

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

September 3, 2024
Meeting to start at 4:30 P.M.

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

View the meeting virtually via ZOOM

Virtual: https://rowlandschools-org.zoom.us/webinar/register/WN_Plb-mXnTSP-6yoaj_wZRSg

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: Joan Stiegelmar, 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.

September 3, 2024
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	_____	_____
Natalie Moreno, Member	_____	_____

Joan Stiegelmar, Personnel Director	_____	_____
Jessica Landin, Personnel Analyst	_____	_____
Arlene Zamudio, Senior Personnel Technician	_____	_____

3. **PRELIMINARY**

3.1 Pledge of Allegiance to the Flag

3.2 Consider adopting the Agenda as submitted for Tuesday, September 3, 2024, or adopting the Agenda with the following corrections/modifications for Tuesday, September 3, 2024.

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

4. REPORT FROM THE PERSONNEL DIRECTOR

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

5. PUBLIC COMMENTS

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

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

6. HEARINGS - None

7. PERSONNEL COMMISSION

7.1 Approve the minutes of the meeting of August 6, 2024. (Ref. 7.1)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

7.2 Receive the Personnel Commission's Annual Report for the 2023-2024 fiscal year to review for future distribution. (Ref. 7.2 Ltd. Dist.)

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Advanced Salary Step Placement

a. Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID #58530802 as Instructional Assistant II at Step C of Range 16 on the Classified Salary Schedule. (Ref. 8.1a) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

b. Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID #54357574 as Instructional Assistant II at Step E of Range 16 on the Classified Salary Schedule. (Ref. 8.1b) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

c. Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID #52936359 as Library Assistant at Step C of Range 17 on the Classified Salary Schedule. (Ref. 8.1c) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

- d. Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID #54756016 as Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule. (Ref. 8.1d) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

- e. Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID #58951205 as Instructional Assistant II at Step E of Range 16 on the Classified Salary Schedule. (Ref. 8.1e) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

- f. Consider approving the advanced salary step request from Amy Grigsby, Principal, Yorbita Elementary, to employ Applicant ID #35057766 as Library Assistant at Step B of Range 17 on the Classified Salary Schedule. (Ref. 8.1f) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

- g. Consider approving the advanced salary step request from Jason Garcia, Principal, Oswalt Academy, to employ Applicant ID #39854470 as Instructional Assistant I at Step B of Range 15 on the Classified Salary Schedule. (Ref. 8.1g) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

- h. Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID #54870571 as Instructional Assistant II at Step D of Range 16 on the Classified Salary Schedule. (Ref. 8.1h) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

8.2 New Class Description

- i. Consider approving the establishment of the new classification of Nutrition Specialist. (Ref. 8.2)
- ii. Consider placing the new classification Nutrition Specialist in the Nutrition Services Series job family.
- iii. Consider approving the salary recommendation for the classification of Nutrition Specialist at Range 28 on the Confidential/Supervisory Salary Schedule.

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

8.3 Reallocation

- a. Consider approving the recommended reallocation of a vacant Senior Office Assistant Bilingual / Biliterate position to a Senior Office Assistant - Bilingual (Spanish) position. (Ref 8.3)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

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) Office Assistant Bilingual / Biliterate (Mandarin) (D-24/25-18)
- b) Custodian (D-24-25-19)
- c) Food Service Assistant I (D-24/25-20)
- d) Instructional Assistant I (D-24/25-21)
- e) Instructional Assistant I – Bilingual (Spanish) (D-24/25-22)
- f) Instructional Assistant I – Bilingual / Biliterate (Spanish) (D-24/25-23)
- g) Instructional Assistant II – Bilingual (Mandarin) (D-24/25-24)
- h) Instructional Assistant II – Bilingual / Biliterate (Mandarin) (D-24/25-25)
- i) Grounds Construction Coordinator (D-24/25-26)

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

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

- a) Behavior Support Assistant (D-23/24-26)
- b) Behavior Support Assistant – Bilingual (Spanish) (D-23/24-27)
- c) Career Vocational Assistant (D-24/25-11)
- d) District Patrol (D-23/24-75)
- e) Guidance Technician II (D-23/24-74)
- f) Health Assistant (D-24/25-09)
- g) Health Assistant – Bilingual (Spanish) (D-24/25-09)
- h) Instructional Assistant II (D-23/24-02)
- i) Personal Care Assistant (D-23/24-06)
- j) Playground Supervision Aide (D-24/25-12)
- k) School Bus Driver (D-24/25-01)
- l) Senior Office Assistant (D-24/25-06)
- m) Senior Office Assistant – Bilingual (Spanish) (D-24/25-07)
- n) Speech Language Pathology Assistant (D-23/24-09)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

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

- Behavior Support Assistant (D-23/24-26)
 - ID# 22733050 PC Rule 6.1.10.4
 - ID# 46565018 PC Rule 6.1.10.4
- Personal Care Assistant (D-23/24-06)
 - ID# 56555870 PC Rule 6.1.10.1
 - ID# 40203857 PC Rule 6.1.10.1

- ID# 23118201 PC Rule 6.1.10.6
- ID# 55999756 PC Rule 6.1.10.8
- Office Assistant (D-23/24-40)
 - ID# 56334204 PC Rule 6.1.10.4
 - ID# 46423904 PC Rule 6.1.10.4
 - ID# 40433208 PC Rule 6.1.10.4
- Office Assistant (D-24/25-13)
 - ID# 47585657 PC Rule 6.1.10.4
- District Patrol (D-23/24-75)
 - ID# 21876635 PC Rule 6.1.10.4
- Health Assistant (D-23/24-59)
 - ID# 57462298 PC Rule 6.1.10.4
- Health Assistant (D-23/24-44)
 - ID# 47745943 PC Rule 6.1.10.4
- Plumber (D-23/24-61)
 - ID# 40610763 PC Rule 6.1.10.2 & 4.4.11
- Electronic Repair Technician (D-23/24-73)
 - ID# 33895650 PC Rule 6.1.10.2 & 4.4.11

Motion by: _____
 Second by: _____

Vote: Sharon Fernandez _____
 Sabrina Lee _____
 Natalie Moreno _____

10. INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED ON TUESDAY, OCTOBER 8, 2024, AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.

11. RECESS

Recess to set up for Joint Personnel Commissioner Appointee interviews.

Ms. Sabrina Lee, Joint Appointee, will be excused from the meeting as she will not be voting on the Joint Personnel Commissioner Appointee. Ms. Sharon Fernandez, CSEA Union Appointee and Ms. Natalie Moreno, Board Appointee, will interview the applicants in open session starting at 6:30 p.m.

Motion by: _____
 Second by: _____

Vote: Sharon Fernandez _____
 Sabrina Lee _____
 Natalie Moreno _____

Time Recessed: _____ Time Reconvened to Open Session: _____

12. ITEMS FOR DISCUSSION AND/OR ACTION

Personnel Commissioner interviews for Joint Appointee:

- a. Joint Appointee Personnel Commissioner Applicant Interviews
- b. Announcement of intended Joint Appointee to the Personnel Commission for a term from December 1, 2024 to November 30, 2027.
- c. Hearing will be held on Tuesday, October 8 at 4:30 p.m. at the Personnel Commission meeting.

Motion by: _____
 Second by: _____

Vote: Sharon Fernandez _____
 Natalie Moreno _____

13. ADJOURNMENT

Time _____

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Natalie Moreno _____

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 AUGUST 6, 2024
MEETING HELD IN-PERSON AND VIA ZOOM**

The meeting of the Personnel Commission of the Rowland Unified School District was called to order at 4:32 p.m., with the Pledge of Allegiance led by Ms. Sharon Fernandez, Personnel Commissioner.

Members Present: Sharon Fernandez, Chair
Sabrina Lee, Vice Chair
Natalie Moreno, 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 amended for Tuesday, August 6, 2024.

Motion made by:	Sabrina Lee	Vote:	Sharon Fernandez	Yes
Seconded by:	Natalie Moreno		Sabrina Lee	Yes
			Natalie Moreno	Yes

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:

- School Bus Driver (D-24/25-01)
- Instructional Assistant II (D-24/25-02)
- Instructional Assistant II – Bilingual (Spanish) (D-24/25-03)
- Instructional Assistant II – Bilingual / Biliterate (Spanish) (D-24/25-04)
- Campus Aide (D-24/25-05)
- Senior Office Assistant (D-24/25-06)
- Senior Office Assistant – Bilingual (Spanish) (D-24/25-07)
- Senior Office Assistant – Bilingual / Biliterate (Spanish) (D-24/25-08)
- Health Office Assistant (D-24/25-09)
- Health Office Assistant – Bilingual (Spanish) (D-24/25-10)
- Career Vocational Assistant (D-24/25-11)
- Playground Supervision Aide (D-24/25-12)
- Office Assistant (D-24/25-13)
- Office Assistant – Bilingual (Spanish) (D-24/25-14)
- Office Assistant – Bilingual / Biliterate (Spanish) (D-24/25-15)
- Nutrition Service Stock Delivery Worker (D-24/25-16)
- Personnel Director (D-24-25-17)

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

- Athletic Trainer – Structured Interview
- Cafeteria Lead Worker I - Structured Interview
- District Patrol – Structured Interview / Technical Project
- Electronic Repair Technician – Structured Interview
- Food Service Assistant I – Structured Interview

- Food Service Assistant III – Structured Interview / Technical Project
- Health Assistant series – Remote written test
- Senior Custodian – Structured Interview
- Senior Office Assistant series – Remote written test

Since the last Commission meeting, new employees were processed into the following classifications:

- 2 - Athletic Trainer
- 3 - Behavior Intervention Specialist
- 1 - Cafeteria Lead Worker I
- 1 - Campus Aide
- 2 – Custodian
- 1 - Food Service Assistant I Substitute
- 3 - Health Assistant Bilingual (Spanish)
- 1 - Instructional Assistant I (Mandarin)
- 3 - Instructional Assistant II
- 2 - Library Assistant
- 1 - Office Assistant Bilingual (Spanish)
- 1 - Personal Care Assistant
- 1 - School Bus Driver

Updates/Reminders/Remarks:

- Personnel Commission staff have been busy this summer hiring and onboarding 39 new employees to start working for the school year beginning on Monday, August 12.
- On Wednesday, August 7 the Personnel Commission will be conducting another Classroom Hiring Fair.
- The Personnel Commission is advertising the Joint Appointment for Personnel Commission vacancy, and the deadline is Friday, August 9. Applicants are emailing me their letter of interest and a resume is optional. The interview date will be determined by Ms. Fernandez and Ms. Moreno and will be announced within the next few weeks.
- The Personnel Director recruitment to replace my position opened on August 2 and will close on August 23.

COMMUNICATIONS

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

PERSONNEL COMMISSION

7.1 Recommendation: Approve the minutes of the meeting of July 2, 2024.

Motion made by:	Natalie Moreno	Vote:	Sharon Fernandez	Yes
Seconded by:	Sharon Fernandez		Sabrina Lee	Yes
			Natalie Moreno	Yes

ITEMS FOR DISCUSSION AND/OR ACTION

Advanced Salary Step Placement

8.1a Recommendation: To consider approving the advanced salary placement request from Heidi West, Principal, Rorimer Elementary, to employ Applicant ID #56543508 as Health Assistant – Bilingual (Spanish) at Step E of Range 17.5 on the Classified Salary Schedule.

Motion made by:	Sabrina Lee	Vote:	Sharon Fernandez	Yes
Seconded by:	Natalie Moreno		Sabrina Lee	Yes
			Natalie Moreno	Yes

- 8.1b Recommendation: To consider approving the advanced salary placement request from Ventura Carrera, Director, Transportation Services, to employ Applicant ID #31649369 as School Bus Driver at Step D of Range 19.5 on the Classified Salary Schedule.
- | | | | | |
|-----------------|----------------|-------|------------------|-----|
| Motion made by: | Sabrina Lee | Vote: | Sharon Fernandez | Yes |
| Seconded by: | Natalie Moreno | | Sabrina Lee | Yes |
| | | | Natalie Moreno | Yes |
- 8.1c Recommendation: To consider approving the advanced salary placement request from Jason Garcia, Principal, Oswalt Elementary, to employ Applicant ID #45679237 as Library Assistant at Step C of Range 17 on the Classified Salary Schedule.
- | | | | | |
|-----------------|----------------|-------|------------------|-----|
| Motion made by: | Sabrina Lee | Vote: | Sharon Fernandez | Yes |
| Seconded by: | Natalie Moreno | | Sabrina Lee | Yes |
| | | | Natalie Moreno | Yes |
- 8.1d Recommendation: To consider approving the advanced salary placement request from Ventura Carrera, Director, Transportation, to employ Applicant ID #42790960 as Office Assistant – Bilingual (Spanish) at Step E of Range 17.5 on the Classified Salary Schedule.
- | | | | | |
|-----------------|----------------|-------|------------------|-----|
| Motion made by: | Natalie Moreno | Vote: | Sharon Fernandez | Yes |
| Seconded by: | Sabrina Lee | | Sabrina Lee | Yes |
| | | | Natalie Moreno | Yes |
- 8.1e Recommendation: To consider approving the advanced salary placement request from Stacy Berrest, Director, Special Education, to employ Applicant ID #12885652 as Instructional Assistant II – Bilingual (Spanish) at Step C of Range 16.5 on the Classified Salary Schedule.
- | | | | | |
|-----------------|----------------|-------|------------------|-----|
| Motion made by: | Natalie Moreno | Vote: | Sharon Fernandez | Yes |
| Seconded by: | Sabrina Lee | | Sabrina Lee | Yes |
| | | | Natalie Moreno | Yes |
- 8.1f Recommendation: To consider approving the advanced salary placement request from Stacy Berrest, Director, Special Education, to employ Applicant ID #57119009 as Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule.
- | | | | | |
|-----------------|----------------|-------|------------------|-----|
| Motion made by: | Sabrina Lee | Vote: | Sharon Fernandez | Yes |
| Seconded by: | Natalie Moreno | | Sabrina Lee | Yes |
| | | | Natalie Moreno | Yes |
- 8.1g Recommendation: To consider approving the advanced salary placement request from Stacy Berrest, Director, Special Education, to employ Applicant ID #55204313 as Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule.
- | | | | | |
|-----------------|----------------|-------|------------------|-----|
| Motion made by: | Sabrina Lee | Vote: | Sharon Fernandez | Yes |
| Seconded by: | Natalie Moreno | | Sabrina Lee | Yes |
| | | | Natalie Moreno | Yes |
- 8.1h Recommendation: To consider approving the advanced salary placement request from Stacy Berrest, Director, Special Education, to employ Applicant ID #48873957 as Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule.
- | | | | | |
|-----------------|----------------|-------|------------------|-----|
| Motion made by: | Natalie Moreno | Vote: | Sharon Fernandez | Yes |
| Seconded by: | Sabrina Lee | | Sabrina Lee | Yes |
| | | | Natalie Moreno | Yes |

8.1i Recommendation: To consider approving the advanced salary placement request from Johan Schmitz, Principal, Jellick Elementary, to employ Applicant ID #38217406 as Health Assistant – Bilingual (Spanish) at Step D of Range 17.5 on the Classified Salary Schedule

Motion made by:	Sabrina Lee	Vote:	Sharon Fernandez	Yes
Seconded by:	Natalie Moreno		Sabrina Lee	Yes
			Natalie Moreno	Yes

8.1j Recommendation: To consider approving the advanced salary placement request from Stacy Berrest, Director, Special Education, to employ Applicant ID #51271307 as Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule.

Motion made by:	Natalie Moreno	Vote:	Sharon Fernandez	Yes
Seconded by:	Sabrina Lee		Sabrina Lee	Yes
			Natalie Moreno	Yes

8.1k Recommendation: To consider approving the advanced salary placement request from Gregory Perez, Principal, Rowland High School, to employ Applicant ID #53956791 as Athletic Trainer at Step E of Range 21.5 on the Classified Salary Schedule.

Motion made by:	Natalie Moreno	Vote:	Sharon Fernandez	Yes
Seconded by:	Sabrina Lee		Sabrina Lee	Yes
			Natalie Moreno	Yes

8.1l Recommendation: To consider approving the advanced salary placement request from Scott Cavanias, Principal, Nogales High School, to employ Applicant ID #51566987 as Athletic Trainer at Step E of Range 21.5 on the Classified Salary Schedule.

Motion made by:	Natalie Moreno	Vote:	Sharon Fernandez	Yes
Seconded by:	Sabrina Lee		Sabrina Lee	Yes
			Natalie Moreno	Yes

8.1m Recommendation: To consider approving the advanced salary placement request from Stacy Berrest, Director, Special Education, to employ Applicant ID #58177169 as Behavior Intervention Specialist at Step B of Range 21.5 on the Classified Salary Schedule.

Motion made by:	Sabrina Lee	Vote:	Sharon Fernandez	Yes
Seconded by:	Natalie Moreno		Sabrina Lee	Yes
			Natalie Moreno	Yes

8.1n Recommendation: To consider approving the advanced salary placement request from Silvia Rivas, Director, Special Projects, to employ Applicant ID #47585657 as Instructional Assistant I – Bilingual (Mandarin) at Step B of Range 15.5 on the Classified Salary Schedule.

Motion made by:	Natalie Moreno	Vote:	Sharon Fernandez	Yes
Seconded by:	Sabrina Lee		Sabrina Lee	Yes
			Natalie Moreno	Yes

8.1o Recommendation: To consider approving the advanced salary placement request from Carlos Ochoa, Principal, Giano Intermediate School, to employ Applicant ID #17353214 as Secretary Bilingual / Bilingual (Spanish) at Step E of Range 20.5 on the Classified Salary Schedule.

Motion made by:	Natalie Moreno	Vote:	Sharon Fernandez	Yes
Seconded by:	Sabrina Lee		Sabrina Lee	Yes
			Natalie Moreno	Yes

Reallocation

8.2a Recommendation: To consider approving the recommended reallocation of a vacant Senior Office Assistant position to a Senior Office Assistant - Bilingual / Biliterate (Spanish) position.

Motion made by:	Sabrina Lee	Vote:	Sharon Fernandez	Yes
Seconded by:	Natalie Moreno		Sabrina Lee	Yes
			Natalie Moreno	Yes

8.2b Recommendation: To consider approving the recommended reallocation of a vacant Health Assistant – Bilingual (Spanish) position to a Health Assistant position

Motion made by:	Natalie Moreno	Vote:	Sharon Fernandez	Yes
Seconded by:	Sabrina Lee		Sabrina Lee	Yes
			Natalie Moreno	Yes

Extension of Eligibility Lists

8.3a Recommendation: To consider approving the extension of the following eligibility list for another six months per PC Rule 6.1.5.

Ms. Moreno asked if extending this eligibility list will halt opening another recruitment to accept new applicants.

Ms. Stiegelmar confirmed extending this eligibility list will keep us from opening a new recruitment as the current eligibles all confirmed they are still ready and willing to work. Ms. Stiegelmar also mentioned the recruitment was originally opened due to a vacancy, in which the hiring site decided not to move forward with filling the position. Ms. Stiegelmar also shared there may be an upcoming vacancy in which this eligibility list can be used for. Ms. Stiegelmar mentioned since this position is an entry level position to this job series, it is probably not going to be disadvantageous to a current employee.

- o School Based Technology Assistant (D-23/24-38)
 - Previous expiration date: 8/16/24
 - New expiration date: 2/16/25

Motion made by:	Sabrina Lee	Vote:	Sharon Fernandez	Yes
Seconded by:	Natalie Moreno		Sabrina Lee	Yes
			Natalie Moreno	Yes

8.3b Recommendation: To consider approving the extension of the following eligibility list for another six months per PC Rule 6.1.5.

- o School Based Technology Assistant – Bilingual (Spanish) (D-23/24-47)
 - Previous expiration date: 8/16/24
 - New expiration date: 2/16/25

Motion made by:	Sabrina Lee	Vote:	Sharon Fernandez	Yes
Seconded by:	Natalie Moreno		Sabrina Lee	Yes
			Natalie Moreno	Yes

EXAMINATIONS/ELIGIBILITY LISTS

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

- a) School Bus Driver (D-24/25-01)
- b) Instructional Assistant II (D-24/25-02)
- c) Instructional Assistant II – Bilingual (Spanish) (D-24/25-03)
- d) Instructional Assistant II – Bilingual / Biliterate (Spanish) (D-24/25-04)

- e) Campus Aide (D-24/25-05)
- f) Senior Office Assistant (D-24/25-06)
- g) Senior Office Assistant – Bilingual (Spanish) (D-24/25-07)
- h) Senior Office Assistant – Bilingual / Biliterate (Spanish) (D-24/25-08)
- i) Health Office Assistant (D-24/25-09)
- j) Health Office Assistant – Bilingual (Spanish) (D-24/25-10)
- k) Career Vocational Assistant (D-24/25-11)
- l) Playground Supervision Aide (D-24/25/12)
- m) Office Assistant (D-24/25-13)
- n) Office Assistant – Bilingual (Spanish) (D-24/25-14)
- o) Office Assistant – Bilingual / Biliterate (Spanish) (D-24/25-15)
- p) Nutrition Service Stock Delivery Worker (D-24/25-16)
- q) Personnel Director (D-24/25-17)

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

9.3 Recommendation: To ratify the following eligibility lists:

- a) Athletic Trainer (D-23/24-31)
- b) District Patrol (D-23/24-75)
- c) District Safety (D-23/24-69)
- d) Electronic Repair Technician (D-23/24-73)
- e) Food Service Assistant I (D-23/24-07)
- f) Food Service Assistant III (D-23/24-70)
- g) Senior Custodian (P-23/24-72)

Motion made by:	Natalie Moreno	Vote:	Sharon Fernandez	Yes
Seconded by:	Sharon Fernandez		Sabrina Lee	Yes
			Natalie Moreno	Yes

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

- Instructional Assistant II (D-23/24-02)
 - ID# 58402335 – PC Rule 6.1.10.6
 - ID# 48454586 – PC Rule 6.1.10.6
 - ID# 49179124 – PC Rule 6.1.10.6
 - ID# 52418853 – PC Rule 6.1.10.8
- Health Assistant – Bilingual (Spanish) (D-23/24-45)
 - ID# 47745943 – PC Rule 6.1.10.1
 - ID# 35576537 – PC Rule 6.1.10.1
- Campus Aide (D-23/24-05)
 - ID# 46024289– PC Rule 6.1.10.1
 - ID# 55926338– PC Rule 6.1.10.1
- Plumber (D-23/24-61)
 - ID# 7958684 PC Rule 6.1.10.2 & 4.4.11
- Health Assistant (D-23/24-59) & Health Assistant – Bilingual (Spanish) (D-23/24-60)
 - ID# 57852845– PC Rule 6.1.10.6
- Personal Care Assistant (D-23/24-06)
 - ID# 56221640– PC Rule 6.1.10.6
- Behavior Support Assistant (D-23/24-26)
 - ID# 57955713– PC Rule 6.1.10.6

Motion made by:	Sabrina Lee	Vote:	Sharon Fernandez	Yes
Seconded by:	Natalie Moreno		Sabrina Lee	Yes
			Natalie Moreno	Yes

INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

Ms. Moreno shared that she attended the district's welcome back event. Ms. Moreno mentioned she enjoyed seeing many employees in attendance and stated it was a great event. Ms. Moreno also asked if the Personnel Commission can review current job descriptions that show a CDL is required, where driving is not an essential part of the job duties.

Ms. Lee shared that she did spread the word about the Personnel Commissioner vacancy. Ms. Lee mentioned she is hopeful of finding a great candidate.

CLOSED SESSION

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

Time Recessed: 5:00 p.m.

Time Reconvened to Open Session: 5:46 p.m.

Motion made by: Natalie Moreno
Seconded by: Sabrina Lee

Vote: Sharon Fernandez Yes
Sabrina Lee Yes
Natalie Moreno Yes

ADJOURNMENT

To adjourn the meeting at 5:47 P.M.

Motion made by: Natalie Moreno
Seconded by: Sabrina Lee

Vote: Sharon Fernandez Yes
Sabrina Lee Yes
Natalie Moreno 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, AUGUST 6, 2024, AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
INSTRUCTIONAL ASSISTANT II

The Commission is in receipt of a request from Stacy Berrest, Director, Special Education, to employ Applicant ID 58530802 as Instructional Assistant II at Step C of Range 16 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant an Associate's degree and has over 3 years of experience. The number of years of education and related work experience does qualify this applicant for step placement at Step C 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 C of Range 16 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
INSTRUCTIONAL ASSISTANT II

The Commission is in receipt of a request from Stacy Berrest, Director, Special Education, to employ Applicant ID 54357574 as Instructional Assistant II at Step E of Range 16 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant a Bachelor's degree and has over 7 years of experience. The number of years of education and related work experience does qualify this applicant for step placement at Step E based on the formula of one step will be given for two years of additional education beyond the employment standards for the classification and one step will be given for two years of additional related experience beyond the employment standards for the classification.

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step E of Range 16 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
INSTRUCTIONAL ASSISTANT II

The Commission is in receipt of a request from Stacy Berrest, Director, Special Education, to employ Applicant ID 52936359 as Instructional Assistant II at Step C of Range 16 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant a Bachelor's degree and has over 2 years of experience. The number of years of education and related work experience does qualify this applicant for step placement at Step C 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 C of Range 16 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
INSTRUCTIONAL ASSISTANT II

The Commission is in receipt of a request from Stacy Berrest, Director, Special Education, to employ Applicant ID 54756016 as Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step B of Range 16 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
INSTRUCTIONAL ASSISTANT II

The Commission is in receipt of a request from Stacy Berrest, Director, Special Education, to employ Applicant ID 58951205 as Instructional Assistant II at Step E of Range 16 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant a Bachelor's degree and has over 20 years of experience. The number of years of education and related work experience does qualify this applicant for step placement at Step E based on the formula of one step will be given for two years of additional education beyond the employment standards for the classification and one step will be given for two years of additional related experience beyond the employment standards for the classification.

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step E of Range 16 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
LIBRARY ASSISTANT

The Commission is in receipt of a request from Amy Grigsby, Principal, Yorbita Elementary, to employ Applicant ID 35057766 as Library Assistant at Step B of Range 17 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
INSTRUCTIONAL ASSISTANT I

The Commission is in receipt of a request from Jason Garcia, Principal, Oswalt Academy, to employ Applicant ID 39854470 as Instructional Assistant I at Step B of Range 15 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has over 3 years of work-related experience. The number of years of related work experience does qualify this applicant for step placement at Step B based on the formula of one step will be given for two years of additional related experience 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 15 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
INSTRUCTIONAL ASSISTANT II

The Commission is in receipt of a request from Stacy Berrest, Director, Special Education, to employ Applicant ID 54870571 as Instructional Assistant II at Step D of Range 16 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has voluntarily presented evidence that the salary received by the most recent employer is greater than the first step of the salary for the position offered. This evidence of salary from the most recent employer does qualify this applicant for step placement at Step D.

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step D of Range 16 on the Classified Salary Schedule.

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

September 3, 2024

Item 8.2 CONSIDER APPROVING THE ESTABLISHMENT OF THE NEW CLASSIFICATION OF NUTRITION SPECIALIST; PLACING THE NEW CLASSIFICATION OF NUTRITION SPECIALIST IN THE NUTRITION SERVICES SERIES JOB FAMILY; AND APPROVING THE SALARY RECOMMENDATION AT RANGE 28 ON THE CONFIDENTIAL / SUPERVISORY 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 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 NUTRITION SPECIALIST

Personnel Commission staff developed the new class description with input from Maria Davila, Director of Nutrition Services.

The Nutrition Services department requested the creation of this supervisory classification, titled Nutrition Specialist, to address evolving regulations, expanded meal programs, and increased demands for special meal accommodations.

The Nutrition Specialist would be responsible for writing menus for various school programs, including Pre-K REACH, TK-8, Intermediate, and High School, while also conducting nutrition analysis on all menus.

Additionally, the position would involve overseeing dietetic and university interns, testing and developing new food items and recipes in collaboration with the Head Cook, and managing and training staff on special diets. The role would also include initiating nutrition education for students, staff, and parents, an area currently lacking in the district, by establishing a Nutrition Advisory Council.

The creation of this position would allow for regular menu planning meetings with Nutrition Services staff, while also monitoring Smart Snacks compliance and providing support to schools in this area. The Specialist would engage with parents about school meals and wellness, serve on the Wellness Committee to ensure district wellness standards are met, and assist with the development and presentation of professional development programs for staff. This role is essential for keeping up with increasing complexities in school nutrition services while promoting wellness and education across the district.

SALARY RECOMMENDATION FOR NUTRITION SPECIALIST

Allocation of the new classification of Nutrition Specialist is recommended to the Confidential / Supervisory Salary Schedule at Range 28. This classification is designated as Supervisory.

According to Personnel Commission Rule 17.1.4:

<p><u>17.1.4 COMMISSION SHALL RECOMMEND SALARY SCHEDULES TO BOARD</u></p> <p>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:</p> <p>17.1.4.1 The wages and salaries paid by other governmental agencies in the recruitment area.</p> <p>17.1.4.2 The principle of like pay for like work within the classified services.</p> <p>17.1.4.3 Appropriate differentials between related classes to reflect differences in duties and responsibilities as established in the classification plan.</p> <p>17.1.4.4 Such other information as the Commission may require.</p> <p>REFERENCE: Education Code Sections 45256, 45260, 45261 and 45268</p>
--

A comparative analysis was conducted for the internal alignment with the other classification series within the district, as well as the required knowledge, skills, and abilities required to perform the job.

Listed below is the Nutrition Services Series job family, and the proposed salary recommendations for the new classification:

Nutrition Services Series Job Family

Classification Title	Unit	Range	Salary Low	Salary High
Director of Nutrition Services	Mgmt	99	\$12,473.25	\$14,109.03
Assistant Director of Nutrition Services	Mgmt	74	\$9,339.84	\$10,563.48
Nutrition Services Operations Manager	Mgmt	60	\$7,585.65	\$8,575.94
<i>Nutrition Specialist (Proposed)*</i>	<i>Supervisory</i>	<i>28</i>	<i>\$6,396.00</i>	<i>\$7,777.00</i>
Central Kitchen Supervisor	Supervisory	26	\$5,797.00	\$7,050.00

*Proposed title and Salary Range

Based upon the internal alignment within the classification series, the Personnel Commission staff recommends allocating the salary to the Confidential/Supervisory Salary Schedule at Range 28 (Max salary of \$7,777 monthly).

RECOMMENDATION:

The Personnel Commission is requested to approve the establishment of the new classification of Nutrition Specialist; place the new classification in the Nutrition Services Series job family and approve the salary recommendation at Range 28 on the Confidential/Supervisory Salary Schedule.



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

August 27, 2024

TO: Dennis Bixler, Assistant Superintendent – Human Resources


FROM: Joan Stiegelmar, Personnel Director

RE: **NEW CLASS DESCRIPTION FOR NUTRITION SPECIALIST**

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

Your input concerning the proposed class description is important. Please provide your concerns or comments, if any, regarding changes for the class description. Changes can be recommended at the Personnel Commission meeting. To proceed timely with recruitment, the Personnel Commission will consider approving this new classification at the regular meeting on Tuesday, September 3, 2024.

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: 	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



UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

MEMORANDUM

August 27, 2024

TO: Lita Gallo, CSEA President

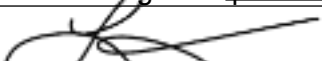
FROM: Joan Stiegelmar, Personnel Director

RE: **NEW CLASS DESCRIPTION FOR NUTRITION SPECIALIST**

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

Your input concerning the proposed class description is important. Please provide your concerns or comments, if any, regarding changes for the class description. Changes can be recommended at the Personnel Commission meeting. To proceed timely with recruitment, the Personnel Commission will consider approving this new classification at the regular meeting on Tuesday, September 3, 2024.

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: 		Date: 8/29/24	

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

NUTRITION SPECIALIST

SUMMARY OF DUTIES

Under the general direction of the Director of Nutrition Services, performs nutrition analysis and cost studies of proposed menu offerings; standardizes recipes and establishes quality control procedures to ensure safe and sanitary food preparation and adherence to USDA and state nutrition standards; provides food preparation and nutrition guidance for students, parents, and Nutrition Services staff; plans menus for students with special dietary needs and trains and supervises staff on appropriate service; evaluates food and recipes for use in District meal programs; conducts nutrition education for various grade levels.

DISTINGUISHING CHARACTERISTICS

The Nutrition Specialist evaluates the nutritional content and cost of recipe items and menus, develops menus that meet established criteria for participation in specially funded programs, presents nutritional information and guidance to students, parents, and staff, and provides nutrition education to all grade levels. The incumbent is responsible for maintaining nutrition analysis software and regular evaluation of recipes and products for both regular and special diet menus. Oversees special diets program including procurement of appropriate food items and preparation and service of meals. Supervises the operations of food production and food serving facilities.

EXAMPLES OF DUTIES

- Plans and prepares menus for all grade levels, and completes nutrition analyses to provide quality, nutritionally balanced meals according to USDA and State meal program regulations; *E*
- Works with the Central Kitchen Supervisor, Head Cook, and department management to evaluate existing recipes and standardize new recipes and menu items; *E*
- Creates monthly production worksheets and reviews items for accuracy; *E*
- Assists in the oversight and utilization of commodity foods; forecasts needed products and tracks usage data; *E*
- Works with kitchen staff and management to ensure menu requirements are met and issues are resolved in a timely manner; *E*
- Plans and conducts vendor meetings to review new menu items and ingredients; *E*
- Conducts taste tests; *E*
- Reviews product specifications and labels for accuracy and acceptance for food programs; *E*
- Plans menus for students with special dietary needs, including food allergies and various medical conditions, and meets and coordinates with district Registered Nurses to clarify medical status and menu prescriptions; *E*
- Develops and implements special diet procedures and oversees site staff on training and compliance with procedures; *E*
- Develops, implements, administers, and evaluates District-wide nutrition education programs for students, Nutrition Services staff, district staff and parents; *E*
- Supports the District's Student Wellness Committee and provides feedback and resources for student wellness promotion; *E*
- Serves as a representative of the Nutrition Services department at meetings, as required, and may serve as a liaison to other departments; *E*
- Oversees the District's Smart Snacks Compliance and provides support to schools for food item compliance; *E*
- Oversees college student and intern programs; *E*
- Compiles grant application packets used to apply for State, Federal, and related nutrition program funding; *E*

- Provides support with the Nutrition Services Hazard Analysis Critical Control Point (HACCP) Programs, including updating HACCP manuals, maintaining staff food safety management certification, and maintaining food safety inspection records; *E*
- Conducts quarterly monitoring of training hours compliance, and develops training presentations on various topics including food safety, farm to school and nutrition and assigns monthly staff trainings; *E*
- Supervises food service programs, schedules work, evaluates staff performance, and provides ongoing direction to the program; *E*
- Contributes to the development of the monthly newsletter and assists with coordinating team building and staff wellness events. *E*
- Performs other related duties as assigned.

SKATS (Skills, Knowledge, Abilities, and Trait)

SKILL IN:

- Safely operating a motor vehicle;
- Operating a variety of office equipment such as computers and applicable hardware and software, calculators, copiers, printers, telephones, fax machines, and a variety of food service equipment, tools, and utensils.

KNOWLEDGE OF:

- Current federal and state laws, codes, regulations, and rules related to school district food service operations;
- Advanced principle of nutrition analysis and related dietary guidelines;
- Variety of District rules, policies, and procedures applicable to the food service program;
- USDA and state menu requirements and nutritional values;
- HACCP (Hazard Analysis & Critical Control Points) processes and procedures;
- Methods, principles, and procedures used to prepare, cook, deliver, store, inventory, and serve large quantities of food;
- Dietary planning for people with specialized needs (i.e. food allergies, texture modification);
- Menu planning, including nutrition, cost, and aesthetics with a focus on addressing the needs of a variety of students from a variety of social/cultural backgrounds, as well as those with special needs;
- Recipe development and standardization;
- Effective training methods and motivation;
- Health and safety rules and regulations pertaining to food establishments, including safe working practices, sanitation, and maintenance regulations;
- Techniques of record-keeping and cost accounting;
- Research techniques, methods, and procedures;
- Principles of good public relations;
- Correct English usage, including spelling, grammar, and punctuation;
- Basic math, including calculations involving fractions, percentages, and ratios.

ABILITY TO:

- Analyze the nutritional content and cost of recipes and menus;
- Develop recipes and menus that meet USDA, State, and/or special program standards and requirements, as well as the special needs of identified students;
- Communicate clearly and effectively orally and in writing;
- Speak in front of small to large groups in formal and informal settings;
- Plan, coordinate, and implement a comprehensive training program;
- Motivate students to adhere to proper nutrition standards and develop parental support;
- Prepare basic reports and summaries;
- Plan, organize, and direct the work of others;

- Develop effective working relationships with staff members, students, and the public;
- Use tact, discretion, and courtesy in dealing with sensitive situations.

TRAITS:

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

EMPLOYMENT STANDARDS

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

EXPERIENCE: One year of experience in institutional food service production involving menu planning and nutritional analysis. Experience in a school district is preferred.

LICENSE/LANGUAGE REQUIREMENTS:

- Valid and current registration as a Registered Dietitian Nutritionist (RDN) with the Academy of Nutrition and Dietetics is required and must be obtained by the completion of the initial probationary period and must be maintained during employment. At minimum, candidates must be RDN eligible to meet this requirement.
- A valid Food Protection Manager certificate approved by the State of California and must be maintained during employment.
- A valid California Class C Driver License, a good driving record, and the ability to maintain insurability under the district’s vehicle insurance policy. Use of a private automobile is required and must be maintained during employment.
- USDA Professional Standards: Maintain a minimum of 10 hours of annual continuing education/training in the areas within the scope of work.

WORK ENVIRONMENT: Employees in this classification work both inside and outside, primarily inside an office environment, with frequent interruptions, changing priorities, and short deadlines, with high volumes of work; may be exposed to air and blood-borne pathogens and germs, bodily fluids, and communicable diseases, will be required to drive an automobile to conduct work, and have direct contact with the public and other District staff, students, and parent. Variable work hours that may include evenings and weekends.

HAZARDS: Exposure to hot foods, equipment, metal objects, sharp knives, slicers, and cleaning agents.

PHYSICAL REQUIREMENTS: Employees in this classification stand, walk, sit, lift, and carry objects up to 25 pounds, maintain balance, carry, push, pull, stoop, bend, kneel, reach overhead, use fingers repetitively, twist and apply pressure with wrists or hands, simultaneously use both hands or both legs, speak clearly, hear normal voice conversation, have depth perception, color vision, see small details, drive a vehicle, use a computer and telephone.

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

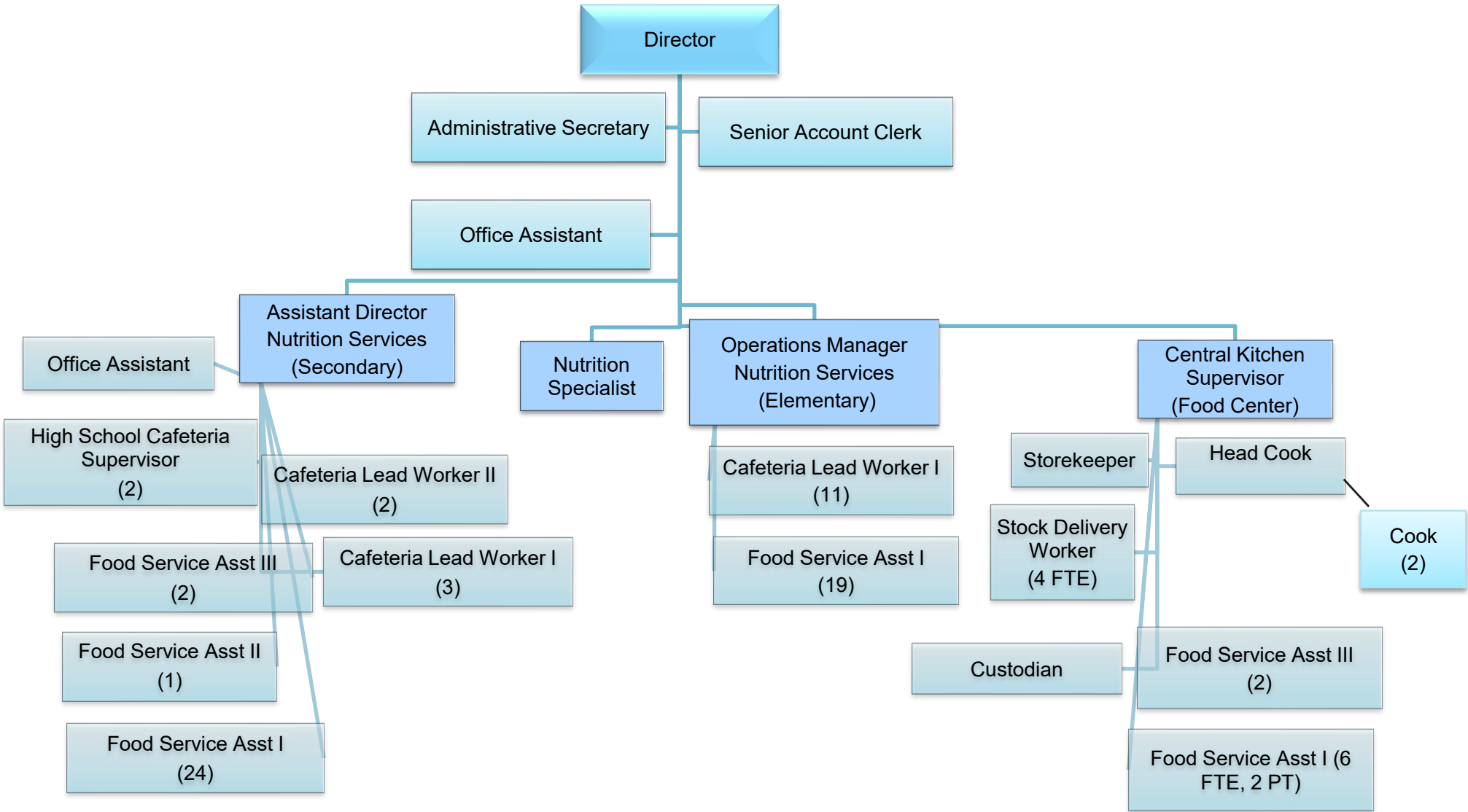
DRAFT

Confidential/Supervisory Salary Schedule
Salary Range: 28

Approved by Personnel Commission: 09/24

ROWLAND UNIFIED SCHOOL DISTRICT NUTRITION SERVICES ORGANIZATIONAL CHART

7-11-24.mcd





**ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM**

August 28, 2024

TO: Dennis Bixler, Assistant Superintendent – Human Resources


FROM: Joan Stiegelmar, Personnel Director

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

Annette Ramirez, Director of Student Services, has requested that we reallocate a vacant Senior Office Assistant – Bilingual / Biliterate (Spanish) position to a Senior Office Assistant – Bilingual (Spanish) position. The department's need for written translation has decreased. Bilingual translation can now be handled by the district translators in Special Projects.

Your input concerning the recommended reallocation is important. The Personnel Commission will consider approving this at the regular meeting on Tuesday, September 3, 2024.

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

<input checked="" type="checkbox"/> I agree with the recommended reallocation.	<input type="checkbox"/> I disagree with the reallocation, and recommend the adjustments noted above.
Signature: 	Date: <u>8-28-24</u>

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

PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT

September 3, 2024

ITEM 9.1 EXAM REVIEW

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

Classification	Length of Eligibility List	Number of Positions	Hours / Months	Last Class Description Revision	Tentative Exam Plan
Office Assistant Bilingual / Biliterate (Mandarin)	6 months	1	5.0/10	9/2011	<ul style="list-style-type: none"> • Remote Written Exam • Structured Interview • Computer Testing
Custodian	6 months	2	8.0/12	2/2015	<ul style="list-style-type: none"> • Remote Written Assessment • Structured Interview
Food Service Assistant I	6 months	7	2.0/9.5, 3.0/9.5, 4.0/9.5	2/2011	<ul style="list-style-type: none"> • Remote Written Assessment • Structured Interview
Instructional Assistant I / Instructional Assistant I – Bilingual (Spanish) / Instructional Assistant I – Bilingual / Biliterate (Spanish)	6 months	7	3.75/9.5, 5.5/9.5	11/2013	<ul style="list-style-type: none"> • Remote Written Assessment • Structured Interview
Instructional Assistant II – Bilingual (Mandarin) & Instructional Assistant II – Bilingual / Biliterate (Mandarin)	6 months	2	5.5/9.5 7.0/9.5	4/2012	<ul style="list-style-type: none"> • Remote Written Assessment • Structured Interview
Grounds/Custodial Coordinator	6 months	1	8.0/12	4/2023	<ul style="list-style-type: none"> • Technical Project • Structured Interview

Recommendation

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



ROWLAND UNIFIED SCHOOL DISTRICT

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

www.rowlandschools.org

INVITES APPLICATIONS FOR THE POSITION OF:

OFFICE ASSISTANT-BILINGUAL / BILITERATE (MANDARIN)

\$22.34 – \$27.22 Hourly

An Equal Opportunity Employer

OPENING DATE: August 9, 2024

FINAL FILING DATE: August 29, 2024

POSITION

There is currently one (1) immediate Part-Time Office Assistant-Bilingual/Biliterate (Mandarin) position available:

School Site	Hours/Months	Report Time	Bilingual/Biliterate
Rowland Elementary	5 hrs/day, 5 days/wk 10 months/yr	7:45 AM to 12:45 PM	MANDARIN

An eligibility list is being established for Office Assistant - Bilingual/Biliterate (Mandarin) to hire substitutes and to fill future vacancies.

NOTE: This position REQUIRES the ability to speak, read, and write English in the Mandarin language.

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

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is required.

EXPERIENCE: Clerical experience is desirable.

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

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

You may upload your documents to your application, email them to Crystal Vahimarae at 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 this position will be accepted on-line only starting **Friday, August 9, 2024, to Thursday, August 29, 2024, until 4:30 p.m.**

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

Applicants will be sent notifications via e-mail only.

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Job Related Written Exam
- Structured Interview / Technical Project / Computer Performance Exams
- Bilingual / Biliterate Mandarin 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>.

PLEASE NOTE: RUSD will only accept evaluation of foreign transcripts from agencies listed within the document.

ADVANCED SALARY STEP PLACEMENT

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

Advanced salary placement is only available to employees upon their initial hire.

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

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



ROWLAND UNIFIED SCHOOL DISTRICT

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

www.rowlandschools.org

INVITES APPLICATIONS FOR THE POSITION OF:

CUSTODIAN (FULL-TIME AND / OR SUBSTITUTE)

SALARY

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

An Equal Opportunity Employer

OPENING DATE: August 9, 2024

FINAL FILING DATE: August 29, 2024

POSITION

Most positions in this class are assigned to work eight (8) hours per day, five (5) days a week, twelve (12) months a year. Most newly hired employees in the class are assigned to work in the evening. An eligibility list is being established to fill current vacancies, hire substitutes and to fill future vacancies.

**Some positions in the job classification require the incumbent to possess a valid California Driver License for which selective certification may apply (Education Code 45277).*

SUMMARY OF DUTIES

Under the direction of an assigned supervisor, cleans and maintains buildings and facilities, including restrooms, classrooms, offices, cafeterias, and libraries; performs general grounds and building maintenance; makes minor mechanical repairs; and secures buildings and facilities.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is desirable.

EXPERIENCE: Custodial experience and/or custodial training is highly desirable.

Please contact Jasmine Portillo at jasmine.portillo@rowlandschools.org if you have 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 changing temperatures, including temperatures below 50° and over 90°, in dry atmospheric conditions, poorly ventilated areas, with inadequate lighting, wet or damp areas, confined spaces, at heights using ladders or scaffolding, with electrical hazards and machinery with moving parts, sharp objects, fumes, moderate to high concentrations of silica or allergenic dust, lead, gases, chemicals, odors, vibrations, hands in water, exposure to minor contagious illnesses (cold, flu, etc.), exposure to contagious illnesses (tuberculosis, measles, mumps, chicken pox, hepatitis, etc.), in direct contact with the public, students, and District personnel, and in the absence of direct supervision.

PHYSICAL REQUIREMENTS:

Employees in this classification stand, walk, push, pull, lift, and carry up to 50 lbs. (up to 100 lbs. with assistance); climb ladders and stairs; maintain balance; stoop, kneel, crawl, and bend repeatedly; repetitively use fingers, wrists, and hands while twisting or applying pressure; simultaneously use both arms, legs, and hands; reach overhead; have rapid muscular coordination; hear normal voice conversation; speak clearly; operate an electric vehicle; use a telephone and radio.

FILING PERIOD

Applications for this position will be accepted online only, **Friday, August 9, 2024, to Thursday, August 29, 2024, until 4:30 pm.**

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

Applicants will be sent notifications via e-mail only

EXAMINATION – OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Job Related Written Examination
- Performance / Structured Interview

Salary Range: 18

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 log on to www.rowlandschools.org.

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ROWLAND UNIFIED SCHOOL DISTRICT

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

INVITES APPLICATIONS FOR THE POSITION OF:

FOOD SERVICE ASSISTANT I

\$16.82 - \$20.21 HOURLY RATE

An Equal Opportunity Employer

OPENING DATE: August 16, 2024

FINAL FILING DATE: September 9, 2024

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 Jasmine Portillo at jasmine.portillo@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 starting **Friday, August 16, 2024 through Monday, September 9, 2024, until 4:30pm.**

Visit 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.

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ROWLAND UNIFIED SCHOOL DISTRICT

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

www.rowlandschools.org

INVITES APPLICATIONS FOR THE POSITION OF:

INSTRUCTIONAL ASSISTANT I

\$19.26 - \$23.49 Hourly Rate

INSTRUCTIONAL ASSISTANT I - BILINGUAL (SPANISH)

\$19.76 - \$24.04 Hourly Rate

INSTRUCTIONAL ASSISTANT I – BILINGUAL/BILITERATE (SPANISH)

\$20.21 - \$24.65 Hourly Rate

An Equal Opportunity Employer

OPENING DATE: August 16, 2024

FINAL FILING DATE: September 9, 2024

POSITION

There are currently two (2) part-time positions available.

Position	Site	Hours/Days p/week	Months p/year
Instructional Asst I	Varies / Roving Sites	18.75 / M, T, Th, Fr	9.5
Inst Asst I-Bilingual (Sp)	Nogales High School	27.5 / M - Fr	9.5

An eligibility list is being established to fill the current vacancies, hire substitutes and to fill future vacancies.

*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.*

If you wish to be considered for the **BILINGUAL and 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. 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](http://www.uscis.gov) 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.

FILING PERIOD

Applications for this position will be accepted online only until **Monday, September 9, 2024, by 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, Job Related Written Exam, and Structured Interview Exam

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: <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. **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

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ROWLAND UNIFIED SCHOOL DISTRICT
 Personnel Commission
 1830 S. Nogales Street
 Rowland Heights, CA 91748
www.rowlandschools.org

INVITES APPLICATIONS FOR THE POSITION OF:

INSTRUCTIONAL ASSISTANT II – BILINGUAL (MANDARIN)
\$20.77 - \$25.29 Hourly Rate
INSTRUCTIONAL ASSISTANT II – BILINGUAL/BILITERATE (MANDARIN)
\$21.24 - \$25.90 Hourly Rate

An Equal Opportunity Employer

OPENING DATE: August 16, 2024 **FINAL FILING DATE: September 9, 2024**

POSITION

There are currently two (2) part-time positions available.

Position	Site	Hours/Day	Months/Year	Tentative Reporting Time
IA II-Bil (Man) (w/benefits)	Hollingworth Elementary	7 hours/day	9.5	8:00 AM to 3:30 PM
IA II-Bil/Biliterate (Man)	Rowland High School	5.5 hours/day	9.5	9:30 AM to 3:30 PM

An eligibility list is being established to fill the current vacancies, hire substitutes and to fill future vacancies.

If you wish to be considered for the **BILINGUAL and BILINGUAL/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

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 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 Monday, September 9, 2024.**

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 (Man): 16 ½ - Inst Asst II-Bilingual/Biliterate (Man): 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: <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 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

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ROWLAND UNIFIED SCHOOL DISTRICT

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

INVITES APPLICATIONS FOR THE POSITION OF:

GROUND / CUSTODIAL COORDINATOR

SALARY

\$41.68 - \$50.70 – HOURLY
\$7,222 - \$8,785 – MONTHLY

An Equal Opportunity Employer

OPENING DATE: August 23, 2024

FILING DATE: September 16, 2024

POSITION

The Rowland Unified School District is seeking an outstanding individual to assume the responsibilities of Grounds / Custodial Coordinator in the Building Services Department. The position is eight (8) hours per day, five (5) days per week, twelve (12) months a year. Tentative work hours are 6:00 AM to 2:30 PM. This position is in a supervisory classification.

SUMMARY OF DUTIES

Under the direction of the Maintenance and Operations Manager or designee, schedules, assigns and supervises the work of a crew assigned to perform custodial, grounds construction, and grounds maintenance work; estimates the cost of labor and material for custodial and grounds projects; oversees and supervises the cleanliness of the District's facilities; monitors and inspects the cleanliness/usability of all District facilities; meets and confers with outside vendors and contractors; and coordinates the scheduling of projects with site administrators.

QUALIFICATIONS

EDUCATION: Graduation from high school or its equivalency is required. Conferences, seminars or completion of college courses in facilities, supervision, custodial operations, landscaping, grounds construction, or other related field are desirable.

EXPERIENCE: Five years of increasingly responsible full-time custodial, grounds, or grounds construction experience, including at least one year in a lead or supervisory capacity are required.

LICENSE / CERTIFICATION / TRAINING REQUIREMENTS:

- A valid, Class C, California Driver License and a good driving record is required and must be maintained during employment.

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

- High School Diploma or equivalent is required

You may upload your documents to your application, e-mail them to jasmine.portillo@rowlandschools.org, fax them with a cover sheet to (626) 935-8456 or walk them into the Personnel Commission office. 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 if you wish for them to be considered.

WORK ENVIRONMENT: Employees in this classification drive a District vehicle to multiple locations to work both inside and outside in changing temperatures, poorly ventilated areas, inadequate lighting, wet or damp areas, confined spaces, at heights using ladders or scaffolding, with electrical hazards and dangerous machinery with moving parts, sharp objects, fumes, moderate to high concentrations of silica or allergenic dust, lead, asbestos, gases, chemicals, odors, toxic materials, explosive substances, loud noises, vibrations, hands in water, in direct contact with the public, students, and District personnel, and in the absence of direct supervision, work a flexible schedule on-call, which may include evenings, weekends and/or holidays.

PHYSICAL REQUIREMENTS: Employees in this classification lift, carry, push or pull materials or custodial or grounds equipment weighing up to 25 pounds; walking or standing for extended periods of time; dexterity in limbs, hands, fingers to operate equipment in a safe manner; physical balance to ascend ladders; ability to bend at the waist kneel or crouch, reach overhead above the shoulders and horizontally as necessary for training purposes; stand and/or walk for extended periods of times, hear normal voice conversation; speak clearly, see small details, drive a vehicle; use a computer, telephone, and radio.

FILING PERIOD

Applications for this position will be accepted online only starting **Friday, August 23, 2024 to Monday, September 16, 2024, 4:30 pm.**

Applicants will be sent notifications via e-mail only

EXAMINATION – PROMOTIONAL ONLY

The examination may consist of the following:

- Training and Experience Evaluation
- Structured Interview / Technical Project

Confidential/Supervisory Salary Schedule: Range 30.5

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/leaflets/foreign-transcript-evaluation-\(cl-635\)](https://www.ctc.ca.gov/credentials/leaflets/foreign-transcript-evaluation-(cl-635)). **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, please visit www.rowlandschools.org.

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

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

September 3, 2024

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

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

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

ELIGIBILITY LIST RECRUITMENT NUMBER	PERSON I.D. PERSONNEL COMMISSION RULE REFERENCE
Behavior Support Assistant (D-23/24-26)	6.1.10.4 A written request by the eligible for removal. <ul style="list-style-type: none"> • ID# 22733050 • ID# 46565018
Personal Care Assistant (D-23/24-06)	6.1.10.1 Failure to respond within five (5) working days following the date that a written notice regarding the eligible's availability for employment was sent. <ul style="list-style-type: none"> • ID# 56555870 • ID# 40203857 6.1.10.6 Refusing an employment offer after certification as an eligible and available for the appointment. <ul style="list-style-type: none"> • ID#23118201 6.1.10.8 Failure to satisfactorily complete all pre-employment and background reviews, including reference checks conducted by the Appointing Authority. <ul style="list-style-type: none"> • ID#55999756
Office Assistant (D-23/24-40)	6.1.10.4 A written request by the eligible for removal. <ul style="list-style-type: none"> • ID# 56334204 • ID# 46423904 • ID# 40433208
Office Assistant (D-24/25-13)	6.1.10.4 A written request by the eligible for removal. <ul style="list-style-type: none"> • ID# 47585657
District Patrol (D-23/24-75)	6.1.10.4 A written request by the eligible for removal. <ul style="list-style-type: none"> • ID# 21876635
Health Assistant (D-23/24-59)	6.1.10.4 A written request by the eligible for removal. <ul style="list-style-type: none"> • ID# 57462298
Health Assistant (D-23/24-44)	6.1.10.4 A written request by the eligible for removal. <ul style="list-style-type: none"> • ID# 47745943
Plumber (D-23/24-61)	6.1.10.2 and 4.4.11 Any of the causes listed in Rule 4.4. & Making a false statement or intentionally omitting a statement of a material fact requested on the application form. <ul style="list-style-type: none"> • ID#40610763
Electronic Repair Technician (D-23/24-73)	6.1.10.2 and 4.4.11 Any of the causes listed in Rule 4.4. & Making a false statement or intentionally omitting a statement of a material fact requested on the application form. <ul style="list-style-type: none"> • ID#33895650

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.