

**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 [jstiegelmar@rowlandschools.org](mailto:jstiegelmar@rowlandschools.org) or calling (626) 854-8380 at least 24 hours in advance of the meeting. [Government Code 54954.2 (a) (1)]

July 6, 2021  
Meeting to start at 4:30 P.M.

Virtual Meeting

[https://rowlandschools-org.zoom.us/webinar/register/WN\\_v3mnl2aBRO2U25nydZeetw](https://rowlandschools-org.zoom.us/webinar/register/WN_v3mnl2aBRO2U25nydZeetw)

Governor Newsom issued Executive Order N-25-20 on March 12, 2020, and Executive Order N29-20 on March 17, 2020. Portions of these orders relax parts of the Brown Act. In part, the orders allow elected officials to “attend” a meeting virtually without having to admit members of the public into the location from which they are participating (N-25-20) and orders that “such a body need not make available any physical location from which members of the public may observe the meeting and offer public comment” (N-29-20).

Anyone wishing to participate may do so by accessing the link listed above.

Should you wish to provide Public Comment, please submit your request prior to 4:15 p.m. on the date of the meeting at <https://forms.gle/SLSpqdjHknRG34tf8> . During the meeting you will be invited to share your comments verbally.

Please be advised that this meeting is being audio recorded.

**July 6, 2021**  
**4:30 P.M.**

**PLEASE CIRCULATE**

1. Meeting called to order by the Presiding Chair\_\_\_\_\_at\_\_\_\_p.m.

2. Roll Call:	Present	Absent
Sharon Fernandez, Chair	_____	_____
Sabrina Lee, Vice Chair	_____	_____
Judy Nieh, Member	_____	_____
Joan Stiegelmar, Personnel Director	_____	_____
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, July 6, 2021 or adopting the Agenda with the following corrections/modifications for July 6, 2021.

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

*Vote:* Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_  
Judy Nieh \_\_\_\_\_

3.3 Introduction of Guests

3.4 COMMUNICATIONS

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 who requested to comment via ZOOM on an item not on the agenda. Should you wish to provide Public Comment, please submit your request prior to 4:30 p.m. on the date of the meeting at <https://forms.gle/SLSpqdjHknRG34tf8> .

Questions on items that are on the agenda will be entertained at the time the item is under consideration. Remarks are limited to three (3) minutes, unless extended further or limited by vote of the Personnel Commission.

4. REPORT FROM THE PERSONNEL DIRECTOR

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

5. HEARINGS - None

6. PERSONNEL COMMISSION

6.1 Approve the minutes of the regular meeting of May 4, 2021 (Ref. 6.1)

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

Vote: Sharon Fernandez \_\_\_\_\_  
Sabrina Lee ABSTAIN  
Judy Nieh \_\_\_\_\_

6.2 Approve the minutes of the regular meeting of June 1, 2021 (Ref. 6.2)

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

Vote: Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_  
Judy Nieh ABSTAIN

7. ITEMS FOR DISCUSSION AND/OR ACTION

7.1 Advanced Salary Step Placement

a. Consider approving the advanced salary step request from Scott Cavanias, Principal, Alvarado Intermediate, to employ Applicant ID# 12512365 in the class of Campus Aide at Step E of Range 12 on the Classified Salary Schedule. (Ref. 7.1a) & (Ltd. Dist.)

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

Vote: Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_  
Judy Nieh \_\_\_\_\_

b. Consider approving the advanced salary step request from Rocky Bettar, Director, Rowland Adult and Community Education, to employ Applicant ID# 35389400 in the class of Office Assistant at Step D of Range 17 on the Classified Salary Schedule. (Ref. 7.1b) & (Ltd. Dist.)

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

Vote: Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_  
Judy Nieh \_\_\_\_\_

- c. Consider approving the advanced salary step request from Chris Ferraro, Director, Maintenance and Operations, to employ Applicant ID# 43648207 in the class of Grounds Maintenance Worker at Step B of Range 19 on the Classified Salary Schedule. (Ref. 7.1c) & (Ltd. Dist.)

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

Vote: Sharon Fernandez \_\_\_\_\_  
 Sabrina Lee \_\_\_\_\_  
 Judy Nieh \_\_\_\_\_

7.2 Class Description Revision and Salary Study Recommendation

Consider approving the revised class description and salary recommendation for the classification of Pool Maintenance Worker from the Salary Range 19.5 to Salary Range 22.5 on the Classified Salary Schedule. (Ref. 7.2)

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

Vote: Sharon Fernandez \_\_\_\_\_  
 Sabrina Lee \_\_\_\_\_  
 Judy Nieh \_\_\_\_\_

8. EXAMINATIONS/ELIGIBILITY LISTS

8.1 Exam Review and Recruitment Bulletins (Ref. 8.1)

Receive for information, a summary of the following examinations and recruitment bulletins:

- a. Campus Aide (D-20/21-71)
- b. Instructional Assistant I – Bilingual (Mandarin) (D-20/21-74)
- c. Office Assistant – Bilingual / Biliterate (Mandarin) (D-20/21-72)
- d. Stock Delivery Worker (D-20/21-73)

8.2 Employee Selection Results – Receive the results of examinations held. (Ref. 8.2 Ltd. Dist.)

8.3 Ratification of Eligibility Lists – Ratify the following eligibility lists: (Ref. 8.3 Ltd. Dist.)

- a. Custodian (D-20/21-56)
- b. Office Assistant (D-20/21-52)
- c. Office Assistant – Bilingual (Spanish) (D-20/21-53)
- d. Office Assistant – Bilingual / Biliterate (Spanish) (D-20/21-54)
- e. School Bus Driver (D-20/21-59)

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

Vote: Sharon Fernandez \_\_\_\_\_  
 Sabrina Lee \_\_\_\_\_  
 Judy Nieh \_\_\_\_\_

8.4 Removal of Names from the Eligibility List – Ratify the removal of names from the following eligibility lists: (Ref. 8.4)

- a. Campus Aide (D-20/21-45)
  - ID# 46582856 and ID#35186632 – PC Rule 6.1.10.6
- b. Food Service Assistant I (D-20/21-49)
  - ID# 10275255 – PC Rule 6.1.10.6

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

Vote: Sharon Fernandez \_\_\_\_\_  
 Sabrina Lee \_\_\_\_\_  
 Judy Nieh \_\_\_\_\_

9. INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

10. CLOSED SESSION

Recess to closed session to discuss:

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

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

11. **THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED ON TUESDAY, AUGUST 3, 2021 AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM (OR POSSIBLY VIA ZOOM).**

12. ADJOURNMENT

Time \_\_\_\_\_

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

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

Vote: Sharon Fernandez \_\_\_\_\_

Sabrina Lee \_\_\_\_\_

Judy Nieh \_\_\_\_\_

***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 MAY 4, 2021  
MEETING HELD VIRTUALLY VIA ZOOM**

The meeting of the Personnel Commission of the Rowland Unified School District was called to order at 4:31 p.m., with the Pledge of Allegiance led by Ms. Sharon Fernandez, Chair.

Members Present: Sharon Fernandez, Chair  
Judy Nieh, Member

Members Absent: Sabrina Lee, Vice Chair

Staff Members Present: Joan Stiegelmar, Personnel Director  
Jessica Landin, Personnel Analyst  
Arlene Zamudio, Senior Personnel Technician

**APPROVAL OF THE AGENDA**

A. The Personnel Commission took action to approve the agenda as amended for Tuesday, May 4, 2021.

Ms. Judy Nieh, Personnel Commissioner, motioned to remove Item 10 – Closed Session.

Motion made by:	Judy Nieh	Vote:	Sharon Fernandez	Yes
Seconded by:	Sharon Fernandez		Sabrina Lee	Absent
			Judy Nieh	Yes

**INTRODUCTION OF GUESTS**

- Erik Venegas – Board of Education, Clerk

**COMMUNICATIONS**

- A. CSEA
- B. District Administration – None
- C. Audience Members – None

**REPORT FROM THE PERSONNEL DIRECTOR**

An update on Commission staff's activities since the last meeting was presented by Joan Stiegelmar.

Recruitments opened since the last Commission meeting include the following classifications:

Open/Promotional Recruitments

- Custodian
- Library Assistant / Library Assistant – Bilingual (Spanish)
- School Bus Driver Trainee

Since the last Commission meeting, examinations were conducted for the following classifications:

- Storekeeper – Zoom Structured Interview / Technical Project
- Maintenance Worker – Zoom Structured Interview / Performance Test
- Health Assistant / Health Asst – Bil (SP) – Remote Written Test / Zoom Structured Interview
- Campus Aide – Zoom Structured Interview / Technical Project
- Food Service Assistant I - Remote Written Test / Zoom Structured Interview
- Office Assistant Series – Remote Written Test

Referral Lists were issued for the following classifications since the last Commission meeting:

- Instructional Assistant I - Multiple Vacancies
- Instructional Assistant II - Multiple Vacancies
- Maintenance Worker
- Office Assistant
- Office Assistant - Bilingual (Spanish)
- Personal Care Assistant - Multiple Vacancies
- Personnel Technician

New employees were processed into the following classification since the last Commission meeting:

- 1 – Custodian
- 1 – Custodian (Substitute)
- 1 – Instructional Assistant I Bilingual (Spanish)
- 1 – Office Assistant – Bilingual (Spanish)
- 1 – Mechanic

### **Updates/Reminders/Remarks:**

Ms. Stiegelmar shared she attended a virtual College Spring Fair organized by Mt. San Antonio College from 9 a.m. to 4 p.m., on Wednesday, April 21, 2021. Ms. Stiegelmar stated she was placed into a breakout room and students were able to “drop” in to find out about job opportunities at Rowland USD. Ms. Stiegelmar mentioned she spoke to over 25 students about the job opportunities available at Rowland USD including Food Service Assistant I, Campus Aide, and Personal Care Assistant positions. Ms. Stiegelmar stated she was also able to refer several students to our certificated Human Resources department regarding being a Teacher (SUB) or Avid Tutor. Ms. Stiegelmar mentioned while she misses attending the job fairs on campus, it was a nice experience meeting with students, and some instructors via Zoom.

Ms. Stiegelmar shared this year the Personnel Commission will celebrate Classified Employees week a bit different. Ms. Stiegelmar shared the Personnel Commission staff will be creating goodie bags with every classified employee’s name on the bag, and they will deliver the items to the work site to be distributed. Ms. Stiegelmar mentioned email invitations will be sent to all classified employees to join us for a ZOOM party on Wednesday, May 19 at various times during the day for the opportunity to win gift cards that will be donated by our Sponsors, Commissioners, and herself. Ms. Stiegelmar stated she will miss seeing everyone and serving lunch this year, but is happy to organize a safe virtual event.

### **HEARINGS**

The public hearing on the proposed Personnel Commission Budget for the Fiscal Year 2021-2022 opened at 4:39 p.m.

Ms. Stiegelmar mentioned a copy of the proposed budget was sent to CSEA, Board Members, Cabinet, and Dr. Mitchell. Ms. Stiegelmar mentioned she worked closely with the Fiscal Department to ensure the data was accurate. Ms. Stiegelmar stated that she only requested an increase in payroll due to step in column increases and benefits. Ms. Stiegelmar mentioned that the total budget only increased by 1.2% due to the benefit increase recently approved by the District.

The hearing on the proposed Personnel Commission Budget for the Fiscal Year 2021-2022 closed at 4:40 p.m. with no comments.

### **PERSONNEL COMMISSION**

A. Recommendation: To adopt the Personnel Commission Budget for 2021 – 2022

Ms. Fernandez expressed her appreciation to Ms. Stiegelmar for working diligently on the budget to ensure it was completed in time.

Motion made by:	Judy Nieh	Vote:	Sharon Fernandez	Yes
Seconded by:	Sharon Fernandez		Sabrina Lee	Absent
			Judy Nieh	Yes

B. Recommendation: Approve the minutes of the regular meeting of April 6, 2021 as submitted.

Motion made by:	Judy Nieh	Vote:	Sharon Fernandez	Yes
Seconded by:	Sharon Fernandez		Sabrina Lee	Absent
			Judy Nieh	Yes

C. The Personnel Commission received the draft of the Personnel Commission’s meeting schedule for 2021 – 2022.

**ITEMS FOR DISCUSSION AND/OR ACTION**

**Advanced Salary Step Placement**

A. Recommendation: To consider approving the advanced salary step request from Ventura Carrera, Director of Transportation, to employ Applicant ID# 45982226 in the class of Mechanic at Step E of Range 26.5 on the Classified Salary Schedule

Motion made by:	Judy Nieh	Vote:	Sharon Fernandez	Yes
Seconded by:	Sharon Fernandez		Sabrina Lee	Absent
			Judy Nieh	Yes

B. Recommendation: To consider advanced salary step request from Rocky Bettar, Director, Rowland Adult & Community Education, to employ Applicant ID# 45486198 in the class of Office Assistant – Bilingual (Spanish) at Step B of Range 17.5 on the Classified Salary Schedule.

Motion made by:	Judy Nieh	Vote:	Sharon Fernandez	Yes
Seconded by:	Sharon Fernandez		Sabrina Lee	Absent
			Judy Nieh	Yes

C. Recommendation: To consider approving the advanced salary step request from Carlos Ochoa, Principal, Giano Intermediate, to employ Applicant ID# 43922730 in the class of Instructional Assistant I – Bilingual (Spanish) at Step D of Range 15.5 on the Classified Salary Schedule.

Motion made by:	Judy Nieh	Vote:	Sharon Fernandez	Yes
Seconded by:	Sharon Fernandez		Sabrina Lee	Absent
			Judy Nieh	Yes

**Rules**

A. Receive for first reading the proposed amendments to Chapter 9, Rule 9.2.2 – Change in Working Hours, to be in alignment with the CSEA Bargaining Agreement.

Ms. Stiegelmar mentioned due to current needs of the district some employees’ work hours were changed from their original time. Ms. Stiegelmar shared it was found that in the Personnel Commission Rules, employees are to be given a five-day notice of the change. Ms. Stiegelmar mentioned while reviewing the CSEA Bargaining Agreement, she noticed the notice time was at ten days. Ms. Stiegelmar stated that is essential that the Personnel Commission Rules and the CSEA Bargaining agreements align as closely as possible.

Ms. Fernandez mentioned she would appreciate the Personnel Commission is notified of any bargaining agreement changes as Commission staff is not part of the negotiation process.

## EXAMINATIONS/ELIGIBILITY LISTS

- A. The Personnel Commission received for information, a summary of the following examination and recruitment bulletins:
- a. Custodian (D-20/21-56)
- B. The Personnel Commission received the results of the examinations held.
- C. Recommendation: To ratify the following eligibility lists:
- a. Instructional Assistant II (D-20/21-34)
  - b. Instructional Assistant II – Bilingual (Spanish) (D-20/21-35)
  - c. Instructional Assistant II – Bilingual / Biliterate (Spanish) (D-20/21-36)
  - d. Maintenance Worker (D-20/21-33)
  - e. Playground Supervision Aide (D-20/21-46)

Motion made by:	Judy Nieh	Vote:	Sharon Fernandez	Yes
Seconded by:	Sharon Fernandez		Sabrina Lee	Absent
			Judy Nieh	Yes

- D. Removal of Names from the Eligibility Lists – Ratify the removal of names from the following eligibility lists:
- a. Assistant Director of Nutrition Services (D-20/21-37)
    - ID# 30419460 – PC Rule 6.1.10.6
  - b. Food Service Assistant I (D-20/21-27)
    - ID# 45958760 – PC Rule 6.1.10.2; 4.4.11
  - c. Food Service Assistant I (D-20/21-05)
    - ID# 44329714 – PC Rule 6.1.10.2; 4.4.11
    - ID# 38174219 – PC Rule 6.1.10.6
  - d. Custodian (D-20/21-27)
    - ID# 24632494 – PC Rule 6.1.10.2; 4.4.11

Motion made by:	Judy Nieh	Vote:	Sharon Fernandez	Yes
Seconded by:	Sharon Fernandez		Sabrina Lee	Absent
			Judy Nieh	Yes

## INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

Ms. Nieh shared she cannot believe we are in the month of May. Ms. Nieh mentioned she is eager to have our meetings in person soon. Ms. Nieh mentioned she hopes everyone remains safe and she is hopeful of everything returning to normal soon.

Ms. Fernandez stated that while it was a busy year, she is happy to have made it through. Ms. Fernandez thanked the District for the Personnel Commission office updates. Ms. Fernandez shared she is hopeful there will be in person meetings soon at the District office. Ms. Fernandez stated she is looking forward to celebrating Classified Employees week and assisting the Personnel Commission staff with compiling goodie bags for the classified staff. Ms. Fernandez shared she has a special surprise to show her appreciation for the Personnel Commission staff for their hard work.

## ADJOURNMENT

To adjourn meeting at 4:50 p.m.

Motion made by:	Judy Nieh	Vote:	Sharon Fernandez	Yes
Seconded by:	Sharon Fernandez		Sabrina Lee	Absent
			Judy Nieh	Yes



Approved by: \_\_\_\_\_  
Sharon Fernandez  
Chair  
Personnel Commission

Submitted by: \_\_\_\_\_  
Joan Stiegelmar  
Personnel Director  
Personnel Commission

**THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED FOR TUESDAY, JUNE 1, 2021 AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM (OR POSSIBLY VIA ZOOM)**

*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 REGULAR MEETING OF JUNE 1, 2021  
MEETING HELD VIRTUALLY VIA ZOOM**

The meeting of the Personnel Commission of the Rowland Unified School District was called to order at 4:31 p.m., with the Pledge of Allegiance led by Ms. Sharon Fernandez, Chair.

Members Present: Sharon Fernandez, Chair  
Sabrina Lee, Vice Chair

Members Absent: Judy Nieh, Member

Staff Members Present: Joan Stiegelmar, Personnel Director  
Jessica Landin, Personnel Analyst  
Arlene Zamudio, Senior Personnel Technician

**APPROVAL OF THE AGENDA**

A. The Personnel Commission took action to approve the agenda as submitted for Tuesday, June 1, 2021.

Motion made by:	Sabrina Lee	Vote:	Sharon Fernandez	Yes
Seconded by:	Sharon Fernandez		Sabrina Lee	Yes
			Judy Nieh	Absent

**INTRODUCTION OF GUESTS**

- None

**COMMUNICATIONS**

- A. CSEA - None
- B. District Administration – None
- C. Audience Members – None

**REPORT FROM THE PERSONNEL DIRECTOR**

An update on Commission staff's activities since the last meeting was presented by Joan Stiegelmar.

Recruitments opened since the last Commission meeting include the following classifications:

Promotional Recruitments

- Senior Office Assistant Series

Open/Promotional Recruitments

- Instructional Assistant I Series
- Playground Supervision Aide
- Health Assistant Series
- Behavior Support Assistant Series

Since the last Commission meeting, examinations were conducted for the following classifications:

- Food Service Assistant III – Zoom Structured Interview / Technical Project
- Storekeeper - Zoom Structured Interview / Technical Project
- Community Liaison – Bilingual (Mandarin) – Zoom Structured Interview / Technical Project

- Behavior Support Assistant Series - Zoom Structured Interview
- Warehouse Supervisor - Zoom Structured Interview / Technical Project
- Senior Custodian - Zoom Structured Interview
- Office Assistant Series – Remote written test
- Custodian – Remote written test

Referral Lists were issued for the following classifications since the last Commission meeting:

- Campus Aides – Multiple Vacancies
- Health Assistant – Bilingual (SP)
- Food Service Assistant I – Multiple Vacancies
- Instructional Assistant I – Bilingual (SP)
- Storekeeper
- Warehouse Supervisor
- Food Service Assistant III
- Personal Care Assistant
- Senior Custodian
- Career Vocational Assistant

New employees were processed into the following classification since the last Commission meeting:

- 1 – Instructional Assistant I
- 1 – Maintenance Worker
- 1 – Personnel Technician

**Updates/Reminders/Remarks:**

- Ms. Stiegelmar mentioned the Personnel Commission was excited to celebrate Classified Employees’ week this year. Ms. Stiegelmar shared that she and the Personnel Commissioners were pleased to deliver the red heart stress balls and candy to all the sites and these packages were individually labeled for every classified employee. Ms. Stiegelmar stated that in addition to the red heart stress balls, PC staff hosted five Zoom parties on May 19. Ms. Stiegelmar mentioned a total of \$465 in gift cards were awarded during the zoom parties. Ms. Stiegelmar expressed her gratitude to the Personnel Commissioners and SchoolsFirst Federal Credit Union for sponsoring this event. Ms. Stiegelmar mentioned both Arlene Zamudio, Senior Personnel Technician, and Jessica Landin, Personnel Analyst, assisted during the Zoom parties to assist with the Kahoot it game and the chat room. Ms. Stiegelmar shared she received many positive e-mails from staff who attended the Zoom parties.

Ms. Fernandez inquired if a replacement had been found for the previous Director of Technology Services.

Ms. Stiegelmar shared that Mr. Kurt Schlatter was selected for the position.

**PERSONNEL COMMISSION**

A. Recommendation: Approve the minutes of the regular meeting of May 4, 2021 as submitted.

Ms. Lee mentioned she was not present during the May 4, 2021 meeting and cannot motion to approve.

Ms., Stiegelmar stated that the approval of the minutes will be tabled and will be presented next month when Ms. Nieh is present.

No motion or vote was made.

B. Recommendation: Approve the Personnel Commission’s meeting schedule for 2021 – 2022.

Motion made by: Sabrina Lee  
 Seconded by: Sharon Fernandez

Vote: Sharon Fernandez Yes  
 Sabrina Lee Yes  
 Judy Nieh Absent

## ITEMS FOR DISCUSSION AND/OR ACTION

### Advanced Salary Step Placement

- A. Recommendation: To consider approving the advanced salary step request from Christopher Ferraro, Director of Maintenance and Operations, to employ Applicant ID# 17766829 in the class of Maintenance Worker at Step E of Range 21 on the Classified Salary Schedule.

Motion made by:	Sabrina Lee	Vote:	Sharon Fernandez	Yes
Seconded by:	Sharon Fernandez		Sabrina Lee	Yes
			Judy Nieh	Absent

- B. Recommendation: To consider approving the advanced salary step request from Scott Cavanias, Principal, Alvarado Intermediate School, to employ Applicant ID# 37342564 in the class of Campus Aide at Step C of Range 12 on the Classified Salary Schedule.

Motion made by:	Sabrina Lee	Vote:	Sharon Fernandez	Yes
Seconded by:	Sharon Fernandez		Sabrina Lee	Yes
			Judy Nieh	Absent

- C. Recommendation: To consider approving advanced salary step request from Dennis Bixler, Assistant Superintendent – Human Resources, to employ Applicant ID# 9909276 in the class of Personnel Technician at Step B of Range 19 on the Classified Salary Schedule.

Ms. Lee inquired who this position is replacing.

Ms. Stiegelmar mentioned this Personnel Technician is assigned to the Human Resources department and is replacing an employee who recently promoted to another position in the District.

Motion made by:	Sabrina Lee	Vote:	Sharon Fernandez	Yes
Seconded by:	Sharon Fernandez		Sabrina Lee	Yes
			Judy Nieh	Absent

- D. Recommendation: To consider approving the advanced salary step request from Dr. John Staumont, Principal, Jellick Elementary, to employ Applicant ID# 43266027 in the class of Instructional Assistant I at Step B of Range 15 on the Classified Salary Schedule.

Motion made by:	Sabrina Lee	Vote:	Sharon Fernandez	Yes
Seconded by:	Sharon Fernandez		Sabrina Lee	Yes
			Judy Nieh	Absent

### Rules

- A. To consider approving the second reading and consider approving the proposed amendments to Chapter 9, Rule 9.2.2 – Change in Working Hours, to be in alignment with the CSEA Bargaining Agreement.

Ms. Fernandez shared the 10-day notice requirement also applies to non-bargaining members.

Ms. Stiegelmar shared she believes the Personnel Commission Rules should be aligned with the CSEA Bargaining agreement to remove any confusion of this notice requirement.

Motion made by:	Sabrina Lee	Vote:	Sharon Fernandez	Yes
Seconded by:	Sharon Fernandez		Sabrina Lee	Yes
			Judy Nieh	Absent

## EXAMINATIONS/ELIGIBILITY LISTS

A. The Personnel Commission received for information, a summary of the following examination and recruitment bulletins:

- a. Instructional Assistant I (D-20/21-60)
- b. Instructional Assistant I – Bilingual (Spanish) (D-20/21-61)
- c. Instructional Assistant I – Bilingual / Biliterate (Spanish) (D-20/21-62)
- d. Playground Supervision Aide (D-20/21-63)
- e. Senior Office Assistant (P-20/21-64)
- f. Senior Office Assistant – Bilingual (Spanish) (P-20/21-65)
- g. Senior Office Assistant – Bilingual / Biliterate (Spanish) (P-20/21-66)
- h. Health Assistant (D-20/21-67)
- i. Health Assistant – Bilingual (Spanish) (D-20/21-68)
- j. Behavior Support Assistant (D-20/21-69)
- k. Behavior Support Assistant – Bilingual (Spanish) (D-20/21-70)

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

C. Recommendation: To ratify the following eligibility lists:

- a. Behavior Support Assistant (D-20/21-47)
- b. Behavior Support Assistant – Bilingual (Spanish) (D-20/21-48)
- c. Campus Aide (D-20/21-45)
- d. Community Liaison – Bilingual (Mandarin) (D-20/21-42)
- e. Food Service Assistant I (D-20/21-49)
- f. Food Service Assistant III (D-20/21-39)
- g. Health Assistant (D-20/21-43)
- h. Health Assistant – Bilingual (Spanish) (D-20/21-44)
- i. Senior Custodian (D-20/21-51)
- j. Storekeeper (D-20/21-41)
- k. Warehouse Supervisor (D-20/21-50)

Motion made by:	Sabrina Lee	Vote:	Sharon Fernandez	Yes
Seconded by:	Sharon Fernandez		Sabrina Lee	Yes
			Judy Nieh	Absent

D. Removal of Names from the Eligibility Lists – Ratify the removal of names from the following eligibility lists:

- a. Playground Supervision Aide (D-20/21-46)
  - ID# 45971066 – PC Rule 6.1.10.4
- b. Instructional Assistant I; Instructional Assistant I – Bilingual (Spanish) (D-19/20-53 & D-19/20-54)
  - ID# 33759726 – PC Rule 6.1.10.3
- c. Office Assistant; Office Assistant – Bilingual (Spanish); and Office Assistant Bilingual / Biliterate (Spanish) (D-20/21-16 & D-20/21-17 & D-20/21-18)
  - ID# 42725224 – PC Rule 6.1.10.1
- d. School Bus Driver (D-20/21-01)
  - ID# 6053967 – PC Rule 6.1.10.6

Ms. Lee inquired if the applicant ID numbers were selected randomly or if they are assigned by Personnel Commission.

Ms. Stiegelmar confirmed that the applicant ID's are randomly generated when the applicant creates their online profile. Ms. Stiegelmar mentioned the ID associated with the applicant is used on GovernmentJobs.com every time the applicant completes an application with any organization.

Ms. Landin shared some applicants may have a shorter ID number if they created their online profile years ago. Ms. Landin stated using a candidate ID is beneficial since some candidates may have the same name.

Ms. Fernandez shared that the Personnel Commission utilizing ID numbers is a great way of protecting candidate's information.

Ms. Lee thanked everyone for clarifying the usage of ID numbers.

Motion made by:	Sabrina Lee	Vote:	Sharon Fernandez	Yes
Seconded by:	Sharon Fernandez		Sabrina Lee	Yes
			Judy Nieh	Absent

### **INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS**

Ms. Lee shared this past month was a busy one. Ms. Lee shared she attended one of the zoom parties held for the Classified Employees' celebration on May 19th. Ms. Lee expressed her gratitude to the Personnel Commission staff and Ms. Fernandez for ensuring the event was successful. Ms. Lee stated the event ran smoothly and the Kahoot games were fun. Ms. Lee shared on May 20<sup>th</sup> she attended the District's longevity awards via Zoom. Ms. Lee congratulated the employees who have worked within the District for many years. Ms. Lee mentioned she recently saw a special on the PBS network which highlighted some District employees and how they remained successful during the pandemic. Ms. Lee also congratulated the employees who were selected as an Employee of the Year. Ms. Lee stated she hopes everyone remains safe and enjoys their summer.

Ms. Fernandez expressed her gratitude to the Personnel Commission staff for their hard work during the past year. Ms. Fernandez stated she is looking forward to when the Personnel Commission meetings will be held in person again. Ms. Fernandez thanked the sponsors who donated gift cards and other items which were awarded during the Classified Employees' Zoom events. Ms. Fernandez congratulated the employees who were awarded Employee of the Year, and thanked them for their hard work throughout the years.

### **CLOSED SESSION**

Recess to closed session to discuss:

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

Time Recessed: 5:01 p.m.                      Time Reconvened to Open Session: 6:12 p.m.

Ms. Fernandez announced that no action was taken during closed session.

### **ADJOURNMENT**

To adjourn meeting at 6:13 p.m.

Motion made by:	Sabrina Lee	Vote:	Sharon Fernandez	Yes
Seconded by:	Sharon Fernandez		Sabrina Lee	Yes
			Judy Nieh	Absent

Approved by: \_\_\_\_\_  
**Sharon Fernandez**  
**Chair**  
**Personnel Commission**

Submitted by: \_\_\_\_\_  
**Joan Stiegelmar**  
**Personnel Director**  
**Personnel Commission**

### **THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED FOR TUESDAY, JULY 6, 2021 AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM (OR POSSIBLY VIA ZOOM)**

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

**PERSONNEL COMMISSION**  
**ADVANCED SALARY STEP PLACEMENT**  
**FOR**  
**CAMPUS AIDE**

The Commission is in receipt of a request from Scott Cavanias, Principal, Alvarado Intermediate, to employ Applicant ID #12512365 as Campus Aide at Step E of Range 12 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step E of Range 12 on the Classified Salary Schedule.

**PERSONNEL COMMISSION**  
**ADVANCED SALARY STEP PLACEMENT**  
**FOR**  
**OFFICE ASSISTANT**

The Commission is in receipt of a request from Rocky Bettar, Director, Rowland Adult and Community Education, to employ Applicant ID #35389400 as Office Assistant at Step D of Range 17 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

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



**PERSONNEL COMMISSION**  
**ADVANCED SALARY STEP PLACEMENT**  
**FOR**  
**GROUNDS MAINTENANCE WORKER**

The Commission is in receipt of a request from Chris Ferraro, Director, Maintenance and Operations, to employ Applicant ID #43648207 as Grounds Maintenance Worker at Step B of Range 19 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step B of Range 19 on the Classified Salary Schedule.

**PERSONNEL COMMISSION  
ROWLAND UNIFIED SCHOOL DISTRICT**

July 6, 2021

---

**ITEM 7.2     CONSIDER APPROVING THE REVISED CLASS DESCRIPTION AND SALARY STUDY RECOMMENDATION FOR THE CLASSIFICATION OF POOL MAINTENANCE WORKER**

---

Staff met with the Director of Maintenance and Operations, Chris Ferraro, and Mechanical Systems Supervisor, Luis Rivera, to discuss the Pool Maintenance Worker recruitment. Below is information regarding the recruitment progress to date:

**BACKGROUND INFORMATION**

- March 2020 – May 2020 - Recruitment was opened in March 2020 and extended until an adequate number of applicants were received. The recruitment was closed in May 2020 and structured interviews were conducted which resulted in zero passing candidates.
- June 2020 – Application filing period was opened for a second time.
- September 2020 – From June to September, three qualified applications were received. The candidates were invited to the structured interview. One candidate was successful and was referred to the hiring authority for a final interview on September 30, 2020.
- October 2020 – The candidate was interviewed and extended an offer of employment. The candidate declined the offer due to the salary and the cost of benefits at his current school district would be less than his current income.
- October 2020 – The recruitment has been open continuously and staff has been screening applications as they are submitted with very little interest in this position.

To understand why so few qualified candidates were applying for the Pool Maintenance Worker position, staff conducted a comparative analysis of the classifications within the job family at Rowland Unified School District and local agencies that had a similar position and reviewed the salary and knowledge, skills, and abilities (KSA's) required to perform the job.

The findings of the analysis resulted in recommended changes to the class description and an increase in salary. The recommended changes in the class description are presented in the customary strikeout and bold/underscore text format.

The recommended revisions to the Pool Maintenance Worker classification serve to better clarify the job duties, and minimum qualifications, as well as to update standard wording in all class descriptions.

**SALARY INCREASE FOR POOL MAINTENANCE WORKER**

The Districts that were surveyed have been established as benchmark districts that have comparable student enrollment and are in the surrounding areas of Rowland USD in Los Angeles County. Additionally, these districts were used in a Classification and Compensation study that was completed at Rowland USD in 2009. Both merit and non-merit districts were surveyed.

Listed below are similar classifications in other school districts in Los Angeles County:

Agency	Classification Title	Min Monthly Salary	Max Monthly Salary
Montebello USD	Pool Maintenance Worker	\$ 3,761	\$ 4,944
*Downey USD	Pool Maintenance Worker	\$ 3,978	\$ 4,840
**Hacienda La Puente USD	Pool Maintenance Worker	\$ 3,606	\$ 4,723
**West Covina USD	Aquatics Center and Athletics Maint. Worker	\$ 3,739	\$ 4,551
**Walnut Valley USD	Pool Maintenance Worker	\$ 3,382	\$ 4,375
**Covina-Valley USD	Pool Maintenance Worker	\$ 3,405	\$ 4,135
Rowland USD ( <i>Current</i> )	Pool Maintenance Worker	\$ 3,387	\$ 4,128
Paramount USD	No Pools		
Pomona USD	No Pools		
Arcadia USD	<b><i>District Uses an Outside Vendor</i></b>		
Pasadena USD	<b><i>District Uses an Outside Vendor</i></b>		
Bassett USD	<b><i>District Uses an Outside Vendor</i></b>		

*\*\*Districts that are geographically close to Rowland USD and comparable in enrollment.*

As indicated by the table above, the Rowland USD salary is the lowest in the area.

**ALIGNMENT WITHIN THE JOB FAMILY**

The Pool Maintenance Worker is the lowest classification within the Skilled Trades Job Family. When compared to other classifications within its job family, staff found that the Pool Maintenance Worker had knowledge, skills, and abilities (KSA) above those of the Maintenance Worker. The Pool Maintenance Worker position requires a high school diploma (or equivalent) and a special certification that is required to be maintained for the duration of employment. These KSA's are closer to those of the Irrigation System Repair Technician.

Listed below is a partial listing of the Rowland USD Skilled Trade job family which includes the following classifications:

Classification Title	Salary Range	Min Monthly Salary	Max Monthly Salary
Cabinetmaker/Carpenter	26.5	\$4,786	\$5,829
Electrician	26.5	\$4,786	\$5,829
Plumber	26.5	\$4,786	\$5,829
Locksmith	26	\$4,670	\$5,692
Painter	26	\$4,670	\$5,692
Irrigation System Technician	22.5	\$3,927	\$4,786
<b>Pool Maintenance Worker (<i>Recommended</i>)</b>	<b>22.5</b>	<b>\$3,927</b>	<b>\$4,786</b>
Maintenance Worker	21	\$3,651	\$4,444
Pool Maintenance Worker ( <i>Current</i> )*	19.5*	\$3,387	\$4,128

*\*Current title and Range*

Rowland USD has an interest in recruiting and retaining high quality staff. As evidenced from the salary survey provided, and to correct the internal alignment within the Skilled Trades job family, it is therefore recommended to place the salary at range 22.5 of the Classified Salary Schedule.

**RECOMMENDATION:**

The Personnel Commission is requested to approve the recommended revisions to the job description for the classification of Pool Maintenance Worker; and to approve the salary recommendation from Range 19.5 to Range 22.5 on the Classified Salary Schedule.



ROWLAND UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
MEMORANDUM

June 25, 2021

TO: Dennis Bixler, Assistant Superintendent – Human Resources

FROM: Joan Stiegelmar, Personnel Director

RE: **REVISED CLASS DESCRIPTION FOR POOL MAINTENANCE WORKER**

Attached for your review and comment is the proposed **REVISED** class description for Pool Maintenance Worker and a recommendation to increase the salary range from 19.5 to 22.5 on the Classified Salary Schedule.

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 regular meeting on Tuesday, July 6, 2021.

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

<input checked="" 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: <i>Dennis Bixler</i>	Date: June 25, 2021		

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

cc: Alex Flores, Assistant Superintendent – Administrative Services  
Chris Ferraro, Director of Maintenance and Operations

Attachments: Class Description

PC21-166



ROWLAND UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
MEMORANDUM

July 1, 2021

TO: Marco Maldonado, CSEA President

FROM: Joan Stiegelmar, Personnel Director

RE: **REVISED CLASS DESCRIPTION FOR POOL MAINTENANCE WORKER**

Attached for your review and comment is the proposed **REVISED** class description for Pool Maintenance Worker and a recommendation to increase the salary range from 19.5 to 22.5 on the Classified Salary Schedule.

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 regular meeting on Tuesday, July 6, 2021.

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

CSEA fully supports the recommendation of the PC to increase the salary range and	
placement in the job family. CSEA hope that this increase will lead to the successful	
recruitment of a permanent incumbent.	
<input checked="" 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: <b>7/2/2021</b>

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

PC21-267

## **POOL MAINTENANCE WORKER**

### **SUMMARY OF DUTIES**

Under the direction of the Structural Supervisor or Mechanical Systems Supervisor, maintains swimming pools including operating equipment, cleaning filters and testing and treating water; performs a variety of custodial duties such as hosing off decks and picking up trash; and makes minor repairs, such as replacing feeder lines changing pool lamps and treating pool cover racks for rust.

### **DISTINGUISHING CHARACTERISTICS**

The class of Pool Maintenance Worker is distinguished from the class of Maintenance Worker in that the latter performs a variety of semi-skilled maintenance and repair work and assists journey level trades personnel such as Air Conditioning and Heating Mechanics, Electricians, Locksmiths, Painters, Cabinetmaker/Carpenters, Electronic Repair Technicians and Plumbers and is not required to possess a special certification to maintain pool equipment and chemically treat water.

### **EXAMPLES OF DUTIES**

- Takes and reviews samples of pool water in order to test for water temperature and various chemicals and algae and records results; *E*
- Performs minor repairs such as replacing belts, hoses and lines; *E*
- Hoses off decks and cleans boiler room; *E*
- Sweeps and vacuums pool; cleans gutter and skimmer basket; cleans filters removing, soaking and reinstalling cartridges; backwashes filter system; *E*
- Adjusts controls on chemical feeder based on sample readings;
- Adds chemicals to pools based on test results and sample readings; maintains related records; *E*
- Contacts pool manufacturers, County Health Department, and others to discuss pool related problems and methods to resolve them; *E*
- Covers and removes pool thermo-blanket; *E*
- Adjusts pool filter stroke based on sample readings; *E*
- Inspects level of chemicals in feeder control system and replaces drums as needed; *E*
- Assists in performing general pool maintenance activities such as replastering; *E*
- Performs other related duties as required **assigned** .

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

#### **SKILL IN:**

- Using small hand **and power** tools;
- Operating pool equipment;
- Operating a motor vehicle.

#### **KNOWLEDGE OF:**

- Mechanical operation of pools;
- Pool maintenance procedures and methods of operation;
- Procedures, materials and chemicals used to test water and the meaning of such results;
- Materials, tools, equipment, and technology used in performing pool maintenance;
- Various algae and the methods to treat;
- Chemicals, their storage and use in the treatment of water;
- Safe working practices and procedures;
- General maintenance procedures of asphalt and pool filter rooms;
- General maintenance procedures and safety methods.

### **ABILITY TO:**

- Understand and follow oral and written instructions;
- Gather, analyze, and interpret data;
- Maintain records;
- Establish and maintain effective working relationships;
- Communicate effectively both orally and in writing;
- Exercise good judgment.

### **TRAITS**

- Works around obstacles and is self-starting;
- Is trustworthy and responsible for his/her actions;
- 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 approachable and receptive to the contributions of others;
- Puts safety first for self and others.

### **EMPLOYMENT STANDARDS**

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

**EXPERIENCE:** One year of experience ~~in the operation and maintenance of public or commercial pools and equipment.~~ **performing a full range of repairs and maintenance on public or commercial pools is required.**

**LICENSE/CERTIFICATE REQUIREMENTS:** A valid Class C, California Driver's License and a good driving record are required. A valid Pool Maintenance Technician certificate issued by the Los Angeles County Health Department is required, ~~and must be obtained during the initial probationary period.~~ **An Aquatic Facility Operator (AFO) license is recommended.**

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

**WORK ENVIRONMENT:** Employees in this classification work both inside and outside, in varying temperatures, poorly ventilated areas, poor or inadequate lighting, wet or damp areas, confined spaces, with electrical hazards and dangerous machinery with moving parts, fumes, with potential exposure to concentrations of chemicals, acids, odors, toxic materials, explosive substances, loud noises, vibrations, and in direct contact with students, District employees and the public.

**PHYSICAL REQUIREMENTS:** Employees in this classification stand for extended periods of time, walk, sit, stoop/bend, kneel, crawl in confined spaces, reach overhead, lift, carry, push and pull up to 50 lbs. without assistance, use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, speak clearly, hear normal conversation, have depth perception, and have color vision or the ability to distinguish shades.

**APPOINTMENT:** **In accordance with Education Code Section 45301, an ~~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.**



**Salary Range: ~~19½~~ 22.5**

Established 7/81, Revised 6/85, 6/95, 4/01, 8/01

Abolished 7/03

Re-established 4/12

**Revised: 07/21**

DRAFT

## **POOL MAINTENANCE WORKER**

### **SUMMARY OF DUTIES**

Under the direction of the Structural Supervisor or Mechanical Systems Supervisor, maintains swimming pools including operating equipment, cleaning filters and testing and treating water; performs a variety of custodial duties such as hosing off decks and picking up trash; and makes minor repairs, such as replacing feeder lines changing pool lamps and treating pool cover racks for rust.

### **DISTINGUISHING CHARACTERISTICS**

The class of Pool Maintenance Worker is distinguished from the class of Maintenance Worker in that the latter performs a variety of semi-skilled maintenance and repair work and assists journey level trades personnel such as Air Conditioning and Heating Mechanics, Electricians, Locksmiths, Painters, Cabinetmaker/Carpenters, Electronic Repair Technicians and Plumbers and is not required to possess a special certification to maintain pool equipment and chemically treat water.

### **EXAMPLES OF DUTIES**

- Takes and reviews samples of pool water in order to test for water temperature and various chemicals and algae and records results; *E*
- Performs minor repairs such as replacing belts, hoses and lines; *E*
- Hoses off decks and cleans boiler room; *E*
- Sweeps and vacuums pool; cleans gutter and skimmer basket; cleans filters removing, soaking and reinstalling cartridges; backwashes filter system; *E*
- Adjusts controls on chemical feeder based on sample readings;
- Adds chemicals to pools based on test results and sample readings; maintains related records; *E*
- Contacts pool manufacturers, County Health Department, and others to discuss pool related problems and methods to resolve them; *E*
- Covers and removes pool thermo-blanket; *E*
- Adjusts pool filter stroke based on sample readings; *E*
- Inspects level of chemicals in feeder control system and replaces drums as needed; *E*
- Assists in performing general pool maintenance activities such as replastering; *E*
- Performs other related duties as assigned.

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

#### **SKILL IN:**

- Using small hand and power tools;
- Operating pool equipment;
- Operating a motor vehicle.

#### **KNOWLEDGE OF:**

- Mechanical operation of pools;
- Pool maintenance procedures and methods of operation;
- Procedures, materials and chemicals used to test water and the meaning of such results;
- Materials, tools, equipment, and technology used in performing pool maintenance;
- Various algae and the methods to treat;
- Chemicals, their storage and use in the treatment of water;
- Safe working practices and procedures;
- General maintenance procedures of asphalt and pool filter rooms;
- General maintenance procedures and safety methods.

### **ABILITY TO:**

- Understand and follow oral and written instructions;
- Gather, analyze, and interpret data;
- Maintain records;
- Establish and maintain effective working relationships;
- Communicate effectively both orally and in writing;
- Exercise good judgment.

### **TRAITS**

- Works around obstacles and is self-starting;
- Is trustworthy and responsible for his/her actions;
- 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 approachable and receptive to the contributions of others;
- Puts safety first for self and others.

### **EMPLOYMENT STANDARDS**

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

**EXPERIENCE:** One year of experience performing a full range of repairs and maintenance on public or commercial pools is required.

**LICENSE/CERTIFICATE REQUIREMENTS:** A valid Class C, California Driver's License and a good driving record are required. A valid Pool Maintenance Technician certificate issued by the Los Angeles County Health Department is required. An Aquatic Facility Operator (AFO) license is recommended.

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

**WORK ENVIRONMENT:** Employees in this classification work both inside and outside, in varying temperatures, poorly ventilated areas, poor or inadequate lighting, wet or damp areas, confined spaces, with electrical hazards and dangerous machinery with moving parts, fumes, with potential exposure to concentrations of chemicals, acids, odors, toxic materials, explosive substances, loud noises, vibrations, and in direct contact with students, District employees and the public.

**PHYSICAL REQUIREMENTS:** Employees in this classification stand for extended periods of time, walk, sit, stoop/bend, kneel, crawl in confined spaces, reach overhead, lift, carry, push and pull up to 50 lbs. without assistance, use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, speak clearly, hear normal conversation, have depth perception, and have color vision or the ability to distinguish shades.

**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.

Classified Salary Range: 22.5

Established 7/81, Revised 6/85, 6/95, 4/01, 8/01

Abolished 7/03

Re-established 4/12

Revised: 07/21

PERSONNEL COMMISSION

ROWLAND UNIFIED SCHOOL DISTRICT

July 6, 2021

---

ITEM 8.1 EXAM REVIEW

---

The following recruitments were initiated during the month of June 2021:

<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>
Campus Aide	6 months	5	3.5 to 5.5/9.5	6/2013	<ul style="list-style-type: none"><li>• Zoom Structured Interview</li><li>• Technical Project</li></ul>
Instructional Assistant I – Bilingual (Mandarin)	6 months	1	3/9.5	11/2013	<ul style="list-style-type: none"><li>• Zoom Structured Interview</li><li>• Assessment Test</li><li>• Bilingual Exam</li></ul>
Office Assistant – Bilingual / Biliterate (Mandarin)	12 months	1	8/10	9/2011	<ul style="list-style-type: none"><li>• Remote Written Test</li><li>• Zoom Structured Interview</li><li>• Computer Tests</li><li>• Bilingual Exam</li></ul>
Stock Delivery Worker	6 months	1	8/12	3/2019	<ul style="list-style-type: none"><li>• Remote Written Test</li><li>• Zoom Structured Interview</li><li>• Performance Exam</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)

INVITES APPLICATIONS FOR THE POSITION OF:

### CAMPUS AIDE

#### SALARY

\$14.00 - \$16.42 – HOURLY  
*An Equal Opportunity Employer*

OPENING DATE: June 4, 2021

FINAL FILING EXTENDED: July 9, 2021

### POSITION

There are several vacancies available for the position of Campus Aide, ranging from 3.5 to 5.5 hours per day, five (5) days per week, and ten (10) months a year. Reporting hours will vary in these positions. An eligibility list will be established to hire substitutes and fill future vacancies. Tentative hours/locations for current vacancies (subject to change):

- ✓ 3.5 hours / 10 months – 2 vacancies at Nogales High School
- ✓ 5.0 hours / 10 months – 1 vacancy at Nogales High School
- ✓ 5.5 hours / 10 months – 1 vacancy at Rowland High School

### SUMMARY OF DUTIES

Under the direction of the Principal or designee, provides supervision of students in limited areas of school campus; directs students to get them to class on time; monitors restrooms for unauthorized activities; reports unusual activities or unauthorized persons on campus to appropriate personnel; maintains routine records; and performs other related duties as required.

### QUALIFICATIONS

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

**EXPERIENCE:** Six months of experience in supervising or working with students in an organized setting is required.

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

- **Copy of High School Diploma or equivalent or copy of official college transcripts on letterhead or copy of highest obtained degree AA/BA/MA.**

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.

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

### WORK ENVIRONMENT

Employees in this classification will work indoors and outdoors; in seasonal heat and cold or adverse weather conditions, in direct contact with the public, students, and District personnel, and in the absence of direct supervision.

### PHYSICAL REQUIREMENTS

Employees in this classification 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.

## **FILING PERIOD**

Applications for this position will be accepted online only, **Friday, June 4, 2021, to Friday, July 9, 2021 until 4:30 pm.**

Log on to [www.rowlandschools.org](http://www.rowlandschools.org): Our District>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**

- 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 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)

---

*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)

INVITES APPLICATIONS FOR THE POSITION OF:

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

**\$16.06 - \$19.54 Hourly Rate**

*An Equal Opportunity Employer*

OPENING DATE: June 25, 2021

FINAL FILING DATE: July 19, 2021

### **POSITION**

There is currently one (1) part-time Instructional Assistant I-Bilingual (Mandarin) position available at Shelyn Elementary. Typical hours for these positions are 3 hours per day, five (5) days per week and 9.5 months a year. An eligibility list is being established for the position of Instructional Assistant-Bilingual (Mandarin) to hire substitutes and to fill future vacancies.

**This position requires the ability to speak, read, and write in Mandarin.**

You will be tested for your ability to speak 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 a copy of the following documents at the time of application:**

- **High School Diploma or equivalent** or copy of highest completed degree (AA/BA/MA).  
Transcripts must be on letterhead or watermarked.

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 [cvahimarae@rowlandschools.org](mailto:cvahimarae@rowlandschools.org).***

## **FILING PERIOD**

Applications for this position will be accepted online only, from **Friday, June 25, 2021 to Monday, July 19, 2021 until 4:30 pm.**

*\*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
- Structured Interview Exam
- Bilingual (Mandarin) Assessment

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

## **PROOF OF EDUCATION:**

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

## **ADVANCED SALARY STEP PLACEMENT:**

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

## **APPOINTMENT:**

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

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

## **PROCESSING FEE:**

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

## **VETERANS CREDIT:**

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

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

INVITES APPLICATIONS FOR THE POSITION OF:

### **OFFICE ASSISTANT-BILINGUAL/BILITERATE (MANDARIN)**

**\$18.15 - \$22.12 HOURLY**  
**\$3,147 - \$3,835 MONTHLY**

*An Equal Opportunity Employer*

**OPENING DATE: June 18, 2021**

**FINAL FILING DATE: July 12, 2021**

### **POSITION**

There is currently one (1) immediate Office Assistant – Bilingual/Biliterate (Mandarin) position available at Alvarado Intermediate, eight (8) hours per day, five (5) days per week, ten (10) months a year. The tentative work hours are 7:30 AM to 4:00 P.M. An eligibility list is being established for the position of Office Assistant – Bilingual / Biliterate (Mandarin) and to hire substitutes and fill future vacancies.

**NOTE: This position requires the ability to speak, read, and write in Mandarin.**

### **SUMMARY OF DUTIES**

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

### **QUALIFICATIONS**

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

**EXPERIENCE:** Clerical experience is desirable.

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

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

You may upload your documents to your application, email them to Crystal Vahimarae at [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.

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

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

**PHYSICAL REQUIREMENTS:** Strength to perform average lifting up to fifteen (15) pounds; good speaking and hearing ability; manual dexterity to operate a computer keyboard; ability to bend, kneel, crouch and reach overhead, above the shoulders and horizontally.

Persons with limited lumbar movement, hearing impairment with correctable hearing aid, missing digits, may be capable of performing the duties of the class. Such determination must be made on an individual basis by the District's medical examiner taking into account the nature of the handicap, prosthetic aid and the duties of the position

## **FILING PERIOD**

Applications for these positions will be accepted on-line only, from **Friday, June 18, 2021 to Monday, July 12, 2021 until 4:30 p.m.**

Log on to [www.rowlandschools.org](http://www.rowlandschools.org), Departments → Personnel Commission → Classified Job Openings.

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

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

The examination may consist of the following:

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

**Salary Range: Off. Asst-Bil/Bil (Mandarin): 18**

### **PROOF OF EDUCATION:**

If you received your education outside of the United States, you must have your degree/transcripts evaluated by a transcript evaluation service that certifies that your degree meets the United States equivalent for it to be considered. For more information about organizations who offer this service, please access the following: <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 twelve (12) months.** All new employees are subject to passing a physical examination, tuberculosis test, background review and must provide satisfactory evidence of authorization to work in the United States. Employment start date is contingent upon fingerprinting and criminal background clearance.

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

### **PROCESSING FEE**

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

### **VETERANS CREDIT**

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

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



## 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:

### **STOCK DELIVERY WORKER:**

\$19.54 - \$23.81 HOURLY

\$3,387.00 - \$4,128.00 MONTHLY

An Equal Opportunity Employer

OPENING DATE: June 25, 2021

FINAL FILING DATE: July 19, 2021

### **POSITION**

There is currently one (1) position available. The position is eight (8) hours a day, five (5) days a week, twelve (12) months per year. The position hours are 7:30 a.m. - 4:00 p.m. Eligibility lists are established to fill current vacancies, hire substitutes and fill future vacancies for the next six (6) months.

### **SUMMARY OF DUTIES**

Under the direction of the assigned supervisor, receives, stores and distributes a variety of perishable and staple goods, equipment and supplies; drives a truck following designated routes; loads and unloads food carts; picks up and delivers mail, district property, and determines proper postage and meters mail.

### **QUALIFICATIONS**

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

**EXPERIENCE:** One (1) year of full time experience in receiving, storing, and/or issuing stock, including at least six (6) months of experience driving a box truck weighing at least 7 tons is required. Forklift operator certificate is desirable.

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

- **High School Diploma or equivalent**

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

### **LICENSE/LANGUAGE REQUIREMENT:**

- A valid, Class C, California Driver License and a good driving record is required and must be maintained during employment.
- Positions employed by the Nutrition Services Department ONLY - USDA Professional Standards: Maintain a minimum of 6 hours of annual continuing education/training in the areas of Child Nutrition Programs and food safety.

### **PHYSICAL REQUIREMENTS:**

Employees in this classification will require the strength

h to frequently lift and carry objects weighing up to 75 pounds, over 75 pounds with assistance, push/pull heavy objects, maintain balance stoop/bend, kneel, crouch, bend repeatedly, reach overhead, repetitively use fingers, repetitively use wrists or hand in a twisting motion or while applying pressure, use both hands/legs simultaneously, have rapid muscular coordination, stamina to stand and walk for long periods of time, speak clearly, hear normal voice conversation, have depth perception, color vision, see small details, see long distances, operate motorized equipment, drive a vehicle, drive a forklift, use a computer, and a telephone.

## **FILING PERIOD**

Applications for this position will be accepted on-line only, from **Friday, June 25, 2021 to Monday, July 19, 2021 until 4:30 p.m.**

Log on to [www.rowlandschools.org](http://www.rowlandschools.org), Departments → Personnel Commission → Classified Job Openings.

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

The examination may consist of the following:

- Job Related Written Examination
- Structured Interview / Performance Exercise

**Salary Range: 19 ½**

### **PROOF OF EDUCATION:**

If you received your education outside of the United States, you **MUST** have your degree/transcripts evaluated by a transcript evaluation service that certifies that your degree meets the United States equivalent for it to be considered. For more information about organizations who offer this service, please access the following: <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 log on to [www.rowlandschools.org](http://www.rowlandschools.org). → Departments → Personnel Commission → Classified Job Openings**

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

**PERSONNEL COMMISSION  
ROWLAND UNIFIED SCHOOL DISTRICT**

July 6, 2021

---

ITEM 8.4 DISQUALIFICATION OF ELIGIBLES AND REMOVAL OF NAMES FROM ELIGIBILITY LISTS

---

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

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

ELIGIBILITY LIST RECRUITMENT NUMBER	PERSON I.D. PERSONNEL COMMISSION RULE REFERENCE
Campus Aide  (D-20/21-45)	PC Rule 6.1.10.6 - Refusing an employment offer after certification as an eligible and available for appointment. <ul style="list-style-type: none"><li>• ID# 46582856</li><li>• ID# 35186632</li></ul>
Food Service Assistant  (D-20/21-49)	PC Rule 6.1.10.6 - Refusing an employment offer after certification as an eligible and available for appointment. <ul style="list-style-type: none"><li>• ID# 10275255</li></ul>

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.