS teams, administrators, counselors, teachers, and attendance clerks to integrate attendance data into Tier 1, Tier 2, and Tier 3 supports; identify students needing additional support, coordinate referrals, and provide follow-up services. E
- Meet regularly with site principals to review attendance data, monitor progress toward goals, refine site-level improvement plans, and provide training and technical assistance to attendance and office staff on attendance practices, data entry, reporting expectations, and system updates. E
- Advise school staff on current attendance laws, regulations, District policies, and research-based practices for monitoring and supporting student attendance; develop and implement District-wide attendance awareness campaigns and family engagement activities that promote a culture of regular attendance. E
- Establish and maintain collaborative relationships with community organizations, social service agencies, and other public agencies; serve as a District liaison to school sites, families, and external partners on attendance systems, intervention resources, and accountability expectations; maintain a District attendance resource toolkit for consistent use across sites. E
- Input attendance, intervention, and case-management data into student information systems accurately and in a timely manner; maintain confidentiality of student records, family information, and sensitive case matters consistent with FERPA, District policies, and applicable law. E
- Attend relevant interagency meetings, community events, District professional development, department meetings, and staff trainings as assigned.
- Perform other related duties as assigned.

SKATS (Skills, Knowledge, Abilities, and Trait)

SKILL IN:

- Operating student information systems, attendance tracking platforms, and standard office software, including Microsoft Office 365 applications;
- Preparing accurate records, case notes, reports, and data summaries;
- Planning, organizing, and managing multiple assignments, timelines, and case files simultaneously;
- Applying intervention tools and assessment strategies appropriate to student attendance and welfare;
- Safely operating a motor vehicle.

KNOWLEDGE OF:

- California Education Code provisions governing student attendance, truancy, chronic absenteeism, independent study, and the SARB process;
- Federal and state laws and regulations related to student welfare, privacy (FERPA), and civil rights in educational settings;
- Multi-tiered system of support (MTSS) frameworks and their application to attendance intervention planning;
- Principles and practices of case management, family outreach, and community resource coordination;
- Student development and the social, emotional, cultural, and economic factors that affect school attendance;
- LCAP requirements and state and local accountability systems as they relate to attendance and chronic absenteeism;
- School district organization, policies, procedures, and personnel responsibilities;
- Principles of community relations and interagency collaboration.

ABILITY TO:

- Analyze attendance data, identify patterns and risks, and develop and implement appropriate intervention strategies;
- Establish and maintain effective, cooperative, and culturally responsive working relationships with students, families, school staff, administrators, and community agency representatives;
- Communicate effectively in oral and written form in English using correct grammar, spelling, and punctuation;
- Exercise sound judgment, initiative, and discretion in handling sensitive, confidential, and complex family and student situations;
- Plan, prioritize, and organize work independently to meet schedules, deadlines, and program objectives;
- Maintain accurate case records and prepare clear and concise reports for school and District personnel;
- Work a flexible schedule, including occasional evenings or weekends, to support family engagement and outreach activities;
- Learn, apply, and comply with federal, state, and District policies, procedures, and directives relevant to assigned duties;
- Understand and be sensitive to the needs of students and families from culturally, linguistically, and socioeconomically diverse backgrounds.

TRAITS:

- Promotes goals and leads by example;
- Appreciates and respects the differences among people;
- Is trustworthy and responsible for actions;
- Easily adapts to situations and changes;
- Diligently attends to details and quality;
- Strives to meet customers' needs;
- Remains steady under pressure;
- Effectively manages one's own time, priorities, and resources.

EMPLOYMENT STANDARDS

EDUCATION: Graduation from high school or equivalent is required. An Associate's degree or higher in social work, psychology, education, sociology, or a related field is preferred. Up to two years of the required experience may be substituted for education on a year-for-year basis.

EXPERIENCE: Three (3) years of recent, full-time experience in a public school setting working directly with students, families, and community agencies in attendance, student welfare, counseling support, or a closely related student services function.

LICENSE/LANGUAGE REQUIREMENTS: A valid, Class C California driver's license, a good driving record, and use of a private vehicle are required and must be maintained during employment. First Aid/CPR certification is required within six (6) months of appointment. The ability to speak, read, and write in Spanish in addition to English is highly desirable.

WORK ENVIRONMENT: Employees in this classification work both inside and outside, with frequent travel between school sites and the community. The position involves direct contact with students, families, and the public; frequent interruptions and emotionally demanding interactions; and may require occasional evening or weekend hours to meet program needs.

PHYSICAL REQUIREMENTS: Employees in this classification sit, stand, walk, bend, and stoop; lift and carry up to 25 pounds; possess manual dexterity to operate a computer keyboard and standard office equipment;

Speak clearly; hear normal conversation; and drive a vehicle. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

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

Classified Salary Range:

Title – 00.0

Title – Bilingual (Spanish) - 00

Adopted by Personnel Commission: 00/00

Revised: 00/00

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

July 23, 2026

**Item 5.2a CONSIDER APPROVING THE REVISED CLASSIFICATION DESCRIPTION OF
HUMAN RESOURCES COORDINATOR AND REVISING THE TITLE TO HUMAN
RESOURCES MANAGER**

The proposed revision and title change from Human Resources Coordinator to Human Resources Manager is necessary to reflect the evolving operational needs of the classified Human Resources function and to distinguish this role from existing Coordinator classifications within the District. The Coordinator title is currently used for supervisory-level classifications; therefore, the Human Resources Manager title more accurately reflects the intended scope, level of responsibility, and distinction of this position within the organizational structure.

As classified HR responsibilities have expanded in both volume and complexity, the department needs a position with clear responsibility for overseeing daily operations, providing technical guidance to staff, and serving as a consistent resource for managers and employees. Currently, many classified HR matters rely heavily on the Human Resources Director for direction, review, and decision-making. While the Director remains responsible for overall leadership and complex personnel matters, the day-to-day workload requires an additional level of operational oversight to ensure timely follow-through, consistency, and compliance.

This need is especially evident in time-intensive areas such as employee investigations, report writing, and leave evaluations and determinations. These responsibilities require careful review, documentation, follow-up, and application of applicable rules, policies, collective bargaining agreement provisions, and legal requirements. Without a designated management-level position to oversee and support these functions, important details may be delayed or missed, creating potential inconsistencies in service, documentation, and procedural compliance.

Revising the classification would establish a needed management role within classified HR operations. The Human Resources Manager would provide day-to-day direction to the team, review work for accuracy, assist with complex HR issues, and help ensure that Personnel Commission Rules, collective bargaining agreements, policies, and procedures are applied consistently. The position would also serve as a point of reference for managers seeking guidance on selections, terminations, leaves, investigations, and other personnel matters, as well as for staff needing support with HR-related questions.

This revision would strengthen accountability, improve internal communication, and support more consistent service to employees, supervisors, and administrators. It would also allow the Human Resources Director to focus more effectively on strategic priorities, high-level employee relations legal concerns, and districtwide leadership responsibilities.

Overall, the revised job description and title change better align the classification with the level of responsibility needed to support effective classified HR operations.

The Personnel Series job family (inclusive only of classification in the Human Resources department) is included for reference below:

Classification Title	Unit	Salary Range	Min Monthly Salary	Max Monthly Salary
<i>Human Resources Manager*</i>	Management	70	\$9,355.58	\$10,245.68
Human Resources / Credentials Analyst	CSEA	29.5	\$7,002.00	\$8,530.00
Personnel Technician	CSEA	19	\$4,170.00	\$5,076.00

**Formerly Human Resources Coordinator*

RECOMMENDATION:

The Personnel Commission is requested to approve the recommended revisions to the job description for the classification of Human Resources Coordinator and revise the title to Human Resources Manager.



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

July 16, 2026

TO: Dr. Kevin Despard, Assistant Superintendent of Human Resources

FROM: Gickee Ormeo, Personnel Director

RE: **REVISED CLASS DESCRIPTION OF HUMAN RESOURCES COORDINATOR AND
REVISE THE TITLE TO HUMAN RESOURCES MANAGER**

Attached for your review and comment is the proposed **REVISED** class description of Human Resources Coordinator and revise the title to Human Resources Manager.

Your input concerning the proposed class description is important. Please provide your concerns or comments, if any, regarding changes for the class description. Changes can be recommended at the Personnel Commission meeting. To proceed timely with recruitment, the Personnel Commission will consider approving this new classification at the special meeting on Thursday, July 23, 2026.

Please enter your comments in the space below, sign and date where indicated, and return this form to the Personnel Commission office.

☐ I agree with the proposed class description and recommended changes as presented.	☐ I disagree with the proposed class description, and recommend the adjustments noted above.
Signature:	Date:

As always, please feel welcome to contact me with any concerns or questions in regards to the proposed class description or related matters.

Attachments: Class Description

PC27-008

Ref.5.2a



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

July 16, 2026

TO: Mateo Buenaluz, CSEA President

FROM: Gickee Ormeo, Personnel Director

RE: **REVISED CLASS DESCRIPTION OF HUMAN RESOURCES COORDINATOR AND
REVISE THE TITLE TO HUMAN RESOURCES MANAGER**

Attached for your review and comment is the proposed **REVISED** class description of Human Resources Coordinator and revise the title to Human Resources Manager.

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☐ I agree with the proposed class description and recommended changes as presented.	☐ I disagree with the proposed class description, and recommend the adjustments noted above.
Signature:	Date:

As always, please feel welcome to contact me with any concerns or questions in regards to the proposed class description or related matters.

Attachments: Class Description

PC27-003

Ref.5.2a

HUMAN RESOURCES COORDINATOR-MANAGER

SUMMARY OF DUTIES

Under the direction of the Assistant Superintendent – Human Resources, **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 Assistant Superintendent – Human Resources 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.

DISTINGUISHING CHARACTERISTICS

The Human Resources ~~Coordinator~~ **Manager** is responsible for overseeing the daily operational activities of the ~~Personnel Services~~ **Human Resources** Department, ensuring work is performed accurately, deadlines are met, and work is performed in accordance with established personnel practices and procedures. An employee in this class assists the Assistant Superintendent - Human Resources in coordinating, reviewing and evaluating the certificated personnel program including recruitment, certification, selection and processing of certificated employees. **In addition, the incumbent manages the District's operational human resources program for classified employees following appointment, while expressly excluding merit-system recruitment, examination, selection, certification, and onboarding functions that are performed by Personnel Commission staff.** The incumbent is expected to participate in the identification of annual goals and objectives for the Human Resources Department. He/she will confer with management on major procedural changes and sensitive issues such as disciplinary matters. Otherwise, the incumbent regularly exercises independent judgment such as establishing priorities, assigning staff, modifying procedures and solving problems in order to achieve the desired goals and objectives. An employee in this class is expected to possess high level management and technical skills complimented with excellent interpersonal skills.

EXAMPLES OF DUTIES

- **Supervises assigned paraprofessional and clerical staff, including participating in selection; planning, assigning, prioritizing, and reviewing work; providing training, coaching, and feedback; evaluating performance; and recommending corrective or disciplinary action; E**
- ~~Supervises a group of paraprofessional and clerical employees including selecting, training, distributing, prioritizing, reviewing work, preparing performance evaluations, counseling and disciplining; E~~
- Oversees personnel operations including certificated recruitment/selection, credentialing, employee processing, automated personnel/payroll, teacher substitute recruitment/placement, performance evaluations, special projects/reports, district office switchboard/reception, and maintenance of employee records/files; E

- Assists the Assistant Superintendent – Human Resources with matters concerning employer-employee relations; **E**
- Reviews certificated personnel requests for transfer, promotion, leave of absence, termination or retirement from service;
- ~~Organizes training programs for substitute teachers by identifying need, proposing methods of delivery to meet needs and evaluating results; **E**~~
- ~~Monitors the assignment of substitute teachers;~~
- **Organizes and oversees the certificated substitute program, including recruitment/placement, training programs, and assignment monitoring; **E****
- Resolves problems/concerns regarding substitute teachers, conducts investigations as needed and recommends course of action;
- Coordinates the County Human Resource System; provides for the input and integration of data in conjunction with Fiscal Services; **E**
- Assists applicants, employees, supervisors and managers with information; interprets and explains rules, regulations, policies and employee agreements; **E**
- Provides technical expertise and advice to supervisors and managers regarding staffing, personnel practices, classified employee disciplinary problems; **E**
- Prepares a variety of correspondence and develops forms;
- Develops and maintains certificated job descriptions;
- Prepares a variety of reports and surveys such as CBEDS, EEOC/Affirmative Action, Form R-2 (administrative/teacher ratio), Form J-90 (salaries and benefits), training program summaries, Accountability Report Card, ACSA and other internal/external surveys; **E**
- Reviews and monitors personnel requisitions, employee transfer requests, teacher contracts; **E**
- Prepares and maintains **certificated** staffing lists; **E**
- Attends meetings and workshops of professional personnel organizations;
- Develops and oversees computer related functions of Personnel Services, including Web page; **E**
- ~~Organizes and operates the certificated substitute program; **E**~~
- Serves as the liaison for the University Student Teacher Program and intern partnerships; attends intern board meetings, places student teachers, plans and chairs student teacher orientation programs; **E**
- Conducts monthly staff meetings to update staff on special projects and activities, determine work activities, establish priorities, assign work, identify and resolve staff issues; promotes team work;
- Periodically reviews certificated applications and updates files;
- Oversees **classified and certificated** employee requests related to leaves of absence (i.e., ADA and FMLA);
- Oversees fingerprint processing;
- ~~Assists in training programs related to interest-based problem solving models;~~
- Reviews existing procedures and recommends/implements changes to improve operations.
- **Manages the District's operational human resources program for classified employees following appointment; **E****
- **Provides performance management support inclusive of progressive discipline for classified staff to district administrators; **E****
- **Advises administrators and supervisors regarding the administration of Education Code, Board policies, administrative regulations, collective bargaining agreements, due process requirements, and District personnel procedures affecting classified employees after hire; **E****
- **Coordinates and monitors classified employee leaves, interactive process and reasonable accommodation matters, return-to-work issues, and related personnel actions in collaboration with Risk Management and legal counsel; **E****
- **Conducts or coordinates sensitive classified employee investigations; evaluates evidence, prepares findings and recommendations, and advises administrators on corrective or disciplinary action in accordance with applicable laws, rules, policies, and collective bargaining agreements; **E****

- Reviews, approves, and coordinates classified personnel actions and related documentation, including resignations, retirements, discipline, leaves, reassignments, and separations, to ensure completeness and compliance with applicable legal and procedural requirements; E
- Develops, recommends, implements, and monitors post-hire classified personnel procedures and workflows, including leaves, accommodations, return-to-work, and separations, to strengthen compliance, internal controls, and service delivery; E
- Confers with District administrators on complex classified employee matters with significant employee relations, legal, operational, or reputational risk; identifies options and recommends courses of action;
- Collaborates with Personnel Commission staff to maintain appropriate separation of merit-system responsibilities and District administrative authority, ensuring that classified personnel actions after hire are aligned with union contracts, Personnel Commission rules, Education Code, and District policies; E
- Prepares or directs preparation of Board agenda items, reports, correspondence, data summaries, and presentations related to classified personnel administration and operational human resources matters; E
- Performs other related duties as required.

SKATs (Skills, Knowledge, Abilities and Traits

SKILL IN:

- Operating a variety of office equipment such as personal computers, printers, facsimile machines, and calculators;
- Safely operating a motor vehicle.

KNOWLEDGE OF:

- Personnel laws, rules, regulations, Education Code, court decisions, PERB decisions;
- State and federal laws, principles, procedures and policies relating to the employment of certificated, classified and non-classified personnel including leave administration, employee relations, discipline support, investigations, accommodations, separation processing, and retirement/resignation procedures;
- Principles and practices of conducting fair, impartial, and thorough employee investigations and preparing clear, concise, and well-supported investigative reports;
- Practices and trends of public personnel administration, including employee due process procedures;
- Management principles and practices, including organizational behavior, procedural analysis, forms control, work simplification, etc.;
- Problem solving methods and techniques, including the interest-based model;
- Training concepts and techniques;
- Principles of good public relations and customer service;
- Merit System personnel concepts and their related authority in the administration of classified personnel matters;
- School district organization, policies, employee organization contracts and agreements and personnel procedures;
- Supervisory principles and practices including interviewing, training, evaluating and administering progressive discipline;
- Retirement programs such as STRS, PERS, ~~LARISA~~ NBS, Medicare.

ABILITY TO:

- Independently plan and organize, and prioritize work for self and others, establish priorities and meet deadlines;
- Analyze and resolve ~~Solve supervisory/~~ and employee problems issues with very little minimal direction;
- ~~Work on confidential and highly sensitive issues with discretion;~~
- Analyze and resolve supervisory and employee-related issues with minimal direction;

- Exercise sound judgments and make **effective** independent decisions;
- Gather, ~~read~~, **review** analyze and interpret statistical and narrative data;
- Prepare clear, **concise** and comprehensive reports **and correspondence**;
- ~~Develop and monitor computer templates to replace forms;~~
- Establish and maintain effective and cooperative working relationships **with employees, administrators, labor representatives, and the public**;
- **Understand and** ~~Follow~~ oral and written directions **instructions**;
- Communicate effectively in oral and written form using correct English, grammar, spelling and punctuation.

TRAITS:

- ~~Leadership;~~
- ~~Initiative;~~
- ~~Flexibility;~~
- ~~Attention to detail;~~
- ~~Sensitivity and cultural awareness;~~
- ~~Customer service orientation;~~
- ~~Willingness to consider alternative points of view;~~
- ~~Adherence to District Core Values (Integrity, Respect, Safety, Student Centered Focus, Excellence, and Responsibility with Accountability): (not current)~~
- **Promotes goals and leads by example;**
- **Appreciates and respects the differences among people;**
- **Is trustworthy and responsible for actions;**
- **Easily adapts to situations and changes;**
- **Diligently attends to details and quality;**
- **Strives to meet customers' needs;**
- **Remains steady under pressure;**
- **Effectively manages one's own time, priorities, and resources.**

EMPLOYMENT STANDARDS

EDUCATION: Bachelor's degree in business administration, public administration, human resources administration, psychology, sociology or other related field ~~is required. A Master's degree in one of the referenced fields is desirable.~~ 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: ~~The equivalent of at least four years of full-time progressively responsible classified or certificated management experience, including at least two years of experience supervising professional or paraprofessional staff is required.~~

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.

~~Any other combination of training and/or experience that could likely provide the desired skills, knowledge abilities and traits may be considered.~~

LICENSE/LANGUAGE 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. ~~The ability to speak, read and write a language in addition to English is desirable, but not required.~~

ENVIRONMENT: ~~Office environment, direct contact with the public; constant interruptions; irate internal and external customers.~~

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: ~~Lifting moderately heavy objects, good speaking and hearing abilities; seeing to read; manual dexterity to operate personal computer and other office equipment; bending at the waist, kneeling, stooping and crouching; reaching overhead, above the shoulders and horizontally.~~

~~Persons with certain disabilities may be capable of performing the duties of the class with accommodation. Such determination must be made on an individual case basis by the District's medical examiner taking into consideration the essential duties of the position, the nature of the disability, prosthetic aid.~~

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.

APPOINTMENT: ~~In accordance with Education Code Section 45301, the class of Human Resources Coordinator is designated as an administrative class. An employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to pass the probationary period shall result in the termination of employment.~~

In accordance with Educational Code 45301, an employee appointed to this class must serve a probationary period of one year during which time the employee must demonstrate overall satisfactory performance. No employee shall attain permanent status in the classified service until he or she 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.

J.D. #82

District Leadership Team Salary Schedule: Range 70

Established by the Personnel Commission 6/15/99
Revised (Title Change) 11/07, **07/26**

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

July 23, 2026

ITEM 5.2b CONSIDER APPROVING THE REVISED CLASS DESCRIPTION AND TITLE FOR MEDICAL AND BEHAVIORAL HEALTH PROGRAMS SPECIALIST AND THE REALLOCATION OF THE CLASSIFICATION FROM SALARY RANGE 24 TO SALARY RANGE 28, AND REALLOCATING THE INCUMBENT MEDI-CAL BILLING AND PROGRAMS SPECIALIST INTO THIS REVISED CLASSIFICATION.

It is recommended that the Personnel Commission approve the revision of Medi-Cal Billing and Programs Specialist (and Medi-Cal Billing and Programs Specialist – Bilingual (Spanish)) to Medi-Cal and Behavioral Health Programs Specialist (and the corresponding Bilingual (Spanish) classification), based on a documented and substantial change in the scope, complexity, and nature of the duties assigned to the position.

The proposed revision is warranted by the addition of duties assigned to the position, arising from the District's implementation of the Children and Youth Behavioral Health Initiative (CYBHI) beginning in 2024. CYBHI is a statewide California initiative intended to improve how children, youth, and families access behavioral health services, including expanding support in school-linked settings. California has also established funding mechanisms and implementation supports through CYBHI for public schools and local educational agencies.

This expansion reflects an active and growing statewide funding structure. The School-Linked Partnership and Capacity Grant Program, administered by the Department of Health Care Services (DHCS), gives county offices of education and local educational agencies (LEAs) resources to support use of the CYBHI statewide fee schedule. The State has committed \$400 million in one-time grants to strengthen school-linked behavioral health services, expand provider capacity, build partnerships, and develop needed infrastructure. As of July 2026, approximately 700 LEAs, higher education institutions, and providers have received reimbursement through the CYBHI Fee Schedule Program, showing that CYBHI is an active funding source for school-linked behavioral health services.

The revised class description reflects these developments by adding duties related to CYBHI fiscal support, billing and fee-schedule review, program compliance, interagency communication, performance reporting, training, and behavioral health program coordination. These duties are materially different from, and broader than, traditional Medi-Cal billing support alone, and they would apply to any incumbent assigned to the role. As a result, the current class title and salary range no longer fully describe or appropriately compensate for the work being performed, and the reallocation from Salary Range 24 to Salary Range 28 reflects that structural change in duties.

Approval of the revised class description and title will improve organizational clarity, better align the classification with actual assigned duties, and help ensure that the District's classification plan remains current and reflective of evolving program requirements. The recommendation is therefore submitted so that the Personnel Commission may formally recognize the expanded scope of work associated with District implementation of CYBHI-related responsibilities beginning in 2024.

RECOMMENDATION:

The Personnel Commission is requested to approve the recommended revisions to the job description for the classification of Medi-Cal and Program Specialist, revising the title to Medi-Cal and Behavioral Health Programs Specialist, and reallocating the position from Salary Range 24 to Salary Range 28.



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

July 16, 2026

TO: Dr. Kevin Despard, Assistant Superintendent of Human Resources

FROM: Gickee Ormeo, Personnel Director

RE: **REVISED CLASS DESCRIPTION OF MEDI-CAL BILLING PROGRAMS SPECIALIST AND MEDI-CAL BILLING PROGRAMS SPECIALIST BILINGUAL (SPANISH) AND REVISE THE TITLE TO MEDI-CAL BILLING AND BEHAVIORAL HEALTH PROGRAMS SPECIALIST AND MEDI-CAL BILLING AND BEHAVIORAL HEALTH PROGRAMS SPECIALIST BILINGUAL (SPANISH)**

Attached for your review and comment is the proposed **REVISED** class description of Medi-Cal Billing Programs Specialist and Medi-Cal Billing Programs Specialist Bilingual (Spanish) and Title Revision to Medi-Cal Billing And Behavioral Health Programs Specialist and Medi-Cal Billing And Behavioral Health Programs Specialist Bilingual (Spanish)

Your input concerning the proposed class description is important. Please provide your concerns or comments, if any, regarding changes for the class description. Changes can be recommended at the Personnel Commission meeting. To proceed timely with recruitment, the Personnel Commission will consider approving this new classification at the special meeting on Thursday, July 23, 2026.

Please enter your comments in the space below, sign and date where indicated, and return this form to the Personnel Commission office.

☐ I agree with the proposed class description and recommended changes as presented.	☐ I disagree with the proposed class description, and recommend the adjustments noted above.
Signature:	Date:

As always, please feel welcome to contact me with any concerns or questions in regards to the proposed class description or related matters.

Attachments: Class Description

PC27-007

Ref.5.2b



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

July 16, 2026

TO: Mateo Buenaluz, CSEA President

FROM: Gickee Ormeo, Personnel Director

RE: **REVISED CLASS DESCRIPTION OF MEDI-CAL BILLING PROGRAMS SPECIALIST AND MEDI-CAL BILLING PROGRAMS SPECIALIST BILINGUAL (SPANISH) AND REVISE THE TITLE TO MEDI-CAL BILLING AND BEHAVIORAL HEALTH PROGRAMS SPECIALIST AND MEDI-CAL BILLING AND BEHAVIORAL HEALTH PROGRAMS SPECIALIST BILINGUAL (SPANISH)**

Attached for your review and comment is the proposed **REVISED** class description of Medi-Cal Billing Programs Specialist and Medi-Cal Billing Programs Specialist Bilingual (Spanish) and Title Revision to Medi-Cal Billing And Behavioral Health Programs Specialist and Medi-Cal Billing And Behavioral Health Programs Specialist Bilingual (Spanish)

Your input concerning the proposed class description is important. Please provide your concerns or comments, if any, regarding changes for the class description. Changes can be recommended at the Personnel Commission meeting. To proceed timely with recruitment, the Personnel Commission will consider approving this new classification at the special meeting on Thursday, July 23, 2026.

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Signature:	Date:

As always, please feel welcome to contact me with any concerns or questions in regards to the proposed class description or related matters.

Attachments: Class Description

PC27-

Ref.5.2b

MEDI-CAL BILLING AND BEHAVIORAL HEALTH PROGRAMS SPECIALIST
MEDI-CAL BILLING AND BEHAVIORAL HEALTH PROGRAMS SPECIALIST – BILINGUAL
(SPANISH)

SUMMARY OF DUTIES

Under the direction of the assigned Director, oversees and assists with School-Based Medi-Cal Administrative Activities (SMAA) and Local Educational Agency (LEA) Medi-Cal Billing Option programs; **coordinates and supports fiscal, programmatic, data, and reporting activities related to the Children and Youth Behavioral Health Initiative (CYBHI)** helps to provide training and technical support to District personnel regarding SMAA/LEA **and CYBHI** fiscal and reporting requirements; works with District personnel to perform reconciliations, auditing, **program tracking**, and reporting of data; **serves as a liaison among District staff, service providers, community-based organizations, health plans, and state or county partners regarding CYBHI implementation requirements**; maintains knowledge of current legislation ~~related to SMAA/LEA~~ **and regulatory requirements related to SMAA, LEA Medi-Cal, and CYBHI** to ensure compliance; **assists with behavioral health program compliance activities designed to expand access to school-linked services for children and youth**; and works on special projects assigned to the position.

DISTINGUISHING CHARACTERISTICS

The Medi-Cal Billing and Programs Specialist performs independent, specialized duties related to the School-Based Medi-Cal Administrative Activities (SMAA) and Local Educational Agency (LEA) Medi-Cal Billing Option programs and related functions **and the implementation of the Children and Youth Behavioral Health Initiative (CYBHI)**, requiring independent judgment and analysis; **monitors applicable CYBHI grant and fee-schedule requirements; supports interagency coordination and program compliance; compiles program-performance information for quality improvement and reporting purposes**; recommends and assists in the formulation and implementation of operating procedures and policies; prepares a variety of reports; and assists in analyzing needs and modifying existing systems to improve data sharing, accuracy, reporting, and performance in order to maximize funding for the District. Due to the detailed nature of the work, the consequence of error may not only result in the inaccurate collection of funds and failure to meet user needs, but may also create legal liability ~~in~~ **for** the District owing millions of dollars.

EXAMPLES OF DUTIES

- Maximizes income from School-Based Medi-Cal Administrative Activities (SMAA) and Local Educational Agency (LEA) Medi-Cal Billing Option programs; *E*
- Arranges for and participates in monthly SMAA/LEA meetings, trainings, and conferences; *E*
- Compiles, reviews, and maintains a variety of departmental education data; inputs, updates, formats, and retrieves enrollment, assessment, applicable services provided, Individual Education Plan (IEP), 504 plans, and a variety of student, personnel, and provider data and information in an assigned computer database system in accordance with established State and Federal guidelines; *E*
- Utilizes assigned computer system and software to generate a variety of documents, records, lists and reports related to student, personnel, and provider data and information; initiates queries, compiles information and manipulates data from multiple sources; verifies accuracy of input and output of data; *E*
- Assists District administration in the preparation, maintenance, and submission of detailed quarterly invoices to funding agencies; works with District Administration to provide requested information for completion of the Cost and Reimbursement Comparison Schedule (CRCS) and LEA Program Participation Agreement (PPA) Annual Reports; *E*
- Reviews and verifies accuracy, completeness and integrity of data, records and reports; compares and reconciles various manual and computerized data, records and reports; identifies, researches, and resolves data errors and discrepancies; maintains audit ready files; makes corrections and adjustments as needed; *E*

- Refers families to on-site District and community-based services such as a medical, mental clinic, dental clinic or other student support services designed to meet specific social/emotional, academic, or health needs; *E*
- Enrolls and provides guidance to families with the application process for health care services regarding Medi-Cal and other application procedures to receive health care benefits; *E*
- Assists participants with proper and timely completion of time surveys; notifies participants of survey completion timelines; reviews SMAA time surveys for proper completion and approval; assists participants with completion of identified time survey corrections; *E*
- Establishes and maintains automated and hard-copy records and files; prepares, prints, distributes, and processes a variety of regular and periodic reports, lists and documents related to students, enrollment, IEP's, assessments, services provided, transportation, and other related data; *E*
- Ensures mandated and requested reports related to the District's Medi-Cal reimbursement programs, or other assigned functions are completed in accordance with established District, State, and Federal timelines and requirements on behalf of the District; prepares and files reports, records, and documents for distribution; provides support during governmental and outside agency audits; *E*
- Serves as an informational resource to District staff, faculty, and others concerning SMAA and LEA operations, forms, data processing, records and reports; responds to inquiries and provides information concerning related timelines, standards, practices, requirements, policies and procedures; *E*
- Helps to provide individual and small group training and technical assistance to program personnel including administrators, certificated, and classified staff regarding program requirements in order to maximize funding; *E*
- Identifies eligibility for new and continuing claimants; collects, maintains and submits job descriptions and/or duty statements for all claimants; *E*
- Provides required notification to staff of each claiming period and/or reporting period; follow-up on any missing claims or other information with relevant staff; *E*
- Works with District Personnel to maintain a complete set of records of financial transactions including annual budgets for SMAA/LEA; *E*
- **Coordinates CYBHI-related fiscal, billing, and program support activities, including tracking expenditures, compiling invoices, maintaining supporting documentation, and preparing fiscal and programmatic information required by District administration, funding agencies, or partner entities.** *E*
- **Assists with the review and interpretation of CYBHI fee schedules, billing codes, service definitions, and allowable activities, including School-Based Prevention and Early Intervention (SBPEI) or other covered services, to support compliant claiming and reporting practices.** *E*
- **Monitors CYBHI-related records, claims, contracts, subgrantee or provider documentation, and program data for accuracy, completeness, allowability, and compliance with applicable District, State, and federal requirements; identifies discrepancies and assists in resolving issues.** *E*
- **Compiles, analyzes, and reports CYBHI program performance data, including utilization, participation, demographic, service, and access information, and assists with the preparation of reports, summaries, presentations, dashboards, and other materials for District leadership and outside agencies.** *E*
- **Coordinates communication and follow-up with District staff, county agencies, health plans, community-based organizations, and other partners regarding CYBHI implementation requirements, documentation, timelines, and reporting obligations.** *E*
- **Participates in interagency meetings, trainings, workgroups, webinars, and community forums related to CYBHI, school-linked behavioral health services, and related funding or compliance requirements.** *E*
- **Provides training and technical assistance to District staff, service providers, and participating partners regarding CYBHI documentation, billing procedures, reporting requirements, and related program expectations.** *E*

- **Assists with administration of needs assessments, surveys, evaluations, and quality-improvement activities related to CYBHI or other assigned behavioral health programs. E**
- **Monitors current legislation, regulations, policy guidance, and administrative requirements affecting CYBHI, behavioral health funding, and school-linked services, and communicates relevant updates to appropriate District personnel. E**
- **Assists with the development, maintenance, and implementation of procedures, forms, and record-keeping systems to improve data accuracy, compliance, fiscal accountability, and program performance across Medi-Cal and CYBHI-related functions. E**
- Performs other related duties as required.

SKATS (Skills, Knowledge, Abilities, and Trait)

SKILL IN:

- Keyboarding with speed and accuracy;
- Operating a variety of office equipment including copiers, calculators, scanners, fax machines, printers, and computers and all applicable hardware and multi-platform operating systems; student information system and related software;
- Safely operating a motor vehicle.

KNOWLEDGE OF:

- Local and State standards, requirements, laws, codes, rules, regulations, policies and procedures related to Medi-Cal and Local Educational Agency programs;
- Specific practices and procedures of Medi-Cal and SMAA related billing and coding;
- **California Department of Health Care Services (DHCS) requirements, guidance, and funding structures related to CYBHI and school-linked behavioral health services;**
- **CYBHI fee schedules, billing codes, allowable service types, and related documentation and reporting requirements;**
- **Basic principles of grant management, contract monitoring, expenditure tracking, compliance review, and quality improvement;**
- **Community-based behavioral health systems, youth-serving agencies, and interagency coordination practices;**
- District policies, rules, laws, and regulations;
- Preparation and format of statements, reports, reconciliations, summaries, etc.;
- Correct English usage, grammar, spelling, punctuation, and vocabulary;
- Modern office practices and equipment, including filing systems, receptionist, and telephone techniques, and office equipment;
- Business correspondence, record keeping, filing methods, letter and report preparation, proofreading, and composition.

ABILITY TO:

- Perform a variety of technical duties involved in inputting, processing, updating, and analyzing data **with changing deadlines and priorities;**
- Assist in administering complex, real-time, database systems;
- Learn, interpret, apply, and explain applicable laws, guidelines, codes, rules, and regulations;
- Extract and compare data from multiple sources by developing queries requiring logic;
- Assemble, organize, and prepare data for records and reports;
- Gather, read, analyze, and interpret data;
- Develop and maintain effective working relationships;
- Work dynamically and diplomatically with families;
- Exercise independent judgment and initiative without close supervision;
- Communicate effectively, both orally and in writing;

- Work independently and cooperatively with others;
- Learn, evaluate, and implement new processes and procedures as guidelines change.

TRAITS:

- Effectively manages one's own time, priorities, and resources;
- Diligently attends to details and produces accurate, quality of work;
- Is trustworthy and responsible for his/her actions;
- Works around obstacles and is self-starting;
- Easily adapts to situations and changes;
- Remains steady under pressure;
- Is punctual and follows through;
- Strives to provide excellent customer service;
- Overcomes linguistic and cultural barriers;
- Appreciates and respects the differences among people and cultures;
- Demonstrates sensitivity to the needs of children, youth, and families accessing behavioral health and related support services.

EMPLOYMENT STANDARDS

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

EXPERIENCE: Three years of recent increasingly responsible experience in school based Medi-Cal billing is required. *Note: Recent experience is defined experience obtained within the last five years.*

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

WORK ENVIRONMENT: Employees in this classification work primarily in an office environment where the noise level is usually moderate, with changing priorities and short deadlines, may be exposed to airborne pathogens and germs, drive an automobile to conduct work, in the absence of immediate supervision, and in direct contact with students, parents, and staff.

PHYSICAL REQUIREMENTS: Employees in the classification sit, stand, walk, repetitively use fingers, use both hands simultaneously, stoop/bend, reach overhead, have rapid mental and/or muscular coordination, lift and carry up to 20 lbs., speak clearly, hear normal voice conversation, have depth perception, see small details, drive a vehicle, use a computer, and telephone.

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

Classified Salary Range:

Medi-Cal Billing and Program Specialist - ~~23.5~~ **27.5**

Medi-Cal Billing and Program Specialist – Bilingual (Spanish) – ~~24~~ **28**

Adopted by Personnel Commission: 04/22