

**PERSONNEL COMMISSION  
ROWLAND UNIFIED SCHOOL DISTRICT  
AGENDA**

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

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

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

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

View the meeting virtually via ZOOM

**Virtual:** [Click Here](#)

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

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

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

Please be advised that this meeting is being audio recorded.

**August 4, 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                     | _____     | _____     |
| <br>Geraldine Ormeo, Personnel Director     | <br>_____ | <br>_____ |
| 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 Tuesday, August 4, 2026, or adopting the Agenda with the following corrections/modifications for Tuesday, August 4, 2026.

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

|                      |       |
|----------------------|-------|
| Vote: Natalie Moreno | _____ |
| Yvette Santiago      | _____ |
| Breanna Koehler      | _____ |

4. REPORT FROM THE PERSONNEL DIRECTOR

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

5. PUBLIC COMMENTS

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

A. CSEA

B. District Administration

C. Audience members

6. HEARINGS

7. PERSONNEL COMMISSION

7.1 Approve the minutes of the meeting of July 7, 2026. (Ref. 7.1)

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

Vote: Natalie Moreno \_\_\_\_\_

Yvette Santiago \_\_\_\_\_

Breanna Koehler \_\_\_\_\_

7.2 Approve the minutes of the meeting of July 23, 2026. (Ref. 7.2)

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

Vote: Natalie Moreno \_\_\_\_\_

Yvette Santiago \_\_\_\_\_

Breanna Koehler \_\_\_\_\_

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 New Class Descriptions

a) Consider approving the establishment of the new classification of Director of Safety and Security. (Ref. 8.1a)

i. Place the new classification of Director of Safety and Security in Safety and Patrol Series job family.

ii. 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 \_\_\_\_\_

8.2 Class Description Revision

a) Consider approving the revised class description of Athletic Trainer. (Ref. 8.2a)

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

Vote: Natalie Moreno \_\_\_\_\_

Yvette Santiago \_\_\_\_\_

Breanna Koehler \_\_\_\_\_

9. ELIGIBILITY LISTS

9.1 Exam Review and Recruitment Bulletins (Ref. 9.1)

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

- a) Behavior Support Assistant (D-26/27-07)
- b) Behavior Support Assistant – Bilingual (Spanish) (D-26/27-08)
- c) Cafeteria Lead Worker I (D-26/27-09)
- d) Food Service Assistant I (D-26/27-06)
- e) Instructional Assistant I (D-26/27-10)
- f) Instructional Assistant I – Bilingual (Spanish) (D-26/27-11)
- g) Instructional Assistant I – Bilingual/Biliterate (Spanish) (D-26/27-12)
- h) Instructional Assistant II (D-26/27-02)
- i) Instructional Assistant II – Bilingual (Spanish) (D-26/27-03)
- j) Instructional Assistant II – Bilingual/Biliterate (Spanish) (D-26/27-04)
- k) Personal Care Assistant (D-26/27-05)
- l) School Bus Driver (D-26/27-01)
- m) Senior Payroll Clerk (D-26/27-14)

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

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

- a) Athletic Equipment Attendant (Male) – D-25/26-49
- b) Behavior Support Assistant – D-25/26/07
- c) Behavior Support Assistant Bilingual (Spanish) – D-25/26-08
- d) Instructional Assistant I – D-25/26-12
- e) Instructional Assistant I Bilingual (Spanish) – D-25/26-13
- f) Instructional Assistant I Bilingual/Biliterate (Spanish) – D-25/26-14
- g) Playground Supervision Aide – D-25/26-77
- h) Structural Supervisor – D-25/26-74

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

Vote: Natalie Moreno \_\_\_\_\_  
Yvette Santiago \_\_\_\_\_  
Breanna Koehler \_\_\_\_\_

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

- Grounds Maintenance Worker
  - ID# 13246287– PC Rule 6.1.10.6

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

Vote: Natalie Moreno \_\_\_\_\_  
Yvette Santiago \_\_\_\_\_  
Breanna Koehler \_\_\_\_\_

10. INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

11. CLOSED SESSION

A. Recess to closed session to discuss:

Public Employee Discipline/Dismissal/Release - Government Code 54957(b).

Time Recessed: \_\_\_\_\_ Time Reconvened to Open Session: \_\_\_\_\_

B. Announcement of reportable action(s) taken in closed session (if any).

**THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED ON TUESDAY, SEPTEMBER 1, 2026, AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM**

12. ADJOURNMENT

Time \_\_\_\_\_

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

Vote: *Natalie Moreno* \_\_\_\_\_

*Yvette Santiago* \_\_\_\_\_

*Breanna Koehler* \_\_\_\_\_

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

**PERSONNEL COMMISSION  
ROWLAND UNIFIED SCHOOL DISTRICT  
MINUTES OF THE REGULAR MEETING OF JULY 7, 2026  
MEETING HELD IN-PERSON AND VIA ZOOM**

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

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

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

**APPROVAL OF THE AGENDA**

The Personnel Commission took action to approve the agenda without modifications for Tuesday, July 7, 2026.

Motion made by:       Yvette Santiago  
Seconded by:         Breanna Koehler

|       |                 |     |
|-------|-----------------|-----|
| Vote: | Natalie Moreno  | Yes |
|       | Yvette Santiago | Yes |
|       | Breanna Koehler | Yes |

**REPORT FROM THE PERSONNEL DIRECTOR**

1. Recruitments opened since the last Commission meeting:

- Behavior Intervention Specialist
- Career Vocational Assistant
- Construction Manager
- Custodian
- Grounds/Construction Supervisor
- Playground Supervision Aide
- Purchasing Manager
- Structural Supervisor

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

- Behavior Support Assistant
- Behavior Support Assistant – Bilingual (Spanish)
- Cafeteria Lead Worker
- Campus Aide
- Food Service Assistant I
- Food Service Assistant III
- Grounds Maintenance Worker
- Health Assistant
- Health Assistant – Bilingual (Spanish)
- Instructional Assistant I
- School-Based Tech
- School-Based Tech-Bilingual (Spanish)
- School Office Manager

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

- 1 Cook
- 1 Custodian
- 3 Food Service Assistant I
- 4 Grounds Maintenance Worker
- 1 Health Assistant
- 2 Instructional Assistant I
- 1 Library Assistant Bilingual (Spanish)
- 1 Office Assistant Sub
- 1 Office Assistant B/B Mandarin
- 1 Office Assistant Bilingual (Spanish)
- 1 Playground Supervision Aide
- 2 School Bus Driver
- 1 School Bus Driver Sub
- 2 Speech Language Pathology Assistant
- 1 Senior Office Assistant B/B Spanish

Updates/Reminders/Remarks:

- Hiring Event – July 13, 2026 – Instructional Assistant II
- New and Revised Classified Positions  
In response to district staffing needs, Personnel Commission staff is developing new classifications and revising existing classifications, which will be presented to the Personnel Commission for review and approval.

**COMMUNICATIONS**

- A. CSEA – None.
- B. District Administration – Dr. Kevin Despard – Assistant Superintendent of Human Resources  
Dr. Despard thanked the Personnel Commission staff for being proactive in filling vacancies due to the early retirement incentive. Dr. Despard shared he is looking forward to collaborating with the Personnel Commission to create positions that were recommended by the District Advisory Committee.
- C. Audience Members – None

**PERSONNEL COMMISSION**

7.1 Recommendation: Approve the minutes of the meeting of May 28, 2026 as submitted.

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

7.2 Recommendation: Approve the minutes of the meeting of June 2, 2026 as submitted.

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

**ITEMS FOR DISCUSSION AND/OR ACTION**

## **Extension of Eligibility List**

8.1 Recommendation: Consider approving the extension of the following eligibility list for another six months per PC Rule 6.1.5.

- Buyer (D-25/26-34)
  - Previous expiration date: 6/11/2026
  - New expiration date: 12/11/2026

Motion made by: Yvette Santiago  
Seconded by: Breanna Koehler

|       |                 |     |
|-------|-----------------|-----|
| Vote: | Natalie Moreno  | Yes |
|       | Yvette Santiago | Yes |
|       | Breanna Koehler | Yes |

## **EXAMINATIONS/ELIGIBILITY LISTS**

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

- a) Behavior Intervention Specialist (D-25/26-76)
- b) Career Vocational Assistant (D-25/26-71)
- c) Custodian (D-25/26-78)
- d) Construction Manager (D-25/26-73)
- e) Grounds/Construction Supervisor (D-25/26-75)
- f) Playground Supervision Aide (D-25/26-77)
- g) Purchasing Manager (D-25/26-72)
- h) Structural Supervisor (D-25/26-74)

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

9.3 Recommendation: To ratify the following eligibility lists:

- a) Behavior Support Assistant / D-25/26-07
- b) Cafeteria Lead Worker I / D-25/26-58
- c) Campus Aide / D-25/26-15
- d) Food Service Assistant I / D-25/26-06
- e) Food Service Assistant III / D-25/26-67
- f) Grounds Maintenance Worker / D-25/26-63
- g) Health Assistant / D-25/26-65
- h) Health Assistant – Bilingual (Spanish) / D-25/26-66
- i) Office Assistant – Bilingual/Biliterate (Mandarin) / D-25/26-57
- j) School Based Tech / D-25/26-59
- k) School Based Tech Bil Sp / D-25/26-60
- l) School Office Manager / D-25/26-61
- m) School Office Manager – Bilingual (Spanish) / D-25/26-62

Motion made by: Yvette Santiago  
Seconded by: Breanna Koehler

|       |                 |     |
|-------|-----------------|-----|
| Vote: | Natalie Moreno  | Yes |
|       | Yvette Santiago | Yes |
|       | Breanna Koehler | Yes |

9.4 Recommendation: To ratify the following removals:

- Grounds Maintenance Worker
  - ID# 39448785 – PC Rule 6.1.10.6

Motion made by: Yvette Santiago  
Seconded by: Breanna Koehler

|       |                 |     |
|-------|-----------------|-----|
| Vote: | Natalie Moreno  | Yes |
|       | Yvette Santiago | Yes |
|       | Breanna Koehler | Yes |

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

Ms. Santiago mentioned she was contacted by a candidate asking about the recruitment process and she would like clarification on the timeline of some recruitments.

11. **CLOSED SESSION**

Recess to closed session to discuss:

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

Time Recessed: \_\_\_\_\_4:46\_\_\_\_\_ Time Reconvened to Open Session: \_\_\_\_\_5:45\_\_\_\_\_

12. **ADJOURNMENT**

To adjourn the meeting at 5:48 P.M.

Motion made by: Yvette Santiago  
Seconded by: Breanna Koehler

|       |                 |     |
|-------|-----------------|-----|
| Vote: | Natalie Moreno  | Yes |
|       | Yvette Santiago | Yes |
|       | Breanna Koehler | Yes |

Approved by: \_\_\_\_\_  
Natalie Moreno  
Chair  
Personnel Commission

Submitted by: \_\_\_\_\_  
Geraldine Ormeo  
Personnel Director  
Personnel Commission

**THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED FOR TUESDAY, AUGUST 4, 2026, AT 4:30 P.M., DISTRICT OFFICE – CONFERENCE ROOM 2**

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

**PERSONNEL COMMISSION  
ROWLAND UNIFIED SCHOOL DISTRICT  
MINUTES OF THE SPECIAL MEETING OF JULY 23, 2026  
MEETING HELD IN-PERSON AND VIA ZOOM**

The meeting of the Personnel Commission of the Rowland Unified School District was called to order at 4:35 p.m., with the Pledge of Allegiance led by Ms. Natalie Moreno Personnel Commissioner.

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

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

Staff Members Present:       Jessica Landin, Personnel Analyst

**APPROVAL OF THE AGENDA**

The Personnel Commission took action to approve the agenda without modifications for Thursday, July 23, 2026.

Motion made by:           Yvette Santiago  
Seconded by:             Breanna Koehler

|       |                 |     |
|-------|-----------------|-----|
| Vote: | Natalie Moreno  | Yes |
|       | Yvette Santiago | Yes |
|       | Breanna Koehler | Yes |

**COMMUNICATIONS**

A. CSEA – Mateo Buenaluz, President

Mr. Buenaluz thanked the Personnel Commission for their hard work. Mr. Buenaluz shared his thoughts on the proposed new and revised classifications

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

Dr. Despard thanked the Personnel Commission for agreeing to hold a Special Meeting for the proposed new and revised classifications. Dr. Despard mentioned the new and revised classifications were brought forward due to needs of the district as well as input at the LCAP meeting.

C. Audience Members –Ms. Maribel Del Muro, Medi-Cal Programs Specialist

Ms. Del Muro mentioned she would like the salary range of the proposed revision to the Medi-Cal Programs Specialist classification be reviewed to be placed at a higher range than what is being proposed. Ms. Del Muro shared being in the current classification she is aware of the tasks and responsibilities that this position holds and feels it should be placed higher than other classifications who do not hold as much responsibility.

**ITEMS FOR DISCUSSION AND/OR ACTION**

## **New Class Descriptions**

- 5.1a Recommendation: Consider approving the establishment of the new classification of Director of Safety and Security.

Discussion was held between Personnel Commissioners and District Administration regarding the proposed classification.

Ms. Koehler motioned to table this item at this time pending additional information. Ms. Santiago seconded the motion to table this item.

Vote concluded that the item will be tabled.

Motion made by: Yvette Santiago  
Seconded by: Breanna Koehler

Vote: Natalie Moreno Yes  
Yvette Santiago Yes  
Breanna Koehler Yes

- 5.1b Recommendation: Consider approving the establishment of the new classification of Attendance and Intervention Specialist.

Discussion was held between Personnel Commissioners and District Administration regarding the proposed classification.

Motion made by: Yvette Santiago  
Seconded by: Breanna Koehler

Vote: Natalie Moreno Yes  
Yvette Santiago Yes  
Breanna Koehler Yes

## **Class Description Revision and Classification Title Revision**

- 5.2a Recommendation: Consider approving the revised class description of Human Resources Coordinator and revising the title to Human Resources Manager.

Ms. Ormeo mentioned since posting there has been an update on the job description to show the reporting hierarchy as it relates to the Human Resources Director and Assistant Superintendent of Human Resources.

Discussion was held between Personnel Commissioners and District Administration regarding the proposed revisions to the classification.

Motion made by: Yvette Santiago  
Seconded by: Breanna Koehler

Vote: Natalie Moreno Yes  
Yvette Santiago Yes  
Breanna Koehler Yes

- 5.2b Recommendation: 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.

Discussion was held between Personnel Commissioners and District Administration regarding the proposed revisions and salary recommendations to the classification.

Motion was made by Breanna Koehler and seconded by Yvette Santiago to revise the proposed salary range to 28.5 and 29 for bilingual (Spanish) and to reallocate one Medi-Cal Billing Specialist into the new classification with an effective date of July 24, 2026.

Motion made by: Yvette Santiago

Vote: Natalie Moreno Yes

Seconded by: Breanna Koehler

|                 |     |
|-----------------|-----|
| Yvette Santiago | Yes |
| Breanna Koehler | Yes |

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

Ms. Koehler thanked District Administration and Mr. Buenaluz for attending and providing feedback and input regarding items on the agenda.

Ms. Moreno also thanked those in attendance for providing feedback and input related to items on the agenda.

12. **ADJOURNMENT**

To adjourn the meeting at 5:45 P.M.

Motion made by: Yvette Santiago  
Seconded by: Breanna Koehler

|                      |     |
|----------------------|-----|
| Vote: Natalie Moreno | Yes |
| Yvette Santiago      | Yes |
| Breanna Koehler      | Yes |

Approved by: \_\_\_\_\_  
Natalie Moreno  
Chair  
Personnel Commission

Submitted by: \_\_\_\_\_  
Geraldine Ormeo  
Personnel Director  
Personnel Commission

**THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED FOR TUESDAY, AUGUST 4, 2026, AT 4:30 P.M., DISTRICT OFFICE – CONFERENCE ROOM 2**

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

**PERSONNEL COMMISSION  
ROWLAND UNIFIED SCHOOL DISTRICT**

August 4, 2026

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**Item 8.1a    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**

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Attached for your review and comment is the proposed **NEW** class description 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.

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|                          |                                                                                            |
| <input type="checkbox"/> | I agree with the proposed class description and recommended changes as presented.          |
| <input type="checkbox"/> | 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 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.

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| <input type="checkbox"/> | I agree with the proposed class description and recommended changes as presented.          |
| <input type="checkbox"/> | 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**

August 4, 2026

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Item 8.2.    **CONSIDER APPROVING THE REVISION OF THE ATHLETIC TRAINER  
CLASSIFICATION'S MINIMUM QUALIFICATION (EXPERIENCE)**

The Personnel Commission is requested to approve a revision to the minimum qualifications for the Athletic Trainer classification, specifically the required experience, in order to better align with current labor market conditions and increase the pool of qualified applicants.

When this position was last revised in September 2023, the employment standards were set to require a bachelor's degree in a related field and one year of paid experience providing first aid and preventative and rehabilitative treatment to athletes. Since posting the vacancy, the District has experienced significant difficulty attracting applicants who both (a) meet the experience requirement as written and (b) possess the required Athletic Trainer Certification (ATC) issued by the Board of Certification. Several applicants demonstrated appropriate education, certification, and training but were screened out due to the narrow description of required experience.

In preparation for this recommendation, staff conducted a comparison of minimum qualifications for Athletic Trainer positions in neighboring and comparable K–12 districts. The review indicates that most comparator districts require either six months to one year of experience in an athletic training environment, and many expressly count paid and/or volunteer experience and related professional experience in athletic training, physical therapy, or a related field toward the experience requirement.

Based on this analysis, staff recommends revising the experience standard to more closely reflect common market practice while maintaining the competency level necessary to perform the duties outlined in the Athletic Trainer job description. This adjustment is intended to:

- Keep the classification competitive and attractive to early-career certified athletic trainers.
- Recognize relevant professional, internship, and volunteer experience in athletic training environments.
- Preserve the District's ability to recruit candidates who meet professional standards of care and safety for student athletes.

The proposed revision does not change the core duties, knowledge, skills, or responsibilities of the classification. Rather, it clarifies and modestly broadens the experience pathway through which qualified candidates may meet the minimum qualifications.

Recommended experience adjustment:

***EXPERIENCE:***

***At least six months of paid and/or volunteer experience working in an athletic training environment.***

## **ATHLETIC TRAINER**

### **SUMMARY OF DUTIES**

Under the direction of the High School Principal or designee, performs a variety of activities involved in the prevention, recognition, evaluation, management, treatment, and rehabilitation of injuries; administers preventative or rehabilitative treatment to students and athletes engaged in various school sports; provides information, in-service, and guidance to coaches and faculty; serves as a liaison between the students, parents, coaches, and physicians in evaluation, management, treatment, and long-term rehabilitation of athletic injuries; and works a flexible schedule.

### **EXAMPLES OF DUTIES**

- Provides technical services and information for the prevention, recognition, evaluation, management, treatment, and rehabilitation of injuries; *E*
- Evaluates student injuries and determines appropriate treatment methods; develops and implements individualized rehabilitation, therapeutic, and reconditioning programs for injured students in accordance with standard medical protocols and/or with direction from the students' personal physician; *E*
- Coordinates with coaches to establish and implement a conditioning program for student athletes designed to prevent and minimize injuries; *E*
- Attends home and away sports events to monitor athletic activities and provide medical treatment services; identifies, evaluates, and provides immediate first aid in response to athletic injuries; responds to medical emergencies; refers student athletes to physicians or the hospital as appropriate; *E*
- Supports the athletic clearance process by reviewing documentation submitted and reviewing for any conditions requiring special attention; *E*
- Advises on equipment and environmental safety; recommends and fits protective equipment for injury prevention and safety; *E*
- Provides assistance to students in the prevention of athletic injuries and prepares students for practice and competition; tapes, stretches, massages, and wraps athletes to prevent injury or re-injury; supplies and assists students with straps, braces, and other adaptive equipment to provide protection from injury; *E*
- Assists students with special therapeutic exercises by performing demonstrations and ensures students' understanding of proper exercise techniques and procedures; assists in educating students, coaches, parents, and faculty in nutrition, health, weight management, concussions, and heat illnesses; *E*
- Implements physician instructions related to rehabilitation; consults with physicians and other medical personnel in determining and monitoring appropriate course of treatment for injured students; *E*
- Evaluates, determines and recommends appropriate time lines for sidelining and returning injured student athletes to playing status; advises student athletes, coaches, and others regarding potential health risks of athletic participation to prevent injury and re-injury; *E*
- Plans, organizes, and coordinates the transportation and care of athletic safety equipment, uniforms, supplies, and materials for home and away events; *E*
- Assists in the planning of pre-season athletic physical exams for student athletes; *E*
- Prepares and maintains a variety of records and reports related to students, injuries, treatment, progress, supplies, and assigned activities; follows Health Insurance Portability and Accountability Act (HIPPA) regulations regarding confidential student information; *E*
- Orders and maintains adequate inventory levels of first aid, bracing, and other treatment supplies as needed. *E*
- Inspects and assures safety of athletic equipment, uniforms, and facilities; identifies and provide recommendations for resolving potential hazards; *E*
- Supervises student assistants and provides work direction and training; *E*
- May assist in off-season conditioning, rehabilitations, and maintenance of physical fitness;
- Performs other related duties as assigned.

## **SKATS (Skills, Knowledge Abilities, Traits)**

### **SKILLS IN:**

- Operate a variety of first aid, therapeutic, adaptive, rehabilitation, and weight equipment;
- Application of various physical therapy and treatment modalities;
- Safely operating a motor vehicle.

### **KNOWLEDGE OF:**

- Principles, practices, procedures, techniques, and equipment used in the prevention, treatment, and rehabilitation of athletic injuries;
- Diagnostic symptoms of various athletic injuries and appropriate methods of treatment;
- Practices, procedures, and techniques involved in taping, stretching, massaging, and wrapping athletes to prevent injury or re-injury;
- Medical practices, procedures, and terminology related to athletic training;
- Principles and theories of anatomy, physiology, kinesiology, nutrition, and diet;
- General principles of return to play protocols;
- Safety guidelines and regulations in athletic and therapeutic activities;
- Individualized rehabilitation and reconditioning techniques and procedures for injured students;
- First Aid and CPR techniques;
- Inventory methods and practices;
- Disinfectant and clean and sterile equipment techniques.

### **ABILITY TO:**

- Identify, evaluate, and provide immediate first aid in response to athletic injuries;
- Understand, recognize and carry out directions issued by physicians and physical therapists related to concussions and other related injuries;
- Analyze situations accurately and adopt an effective course of action;
- Learn, interpret, and apply applicable laws, codes, rules, regulations, policies, and procedures;
- Assist students with specialized therapeutic exercises;
- Recognize and correct safety hazards;
- Provide information, education, and guidance to students, parents, coaches, and faculty;
- Work flexible hours as needed by the assignment;
- Provide work direction and guidance to student assistants;
- Plan and organize work;
- Maintain records and prepare reports;
- Communicate effectively orally and in writing;
- Promote team building and a positive work environment;
- Work confidentiality with discretion;
- Establish and maintain effective working relationships;
- Work effectively within established time schedules and with little direction;
- Exercise good judgment.

### **TRAITS:**

- Strives to meet customers' needs;
- Easily adapts to situations and changes;
- Stays focused and has good work ethic;
- Diligently attends to details and quality;
- Is punctual and follows through;
- Is trustworthy and responsible for his/her actions;
- Remains steady under pressure;
- Works around obstacles and is self-starting.
- Effectively manages one's own time, priorities, and resources.

## **EMPLOYMENT STANDARDS**

**EDUCATION:** A Bachelor's degree in physical education, athletic training, health or a directly related field from an accredited college is required.

**EXPERIENCE:** ~~One year of paid experience providing first aid, preventative and rehabilitative treatment to athletes is required.~~

**At least six months of paid and/or volunteer experience working in an athletic training environment.**

## **LICENSE/CERTIFICATION/TRAINING REQUIREMENT:**

- A valid, Class C, California Driver License and a good driving record and use of a private automobile may be required and must be maintained during employment;
- A valid Athletic Trainer Certification (ATC) issued by the Board of Certification (BOC) for the Athletic Trainer. Certification must be maintained as a condition of employment;
- A valid First Aid Certificate, comparable to the American Red Cross Standard First Aid Certificate and a Cardiopulmonary Resuscitation (CPR) Certificate.

## **WORK ENVIRONMENT:**

Employees in this classification work in an indoor and outdoor work environment in seasonal heat and cold or adverse weather conditions; with direct contact with students, staff and public; with exposure to adverse weather conditions; with continuous interruptions and changing priorities; respond to emergency medical situations; drive an automobile to conduct work; may work alone without guidance from supervisor and may work over 40 hours a week, and work a flexible schedule which may include evenings, weekends and/or holidays.

## **PHYSICAL REQUIREMENTS:**

Employees in this classification stand and sit for extended periods of time, walk, kneel, crouch, stoop/bend repeatedly; lift, carry, push and/or pull up to 50 pounds unassisted, and over 50 pounds with assistance, use both hands and legs simultaneously, reach overhead, pull hand over hand, use fingers repetitively twisting or applying pressure with wrists or hands; have rapid mental/muscular coordination; maintain balance; have depth perception, color vision, distinguish shades, and ability to see and read small print and long distances; have dexterity of hands and fingers needed to operate a variety of specialized health care equipment, adaptive tools, and a computer keyboard; speak clearly and hear normal voice conversation; use telephone and a computer; and physically able to provide rapid response to emergency situation. Incumbents in this class may be exposed to bodily fluids, bloodborne pathogens, and communicable diseases.

## **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 service, whichever is longer. No employee shall attain permanent status in the classified service until s/he has completed a probationary period in a class. An employee may be released at any time during the probationary period.

**PERSONNEL COMMISSION**  
**ROWLAND UNIFIED SCHOOL DISTRICT**

August 4, 2026

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ITEM 9.1 EXAM REVIEW

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

| <b>Classification</b>                                                                                | <b>Length of Eligibility List</b> | <b>Number of Positions</b> | <b>Hours / Months</b> | <b>Last Class Description Revision</b> | <b>Tentative Exam Plan</b>                                                                                                    |
|------------------------------------------------------------------------------------------------------|-----------------------------------|----------------------------|-----------------------|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Behavior Support Assistant / Behavior Support Assistant Bilingual (Spanish)                          | 6 months                          | 6                          | 5.5/9.5               | 4/2019                                 | <ul style="list-style-type: none"><li>• Structured Interview</li></ul>                                                        |
| Cafeteria Lead Worker I                                                                              | 6 months                          | 1                          | 5.0/9.5               | 12/2011                                | <ul style="list-style-type: none"><li>• Structured Interview</li></ul>                                                        |
| Food Service Assistant I                                                                             | 6 months                          | 9                          | Varies                | 2/2011                                 | <ul style="list-style-type: none"><li>• Remote Written Exam</li><li>• Structured Interview</li></ul>                          |
| Instructional Assistant I / Instructional Assistant I – Bil SP / Instructional Assistant I B/B SP    | 6 months                          | 9                          | 5.5/9.5               | 5/2025                                 | <ul style="list-style-type: none"><li>• Structured Interview</li></ul>                                                        |
| Instructional Assistant II / Instructional Assistant II – Bil SP / Instructional Assistant II B/B SP | 6 months                          | 21                         | 5.5/9.5               | 4/2012                                 | <ul style="list-style-type: none"><li>• Remote Written Exam</li><li>• Structured Interview</li></ul>                          |
| Personal Care Assistant                                                                              | 6 months                          | 2                          | 5.5/9.5               | 2/2011                                 | <ul style="list-style-type: none"><li>• Structured Interview</li></ul>                                                        |
| School Bus Driver                                                                                    | 6 months                          | 3                          | 6.0/10.0              | 4/2019                                 | <ul style="list-style-type: none"><li>• Structured Interview</li></ul>                                                        |
| Senior Payroll Clerk                                                                                 | 6 months                          | 1                          | 8.0/12.0              | 8/2022                                 | <ul style="list-style-type: none"><li>• Technical Project</li><li>• Structured Interview</li><li>• Computer Testing</li></ul> |

**Recommendation**

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



ROWLAND UNIFIED SCHOOL DISTRICT  
Personnel Commission  
1830 S. Nogales Street  
Rowland Heights, CA 91748  
[www.rowlandschools.org](http://www.rowlandschools.org)

**CONTINUOUS**

INVITES APPLICATIONS FOR THE POSITION OF:

**BEHAVIOR SUPPORT ASSISTANT**

**\$21.77 - \$26.55 Hourly Rate**

**BEHAVIOR SUPPORT ASSISTANT – BILINGUAL (SPANISH)**

**\$22.33 - \$27.20 Hourly Rate**

*An Equal Opportunity Employer*

**OPENING DATE: July 8, 2026**

**FINAL FILING DATE: Continuous**

**POSITION**

There is currently multiple position available, five and a half (5.5) hours per day, five (5) days per week, nine and a half (9.5) months a year in the regular and bilingual (Spanish) classifications. Eligibility lists are being established in all classifications to fill current and future vacancies and hire substitutes for the next six months. Position details below:

| LOCATION          | HOURS/MONTHS           | TENTATIVE HOURS   |
|-------------------|------------------------|-------------------|
| Special Education | 5.5 Hrs/day, 9.5 Mo/Yr | 8:30 AM - 2:30 PM |

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

**SUMMARY OF DUTIES**

Under the direction of a designated administrator assists a certificated teacher in providing support to behaviorally challenged individuals or small groups of students; monitors, redirects, and modifies student progress regarding inappropriate behaviors and performance, makes presentations and develops activities to assist students in improving academic performance, self-esteem, social skills and positive behaviors; provides training and supervision to students involved in school programs such as Cross-Age or Peer Tutoring, SARB etc., and performs other related duties as required.

**QUALIFICATIONS**

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

**EXPERIENCE:** Two years of experience working with "at-risk" or special needs students in an educational setting is required. One year of experience may be waived for candidates who have obtained a bachelor's degree in social work, liberal studies, child development or related field.

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

- **Proof of Education:** HS diploma or equivalent, or copy of highest completed degree (AA/BA/MA) (Copy of diploma or transcripts on watermarked paper); and
- A valid **Basic/Standard First Aid Certificate**; and
- A valid and current **CPR Certificate (Child and Adult)**

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

**LICENSE / LANGUAGE / CERTIFICATION / TRAINING REQUIREMENTS:** Positions in a specialized language classification require individuals who can speak and read (bilingual) as specified. A valid First Aid Certificate, comparable to the American Red Cross Standard First Aid Certificate and a Child and Adult Cardiopulmonary Resuscitation Certificate is required for all positions and must be submitted at time of application. Successful completion of up to 12 hours of Crisis Prevention Intervention (CPI) training and Tier I, Tier II, and Tier III of Positive Behavior Interventions and Support (PBIS) training is required during the probationary period and will be provided at the District's expense.

## **FILING PERIOD**

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

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

***\*Applicants will be sent notifications via email only\****

## **EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION**

The examination may consist of the following:

- Job Related Written Exam
- Structured Interview Examination
- Language Assessment (Spanish)

### **Salary Range**

**Behavior Support Assistant: 17**

**Behavior Support Assistant-Bilingual (Sp): 17 ½**

### **PROOF OF EDUCATION:**

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

### **ADVANCED SALARY STEP PLACEMENT:**

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

### **APPOINTMENT:**

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

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

### **PROCESSING FEE:**

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

### **VETERANS CREDIT:**

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

For a more detailed job description, including benefits / leave information, please visit: [www.rowlandschools.org](http://www.rowlandschools.org)

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



## ROWLAND UNIFIED SCHOOL DISTRICT

Personnel Commission  
1830 S. Nogales Street  
Rowland Heights, CA 91748  
[www.rowlandschools.org](http://www.rowlandschools.org)

**CONTINUOUS**

INVITES APPLICATIONS FOR THE POSITION OF:

### **CAFETERIA LEAD WORKER I**

#### **SALARY**

\$19.25 - \$23.46 – HOURLY  
*An Equal Opportunity Employer*

**RE-OPENING DATE:** July 6, 2026

**FINAL FILING DATE:** **Continuous**

#### **POSITION:**

An eligibility list will be established to fill current vacancies, hire substitutes and fill future vacancies for the next 6 months.

Hours for this position are usually BREAKFAST: 7:00 - 8:30 am (1.50 hours) / LUNCH: 9:00 am - 1:30 pm (4.50 hours) = Total 6 hours.

#### **SUMMARY OF DUTIES:**

Serves as lead worker and participates in the operation of a serving kitchen that participates in school meal programs; assists in the preparation and serving of a variety of food; conducts inventory; maintains a variety of records and reports; requisitions food and supplies; cleans equipment and utensils and maintains food service facilities in a clean and sanitary condition.

#### **QUALIFICATIONS**

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

**EXPERIENCE:** Two years of experience in large quantity food preparation and/or serving is required.

#### **LICENSE / CERTIFICATION / TRAINING REQUIREMENTS:**

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

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

- **High School Diploma or equivalent (required)**

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

**WORK ENVIRONMENT:** Employees in this classification work primarily inside a school kitchen or cafeteria environment, with frequent interruptions, changing priorities and short deadlines, in varying temperatures including extreme heat from ovens and steamers and extreme cold from walk-in refrigerators and freezers, in contact with hot food items, with heavy machinery and sharp objects such as knives and slicers, with exposure to chemical agents and fumes from cleaning agents, use a computer, point of sale system and telephone, and may be required to drive an automobile to conduct work.

**PHYSICAL REQUIREMENTS:** Employees in this classification lift, carry, push and pull up to 50 lbs. without assistance; stand and walk for extended periods of time; sit, stoop, bend at the waist; use fingers, wrists and/or hands repetitively in a slicing or twisting motion or while applying pressure; use both hands simultaneously; dexterity of hands and fingers to operate kitchen equipment; carry, push or pull food trays for pans, carts, materials and supplies; reach overhead, above the shoulders and horizontally; speak clearly; hear normal conversation; and see small details.

## **FILING PERIOD**

Applications for this position will be accepted online only on a continuous basis **until enough applications are received.**

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

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

## **EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION**

The examination may tentatively consist of the following:

- Performance Test and Structured Interview

**Salary Range: 14 ½**

## **PROOF OF EDUCATION**

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

## **ADVANCED SALARY STEP PLACEMENT**

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

## **APPOINTMENT**

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

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

## **PROCESSING FEE**

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

## **VETERANS CREDIT**

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

\*For a more detailed job description, including benefits/leave information, please go to [www.rowlandschools.org](http://www.rowlandschools.org)

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## ROWLAND UNIFIED SCHOOL DISTRICT

Personnel Commission  
1830 S. Nogales Street  
Rowland Heights, CA 91748  
[www.rowlandschools.org](http://www.rowlandschools.org)

INVITES APPLICATIONS FOR THE POSITION OF:

### **FOOD SERVICE ASSISTANT I**

**\$17.24 - \$20.72 HOURLY RATE**

*An Equal Opportunity Employer*

**OPENING DATE: July 6, 2026**

**FINAL FILING DATE: Continuous**

#### **POSITION**

There are several vacancies available for the position of Food Service Assistant I. Typical hours for this job range from two (2) hours to three and a half (3 ½) hours per day, nine and a half (9 ½) months per year. Reporting hours will vary in these positions. An eligibility list will be established to fill current vacancies, hire substitutes, and fill future vacancies for the next 6 months. Typical assignment hours (subject to change):

- 2.0 hours / 9.5 months
- 2.5 hours / 9.5 months
- 3.0 hours / 9.5 months
- 3.5 hours / 9.5 months

#### **SUMMARY OF DUTIES**

Prepares or assists in the preparation of a variety of food at the Food Center or secondary school kitchens; assists in serving food at a school cafeteria; cleans equipment and utensils and maintains food service facilities in a clean and sanitary condition.

#### **QUALIFICATIONS**

**EDUCATION:** Graduation from high school or equivalency is desirable.

**EXPERIENCE:** Experience in large quantity food preparation and/or serving is desirable.

Please email Amanda Arias at [amanda.arias@rowlandschools.org](mailto:amanda.arias@rowlandschools.org) or call 626 854-8577 with any questions.

#### **LICENSE/LANGUAGE REQUIREMENTS:**

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

#### **ENVIRONMENT:**

Employees in this classification work both, inside and outside, in varying temperatures, in contact with machinery with moving parts, sharp metal objects, and cleaning agents, and in contact with students.

#### **PHYSICAL REQUIREMENTS:**

Employees in this classification stand, walk, sit, stoop/bend, reach overhead, lift, carry, push, and pull up to 50 lbs. without assistance, use fingers repetitively, use wrists or hands repetitively in a chopping or twisting motion, use both hands simultaneously, speak clearly, hear normal conversation, and use a point-of-sale computer terminal.

## **FILING PERIOD**

Applications for this position will be accepted online only **until a sufficient number of applications are received**. This position may close at any time, so interested candidates are encouraged to apply as soon as possible.

Visit [www.rowlandschools.org](http://www.rowlandschools.org) and navigate to Departments → Personnel Commission → Classified Job Openings, to begin creating your application or to edit/update an existing account.

**\* APPLICANTS WILL BE SENT NOTIFICATIONS BY E-MAIL ONLY.**

## **EXAMINATION – OPEN / PROMOTIONAL WITH DUAL CERTIFICATION**

The examination may consist of the following:

- Job Related Written Examination
- Structured Interview

**Salary Range: 12**

## **PROOF OF EDUCATION**

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

## **ADVANCED SALARY STEP PLACEMENT**

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

## **APPOINTMENT**

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

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

## **PROCESSING FEE**

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

## **VETERANS CREDIT**

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

\*For a more detailed job description, including benefits/leave information, please visit [www.rowlandschools.org](http://www.rowlandschools.org).

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## ROWLAND UNIFIED SCHOOL DISTRICT

Personnel Commission  
1830 S. Nogales Street  
Rowland Heights, CA 91748  
[www.rowlandschools.org](http://www.rowlandschools.org)

INVITES APPLICATIONS FOR THE POSITION OF:

### **INSTRUCTIONAL ASSISTANT I**

**\$19.74 - \$24.08 Hourly Rate**

### **INSTRUCTIONAL ASSISTANT I - BILINGUAL (SPANISH)**

**\$20.25 - \$24.64 Hourly Rate**

### **INSTRUCTIONAL ASSISTANT I – BILINGUAL/BILITERATE (SPANISH)**

**\$20.72 - \$25.27 Hourly Rate**

*An Equal Opportunity Employer*

**OPENING DATE: July 8, 2026**

**FINAL FILING DATE: Continuous**

#### **POSITION**

There are currently multiple positions available. Most positions in this class work five and a half (5.5) hours per day, five (5) days per week, nine and a half (9.5) months a year. All classifications are establishing eligibility lists to fill current and future vacancies and hire substitutes for the next six months.

#### **SETTING**

*Some positions in this classification support the Physical Education classes which take place primarily **OUTDOORS**. Incumbents will be exposed to the elements such as seasonal heat and cold on a consistent basis and will report to a different work site daily.*

*Some positions in this classification support Transitional Kindergarten (TK) students and are required to assist TK students with their toileting needs.*

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

#### **SUMMARY OF DUTIES**

Under the direction of an assigned supervisor, reinforces teacher's lesson plans working with students in small groups or on a one-to-one basis; provides classroom support activities; maintains student discipline; scores tests using key and records data; and performs other related duties as required. Positions in the specialized language classes require incumbents to assist non and limited English-speaking students in their primary language.

#### **QUALIFICATIONS**

**EDUCATION:** The No Child Left Behind Act of 2001 requires all paraprofessionals who provide instructional assistance to possess a high school diploma or equivalent along with one of the following:

1. A minimum of 48 semester or 72 quarter units of college coursework.
2. An Associate or higher degree from an accredited college or university.
3. Pass an assessment administered by the Rowland Unified Personnel Commission that demonstrates knowledge of the ability to assist in teaching, reading, writing and mathematics.

**EXPERIENCE:** Six (6) months of experience working with students or school-aged children in a school or structured setting is required.

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

- **High School Diploma or equivalent is required; OR**
- **College Transcripts or Diploma (BA/AA) \*(if applicable).**

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

*If you need assistance with your application, please contact Crystal Vahimarae at 626 854-8388 or via email at [cvahimarae@rowlandschools.org](mailto:cvahimarae@rowlandschools.org).*

**PHYSICAL REQUIREMENTS:** Employees in this classification may stand for extended periods of time, walk, sit, stoop/bend, reach overhead, lift and carry up to 25 lbs., use fingers repetitively, simultaneously use both arms, legs, and hands; reach overhead; hear normal voice conversation; speak clearly; have depth perception and color vision, distinguish shades, see small details and long distances, and use a computer and telephone.

**ENVIRONMENT:** Employees in this classification may work indoors and outdoors; in seasonal heat and cold, in direct contact with the public, students, and District personnel, and in the absence of direct supervision.

## **FILING PERIOD**

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

**\*APPLICANTS WILL BE SENT NOTIFICATIONS BY E-MAIL ONLY\***

## **EXAMINATION – OPEN/PROMOTIONAL WITH DUAL CERTIFICATION:**

The examination for the position may consist of the following:

- Assessment Exam – If you do not have two years of college
- Structured Interview Exam
- Bilingual Evaluation
- Biliterate Evaluation

**Salary Range: 15 - Instructional Assistant I**

**Salary Range: 15.5 - Instructional Assistant I - Bilingual (Sp)**

**Salary Range: 16 - Instructional Assistant I – Bilingual/Biliterate (Sp)**

## **PROOF OF EDUCATION:**

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

## **ADVANCED SALARY STEP PLACEMENT:**

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

## **APPOINTMENT:**

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

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

## **PROCESSING FEE:**

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

## **VETERANS CREDIT:**

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

*\*For a more detailed job description, including benefits/leave information, please go to [www.rowlandschools.org](http://www.rowlandschools.org)*

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**CONTINUOUS**

INVITES APPLICATIONS FOR THE POSITION OF:

**INSTRUCTIONAL ASSISTANT II**

**\$20.72 - \$25.27 Hourly Rate**

**INSTRUCTIONAL ASSISTANT II – BILINGUAL (SPANISH)**

**\$21.29 - \$25.92 Hourly Rate**

**INSTRUCTIONAL ASSISTANT II – BILINGUAL/BILITERATE (SPANISH)**

**\$21.77 - \$26.55 Hourly Rate**

*An Equal Opportunity Employer*

**PENING DATE: July 8, 2026**

**FINAL FILING DATE: Continuous**

**POSITION**

There are several vacant positions available. Typical hours for these jobs are five and a half (5.5) hours per day, nine and a half (9.5) months a year. Eligibility lists are being established to hire substitutes and to fill future vacancies for **Instructional Assistant II, Instructional Assistant II - Bilingual (Spanish), Instructional Assistant II-Bilingual/Biliterate (Spanish).**

**SUMMARY OF DUTIES**

Assists students in specialized educational programs who have a variety of physical handicaps, learning disabilities, emotional or behavioral problems on a one-to-one or group basis reinforcing lesson plans; independently adjusts methods/approach/pace of instructional material; maintains student discipline in group activities; performs classroom support activities; maintains a variety of records; and performs other related duties as required. Positions in the specialized language classes require incumbents to work with non- and limited English-speaking students in their primary language.

**QUALIFICATIONS**

**EDUCATION:** The No Child Left Behind Act of 2001 requires all paraprofessionals who provide instructional assistance to possess a high school diploma or equivalent, along with one (1) of the following:

1. A minimum of 48 semester or 72 quarter units of college coursework (official transcripts on letterhead).
2. An Associate or higher degree from an accredited college or university.
3. Pass an assessment that demonstrates knowledge of the ability to assist in teaching, reading, writing and mathematics

**EXPERIENCE:** Six months of experience working with students or school-age children in a school, health services, or other structured environment is required; experience working with special education students is desirable.

**LICENSE/CERTIFICATION/TRAINING REQUIREMENTS:** Positions in a specialized language classification require individuals who can speak and read (bilingual), and speak, read, and write (biliterate) as specified. A valid and current First Aid Certificate, comparable to the American Red Cross Standard First Aid Certificate and a valid and current Child and Adult Cardiopulmonary Resuscitation Certificate is required for all positions and must be submitted at time of application. Successful completion of up to 12 hours of Crisis Prevention Intervention (CPI) training is required during the probationary period.

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

- **High School Diploma** or equivalent
- **College Transcripts or Diploma** (BA/AA) (Official Transcripts on Letterhead)
- A valid **Basic/Standard First Aid Certificate and a valid and current CPR Certificate** (Child and Adult)

Please email Crystal Vahimarae at [cvahimarae@rowlandschools.org](mailto:cvahimarae@rowlandschools.org) with any questions or call (626) 854-8388. Applications without the supporting documents will be considered incomplete and will be disqualified. Transcripts/Diplomas from foreign countries must be certified to meet the [US equivalent](#) to be considered.

## **FILING PERIOD**

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

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

**\* APPLICANTS WILL BE SENT NOTIFICATIONS BY E-MAIL ONLY.**

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

## **EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION**

The examination may consist of the following:

- Assessment Written Examination
- Structured Interview Examination
- Bilingual and/or Biliterate Evaluation (Spanish)

**Salary Range: Inst Asst II: 16 - Inst Asst II-Bilingual (Sp): 16 ½ - Inst Asst II-Bilingual/Biliterate (Sp): 17**

### **PROOF OF EDUCATION:**

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

### **ADVANCED SALARY STEP PLACEMENT**

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

### **APPOINTMENT**

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

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

### **PROCESSING FEE**

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

### **VETERANS CREDIT**

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

\*For a more detailed job description, including benefits/leave information, please go to [www.rowlandschools.org](http://www.rowlandschools.org)

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ROWLAND UNIFIED SCHOOL DISTRICT

Personnel Commission

1830 S. Nogales Street

Rowland Heights, CA 91748

[www.rowlandschools.org](http://www.rowlandschools.org)

INVITES APPLICATIONS FOR THE POSITION OF:

**PERSONAL CARE ASSISTANT**

**SALARY**

\$18.80 - \$22.90 HOURLY RATE

*An Equal Opportunity Employer*

**OPENING DATE: July 6, 2026**

**FINAL FILING DATE: Continuous**

**POSITION**

There are currently several Personal Care Assistant positions available within Rowland Unified School District. Typical hours for these positions are five and one half (5.5) hours per day and nine and one half (9.5) months a year. An eligibility list is being established to fill current and future vacancies and hire substitutes for the next six months.

**SUMMARY OF DUTIES**

Provides behavioral, physical, health and social services to pupils who are physically, emotionally, or behaviorally challenged; operates and monitors a variety of health equipment; assists students on a one-to-one or group basis in meeting the physical requirements of attending school.

**QUALIFICATIONS**

**EDUCATION:** Graduation from high school or its equivalent is required.

**EXPERIENCE:** Experience providing health care services and working with physically handicapped children is desirable.

**LICENSE / CERTIFICATION / TRAINING REQUIREMENTS:** A valid First Aid Certificate, comparable to the American Red Cross Standard First Aid Certificate and a Child and Adult Cardiopulmonary Resuscitation Certificate are required and must be submitted with your on-line application.

Successful completion of Crises Prevention Intervention (CPI) 12-hour training is required during the probationary period.

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

- **High School Diploma** or equivalent is required
- A current and valid **Standard/Basic First Aid Certificate** is required
- A current and valid **CPR Certificate (Child and Adult)** is required

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

Please email [amanda.arias@rowlandschools.org](mailto:amanda.arias@rowlandschools.org) or call 626 854-8577 with any questions.

**WORK ENVIRONMENT:** Employees in this classification work both inside and outside, may be exposed to wetness, urine, feces, strong odors, airborne pathogens and germs, and have direct contact with students and the public.

**PHYSICAL REQUIREMENTS:** Employees in this classification stand, walk, use both hands simultaneously, stoop/bend, reach overhead, have rapid mental and/or muscular coordination, lift and carry up to 50 pounds or over 50 pounds with assistance, push/pull students of varying weights in wheelchairs, speak clearly and hear normal voice conversation.

## **FILING PERIOD**

Applications for this position will be accepted online only on a continuous basis **until enough applications are received**. *This position may close at any time, so interested candidates are encouraged to apply as soon as possible.*

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

**\* APPLICANTS WILL BE SENT NOTIFICATIONS BY E-MAIL ONLY**

## **EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION**

The examination may consist of the following:

- Structured Interview Examination

**Salary Range: 14**

### **PROOF OF EDUCATION:**

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

### **ADVANCED SALARY STEP PLACEMENT**

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

### **APPOINTMENT**

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

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

### **PROCESSING FEE**

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

### **VETERANS CREDIT**

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

\*For a more detailed job description, including benefits/leave information, please visit [www.rowlandschools.org](http://www.rowlandschools.org).

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



ROWLAND UNIFIED SCHOOL DISTRICT  
Personnel Commission  
1830 S. Nogales Street  
Rowland Heights, CA 91748  
[www.rowlandschools.org](http://www.rowlandschools.org)

**CONTINUOUS**

INVITES APPLICATIONS FOR THE POSITION OF:

**SCHOOL BUS DRIVER (INCLUDES BENEFITS)**

**\$24.64 - \$30.04 Hourly Rate**

*An Equal Opportunity Employer*

**OPENING DATE: July 6, 2026**

**FINAL FILING DATE: Continuous**

**POSITION**

There are several vacancies for School Bus Driver (Includes Benefits) available. Most positions in this class are assigned to work 6-hours a day / 10-month shift. Permanent positions are eligible for benefits. An eligibility list is being established to fill future permanent and substitute vacancies.

*This classification has been designated as safety-sensitive in accordance with the drug and alcohol testing requirements adopted by the District pursuant to Board Policy 4212.42.*

**SUMMARY OF DUTIES**

Under the direction of the Director of Transportation Services or Transportation Services Supervisor, operates a school bus in the transportation of students to and from school or field trips following designated routes in accordance with time schedules; assures bus is in safe operating condition by conducting daily vehicle inspections; maintains student discipline; assures the safety of students; and maintains related records.

**QUALIFICATIONS**

**EDUCATION:** Graduation from high school or equivalency is desirable.

**EXPERIENCE:** Experience as a school bus driver is desirable.

**Failure to submit the following required documents at time of submission of application will be cause for disqualification:**

- **A valid Class A or B California Commercial Driver License** with Passenger, School Bus, and Air Brake Endorsements (copy front & back) is required;
- **A Type 1 California Special Driver Certificate** endorsed for School Bus operation by the California Department of Motor Vehicles with a 0, 1, or 6 restrictions only (copy front & back) is required;
- A copy of your **current DL-51a Medical Certificate** approved by the California Department of Motor Vehicles is required;
- A valid **First Aid** certificate comparable to the American Red Cross Standard First Aid certificate, if applicable (copy front & back); and
- A copy (front & back) of your **current DMV Official Driver Record**.

Required documents / certificates must be submitted to the Personnel Commission at the time of application. **All licenses and certificates listed above must remain current and maintained during the course of employment.**

**Please Note: If you need assistance with your application, please contact Crystal Vahimarae at [cvahimarae@rowlandschools.org](mailto:cvahimarae@rowlandschools.org).**

**LICENSE/CERTIFICATE REQUIREMENTS**

Possession of a valid Class A or B, California Commercial Driver License with Passenger, School Bus, and Air Brake Endorsements, a current DL-51a Medical Examiner's Certificate, a California Special Driver Certificate designated for School Bus (with no restrictions for Air Brakes and/or Conventional Type-II buses only) issued by the California Department of Motor Vehicles, and if applicable, a valid first aid certificate comparable to the American Red Cross Standard First Aid Certificate.

A good driving record is required, and applicants must provide the District with a copy of their current DMV Official Driver Record at the time of application. Incumbents must be able to be insured, and continue to be insurable, by the District's liability insurance carrier.

This classification has been designated as safety-sensitive in accordance with the drug and alcohol testing requirements adopted by the District pursuant to Board Policy 4212.42.

All licenses and certificates listed above must remain current and maintained during the course of employment.

## **FILING PERIOD:**

Applications for this position will be accepted online only on a continuous basis **until enough qualified applications are received.**

Visit <http://www.rowlandschools.org> and navigate to Departments → Personnel Commission → Classified Job Openings, to begin creating your application or to edit/update an existing account.

**\* APPLICANTS WILL BE SENT NOTIFICATIONS BY E-MAIL ONLY\***

## **EXAMINATION – OPEN & PROMOTIONAL WITH DUAL CERTIFICATION:**

The examination may consist of the following:

- Structured Interview

## **Classified Salary Range 19.5**

### **PROOF OF EDUCATION:**

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

### **ADVANCED SALARY STEP PLACEMENT**

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

### **APPOINTMENT**

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

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

### **PROCESSING FEE**

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

### **VETERANS CREDIT**

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

\*For a more detailed job description, including benefits/leave information, please visit [www.rowlandschools.org](http://www.rowlandschools.org).

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INVITES APPLICATIONS FOR THE POSITION OF:

**SENIOR PAYROLL CLERK**

**\$4,492.00 - \$5,468.00 Monthly**  
**\$25.92 – \$31.54 Hourly**

*An Equal Opportunity Employer*

**OPENING DATE: July 16, 2026**

**FINAL FILING DATE: August 7, 2026**

**POSITION**

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

**SUMMARY OF DUTIES**

Under the direction of the assigned supervisor performs complex clerical work in the preparation, processing of payroll, such as classified and certificated payroll; monthly or hourly payroll requiring interpretive ability, complex calculations, payroll record keeping and initiative in following payroll practices and procedures.

**QUALIFICATIONS**

**EDUCATION:** Graduation from high school or its equivalency is required. Courses in bookkeeping or accounting are desirable.

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

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

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

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

**WORKING ENVIRONMENT**

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

**PHYSICAL REQUIREMENTS**

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

## **FILING PERIOD**

Applications for this position will be accepted on-line only, **Thursday, July 16, 2026, to Friday, August 7, 2026, until 4:30 pm.**

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

## **EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION**

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

**Salary Range: 20.5**

### **PROOF OF EDUCATION:**

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

### **ADVANCED SALARY STEP PLACEMENT**

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

### **APPOINTMENT**

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

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

### **PROCESSING FEE**

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

### **VETERANS CREDIT**

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

*\*For a more detailed job description, including benefits/leave information, please go to [www.rowlandschools.org](http://www.rowlandschools.org)*

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

**PERSONNEL COMMISSION**  
**ROWLAND UNIFIED SCHOOL DISTRICT**  
August 4, 2026

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

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

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

| ELIGIBILITY LIST<br>RECRUITMENT NUMBER     | PERSON I.D.<br>PERSONNEL COMMISSION RULE REFERENCE                                                                                      |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| Grounds Maintenance Worker<br>(D-25/26-63) | 6.1.10.6 Refusing an employment offer after<br>certification as an eligible and<br>available for the appointment.<br><br>• ID# 13246287 |

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

**Recommendation**

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