

**PERSONNEL COMMISSION  
ROWLAND UNIFIED SCHOOL DISTRICT  
AGENDA**

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

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

October 8, 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\\_rLP-FH7YSL2vYSgT2lyYNA](https://rowlandschools-org.zoom.us/webinar/register/WN_rLP-FH7YSL2vYSgT2lyYNA)

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.

**October 8, 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, October 8, 2024, or adopting the Agenda with the following corrections/modifications for Tuesday, October 8, 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

In accordance with Education Code 45246, conduct a public hearing on the intent to appoint Breanna Koehler to the Personnel Commission as the Joint Appointee effective December 1, 2024.

Hearing Opened \_\_\_\_\_ p.m.

Hearing Closed \_\_\_\_\_ p.m.

7. PERSONNEL COMMISSION

7.1 Take action to appoint Ms. Breanna Koehler as the Joint Appointee to the Personnel Commission effective December 1, 2024. (Ref. 7.1)

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

Vote: Sharon Fernandez \_\_\_\_\_  
Sabrina Lee ABSTAIN  
Natalie Moreno \_\_\_\_\_

7.2 Approve the minutes of the meeting of September 3, 2024. (Ref. 7.2)

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

Vote: Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_  
Natalie Moreno \_\_\_\_\_

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Advanced Salary Step Placement

a. Consider approving the advanced salary step request from Myra Lopez, Executive Director of Facilities, Maintenance, Operations, and Construction to employ Applicant ID #47438216 as Plumber at Step B of Range 26.5 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 Dr. Latoya Brown, Administrator, Rowland Adult and Career Education, to employ Applicant ID #45305516 as Office Assistant at Step E of Range 17 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 Dr. Michael Hoon, Principal, Hollingworth Elementary, to employ Applicant ID #54933627 as Health Assistant at Step B 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 Myra Lopez, Executive Director of Facilities, Maintenance, Operations, and Construction, to employ Applicant ID #4466929 as Electronic Repair Technician at Step E of Range 28 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 Cesar Rivas, Safety Operations Manager, to employ Applicant ID #10897010 as District Patrol at Step E of Range 19 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 Stacy Berrest, Director, Special Education, to employ Applicant ID #58369150 as Personal Care Assistant at Step B of Range 14 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 Annette Ramirez, Director, Student Services, to employ Applicant ID #56245647 as Senior Office Assistant – Bilingual (Spanish) at Step D of Range 19 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 Dr. Michael Hoon, Principal, Hollingworth Elementary, to employ Applicant ID #53576593 as Behavior Support Assistant at Step B of Range 17 on the Classified Salary Schedule. (Ref. 8.1h) & (Ltd. Dist.)

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) Health Assistant II (D-24/25-28)
- b) Nutrition Specialist (D-24/25-29)

- c) Library Assistant (D-24/25-30)
- d) Library Assistant – Bilingual (Spanish) (D-24/25-31)
- e) ASB Account Clerk (D-24/25-32)

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

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

- a) Campus Aide (D-24/25-05)
- b) Office Assistant (D-24/25-13)
- c) Office Assistant – Bilingual (Spanish) (D-24/25-14)
- d) Office Assistant – Bilingual / Biliterate (Spanish) (D-24/25-15)
- e) Nutrition Services Stock Delivery Worker (D-24/25-16)
- f) Personnel Director (D-24/25-17)

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)

- Instructional Assistant I (D-23/24-62)
  - ID# 57119009 – PC Rule 6.1.10.4
  - ID# 46927810 – PC Rule 6.1.10.4
  - ID# 52418853 – PC Rule 6.1.10.4
  - ID# 47585657 – PC Rule 6.1.10.4
  - ID# 41187292 – PC Rule 6.1.10.4
- Food Service Assistant I (D-23/24-07)
  - ID# 58314980 – PC Rule 6.1.10.1
  - ID# 32829560 – PC Rule 6.1.10.1
  - ID# 49863040 – PC Rule 6.1.10.4
  - ID# 11034016 – PC Rule 6.1.10.4
- Custodian (D-23/24-54)
  - ID# 33245838 – PC Rule 6.1.10.4
  - ID# 38571092 – PC Rule 6.1.10.3
- Personal Care Assistant (D-23/24-06)
  - ID# 55613383 – PC Rule 6.1.10.6
- Library Assistant (D-23/24-50)
  - ID# 7174142 – PC Rule 6.1.10.4
  - ID# 28091173 – PC Rule 6.1.10.4
  - ID# 48949138 – PC Rule 6.1.10.4
- Speech Language Pathology Assistant (D-23/24-09)
  - ID# 48694980 – PC Rule 6.1.10.6
- School Based Technology Assistant (D-23/24-38)
  - ID# 55195420 – PC Rule 6.1.10.4
- Campus Aide (D-24/25-05)
  - ID# 58369150 – PC Rule 6.1.10.4

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

Vote: Sharon Fernandez \_\_\_\_\_  
 Sabrina Lee \_\_\_\_\_  
 Natalie Moreno \_\_\_\_\_

10. INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

11. CLOSED SESSION

Recess to closed session to discuss:

- Public Employee Appointment: Government Code section 54954.5 (1 matter)  
Title: Personnel Director

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

**THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED ON TUESDAY, NOVEMBER 12, 2024, AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.**

12. ADJOURNMENT

Time \_\_\_\_\_

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

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

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

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

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**

October 8, 2024

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ITEM 6 PERSONNEL COMMISSIONER APPOINTMENT – JOINT APPOINTEE

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The three-year term of the joint-appointee to the Personnel Commission will expire on November 30, 2024. Ms. Sabrina Lee has indicated that she is not interested in being re-appointed to a new three-year term. At the Personnel Commission meeting on Tuesday, September 3, 2024 interviews were held by the Personnel Commissioners, Ms. Sharon Fernandez, CSEA Union appointee and Ms. Natalie Moreno, Board appointee, where they unanimously announced their intent to appoint Ms. Breanna Koehler as the Joint Appointee to the Personnel Commission, effective December 1, 2024.

The Education Code and Personnel Commission Rules and Regulations prescribe that the following procedure be followed for appointing or reappointing a Commissioner;

- By September 30th, the appointee of the Board of Education and appointee of the classified employees shall publicly announce the name of the person they intend to appoint or reappoint.
- At a Personnel Commission meeting to be held after thirty (30) and within forty-five (45) days of the date the Commission publicly announced its candidate, the Commission shall hold a public hearing to provide the public, employees, and employee organizations the opportunity to express their views on the qualifications of the person recommended by the Commission.
- The Commission at that time may make its appointment or may make a substitute appointment or recommendation without further notification or public hearing.

Based on the foregoing procedures, the Personnel Commission publicly announced its intent to appoint Ms. Breanna Koehler via email to all classified employees and District leadership on Thursday, September 5, 2024. Prior to making the actual appointment, the Commission will have to conduct a public hearing to receive input from the public, employee association representatives, and the District at the next Commission meeting.

The regular meeting of the Personnel Commission when the required public hearing would be held is scheduled for Tuesday, October 8, 2024. Subsequent to conducting the public hearing, the Commission will consider making its' appointment of the joint-appointee.

Please be aware that the Education Code states that in the event an appointment is not made due to the inability to agree on a joint appointee, then the Superintendent of Public Instruction shall make the appointment if no agreement is reached by November 1, 2024.

**RECOMMENDATION:**

Appoint Ms. Breanna Koehler as the joint appointee to the Personnel Commission effective December 1, 2024.

**PERSONNEL COMMISSION  
ROWLAND UNIFIED SCHOOL DISTRICT  
MINUTES OF THE REGULAR MEETING OF SEPTEMBER 3, 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 submitted for Tuesday, September 3, 2024.

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

- Office Assistant Bilingual / Biliterate (Mandarin)
- Custodian
- Food Service Assistant I
- Instructional Assistant I Series
- Instructional Assistant II – Bilingual (Mandarin) Series

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

- Instructional Assistant II - Structured Interview
- Personal Care Assistant – Structured Interview
- Speech Language Pathology Assistant – Structured Interview
- Behavior Support Assistant – Structured Interview
- Guidance Technician II – Structured Interview
- District Patrol – Structured Interview
- School Bus Driver - Structured Interview
- Campus Aide - Structured Interview
- Senior Office Assistant – Structured Interview / Computer Testing
- Health Office Assistant - Structured Interview / Computer Testing
- Career Vocational Assistant - Structured Interview
- Playground Supervision Aide – Remote quiz
- Office Assistant series – Remote written test

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

- 1 - Behavior Intervention Specialist
- 1 - Campus Aide
- 1 - Custodian
- 1 - Food Service Assistant I
- 1 - Food Service Assistant III
- 6 - Instructional Assistant II
- 1 - Library Assistant
- 4 - Personal Care Assistant
- 1 - Playground Supervision Aide (Substitute)
- 1 - School Bus Driver
- 1 - Secretary B/B (Spanish)

Updates/Reminders/Remarks:

- On Monday, October 7 we are having a Hiring Fair to hire Personal Care Assistants and Instructional Assistant II staff.
- PC Staff will be participating in Rio Hondo College's job fair on September 10. We hope to advertise our part-time vacancies at the job fair and to attract students that are interested in working part-time.
- The Personnel Commission 2023 – 2024 Annual Report will be distributed out next week after the Commissioners have time to review. Some of the highlights include:
  - 3,331 Applicants were received
  - 111 eligibility lists were established
  - 75 recruitments were conducted during the fiscal year
  - 132 permanent employees were hired
  - 62 substitutes/provisional employees were hired (up from 42 the previous year)
  - 95 employees were promoted (increase in hours or to a higher-level position)

**COMMUNICATIONS**

- A. CSEA – Lita Gallo – President, CSEA  
Ms. Gallo thanked the Commission for working hard during the summer to ensure positions are filled for the new school year. Ms. Gallo mentioned the upcoming recruitment for the position of Personnel Director and thanked the Commission for their continued efforts in ensuring the district is successful.
- B. District Administration – None
- C. Audience Members – None

**PERSONNEL COMMISSION**

7.1 Recommendation: Approve the minutes of the meeting of August 6, 2024.

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

7.2 The Personnel Commission received the Annual Report for the 2023-2024 fiscal year to review for future distribution.

Ms. Stiegelmar asked the Commission to review the report. Ms. Stiegelmar mentioned there will be some minor editing that will take place, and a final report will distributed next week after the Commissioners have a chance to review.



## **ITEMS FOR DISCUSSION AND/OR ACTION**

### **Advanced Salary Step Placement**

8.1a Recommendation: To consider approving the advanced salary placement 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.

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 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.

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

8.1c Recommendation: To consider approving the advanced salary placement 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.

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 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.

Motion made by:	Sabrina Lee	Vote:	Sharon Fernandez	Yes
Seconded by:	Natalie Moreno		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 #58951205 as Instructional Assistant II at Step E 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

8.1f Recommendation: To consider approving the advanced salary placement 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.

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

8.1g Recommendation: To consider approving the advanced salary placement 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.

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 #54870571 as Instructional Assistant II at Step D 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

### **New Class Description**

8.2 Recommendation: To 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 for the classification of Nutrition Specialist at Range 28 on the Confidential/Supervisory Salary Schedule.

Ms. Lee shared her thoughts on the need for the new classification and how she feels the duties seem to be handled by the Assistant Director of Nutrition Services and the Nutrition Services Operations Manager. Ms. Lee also shared she feels it may not be a good time to create a position with a high salary at this time. Ms. Lee mentioned she doesn't feel comfortable with deciding at this time as she has questions about the request.

Ms. Stiegelmar mentioned Ms. Davila, Director of Nutrition Services, is in attendance and can answer any questions. Ms. Stiegelmar did confirm that in creating this classification, Personnel Commission staff verified the need for this position with Mr. Bixler, Assistant Superintendent – Human Resources, and reviewed the need for the classification with Ms. Davila.

Ms. Fernandez asked how often do regulations and laws evolve when it comes to Nutrition Services and if duties are being pulled from other positions to create this new position.

Ms. Landin shared that the laws and regulations are constantly evolving. Ms. Landin mentioned that when Ms. Davila approached the Personnel Commission with the request to create the position, there were many conversations which mentioned that the duties she is requesting to be included are in fact not being handled by another current position. Ms. Landin shared since the demand for specialty diets has grown, it is important to have a position with a Registered Dietitian requirement. Ms. Landin shared there are also new programs being established which will be supervised by this new classification.

Ms. Davila expressed her enthusiasm in creating this new classification. Ms. Davila shared there are many special diet requests throughout the district, from texture modification to food allergies. Ms. Davila shared this new classification will also support the new programs being established, such as the supper program which is separate from the lunch program. Ms. Davila mentioned the district is also in need of nutrition education and this position will oversee this program. Ms. Davila shared she believes this new position will help the district tremendously.

Ms. Moreno asked if the position is in the supervisory unit and if so, who would they be supervising.

Ms. Landin shared they would be supervising the employees at the Food Center. Ms. Landin mentioned this classification would oversee the preparation and coordination of the special diet menu and programs.

Ms. Moreno asked if there is a comparison chart which details the duties of the Nutrition Services Operations Manager, Assistant Director of Nutrition Services, and Director of Nutrition Services as she would like to ensure there are not duties that overlap.

Ms. Stiegelmar shared the district needs the position advertised as soon as possible and tabling the decision until the next meeting would leave the district without staff for another month or more. Ms. Stiegelmar requested Ms. Zamudio provide the requested classifications and recommended a recess to review.

Ms. Lee motioned to hold on voting on the item until the end of the meeting and to move forward with the rest of the meeting. Ms. Fernandez seconded the motion.

Ms. Moreno asked if a Driver License is needed for this position as there are other means of transportation such as Uber, etc.

Ms. Stiegelmar stated since the employee will be visiting different sites throughout the day it is required.

Ms. Landin shared due to time constraints when visiting various sites and it being an essential function of the job, it is important to have a Driver License.

Ms. Lee mentioned she does see overlapping duties in the job descriptions provided.

Ms. Stiegelmar mentioned while there may be some overlapping duties, it is due to the classifications working together in those areas.

Ms. Landin mentioned that this is the only classification in the Nutrition Services Series that requires a Registered Dietitian Nutritionist certification, and this classification is primarily responsible for the special programs. Ms. Landin mentioned while there are some duties that overlap, there is a volume issue in the Nutrition Services department that justifies the request for this new classification.

Mr. Bixler, Assistant Superintendent of Human Resources, shared the Board of Education enthusiastically approved the creation of the new classification and the special programs this position will oversee. Mr. Bixler mentioned this position is going to be funded by the Nutrition Services budget which is separate from the district's general fund. Mr. Bixler mentioned the Board of Education is looking forward to this new classification being established and asked the Personnel Commission to classify it.

Ms. Stiegelmar shared Personnel Commission staff collaborated with both Ms. Davila and Mr. Bixler when creating this classification. Ms. Stiegelmar mentioned Ms. Landin ensured while there are duties between the classifications that are similar, they aren't duplicated or taking away from other classifications in the Nutrition Services series. Ms. Stiegelmar shared the Personnel Commission staff believes there is a need for this position and recommends it is approved.

Ms. Fernandez shared she does see the need for the position since the department is creating new programs. Ms. Fernandez mentioned she doesn't see an issue with duties overlapping.

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

## **Reallocation**

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

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

9.3 Recommendation: To ratify the following eligibility lists:

- 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 made by:	Sabrina lee	Vote:	Sharon Fernandez	Yes
Seconded by:	Natalie Moreno		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:

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

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

Ms Lee shared she hopes the interviews go well for the Joint Personnel Commissioner vacancy.

Ms. Moreno shared she is pleased to know the new school year started and is going well.

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

Time Recessed: 5:30 p.m.

Time Reconvened to Open Session: 6:32 p.m.

12. **ITEMS FOR DISCUSSION AND/OR ACTION**

a. Joint Appointee Personnel Commissioner Applicant Interviews

Faith Enriquez and Breanna Koehler were interviewed by Ms. Sharon Fernandez, CSEA Union appointee and Ms. Natalie Moreno, Board appointee.

b. After conducting the interviews, deliberations took place and Ms. Sharon Fernandez, CSEA Union appointee and Ms. Natalie Moreno, Board appointee, unanimously announced their intent to appoint Ms. Breanna Koehler as the Joint Appointee to the Personnel Commission, effective December 1, 2024.

c. The hearing will be held on Tuesday, October 8 at 4:30 p.m. at the Personnel Commission meeting.

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

13. **ADJOURNMENT**

To adjourn the meeting at 7:10 P.M.

Motion made by:	Natalie Moreno	Vote:	Sharon Fernandez	Yes
Seconded by:	Sharon Fernandez		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, OCTOBER 8, 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**  
**PLUMBER**

The Commission is in receipt of a request from Myra Lopez, Executive Director of Facilities, Maintenance, Operations and Construction to employ Applicant ID 47438216 as Plumber at Step B of Range 26.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has over 4 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 26.5 on the Classified Salary Schedule.

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

The Commission is in receipt of a request from Dr. Latoya Brown, Administrator, Rowland Adult and Community Education to employ Applicant ID 45305516 as Office Assistant at Step E 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 and has over 12 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 17 on the Classified Salary Schedule.

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

The Commission is in receipt of a request from Dr. Michael Hoon, Principal, Hollingworth Elementary to employ Applicant ID 54933627 as Health Assistant at Step B of Range 17 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

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



**PERSONNEL COMMISSION**  
**ADVANCED SALARY STEP PLACEMENT**  
**FOR**  
**ELECTRONIC REPAIR TECHNICIAN**

The Commission is in receipt of a request from Myra Lopez, Executive Director, Facilities, Maintenance, Construction and Operations to employ Applicant ID 4466929 as Electronic Repair Technician at Step E of Range 28 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 E.

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step E of Range 28 on the Classified Salary Schedule.

**PERSONNEL COMMISSION**  
**ADVANCED SALARY STEP PLACEMENT**  
**FOR**  
**DISTRICT PATROL**

The Commission is in receipt of a request from Cesar Rivas, Safety Operations Manager, to employ Applicant ID 10897010 as District Patrol at Step E of Range 19 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 9 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 19 on the Classified Salary Schedule.

**PERSONNEL COMMISSION**  
**ADVANCED SALARY STEP PLACEMENT**  
**FOR**  
**PERSONAL CARE ASSISTANT**

The Commission is in receipt of a request from Stacy Berrest, Director, Special Education to employ Applicant ID 58369150 as Personal Care Assistant at Step B of Range 14 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 14 on the Classified Salary Schedule.

**PERSONNEL COMMISSION**  
**ADVANCED SALARY STEP PLACEMENT**  
**FOR**  
**SENIOR OFFICE ASSISTANT – BILINGUAL (SPANISH)**

The Commission is in receipt of a request from Annette Ramirez, Director, Student Services to employ Applicant ID 56245647 as Personal Care Assistant at Step D of Range 19 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has over 8 years of work-related experience. The number of years of related work experience does qualify this applicant for step placement at Step D based on the formula of one step will be given for two years of additional related experience beyond the employment standards for the classification.

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

**PERSONNEL COMMISSION**  
**ADVANCED SALARY STEP PLACEMENT**  
**FOR**  
**BEHAVIOR SUPPORT ASSISTANT**

The Commission is in receipt of a request from Dr. Micheal Hoon, Principal, Hollingworth Elementary, to employ Applicant ID 53576593 as Behavior Support Assistant at Step B of Range 17 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

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

**PERSONNEL COMMISSION  
ROWLAND UNIFIED SCHOOL DISTRICT**

October 8, 2024

ITEM 9.1 EXAM REVIEW

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

<b>Classification</b>	<b>Length of Eligibility List</b>	<b>Number of Positions</b>	<b>Hours / Months</b>	<b>Last Class Description Revision</b>	<b>Tentative Exam Plan</b>
Health Assistant II	6 months	1	7.0/10	7/2013	<ul style="list-style-type: none"> <li>• Structured Interview</li> </ul>
Nutrition Specialist	6 months	1	8.0/12.0	9/2024	<ul style="list-style-type: none"> <li>• Structured Interview</li> </ul>
Library Assistant / Library Assistant - Bilingual (Spanish)	6 months	1	5.5/10.0	10/2011	<ul style="list-style-type: none"> <li>• Remote Written Test</li> <li>• Structured Interview</li> </ul>
ASB Account Clerk	6 months	1	8.0/10.5	11/2020	<ul style="list-style-type: none"> <li>• Remote Written Assessment</li> <li>• Technical Project</li> <li>• Structured Interview</li> </ul>

**Recommendation**

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



## ROWLAND UNIFIED SCHOOL DISTRICT

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

**EXTENDED**

INVITES APPLICATIONS FOR THE POSITION OF:

### **HEALTH ASSISTANT II (LVN)**

**Salary: \$27.22 - \$33.17 Hourly**

*An Equal Opportunity Employer*

OPENING DATE: September 6, 2024

EXTENDED FINAL FILING DATE: OCTOBER 18, 2024

#### **POSITION**

There is one (1) vacancy for the position of Health Assistant II. The tentative work hours are 7:30 a.m. - 3:00 p.m., seven (7) hours per day, five (5) days per week, ten (10) months per year. **This position is eligible for benefits.** An eligibility list will be established to fill current vacancies, hire substitutes, and fill future vacancies for the next 6 months.

#### **SUMMARY OF DUTIES**

Under supervision of the assigned administrator and the professional direction of the Health Services Specialist and the California Credentialed School Nurse, meets health needs of students requiring special services complying with health care plans directed by physicians; complies with laws relating to student health, including parental and guardian consent; provides appropriate care for ill, medically fragile and/or injured students.

#### **QUALIFICATIONS**

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

**EXPERIENCE:** Two years of experience working with medically fragile children or adults in a health care service environment.

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

- A copy of your **highest completed degree** (HS Diploma, AA, BA, MA) or transcripts
- A copy of your valid **State of California License of Vocational Nursing (LVN) or Registered Nurse (RN) certification**
- A current and valid **Standard/Basic First Aid Card** (copy front and back)
- A current and valid **Child AND Adult CPR card** (copy front and back)

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

#### **LICENSE/CERTIFICATE REQUIREMENTS:**

- A valid State of California License of Vocational Nursing (LVN) or Registered Nurse (RN)
- A valid Class C, California Driver License, a good driving record and use of a private vehicle is required and must be maintained during employment.
- A valid first aid certificate, comparable to the American Red Cross Standard First Aid Certificate and a Child and Adult Cardiopulmonary Resuscitation Certificate is required for all positions and must be maintained during the course of employment.

**WORK ENVIRONMENT:** Employees in this classification work primarily inside an office environment, with frequent interruptions, with changing priorities and short deadlines, may be exposed to air and blood-borne pathogens and germs, bodily fluids and communicable diseases, may be required to drive an automobile to conduct work, and have direct contact with students and the public.

**PHYSICAL REQUIREMENTS:** Employees in this classification stand, walk, sit, stoop/bend, reach overhead, lift and carry up to 50 lbs., use fingers repetitively, use both hands simultaneously, speak clearly, hear normal conversation, and see small details.

## FILING PERIOD

Applications for this position will be accepted on-line only, from **Friday, September 6, 2024, EXTENDED to Friday, OCTOBER 18, 2024, until 4:30 p.m.**

Please visit [www.rowlandschools.org](http://www.rowlandschools.org), Departments → Personnel Commission → Classified Job Openings.

Contact [jasmine.portillo@rowlandschools.org](mailto:jasmine.portillo@rowlandschools.org) if you need assistance or have any questions.

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

## OPEN/PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Structured Interview/Technical Project

**Classified Salary Range: 22**

## **PROOF OF EDUCATION:**

If you received your education outside of the United States, you must have your degree/transcripts evaluated by a transcript evaluation service that certifies that your degree meets the United States equivalent for it to be considered. For more information about organizations who offer this service, please access the following: [https://www.ctc.ca.gov/credentials/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 to receive such credit. **Veteran's credit can only be applied upon initial hire.**

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

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





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

INVITES APPLICATIONS FOR THE POSITION OF:

**NUTRITION SPECIALIST**  
**\$6,396.00 – \$7,777.00 – MONTHLY**  
**\$76,752.00 - \$93,324.00 ANNUALLY**  
*An Equal Opportunity Employer*

**OPENING DATE: September 6, 2024**

**FINAL FILING DATE: September 27, 2024**

**POSITION**

The Rowland Unified District is looking for an outstanding candidate to fill the position of Nutrition Specialist. There is currently one (1) position available, eight (8) hours per day, five (5) days per week, twelve (12) months per year. Tentative reporting hours are 8:00 AM – 4:30 PM.

**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.

**QUALIFICATIONS**

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

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

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

- **Proof of Education** - A copy of your highest completed degree - at minimum a Bachelor Degree (A copy/photo of diploma or transcripts on watermarked background).
- **Proof of RDN or RDN eligibility** - 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.
- **Proof of FPM** - A valid Food Protection Manager certificate approved by the State of California.

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

**CERTICATES/LICENSE/OTHER EMPLOYMENT 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.

## **FILING PERIOD**

Applications for this position will be accepted online only starting **Friday, September 6, 2024** until **Friday, September 27, 2024**.

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

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

The examination may consist of the following:

- Technical Project
- Structured Interview

**Confidential/Supervisory Salary Range: 28**

## **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. **This position is designated as a supervisory classification.***

## **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, visit [www.rowlandschools.org](http://www.rowlandschools.org). → Departments → Personnel Commission → Classified Job Openings**

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



## ROWLAND UNIFIED SCHOOL DISTRICT

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

INVITES APPLICATIONS FOR THE POSITION OF:

**LIBRARY ASSISTANT: \$21.24 - \$25.90 HOURLY**

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

*An Equal Opportunity Employer*

**OPENING DATE: September 20, 2024**

**FINAL FILING DATE: October 11, 2024**

### **POSITION:**

There is one (1) immediate vacancy for the position of **Library Assistant** (Alvarado Intermediate), 5.5 hours per day, five (5) days per week, ten (10) months a year. Tentative hours are 8:00 a.m. - 2:00 p.m. The eligibility list is being established to fill current vacancies, hire substitutes and to fill future vacancies for the next six (6) months.

### **SUMMARY OF DUTIES**

Provides assistance to students and teachers in locating materials and using library resources; handles circulation (e.g., checking books in/out, receiving/shelving); operates a computer to maintain circulation/inventory records; works in a resource center providing assistance to teachers in locating instructional materials.

### **QUALIFICATIONS**

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

**EXPERIENCE:** Six months of clerical experience or experience working with school-age children.

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

- A copy of your High School Diploma or equivalent (HS Diploma, GED, AA, BA, MA) is required.

You may upload your documents to your application or email them to [cvahimarae@rowlandschools.org](mailto:cvahimarae@rowlandschools.org).

Applications without supporting documents will be considered **incomplete** and will be **disqualified**.

Transcripts or diplomas from foreign countries must be certified to meet the [US equivalent](#). Please Note: Email

is the preferred method of communication.

### **WORK ENVIRONMENT:**

Employees in this classification work primarily inside a school library or resource center environment, with constant interruptions, and have direct contact with students and the public.

### **PHYSICAL REQUIREMENTS:**

Employees in this classification stand, walk, sit, stoop/bend, lift and carry up to 25 lbs. or up to 50 lbs. with assistance, use fingers repetitively, use wrists or hands repetitively in a twisting motion; use both hands simultaneously, speak clearly, hear normal conversation, and see small details.

## **FILING PERIOD**

Applications for these positions will be accepted online only, from **Friday, September 20, 2024, to Friday, October 11, 2024, until 4:30 pm.**

Please visit [www.rowlandschools.org](http://www.rowlandschools.org), Departments → Personnel Commission → Classified Job Openings.

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

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

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

The examination may consist of the following:

- Job Related Written Exam / Structured Interview / Computer Performance Exams / Language Assessment (Sp)

**Salary Range: Library Assistant: 17 – Library Assistant-Bilingual (Sp): 17 ½**

### **PROOF OF EDUCATION:**

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

### **ADVANCED SALARY STEP PLACEMENT**

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

### **APPOINTMENT**

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

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

### **PROCESSING FEE**

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

### **VETERANS CREDIT**

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

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

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



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

INVITES APPLICATIONS FOR THE POSITION OF:

**ASB ACCOUNT CLERK**

**\$3,964.00 - \$4,833.00 Monthly**  
**\$22.89 – \$27.87 Hourly Rate**

*An Equal Opportunity Employer*

**OPENING DATE: September 20, 2024**

**FINAL FILING DATE: October 11, 2024**

**POSITION**

There is currently one (1) position available, eight (8) hours per day, five (5) days per week, ten and one half (10.5) months a year. The tentative work hours are 7:30 AM to 4:00 PM and the position is located at Nogales High School.

**SUMMARY OF DUTIES**

Under the direction of an assigned supervisor, performs routine account clerical work in the preparation, processing and maintenance of accounting records related to Associated Student Body (ASB) activities, school budgets, accounts payable, and accounts receivable; monitors and reconciles accounts; and prepares financial and statistical reports.

**QUALIFICATIONS**

**EDUCATION:**

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

**EXPERIENCE:**

Equivalent to two years of recent full-time clerical experience which includes one year of financial record keeping experience is required. *Note: Recent experience is defined as experience obtained within the last five years.*

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

- **High School Diploma or equivalent** (Copy of highest completed diploma or transcripts on watermarked paper)

You may upload your documents to your application or email them to [jasmine.portillo@rowlandschools.org](mailto:jasmine.portillo@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](#).

**CERTICATES/LICENSE/OTHER EMPLOYMENT REQUIREMENTS:**

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

**WORK ENVIRONMENT:** Employees in this classification work primarily inside an office environment, with frequent interruptions, with changing priorities and short deadlines, may be exposed to air and blood-borne pathogens and germs, bodily fluids and communicable diseases, may be required to drive an automobile to conduct work, and have direct contact with students and the public. May work a flexible schedule, which may include evenings and/or weekends.

**PHYSICAL REQUIREMENTS:** Employees in this classification stand, walk, sit, reach, lift and carry up to 15 pounds, push, pull, stoop/kneel, balance, bend repeatedly, repetitively use fingers, repetitively twist or apply pressure using wrists or hands, use both hands simultaneously, use rapid mental/muscular coordination simultaneously, speak clearly, hear normal voice conversation, see near and far, use depth perception, see small details, use a computer, telephone, and may drive a vehicle to conduct work.

## **FILING PERIOD**

Applications for this position will be accepted online only starting **Friday, September 20, 2024, through Friday, October 11, 2024.**

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

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

The examination may consist of the following:

- Written Test
- Structured Interview
- Computer Tests

**Classified Salary Range: 18.5**

## **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.*

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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.

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**\*For a more detailed job description, including benefits / leave information, please visit [www.rowlandschools.org](http://www.rowlandschools.org).  
→ Departments → Personnel Commission → Classified Job Openings**

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

**PERSONNEL COMMISSION**  
**ROWLAND UNIFIED SCHOOL DISTRICT**  
 October 8, 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
Instructional Assistant I (D-23/24-62)	6.1.10.4 A written request by the eligible for removal. <ul style="list-style-type: none"> <li>• ID# 57119009</li> <li>• ID# 46927810</li> <li>• ID# 52418853</li> <li>• ID# 47585657</li> <li>• ID# 41187292</li> </ul>
Food Service Assistant I (D-23/24-07)	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"> <li>• ID# 58314980</li> <li>• ID# 32829560</li> </ul> 6.1.10.4 A written request by the eligible for removal. <ul style="list-style-type: none"> <li>• ID# 49863040</li> <li>• ID# 11034016</li> </ul>
Custodian (D-23/24-54)	6.1.10.4 A written request by the eligible for removal. <ul style="list-style-type: none"> <li>• ID# 33245838</li> </ul> 6.1.10.3 Failure to report for a scheduled interview after certification. <ul style="list-style-type: none"> <li>• ID# 38571092</li> </ul>
Personal Care Assistant (D-23/24-06)	6.1.10.6 Refusing an employment offer after certification as an eligible and available for the appointment. <ul style="list-style-type: none"> <li>• ID# 55613383</li> </ul>
Library Assistant (D-23/24-50)	6.1.10.4 A written request by the eligible for removal. <ul style="list-style-type: none"> <li>• ID# 7174142</li> <li>• ID# 28091173</li> <li>• ID# 48949138</li> </ul>
Speech Language Pathology Assistant (D-23/24-09)	6.1.10.6 Refusing an employment offer after certification as an eligible and available for the appointment. <ul style="list-style-type: none"> <li>• ID# 48694980</li> </ul>
School Based Technology Assistant (D-23/24-38)	6.1.10.4 A written request by the eligible for removal. <ul style="list-style-type: none"> <li>• ID# 55195420</li> </ul>
Campus Aide (D-24/25-05)	6.1.10.4 A written request by the eligible for removal. <ul style="list-style-type: none"> <li>• ID# 58369150</li> </ul>

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

**Recommendation**

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