

**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)]

November 12, 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_OPFMXNmcRkixxCpVWf-8Fg

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.

November 12, 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, November 12, 2024, or adopting the Agenda with the following corrections/modifications for Tuesday, November 12, 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 October 3, 2024. (Ref. 7.1)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

7.2 Approve the minutes of the meeting of October 8, 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 Scott Cavanias, Principal, Nogales High School, to employ Applicant ID #42933281 as Campus Aide at Step D of Range 14.5 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 Stacy Berrest, Director, Special Education, to employ Applicant ID #37121364 as Instructional Assistant II at Step B 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 #51628936 as Instructional Assistant II at Step B of Range 16 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 #56779054 as Instructional Assistant II at Step D 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 #44860932 as Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule. (Ref. 8.1e) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

8.2 New Class Descriptions

- a) Consider approving the new class description for the classification of Director of Communications. (8.2a)

- i. Consider placing the new classification of Director of Communications in the Community Relations job family.
- ii. Consider approving the salary recommendation for the classification of Director of Communications at Range 80 on the District Leadership Team Salary Schedule.
- iii. Consider reclassifying one Public Information Officer incumbent into this new classification with an effective date of November 13, 2024, in accordance with the Ewing Consulting Classification and Compensation study completed in November 2022.

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

- b) Consider approving the new class description for the classification of Executive Secretary – Bilingual / Biliterate (Spanish). (8.2b)

- i. Consider placing the new classification of Executive Secretary – Bilingual / Biliterate (Spanish) in the Secretarial and Clerical Series job family.
- ii. Consider approving the salary recommendation for the classification of Executive Secretary – Bilingual / Biliterate (Spanish) at Range 24.5 on the Supervisory / Confidential Salary Schedule.

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

8.3 Reallocations

- a. Consider approving the recommended reallocation of a vacant Speech Language Pathology Assistant position to a Speech Language Pathology Assistant - Bilingual (Spanish) position. (Ref 8.3a)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

- b. Consider approving the recommended reallocation of a vacant Instructional Assistant II – Bilingual / Biliterate (Mandarin) position to an Instructional Assistant I – Bilingual (Mandarin) position. (Ref 8.3b)

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) Behavior Intervention Specialist (D-24/25-33)
- b) High School Kitchen Supervisor (D-24/25-34)
- c) Food Service Assistant I (D-24/25-35)
- d) Career Vocational Assistant (D-24/25-36)
- e) Instructional Assistant I (D-24/25-37)
- f) Instructional Assistant I – Bilingual (Spanish) (D-24/25-38)
- g) Instructional Assistant I – Bilingual / Biliterate (Spanish) (D-24/25-39)
- h) Speech Language Pathology Assistant (D-24/25-40)
- i) Speech Language Pathology Assistant – Bilingual (Spanish) (D-24/25-41)
- j) Speech Language Pathology Assistant – Bilingual / Biliterate (Spanish) (D-24/25-42)
- k) Behavior Support Assistant (D-24/25-43)
- l) Behavior Support Assistant – Bilingual (Spanish) (D-24/25-44)

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) Campus Aide (D-24/25-05)
- c) Custodian (D-24/25-19)
- d) Food Service Assistant I (D-24/25-20)
- e) Health Assistant II (D-24/25-28)
- f) Instructional Assistant I (D-24/25-21)
- g) Instructional Assistant I – Bilingual (Spanish) (D-24/25-22)
- h) Instructional Assistant II (D-24/25-02)
- i) Instructional Assistant II – Bilingual (Mandarin) (D-24/25-24)
- j) Instructional Assistant II – Bilingual / Biliterate (Mandarin) (D-24/25-25)
- k) Nutrition Specialist (D-24/25-29)
- l) Office Assistant – Bilingual / Biliterate (Mandarin) (D-24/25-18)
- m) Personal Care Assistant (D-24/25-27)
- n) School Bus Driver (D-24/25-01)
- o) 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)

- Instructional Assistant I - Bilingual (Mandarin) (D-23/24-58)
 - ID# 52418853 – PC Rule 6.1.10.4
- Cafeteria Lead Worker I (D-23/24-48)
 - ID# 17971745 – PC Rule 6.1.10.6

- Career Vocational Assistant (D-24/25-11)
 - ID# 54652872 – PC Rule 6.1.10.6
 - ID# 58951205 – PC Rule 6.1.10.1
- Campus Aide (D-24/25-05)
 - ID# 58369150 – PC Rule 6.1.10.4
 - ID# 55768281 – PC Rule 6.1.10.1
- Campus Aide (D-23/24-05)
 - ID# 50308913 – PC Rule 6.1.10.3
- Instructional Assistant I – Bilingual (Spanish) (D-23/24-63)
 - ID# 41187292 – PC Rule 6.1.10.4
- Instructional Assistant I (D-24/25-21)
 - ID# 37121364 – PC Rule 6.1.10.4
- Instructional Assistant I (D-23/24-62)
Instructional Assistant I – Bilingual (Spanish) (D-23/24-63)
 - ID# 48996657 – PC Rule 6.1.10.4
- Personal Care Assistant (D-24/25-27)
 - ID# 59713042 – PC Rule 6.1.10.6
- Food Service Assistant I (D-24/25-20)
 - ID# 54154764 – PC Rule 6.1.10.6

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, DECEMBER 10, 2024, AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.

11. 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
MINUTES OF THE REGULAR MEETING OF OCTOBER 3, 2024
MEETING HELD IN-PERSON**

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

Members Present: Sharon Fernandez, Chair
Sabrina Lee, Vice Chair
Natalie Moreno, Member

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

Staff Members Absent: Jessica Landin, Personnel Analyst

APPROVAL OF THE AGENDA

A. The Personnel Commission took action to approve the agenda as submitted for Tuesday, October 3, 2024.

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

COMMUNICATIONS

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

CLOSED SESSION

Recess to closed session to discuss:
Public Employee Appointment: Government Code section 54954.5
Title: Personnel Director

The Personnel Commissioners conducted interviews for the Personnel Director recruitment.

No action was taken.

Time Recessed: 4:32 p.m. Time Reconvened to Open Session: _7:35 p.m.

ADJOURNMENT

To adjourn the meeting at 7:36 P.M.

Motion made by:	Sabrina Lee	Vote:	Sharon Fernandez	Yes
Seconded by:	Natalie Moreno		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, 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
ROWLAND UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF OCTOBER 8, 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 4:30 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

The Personnel Commission took action to approve the agenda as submitted for Tuesday, October 8, 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:

- Health Assistant II
- Nutrition Specialist
- Library Assistant series
- ASB Account Clerk
- Behavior Intervention Specialist
- High School Kitchen Supervisor

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

- Custodian – Remove Written Test / Structured Interview
- Food Service Assistant I - Remove Written Test / Structured Interview
- Instructional Assistant I – Remote Assessment / Structured Interview
- Instructional Assistant II - Remote Assessment test / Structured Interview
- Instructional Assistant II – Bilingual / Biliterate (Mandarin) – Structured Interview
- Nutrition Services Stock Delivery Worker - Structured Interview
- Office Assistant series – Structured Interview / Computer Testing
- Personal Care Assistant – Structured Interview
- Personnel Director – Technical Project / Structured Interview
- School Bus Driver – Structured Interview

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

- 1 - Behavior Support Assistant
- 1 - Cafeteria Lead Worker I
- 2 - Custodian

- 1 - District Patrol
- 1 - Food Service Assistant I
- 1 - Health Assistant
- 1 - Instructional Assistant I
- 1 - Instructional Assistant II - Bilingual (Mandarin)
- 1 - Office Assistant
- 3 - Personal Care Assistant
- 1 - Plumber
- 1 - Senior Office Assistant - Bilingual (Spanish)
- 1 - Speech-Language Pathology Assistant

Updates/Reminders/Remarks:

- On Monday, October 7 we had a hiring fair for Personal Care Assistants and Instructional Assistant II staff. We made 9 job offers and staff is working through the onboarding process with all the new hires.

COMMUNICATIONS

A. CSEA – Lita Gallo – President, CSEA

Ms. Gallo thanked the Personnel Commission for always being available to contact with any questions or concerns about anything related to classified staff. Ms. Gallo shared that the District is in a good place overall as it relates to staffing.

B. District Administration – None

C. Audience Members – None

6. HEARING

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.

Rodrigo Blanquel – CSEA 2nd Vice President commented as follows:

Breanna Koehler’s experience as an RUSD alumna, former district employee, community member, and parent makes her an ideal candidate for the Personnel Commission. Her background is similar to that of Sharon Fernandez, who has served effectively. I strongly believe she would be an asset and hope you appoint her.

Lita Gallo – CSEA President commented as follows:

I wholeheartedly support Breanna Koehler for the Joint Appointee position on the Personnel Commission. Breanna’s dedication to RUSD as a classified employee, parent, CSEA executive board member, and alumna highlights her commitment to our students and families. Her leadership and collaborative approach ensure fair representation and a commitment to the merit system’s integrity. I urge you to vote yes to appoint Breanna, as she embodies the principles essential for this role

Breanne Koehler – Personnel Commissioner Joint Appointee Candidate commented as follows:

Thank you for considering me for the Personnel Commissioner role. While I bring a strong CSEA background, I am here as an independent candidate dedicated to upholding the Personnel Commission’s neutrality, ensuring a fair hiring process, and serving the Rowland Unified community. RUSD is a wonderful district, and I am committed to making it a great place to work and learn.

Hearing Opened: 4:37 p.m.

Hearing Closed: 4:43 p.m.

PERSONNEL COMMISSION

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

Ms. Sharon Fernandez voted “yes” in favor of appointing Ms. Koehler as the Joint Appointee to the Personnel Commission.

Ms. Natalie Moreno expressed strong support for union involvement but raised concerns about the perception of union control over the Personnel Commission, emphasizing the need for neutrality. She expressed reluctance to appoint Ms. Koehler, who works as a CSEA Labor Representative and was a former employee at Rowland USD, to the Joint Commissioner role and voted “no” on the intent to appoint Ms. Koehler as the Joint Appointee, suggesting further discussion on the process.

Ms. Fernandez noted that in the absence of agreement on a Joint Appointee, the decision would go to the Superintendent of Public Instruction. She suggested preparing a formal letter and moved to proceed with this process.

Ms. Stiegelmar clarified that if no decision is reached by November 1st, the appointment responsibility would transfer to the Superintendent of Public Instruction. She asked the Commissioners for direction on whether to submit both candidate applicants, Ms. Breanna Koehler and Ms. Eunice Fe Enriquez who interviewed in September, to the Superintendent of Public Instruction.

Ms. Moreno confirmed she is open to the Superintendent of Public Instruction making the appointment if consensus cannot be reached. She reiterated her commitment to neutrality despite her pro-labor stance.

Ms. Fernandez and Ms. Moreno discussed protocol, with Ms. Fernandez emphasizing that her decisions are independent of CSEA influence and follow proper procedures.

Ms. Stiegelmar confirmed that since consensus could not be reached, she would prepare the necessary paperwork to submit both candidates’ resumes and letters of interest to the Superintendent of Public Instruction.

Motion made by:	Natalie Moreno	Vote:	Sharon Fernandez	Yes
Seconded by:	Sharon Fernandez		Sabrina Lee	Abstain
			Natalie Moreno	No

7.2 Recommendation: Approve the minutes of the meeting of September 3, 2024

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

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 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.

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 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.

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 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.

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 Cesar Rivas, Safety Operations Manager, to employ Applicant ID #10897010 as District Patrol at Step E of Range 19 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 #58369150 as Personal Care Assistant at Step B of Range 14 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 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.

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 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.

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

9.3 Recommendation: To ratify the following eligibility lists:

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

10. INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

Ms. Fernandez had no comment.

Ms. Lee was expecting to congratulate the new Joint Appointee, but her comment will have to wait.

Ms. Moreno had no comment.

11. CLOSED SESSION

Recess to closed session to discuss:

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

During the closed session, Ms. Stiegelmar stated that she would provide copies of the reference checks for the selected candidate for Personnel Director to the Personnel Commissioners for their review. She also indicated that a decision may be announced when the meeting reconvenes in open session.

Time Recessed: 5:01 p.m.

Time Reconvened to Open Session: 5:21 p.m.

Ms. Fernandez announced that Ms. Jode Howard has been selected as the new Personnel Director with a start date in January 2025.

Ms. Stiegelmar expressed her gratitude to the Personnel Commission for their diligent efforts, ensuring a smooth recruitment process from start to finish. She conveyed her confidence in Ms. Howard's capabilities and stated that she is pleased to entrust the position to her, knowing she will excel in the role.

12. ADJOURNMENT

To adjourn the meeting at 5:23 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, NOVEMBER 12, 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
CAMPUS AIDE

The Commission is in receipt of a request from Scott Cavanius, Principal, Nogales High School, to employ Applicant ID 42933281 as Campus Aide at Step D of Range 14.5 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 4 years of job related experience. The number of years of education and 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 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 D of Range 14.5 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 37121364 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 51628936 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 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 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 56779054 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 over 6 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 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 44860932 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
ROWLAND UNIFIED SCHOOL DISTRICT**

November 12, 2024

Item 8.2a – CONSIDER APPROVING THE ESTABLISHMENT OF THE NEW CLASSIFICATION OF DIRECTOR OF COMMUNICATIONS; PLACING THE NEW CLASSIFICATION OF DIRECTOR OF COMMUNICATIONS IN THE COMMUNITY RELATIONS SERIES JOB FAMILY, AND APPROVING THE SALARY RECOMMENDATION AT RANGE 80 ON THE DISTRICT LEADERSHIP TEAM SALARY SCHEDULE; AND RECLASSIFYING ONE PUBLIC INFORMATION OFFICER INCUMBENT INTO THIS NEW CLASSIFICATION

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 DIRECTOR OF COMMUNICATIONS AND THE RECLASSIFICATION OF THE PUBLIC INFORMATION OFFICER INCUMBENT

As an outcome of the 2022-2023 Classification and Compensation Study, the position of Public Information Officer was recommended for review regarding its title and assigned responsibilities. Because this is a management-level position, the recommendation was placed on hold until all other aspects of the study related to CSEA positions were completed.

The Personnel Commission acted at the September 5, 2023, meeting to implement the recommendations for CSEA positions with reallocations/reclassifications to Warehouse Stock Delivery Worker and Technology Specialist I with a retroactive date of July 1, 2023, in accordance with a Memorandum of Understanding dated August 1, 2023.

In November 2023, Personnel Commission staff were asked to prepare a draft job description for the new Director of Communications position reflecting the higher-level duties identified in the Classification and Compensation study. This new class description was developed with input from the former Superintendent, Dr. Julie Mitchell, and Assistant Superintendent of Human Resources, Mr. Dennis Bixler.

The draft was presented for approval at the April 2024 Board of Education meeting. The Board approved the recommendation establishing the new classification and salary range. At the Personnel Commission meeting on May 7, 2024, the classification was submitted to the Personnel Commission for approval. The Commissioners tabled the item, requesting additional information due to concerns regarding overlapping duties between the new Director of Communications classification and the existing Public Information Officer classification.

At the October 10, 2024, Board meeting, a revised job description for the Director of Communications was presented for approval. The updated description included edits to further distinguish this role from that of the Public Information Officer. Additionally, the Board requested that the Personnel Commission reclassify the current Public Information Officer incumbent to Director of Communications since the incumbent has gradually accreted the duties of this new classification. This decision is consistent with other reallocations/reclassifications recommended by the Board of Education, which were identified in the Classification and Compensation study. The study included classifications such as Warehouse Stock Delivery Worker and Technology Specialist I (noted above).

An important aspect of evaluating a position for reclassification is assessing its alignment with the incumbent's class description. This involves identifying key duties that fall outside the current job description and comparing these to similar class descriptions to determine whether they are comparable. It's not simply the addition of new duties that affects classification, but also the frequency with which higher-level duties are performed.

A key factor in reclassification is the *gradual accretion* of duties over time. According to Personnel Commission Rule 3.3.6, gradual accretion is defined as the measurable addition of duties over a period of at least two years while the employee remains in the same position and classification. In reviewing the duties performed by Ms. Ward, and verifying the information with Dr. Mitchell, Ms. Ward's responsibilities have increasingly extended beyond her current classification, growing steadily in scope, responsibility, and complexity over the past two years. The findings in the classification and compensation study also validate this information.

SALARY RECOMMENDATION FOR DIRECTOR OF COMMUNICATIONS

Allocation of the new classification of Director of Communications is recommended to the District Leadership Salary Schedule at Range 80.

According to Personnel Commission Rule 17.1.4:

17.1.4 COMMISSION SHALL RECOMMEND SALARY SCHEDULES TO BOARD

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

17.1.4.1 The wages and salaries paid by other governmental agencies in the recruitment area.

17.1.4.2 The principle of like pay for like work within the classified services.

17.1.4.3 Appropriate differentials between related classes to reflect differences in duties and responsibilities as established in the classification plan.

17.1.4.4 Such other information as the Commission may require.

REFERENCE: Education Code Sections 45256, 45260, 45261 and 45268

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

District Leadership Team Salaries

CLASSIFICATION TITLE	SALARY RANGE	MONTHLY MIN	MONTHLY MAX
Personnel Director	103	\$12,976.00	\$14,678.00
Executive Director of Facilities, MOC	103	\$12,976.00	\$14,678.00
Director of Technology Services	103	\$12,976.00	\$14,678.00
Director of Fiscal Services	99	\$12,473.00	\$14,109.00
Director of Nutrition Services	99	\$12,473.00	\$14,109.00
Director of Purchasing	93	\$11,722.00	\$13,258.00
Director of Construction	93	\$11,722.00	\$13,258.00
Director of Transportation Services	93	\$11,722.00	\$13,258.00
Director of Communications (Proposed)*	80	\$10,090.00	\$11,414.00
Assistant Director of Nutrition Services	74	\$9,340.00	\$10,563.00
Public Information Officer	70	\$8,839.00	\$9,996.00
Maintenance & Operations Mgr	70	\$8,839.00	\$9,996.00
Safety Operations Manager	70	\$8,839.00	\$9,996.00
Performing Arts Center Manager	60	\$7,586.00	\$8,576.00
Nutrition Services Operation Mgr	60	\$7,586.00	\$8,576.00

**Proposed title and Salary Range*

Based upon the internal alignment within the classification series, and comparable data from our neighboring districts, the Personnel Commission staff recommends allocating the salary to the District Leadership Team Schedule at Range 80 (Max salary of \$11,414.00 monthly).

RECOMMENDATION:

The Personnel Commission is requested to approve the establishment of the new classification of Director of Communications, place the new classification in the Community Relations Series job family, approve the salary recommendation at Range 80 on the District Leadership Team Salary Schedule, and reclassify the Public Information Officer incumbent into this new classification with an effective date of November 13, 2024.



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

October 30, 2024

TO: Dennis Bixler, Assistant Superintendent – Human Resources

FROM: Joan Stiegelmar, Personnel Director

RE: **NEW CLASS DESCRIPTION FOR DIRECTOR OF COMMUNICATIONS**

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

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, November 12, 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: <u>10-30-24</u>

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

PC25-221



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

October 30, 2024

TO: Lita Gallo, CSEA President

FROM: Joan Stiegelmar, Personnel Director

RE: **NEW CLASS DESCRIPTION FOR DIRECTOR OF COMMUNICATIONS**

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

Your input concerning the proposed class description is important. Please provide your concerns or comments, if any, regarding changes to 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, November 12, 2024.

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

<input type="checkbox"/> I agree with the proposed class description and recommended changes as presented.	<input type="checkbox"/> I disagree with the proposed class description, and recommend the adjustments noted above.
Signature:	Date:

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

Attachments: Class Description

DIRECTOR OF COMMUNICATIONS

SUMMARY OF DUTIES

Under the supervision of the Superintendent, the Director of Communications is responsible for managing, creating, directing, and implementing comprehensive marketing and communication plans for the District. This role oversees the development of both internal and external communications, serves as the District's primary spokesperson, and builds relationships with media outlets, including radio, television, and print. The Director also acts as the point of contact during emergencies, manages crisis communications, and oversees the creation of advertising and public relations materials for social media, marketing campaigns, and multimedia publications. In addition, the Director manages the public records process, serves as the webmaster for district websites, and is the lead photographer and content creator for digital and print marketing. The Director also writes and produces video content, develops branding campaigns, and conducts outreach to diverse markets to increase awareness and enrollment and promote the District's programs, achievements, and special events. Providing professional and technical support to the Superintendent and other district administrators as needed, the Director of Communications ensures compliance with the Educational Code, District policies, and Board of Education goals, performing related duties as required.

DISTINGUISHING CHARACTERISTICS

The Director of Communications plans, develops, coordinates, and implements the Rowland Unified School District's marketing and communications programs and services; prepares, organizes, and directs the flow of public information; serves as a communication consultant for District staff and school sites and disseminates information using a variety of methods and media; works with the Superintendent to design and implement communication strategies; provides recommendations related to communications and information dissemination; develops and implements the District's communication, branding, and marketing plan.

EXAMPLES OF DUTIES

- Produces, designs, develops, directs, and regularly evaluates the District's Communication Plan, including branding, marketing, strategies and all supporting media; prepares and presents communication strategies that maximize community and stakeholder engagement and campaigns to increase student enrollment; *E*
- Provides strategic counsel by working closely with the Superintendent, Cabinet and District leadership in managing and solving public relations issues and concerns; *E*
- Manages crises communications and is the primary District spokesperson when needed in emergency situations within the District; *E*
- Develops branding materials to inform and increase understanding of District objectives, programs, and achievements; *E*
- Manages and develop branding materials such as robust print and digital content, including promotional videos, advertisements, social media campaigns, press releases, newsletters, brochures, and publications; *E*
- Establishes and maintains relationships with local businesses, community organizations, service organizations, and media outlets for the purpose of promoting the District; *E*
- Oversees, gathers, organizes, and evaluates optimal communication format content and structure to reach and engage internal and external audiences; *E*
- Serves as the lead district photographer and the producer/writer of photo and video productions, as well as various other media content; *E*
- Manages outside vendors on the development of marketing promotional **materials and** merchandise; *E*
- Initiates and coordinates media coverage and presents information to the press; *E*
- Develops, drafts, and reviews speeches, articles and scripts for members of the Board of Education, Superintendent, and District staff; *E*
- Responds to correspondence and develops remarks for public events; *E*

- Serves as the District webmaster responsible for the overall content, quality, design, and style of both district and school websites while managing the overall development and maintenance of the District's online presence; *E*
- Attends Board meetings; assists with the coordination of virtual board meetings; serves as a liaison to the newspapers, television, and local media; coordinates requests for interviews and programs; provides results of Board actions as required; *E*
- Plans and coordinates marketing and public relations activities and District special events, forums and town hall meetings, recognition functions, and assists with other events and activities; *E*
- Implements execution of communication directives to community stakeholders regarding bond measures and special initiatives; *E*
- Serves as the District spokesperson and represents the Superintendent and District at community events, business events, and service organizations; *E*
- Cultivates and fosters relationships with families, business, and community alliances by building awareness of the innovative learning offered to our audiences through community engagement and visibility, media outreach, and storytelling of major academic accolades, student, and staff accomplishments; *E*
- Performs other related duties as assigned.

SKATs (Skills, Knowledge, Abilities, Traits)

SKILL IN:

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

KNOWLEDGE OF:

- Knowledge of principles and practices used in preparing, producing, and disseminating public information;
- Principles and techniques used in establishing and maintaining good community relations;
- Fundamentals in writing, composition, layout, and production for mass media communications;
- Methods and techniques of editing and news reporting;
- Hardware and software used in publishing and information retrieval;
- English grammar, syntax, punctuation, sentence structure, and spelling;
- Public relations principles and practices.

ABILITY TO:

- Communicate effectively in oral, written, and electronic forms;
- Write clearly and concisely;
- Speak logically and clearly;
- Establish and maintain effective working relationships with District staff, community and local and state businesses and organizations;
- Exercise professional judgment in the release of information and materials to the media and public;
- Analyze, interpret, and discuss legislation, statistical and program information, and data;
- Meet deadlines and work under time constraints;
- Understand national, state, and local policies and educational issues;
- Plan, coordinate, lead and participate in meetings, workshops, and conferences.

TRAITS:

- Promotes goals and leads by example;
- Appreciates and respects the differences among people;
- Works around obstacle and is self-starting;
- Is trustworthy and responsible for actions;
- Interpersonal skills using tact, patience, and courtesy;

- Easily adapts to situations and changes;
- Diligently attends to details and quality;
- Ability to meet customer's needs;
- Remains steady under pressure;
- Effectively manages one's own time, priorities, and resources;
- Cultural awareness and sensitivity to ethnic and cultural differences.

EMPLOYMENT STANDARDS

EDUCATION:

Bachelor's degree in business, communication, public administration, public relations, education, political science, marketing, journalism, or a related field is required. A master's degree is desirable.

EXPERIENCE:

Five years of experience performing communications, marketing, public relations, and/or journalism work at a professional level in a public agency is required. Affiliation with Public Relations Society of America, California School Public Relations Association, or similar organization is desirable.

LICENSE REQUIREMENT:

A valid Class C, California Driver License must be maintained during employment and use of a private automobile will be required.

WORKING ENVIRONMENT:

Employees in this classification work both inside and outside, primarily inside an office environment, with frequent interruptions, changing priorities and short deadlines, 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, students, and other District staff, with a high volume of work and tight deadlines.

PHYSICAL REQUIREMENTS:

Employees in this classification stand, sit, walk, push/pull, lift, and carry up to 15 pounds, climb stairs, stoop/bend, kneel, crouch, twist or apply pressure with wrists or hands, use both hands simultaneously, use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, have manual dexterity to operate a keyboard, have rapid mental/muscular coordination, speak clearly, hear normal voice conversation, have depth perception, color vision/distinguish shades, see small details, will be required to drive an automobile to conduct work, 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 one year during which time the employee must demonstrate an overall satisfactory performance. No employee shall attain permanent status in the classified service until he or she has completed a probationary period in a class. An employee may be released at any time during the probationary period. This classification is designated at the management level.

District Leadership Team Salary Schedule: Range 80

Established: 11/24

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

November 12, 2024

Item 8.2b – CONSIDER APPROVING THE ESTABLISHMENT OF THE NEW CLASSIFICATION OF EXECUTIVE SECRETARY – BILINGUAL / BILITERATE (SPANISH); PLACING THE NEW CLASSIFICATION OF EXECUTIVE SECRETARY – BILINGUAL / BILITERATE (SPANISH) IN THE SECRETARIAL AND CLERICAL SERIES JOB FAMILY; AND APPROVING THE SALARY RECOMMENDATION AT RANGE 24.5, ON THE SUPERVISORY / CONFIDENTIAL 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 EXECUTIVE SECRETARY – BILINGUAL/BILITERATE (SPANISH)

Personnel Commission staff developed the new class description with input from Dennis Bixler, Assistant Superintendent of Human Resources.

The Superintendent's Office is currently staffed with two non-bilingual employees while the population of families with children who are English Language Learners in RUSD is significant. The District has a desire to increase access through direct communication with the Superintendent's Office rather than through transferring calls or visitors to translators or other offices to the extent possible.

Data gathered during the Superintendent's search validates the need for a position with bilingual skills to support the community in the Superintendent's Office. In order for the Superintendent to ensure the community feels welcome, is seen and heard, and in order to improve communication among constituents, the position of a bilingual and biliterate Executive Secretary in the Superintendent's Office is desired. The difference between a bilingual/biliterate position and bilingual position is that in the biliterate position, the employee must be able to not only read and speak Spanish, but write in Spanish as well.

SALARY RECOMMENDATION FOR EXECUTIVE SECRETARY - BILINGUAL / BILITERATE (SPANISH)

Allocation of the new classification of Executive Secretary – Bilingual/Biliterate (Spanish) is recommended to the Supervisory / Confidential Salary Schedule at Range 24.5.

According to Personnel Commission Rule 17.1.4:

17.1.4 COMMISSION SHALL RECOMMEND SALARY SCHEDULES TO BOARD

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

17.1.4.1 The wages and salaries paid by other governmental agencies in the recruitment area.

17.1.4.2 The principle of like pay for like work within the classified services.

17.1.4.3 Appropriate differentials between related classes to reflect differences in duties and responsibilities as established in the classification plan.

17.1.4.4 Such other information as the Commission may require.

REFERENCE: Education Code Sections 45256, 45260, 45261 and 45268

Based on the internal alignment within the classification series, the Personnel Commission staff recommends assigning the salary for this new classification to the Supervisory/Confidential Salary Schedule at Range 24.5. This allocation provides a 5% salary increase from the Executive Secretary Range of 23.5, aligning with the standard adjustment applied to all classifications with a bilingual/biliterate component.

RECOMMENDATION:

The Personnel Commission is requested to approve the establishment of the new classification of Executive Secretary - Bilingual/Biliterate (Spanish); place the new classification in the Secretarial and Clerical Series job family, and approve the salary recommendation at Range 24.5 on the Supervisory / Confidential Salary Schedule.



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

October 30, 2024

TO: Dennis Bixler, Assistant Superintendent – Human Resources


FROM: Joan Stiegelmar, Personnel Director

RE: **NEW CLASS DESCRIPTION FOR EXECUTIVE SECRETARY – BILINGUAL/ BILITERATE (Spanish)**

Attached for your review and comment is the proposed **NEW** class description for Executive Secretary – Bilingual / Biliterate (Spanish).

Your input concerning the proposed class descriptions is important. Please provide your concerns or comments, if any, regarding changes to the class descriptions. 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, November 12, 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: 10.30-24

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

Attachments: Class Description



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

October 30, 2024

TO: Lita Gallo, CSEA President

FROM: Joan Stiegelmar, Personnel Director

RE: **NEW CLASS DESCRIPTION FOR EXECUTIVE SECRETARY – BILINGUAL / BILITERATE (Spanish)**

Attached for your review and comment is the proposed **NEW** class descriptions for Executive Secretary– Bilingual / Biliterate (Spanish).

Your input concerning the proposed class description is important. Please provide your concerns or comments, if any, regarding changes for the class descriptions. 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, November 12, 2024.

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

<input type="checkbox"/> I agree with the proposed class description and recommended changes as presented.	<input type="checkbox"/> I disagree with the proposed class description, and recommend the adjustments noted above.
Signature: _____	Date: _____

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

Attachments: Class Description

EXECUTIVE SECRETARY
EXECUTIVE SECRETARY – BILINGUAL/BILITERATE (SPANISH)

SUMMARY OF DUTIES

Under the direction of ~~an Assistant Superintendent~~ **a Cabinet**-level administrator, provides secretarial support; serves as a liaison, coordinates between the administrator and other staff or community members as well as vendors, attorneys, parents, other Cabinet members and their offices, Board members, State organizations and legislative offices; performs specialized activities as required; serves as the office coordinator over other clerical employees; and supports the administrator in District-authorized involvement in professional organizations at the local and State levels.

DISTINGUISHING CHARACTERISTICS WITHIN THE JOB FAMILY

The class of Executive Secretary is distinguished from the class of Administrative Secretary in that the latter reports to a Director and serves an office which provides a wider scope of services to other departments and schools. The class of Executive Secretary reports to an Assistant Superintendent-level administrator with a broad scope of District-wide responsibilities.

EXAMPLES OF DUTIES

- Performs advanced-level secretarial duties requiring independent judgment and analysis; **E**
- Plans, organizes, coordinates and supervises office activities and communications to relieve the supervisor of routine administrative duties; **E**
- Receives, screens, and routes telephone calls; refers callers or visitors to appropriate staff members, responds to requests, complaints, and questions from officials, staff, and the public; **E**
- Coordinates, compiles and prepares Board or Cabinet agenda items; coordinates meetings, schedules facilities, prepares minutes and summaries of actions taken; **E**
- Responds to requests for information, according to established procedures and guidelines, from staff, District personnel, outside agencies and the public regarding District programs, policies, procedures and regulations; coordinates with department and site managers and occasionally Cabinet and Board members; **E**
- Interprets and applies rules and regulations as appropriate; **E**
- Coordinates communications between the administrator and District personnel, outside organizations and the public; obtains and provides information; coordinates activities and resolves problems; **E**
- Composes and prepares correspondence independently, from rough drafts or verbal instructions; types, formats, proofreads, and edits written materials; **E**
- Maintains and coordinates administrator's calendar; coordinates and schedules various appointments and meetings, makes travel arrangements, and prepares documentation for reimbursements; **E**
- Performs standard office activities including budgeting, purchasing, personnel, and payroll; **E**
- Prepares and maintains accurate records, logs, and files including information of a confidential nature and information related to collective bargaining or labor relations activities; maintains confidentiality of information and records; **E**
- Researches, compiles, and reviews a variety of information; verifies data for accuracy, completeness and compliance with established procedures; identifies and resolves discrepancies; **E**
- Provides a variety of secretarial/staff assistant services anticipating supervisor's needs or direction and takes action accordingly; **E**
- Performs various duties in support of the administrator's area of responsibility and assigned programs; **E**
- Assists administrator in coordinating meetings, preparing agendas, minutes, and materials and attending meetings ; **E**
- Administers the revolving cash fund reimbursement to individual employees and petty cash involving the receipt of forms, issuance of checks, posting of expenses and replenishing funds; **E**
- Trains and provides work direction and guidance to clerical and secretarial staff as assigned by the position; **E**

- Attends and participates in a variety of in-service trainings and meetings; *E*
- Performs other related duties as assigned.

SKATs (Skills, Knowledge, Abilities and Traits)

SKILL IN:

- Keyboarding with speed and accuracy;
- Operating a variety of office equipment including computers and all applicable hardware and software, calculators, copiers, printers, scanners, and fax machines.

KNOWLEDGE OF:

- District policies, regulations, County regulations, collective bargaining agreements, Commission Rules, operating procedures, and laws regarding a wide variety of departments and subjects;
- Applicable sections of the California Education Code and other applicable laws;
- Office practices and equipment, including filing systems, receptionist and telephone techniques, letter and report writing, proofreading, and office equipment;
- Community agencies, professional societies, vendors and legislative offices/representatives;
- District organization, operations, and objectives;
- Good public relations principles;
- Business correspondence, minutes, record keeping, report preparation, and composition;
- Basic budgeting practices regarding monitoring and control;
- Correct English usage, grammar, spelling, punctuation and vocabulary;
- Office management techniques;
- Telephone techniques and etiquette;
- Principles and practices of assigning, training, and work monitoring.

ABILITY TO:

- Organize, coordinate, and oversee office activities;
- Work under the stress of conflicting goals and timelines;
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work for self and others and establish priorities with respect to importance and timelines;
- Operate a computer using a variety of software, such as spreadsheets, word processors, project scheduling tools, databases, etc.;
- Gather, read, comprehend, analyze, and interpret data;
- Read, interpret, apply and explain rules, regulations, policies, and procedures;
- Exercise tact and judgment in meeting and dealing with sensitive, complex, and confidential issues;
- Prepare correspondence and written materials independently using correct vocabulary, grammar, and punctuation;
- Provide training and direction to assigned staff;
- Understand and work within scope of authority;
- Understand and follow oral and written instructions;
- Communicate effectively, both orally and in writing;
- Establish and maintain effective working relationships;
- Work effectively within established time schedules and with minimal direction.

TRAITS:

- Appreciates and respects the differences among people;
- Maintains confidentiality;
- Strives to meet customers' needs;
- Easily adapts to situations and changes;
- Stays focused and has good work ethic;
- Logically grasps and thinks through issues and problems;

- Diligently attends to details and quality of work;
- Remains steady under pressure;
- Is trustworthy and responsible for his/her actions;
- Works around obstacles and is self-starting;
- Effectively manages one's own time, priorities, and resources.

EMPLOYMENT STANDARDS

EDUCATION: Graduation from high school or equivalency and two years (48 semester or 72 quarter units) of college-level course work in business administration, public administration, or a closely related field. Up to two years of additional experience working at a secretary level position or higher for a principal, director, or executive level administrator may be substituted for the required college coursework.

EXPERIENCE: Four years of increasingly responsible secretarial/clerical experience including at least two years working in a secretary level position or higher for a principal, director, or executive level administrator. Experience with a public agency is preferred, but not required.

LICENSE/LANGUAGE REQUIREMENTS:

- A valid Class C, California Driver License, a good driving record, and use of a private automobile may be required, and if so, must be maintained during employment.
- Incumbents in the class of Executive Secretary – Bilingual/Biliterate (Spanish) are required to speak, read and write Spanish and English.

WORK ENVIRONMENT: Employees in this classification work primarily inside an office environment with frequent interruptions with changing priorities and short deadlines, may be required to drive an automobile to conduct work and have direct contact with District staff and the public.

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

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

~~Confidential/Supervisory Schedule—Salary Range 23.~~

Confidential/Supervisory Salary Ranges:

Executive Secretary: 23.5

Executive Secretary - Bilingual / Biliterate (Spanish): 24.5

Revised 1974, 11/79, 7/87, 6/95, 10/95, 4/04, 6/12, 9/16

Bilingual/Biliterate Classes Established: 11/24



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

October 30, 2024

TO: Dennis Bixler, Assistant Superintendent – Human Resources

FROM: Joan Stiegelmar, Personnel Director

RE: **RECOMMENDED REALLOCATION OF A VACANT SPEECH LANGUAGE PATHOLOGY ASSISTANT POSITION TO A SPEECH LANGUAGE PATHOLOGY ASSISTANT – BILINGUAL (Spanish) POSITION**

Stacy Berrest, Director of Special Education, has requested that we reallocate a vacant Speech Language Pathology Assistant position to a Speech Language Pathology Assistant – Bilingual (Spanish) position. This request represents a strategic move to provide linguistically appropriate assessment and therapy, ensuring needed support for students. This reallocation is in the best interest of students and maintains the District's commitment to quality education.

Your input concerning the recommended reallocation is important. The Personnel Commission will consider approving this at the regular meeting on Tuesday, November 12, 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: <i>[Handwritten Signature]</i>	Date: <i>10-30-24</i>

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



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM


November 4, 2024

TO: Dennis Bixler, Assistant Superintendent – Human Resources
FROM: Joan Stiegelmar, Personnel Director
RE: **RECOMMENDED REALLOCATION OF A VACANT INSTRUCTIONAL ASSISTANT II – BILINGUAL / BILITERATE (MANDARIN) POSITION TO AN INSTRUCTIONAL ASSISTANT I – BILINGUAL (MANDARIN) POSITION**

Dr. June Sakaue, Principal, Blandford Elementary, has requested that we reallocate a vacant Instructional Assistant II – Bilingual / Biliterate (Mandarin) position to an Instructional Assistant I – Bilingual (Mandarin) position. This request was made because this position does not serve the Special Education students at Blandford. The position of Instructional Assistant I - Bilingual (Mandarin) will be able to serve the newcomers and English Learners at Blandford Elementary. This reallocation is in the best interest of students and maintains the District's commitment to quality education.

Your input concerning the recommended reallocation is important. The Personnel Commission will consider approving this at the regular meeting on Tuesday, November 12, 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: 11-5-24

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

PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT

November 12, 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
Behavior Intervention Specialist	6 months	1	7.0/10	5/2024	<ul style="list-style-type: none"> • Structured Interview
High School Kitchen Supervisor	6 months	1	8.0/10.0	7/2020	<ul style="list-style-type: none"> • Technical Project • Structured Interview
Food Service Assistant I	6 months	4	3.0/9.5 3.5/9.5 4.0/9.5	2/2011	<ul style="list-style-type: none"> • Remote Written Test • Structured Interview
Career Vocational Assistant	6 months	1	5.5/9.5	2/2017	<ul style="list-style-type: none"> • Technical Project • Structured Interview
Instructional Assistant I / Instructional Assistant I – Bilingual – (Spanish) / Instructional Assistant – Bilingual / Biliterate (Spanish)	6 months	2	3.75/9.5, 5.5/9.5	11/2013	<ul style="list-style-type: none"> • Remote Written Assessment • Structured Interview
Speech Language Pathology Assistant / Speech Language Pathology Assistant – Bilingual (Spanish) / Speech Language Pathology Assistant – Bilingual / Biliterate (Spanish)	6 months	2	5.5 hours / 9.5 months	5/2024	<ul style="list-style-type: none"> • Technical Project • Structured Interview
Behavior Support Assistant / Behavior Support Assistant – Bilingual – (Spanish)	6 months	2	5.5 hours / 9.5 months	4/2019	<ul style="list-style-type: none"> • 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:

BEHAVIOR INTERVENTION SPECIALIST

(Includes Medical Benefits)

\$26.54 - \$32.37 Hourly Rate

An Equal Opportunity Employer

OPENING DATE: October 4, 2024

FINAL FILING DATE: October 24, 2024

POSITION

There is currently one (1) position available, seven (7) hours per day, five (5) days per week, nine and a half (9.5) months a year. An eligibility list is being established to fill current and future vacancies and to hire substitutes for the next six months. Position details below:

Table with 3 columns: LOCATION, HOURS/MONTHS, TENTATIVE HOURS. Row 1: Special Education, 7 Hours a day, 9.5 Months (35 hours a week), 8:00 AM - 3:30 PM

SUMMARY OF DUTIES

Under the direction of the Director of Special Education or designee, assists with functional behavior assessments and plans, and directs instructional and behavioral support services to students in the District with difficulties conforming to acceptable behavior patterns; assists in the development and implementation of programs, policies, and practices relative to the management of students' problematic behaviors, including children with Autistic Spectrum Disorder (ASD) and Emotional Disturbance (ED); collaborates with education administrators, certificated, and classified staff to develop and implement Behavior Intervention Plans and provide one-on-one and/or group Applied Behavior Analysis (ABA) to designated students.

QUALIFICATIONS

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

EXPERIENCE: Two years of experience implementing and/or creating individualized behavior services to school-aged students with various developmental disabilities, mental health diagnoses and/or severe behavior problems in a home-based, center-based, and/or educational/social services setting.

Equivalency Provision for Current RUSD Employees: Current Rowland Unified School District employees may qualify for this position by being currently employed as an Instructional Assistant II for a minimum of three years or a Behavior Support Assistant for a minimum of two years.

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

- Proof of Education: HS diploma or equivalent, or copy of highest completed degree (AA/BA/MA) (Copy of diploma or transcripts on watermarked paper); and
A certificate of completion of a 40-hour Registered Behavior Technician training program as outlined by the Behavior Analyst Certification Board.
A valid Basic/Standard First Aid Certificate; and
A valid and current CPR Certificate (Child and Adult)

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

LICENSE / LANGUAGE / CERTIFICATION / TRAINING REQUIREMENTS: Successful completion of a 40-hour Registered Behavior Technician training program as outlined by the Behavior Analyst Certification Board; A valid Class C, California Driver License, a good driving record and use of a private automobile 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 must be maintained during employment; Successful completion of up to 12 hours of Crisis Prevention Intervention (CPI) training is required during the probationary period and annual re-certification is required. Training will be provided at the district's expense; Successful completion of Tier I, Tier II, and Tier III of Positive Behavior Interventions and Support (PBIS) training is required during the probationary period and will be provided at the district's expense.

FILING PERIOD

Applications for this position will be accepted online only, **Friday, October 4, 2024, through Thursday, October 24, 2024, until 4:30 pm.**

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

Applicants will be sent notifications via email only

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination **may** consist of the following:

- Structured Interview Examination

Salary Range: 21.5

REGISTERED BEHAVIOR TECHNICIAN TRAINING FACT SHEET:

<https://infogram.com/1p67yvd32xzm13a5gqmln213wc3qj0g62m?live>

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 a time during the probationary period.

PROCESSING FEE:

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

VETERANS CREDIT:

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

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

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:

HIGH SCHOOL KITCHEN SUPERVISOR

\$26.88 - \$32.67 HOURLY

\$4,655– \$5,659 - MONTHLY

An Equal Opportunity Employer

OPENING DATE: October 4, 2024

FINAL FILING DATE: October 24, 2024

POSITION

There is one (1) immediate High School Kitchen Supervisor position available at Rowland High School, eight (8) hours per day, five (5) days per week, ten (10) months per year, including full benefits. Tentative work hours are 6:00 a.m. to 2:30 p.m.

SUMMARY OF DUTIES

Oversees and coordinates the activities of a school kitchen operation that participates in school meal programs; plans daily food production needs; oversees and participates in the preparation, serving and distribution of food; requisitions food and supplies; trains, supervises, and formally evaluates the performance of assigned staff; maintains established standards of sanitation and safety; and maintains a variety of records and reports.

QUALIFICATIONS

EDUCATION:

Graduation from high school or its equivalency is required. Completion of related food service course work is desirable.

EXPERIENCE:

Three years of recent experience in large quantity food preparation and/or serving, including at least one year in a role equivalent to a kitchen lead position in a school food service setting is required. Supervisory experience is desirable. 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**
- **Food Protection Manager Certificate approved by the state of California**

You may upload your documents to your application (preferred) or email them to Jasmine Portillo at jasmine.portillo@rowlandschools.org. Applications without the supporting document(s) will be considered incomplete and will be disqualified. Transcripts/Diplomas from foreign countries must be certified to meet the US equivalent to be considered.

CERTICATES/LICENSE/OTHER EMPLOYMENT REQUIREMENTS:

- A valid Food Protection Manager Certificate approved by the state of California is required.
- A valid, Class C, California Driver License, a good driving record and use of a private automobile will be required and must be maintained during employment.
- USDA Professional Standards: Maintain a minimum of 10 hours of annual continuing education/training in the areas of Child Nutrition Programs and food safety.

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

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

FILING PERIOD

Applications for this position will be accepted online only starting **Friday, October 4, 2024, to Thursday, October 24, 2024, until 4:30 p.m.**

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: 21.5

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: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>. *RUSD will only accept evaluations from agencies listed within the document.*

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

Candidates who pass all hurdles of the testing process will be placed on an eligibility list in rank order based on final scores including any veteran's / seniority credit. The top three ranks of eligibles who are ready and willing to accept the position shall be referred to the hiring administrator for interview. The eligibility list will be established for **twelve (12) months**. All new employees are subject to passing a physical examination, tuberculosis test, background review and must provide satisfactory evidence of authorization to work in the United States. Employment start date is contingent upon fingerprinting and criminal background clearance.

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

PROCESSING FEE

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

VETERANS CREDIT

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

INVITES APPLICATIONS FOR THE POSITION OF:

FOOD SERVICE ASSISTANT I

\$16.82 - \$20.21 HOURLY RATE

An Equal Opportunity Employer

OPENING DATE: October 25, 2024

FINAL FILING DATE: November 15, 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, October 25, 2024 through Friday, November 15, 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

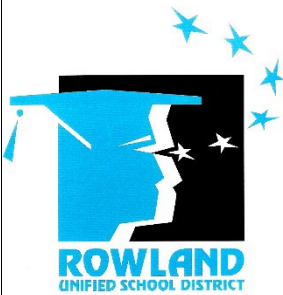
New employees will be charged a processing fee (approximately \$64) for the cost of fingerprinting. This fee must be paid at the time of processing appointment, with a **MONEY ORDER ONLY**, payable to RUSD.

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.

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:

CAREER/VOCATIONAL ASSISTANT

Salary: \$23.49 - \$28.58 Hourly Rate

An Equal Opportunity Employer

OPENING DATE: October 25, 2024

FINAL FILING DATE: November 15, 2024

POSITION

There is currently one (1) part-time Career/Vocational Assistant position available, five and one half (5.5) hours per day, five (5) days per week, nine and a half (9 1/2) months per year. The reporting hours are tentatively set from 8:30 am to 2:30 pm. An eligibility list is being established to fill current and future vacancies and hire substitutes for the next six months.

SUMMARY OF DUTIES

Under the general direction of the Coordinator of Special Education or Site Principal, assists students with physical and/or learning disabilities, as determined by the Individual Education Plan, to successfully seek and gain employment in the community; contacts employers to identify possible employment opportunities for students; provides support to students in work experience jobs; serves as liaison between teachers, students and employers; maintains records and completes reports; performs a variety of clerical and record keeping activities; and assists students with instructional and physical needs in the classroom as needed.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency and a minimum of 24 semester or 36 quarter units of college coursework is required. Coursework in special education, sociology or psychology is desirable.

EXPERIENCE: One year of experience working with students in an educational setting is required. Experience working with special education students is desirable.

Please email Crystal Vahimarae at cvahimarae@rowlandschools.org or call 626 854-8388 with any inquiries.

LICENSE/CERTIFICATION/TRAINING REQUIREMENTS: A valid, Class C, California Driver's License, a good driving record and use of a private automobile may be required, and if so, must be maintained during employment.

A valid First Aid Certificate, comparable to the American Red Cross Standard First Aid Certificate and an Adult Cardiopulmonary Resuscitation Certificate is required for all positions and must be maintained during employment.

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

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;
- **Proof of college coursework:** A copy of transcripts on watermarked paper or completed AA/BA/MA degree (Reflecting a minimum of 24 semester units or 36 quarter units);
- A valid and current **First Aid Certificate**; and
- An **Adult Cardiopulmonary Resuscitation (CPR) Certificate**.

Applications without the supporting document(s) 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, from **Friday, October 25, 2024, to Friday, November 15, 2024, until 4:30 pm.**

Please visit www.rowlandschools.org to begin creating your application or to edit/update an existing account and/or application.

Applicants will be sent notifications via e-mail only

EXAMINATION – OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Structured Interview / Performance Exercise

Classified Salary Range: 19

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 visit 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

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: October 25, 2024

FINAL FILING DATE: November 15, 2024

POSITION

There are currently several part-time positions available.

Positions	Sites	Hours per week	Months per year
(4) / Instructional Asst I	Elementary Education Villacorta / Yorbita	1 position is 18.75 hours a week 3 positions are 27.5 hours a week	9.5 months
(1) Inst Asst I-Bilingual (Sp)	Rorimer Elementary	27.5 hours a week	9.5 months

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](#) 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 **Friday, November 15, 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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www.rowlandschools.org

CONTINUOUS

INVITES APPLICATIONS FOR THE POSITION OF:

SPEECH-LANGUAGE PATHOLOGY ASSISTANT

\$30.77 - \$37.50 HOURLY RATE

SPEECH-LANGUAGE PATHOLOGY ASSISTANT-BILINGUAL (SPANISH)

\$31.55 - \$38.43 HOURLY RATE

SPEECH-LANGUAGE PATHOLOGY ASSISTANT-BILINGUAL/BILITERATE (SPANISH)

\$32.37 - \$39.42 HOURLY RATE

An Equal Opportunity Employer

OPENING DATE: November 1, 2024

FINAL FILING DATE: Continuous

POSITION

There are two (2) non-bilingual positions available. An eligibility list will be established to hire substitutes and to fill future vacancies.

LOCATION	HOURS/MONTHS	TENTATIVE HOURS
Special Education	5.5 Hrs/day, 9.5 Mo/Yr	8:15 AM - 2:15 PM
Special Education	5.5 Hrs/day, 9.5 Mo/Yr	8:30 AM - 2:30 PM

Under the supervision of the Special Education Administrator and the general direction of the credentialed Speech-Language Pathologist, assists in providing educationally related speech therapy services to students with speech-language disorders (e.g., articulation and phonology, language processing, hearing and alternative and augmentative communication) as prescribed by the Individual Educational Program (IEP); performs a variety of instructional activities and clerical duties in support of student case management, and maintains records and documentation on students.

QUALIFICATIONS

EDUCATION: An Associate degree or higher in Speech-Language Pathology Assistance from an accredited college or Board approved SLPA program.

EXPERIENCE: A minimum of 100 hours of SLPA fieldwork experience is required.

LICENSE / CERTIFICATION / TRAINING REQUIREMENTS: A valid, Class C, California Driver License, a good driving record and use of a private automobile is required and must be maintained during employment. Must maintain a current Speech and Language Pathology license throughout employment in this position.

Current and valid license for Speech-Language Pathology Assistant, issued by the State of California's Speech-Language Pathology and Audiology Board (SLPAB).

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

- **Proof of education** (transcripts on letterhead or diploma);
- Current and valid registration as a **Speech-Pathology Language Assistant with the California Speech-Language Pathology & Audiology & Hearing Aid Dispenser Board**

You may upload your documents to your application (preferred) or email them to Crystal Vahimarae at cvahimarae@rowlandschools.org.

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

Please email cvahimarae@rowlandschools.org or call 626 854-8388 with any questions.

WORK ENVIRONMENT: Employees in this classification work primarily inside a classroom environment, in direct contact with students, district staff, and the public, with general guidance from a supervisor, with exposure to minor contagious illnesses (colds, flu, etc.), with high volume of work and frequent interruptions, with changing priorities and short deadlines, and drive an automobile to conduct work.

PHYSICAL REQUIREMENTS: Employees in this classification stand, walk, sit, reach overhead, lift and carry up to 15 lbs., push, pull, stoop and kneel, balance, bend repeatedly, use fingers repetitively, use both hands simultaneously, manual dexterity to operate a computer keyboard; speak clearly, hear normal conversation, and see near and far, use depth perception, see small details, use a computer and telephone.

FILING PERIOD

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

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

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

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

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Structured Interview Examination
- Technical Project
- Bilingual and/or Biliterate Evaluation (Spanish)

Salary Range: SLPA: 24.5 (\$30.77 - \$37.50) - SLPA-Bilingual (Sp): 25 (\$31.55 - \$38.43) - SLPA-Bilingual/Biliterate (Sp): 25.5 (\$32.37 - \$39.42)

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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CONTINUOUS

INVITES APPLICATIONS FOR THE POSITION OF:

BEHAVIOR SUPPORT ASSISTANT

\$21.24 - \$25.90 Hourly Rate

BEHAVIOR SUPPORT ASSISTANT – BILINGUAL (SPANISH)

\$21.78 - \$26.54 Hourly Rate

An Equal Opportunity Employer

OPENING DATE: November 1, 2024	FINAL FILING DATE: Continuous
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POSITION

There are currently two (2) positions available, five and a half (5.5) hours per day, five (5) days per week, nine and a half (9.5) months a year. Eligibility lists are being established in all classifications to fill current and future vacancies and hire substitutes for the next six months. Position details below:

LOCATION	HOURS/MONTHS	TENTATIVE HOURS
Alvarado Intermediate	5.5 Hrs/day, 9.5 Mo/Yr	8:00 AM - 2:00 PM
Special Education	5.5 Hrs/day, 9.5 Mo/Yr	8:30 AM - 2:30 PM

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

SUMMARY OF DUTIES

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

QUALIFICATIONS

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

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

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

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

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

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

FILING PERIOD

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

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

Applicants will be sent notifications via email only

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

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

Salary Range

Behavior Support Assistant: 17

Behavior Support Assistant-Bilingual (Sp): 17 ½

PROOF OF EDUCATION:

If you received your education outside of the United States, you **MUST** have your degree/transcripts evaluated by an approved agency transcript evaluation service that certifies that your degree meets the United States equivalent for it to be considered. For more information about organizations who offer this service, please access the following: <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 a time during the probationary period.

PROCESSING FEE:

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

VETERANS CREDIT:

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

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

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
November 12, 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 - Bilingual (Mandarin) (D-23/24-58)	6.1.10.4 A written request by the eligible for removal. • ID# 52418853
Cafeteria Lead Worker I (D-23/24-48)	6.1.10.6 Refusing an employment offer after certification as an eligible and available for the appointment. • ID# 17971745
Career Vocational Assistant (D-24/25-11)	6.1.10.6 Refusing an employment offer after certification as an eligible and available for the appointment. • ID# 54652872 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 • ID# 58951205
Campus Aide (D-24/25-05)	6.1.10.4 A written request by the eligible for removal. • ID# 58369150 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. • ID# 55768281
Campus Aide (D-23/24-05)	6.1.10.3 Failure to report for a scheduled interview after certification. • ID# 50308913
Instructional Assistant I – Bilingual (Spanish) (D-23/24-63)	6.1.10.4 A written request by the eligible for removal. • ID# 41187292
Instructional Assistant I (D-24/25-21)	6.1.10.4 A written request by the eligible for removal. • ID# 37121364
Instructional Assistant I (D-23/24-62) & Instructional Assistant I – Bilingual (Spanish) (D-23/24-63)	6.1.10.4 A written request by the eligible for removal. • ID# 48996657
Personal Care Assistant (D-24/25-27)	6.1.10.6 Refusing an employment offer after certification as an eligible and available for the appointment. • ID# 59713042
Food Service Assistant I (D-24/25-20)	6.1.10.6 Refusing an employment offer after certification as an eligible and available for the appointment. • ID# 54154764

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.