

**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)]

August 6, 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_wmdKk6rQRWWmckjsZWkmLQ

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.

August 6, 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, August 6, 2024, or adopting the Agenda with the following corrections/modifications for Tuesday, August 6, 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 July 2, 2024. (Ref. 7.1)

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 Heidi West, Principal, Rorimer Elementary, to employ Applicant ID #56543508 as Health Assistant – Bilingual (Spanish) at Step E of Range 17.5 on the Classified Salary Schedule. (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 Ventura Carrera, Director, Transportation Services, to employ Applicant ID #31649369 as School Bus Driver at Step D of Range 19.5 on the Classified Salary Schedule. (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 Jason Garcia, Principal, Oswalt Elementary, to employ Applicant ID #45679237 as Library Assistant at Step C of Range 17 on the Classified Salary Schedule. (Ref. 8.1c) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

d. Consider approving the advanced salary step request from Ventura Carrera, Director, Transportation, to employ Applicant ID #42790960 as Office Assistant – Bilingual (Spanish) at Step E of Range 17.5 on the Classified Salary Schedule. (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 #12885652 as Instructional Assistant II – Bilingual (Spanish) at Step C of Range 16.5 on the Classified Salary Schedule. (Ref. 8.1e) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

- f. Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID #57119009 as Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule. (Ref. 8.1f) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

- g. Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID #55204313 as Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule. (Ref. 8.1g) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

- h. Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID #48873957 as Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule. (Ref. 8.1h) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

- i. Consider approving the advanced salary step request from Johan Schmitz, Principal, Jellick Elementary, to employ Applicant ID #38217406 as Health Assistant – Bilingual (Spanish) at Step D of Range 17.5 on the Classified Salary Schedule. (Ref. 8.1i) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

- j. Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID #51271307 as Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule. (Ref. 8.1j) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

- k. Consider approving the advanced salary step request from Gregory Perez, Principal, Rowland High School, to employ Applicant ID #53956791 as Athletic Trainer at Step E of Range 21.5 on the Classified Salary Schedule. (Ref. 8.1k) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

- I. Consider approving the advanced salary step request from Scott Cavanias, Principal, Nogales High School, to employ Applicant ID #51566987 as Athletic Trainer at Step E of Range 21.5 on the Classified Salary Schedule. (Ref. 8.1l) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

- m. Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID #58177169 as Behavior Intervention Specialist at Step B of Range 21.5 on the Classified Salary Schedule. (Ref. 8.1m) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

- n. Consider approving the advanced salary step request from Silvia Rivas, Director, Special Projects, to employ Applicant ID #47585657 as Instructional Assistant I – Bilingual (Mandarin) at Step B of Range 15.5 on the Classified Salary Schedule. (Ref. 8.1n) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

- o. Consider approving the advanced salary step request from Carlos Ochoa, Principal, Giano Intermediate School, to employ Applicant ID #17353214 as Secretary Bilingual / Biliterate (Spanish) at Step E of Range 20.5 on the Classified Salary Schedule. (Ref. 8.1o) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

8.2 Reallocation

- a. Consider approving the recommended reallocation of a vacant Senior Office Assistant position to a Senior Office Assistant - Bilingual / Biliterate (Spanish) position. (Ref 8.2)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

- b. Consider approving the recommended reallocation of a vacant Health Assistant – Bilingual (Spanish) position to a Health Assistant position. (Ref 8.2)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

8.3 Extension of Eligibility List

- a. Consider approving the extension of the following eligibility list for another six months per PC Rule 6.1.5.
- o School Based Technology Assistant (D-23/24-38)
 - Previous expiration date: 8/16/24
 - New expiration date: 2/16/25

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

- b. Consider approving the extension of the following eligibility list for another six months per PC Rule 6.1.5.
 - o School Based Technology Assistant – Bilingual (Spanish) (D-23/24-47)
 - Previous expiration date: 8/16/24
 - New expiration date: 2/16/25

Motion 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) School Bus Driver (D-24/25-01)
- b) Instructional Assistant II (D-24/25-02)
- c) Instructional Assistant II – Bilingual (Spanish) (D-24/25-03)
- d) Instructional Assistant II – Bilingual / Biliterate (Spanish) (D-24/25-04)
- e) Campus Aide (D-24/25-05)
- f) Senior Office Assistant (D-24/25-06)
- g) Senior Office Assistant – Bilingual (Spanish) (D-24/25-07)
- h) Senior Office Assistant – Bilingual / Biliterate (Spanish) (D-24/25-08)
- i) Health Office Assistant (D-24/25-09)
- j) Health Office Assistant – Bilingual (Spanish) (D-24/25-10)
- k) Career Vocational Assistant (D-24/25-11)
- l) Playground Supervision Aide (D-24/25-12)
- m) Office Assistant (D-24/25-13)
- n) Office Assistant – Bilingual (Spanish) (D-24/25-14)
- o) Office Assistant – Bilingual / Biliterate (Spanish) (D-24/25-15)
- p) Nutrition Service Stock Delivery Worker (D-24/25-16)
- q) Personnel Director (D-24/25-17)

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

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

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

Motion 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 II (D-23/24-02)
 - o ID# 58402335 – PC Rule 6.1.10.6
 - o ID# 48454586 – PC Rule 6.1.10.6
 - o ID# 49179124 – PC Rule 6.1.10.6
 - o ID# 52418853 – PC Rule 6.1.10.8

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

Motion by: _____
 Second by: _____

Vote: Sharon Fernandez _____
 Sabrina Lee _____
 Natalie Moreno _____

10. INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

11. CLOSED SESSION

Recess to closed session to discuss:

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

Time Recessed: _____ Time Reconvened to Open Session: _____

THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED ON TUESDAY, SEPTEMBER 10, 2024, AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.

12. ADJOURNMENT

Time _____

Motion by: _____
 Second by: _____

Vote: Sharon Fernandez _____
 Sabrina Lee _____
 Natalie Moreno _____

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

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF JULY 2, 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 4:33 p.m., with the Pledge of Allegiance led by Ms. Sharon Fernandez, Personnel Commissioner.

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

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

APPROVAL OF THE AGENDA

A. The Personnel Commission took action to approve the agenda as amended for Tuesday, July 2, 2024.

Ms. Stiegelmar shared on reference 9.4 there was an update to candidate ID# 40008509 as the item should have been listed as a Library Assistant, not a Playground Supervision Aide.

Ms. Lee motioned to approve the agenda with the requested modifications.

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:

- Senior Custodian
- Electronic Repair Technician
- Guidance Technician II
- District Patrol
- School Bus Driver
- Campus Aide

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

- Behavior Intervention Specialist - Structured Interview
- Cafeteria Lead Worker I - Structured Interview
- Campus Aide - Structured Interview
- District Safety – Written Test / Structured Interview
- Food Service Assistant I – Written Test
- Instructional Assistant I series – Structured Interview
- Instructional Assistant II series – Assessment Test / Structured Interview
- Office Assistant – Bilingual / Biliterate (Mandarin) – Structured Interview / Computer Testing
- Personal Care Assistant – Structured Interview
- School Bus Driver – Structured Interview
- Secretary series – Structured Interview / Computer Testing

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

- 1 - Campus Aide
- 2 - Custodian (Substitute)
- 1 – Grounds Maintenance Worker (Substitute)
- 1 – Instructional Assistant II
- 1 – School Bus Driver
- 1 - Translator (Mandarin)

Updates/Reminders/Remarks:

- On Thursday, May 23, Ms. Jasmine Portillo, Personnel Technician and I went to Santana High School to do a presentation on job opportunities at Rowland USD and how to apply for a job. We presented four sessions via PowerPoint and provided the students with a workbook on tips and tools on creating a resume and job interview skills. The students were excited to learn that they could get a job at the school district that they attend.
- On Wednesday, June 17 the Personnel Commission conducted another successful Classroom Hiring Fair. We had 16 applicants attend and we placed 8 applicants on the Personal Care Assistant eligibility list and offered 7 positions to Instructional Assistant II applicants. We are in the process of finishing the onboarding process so they can start in the position on August 12 when school resumes.
- On Thursday, June 27 we had a Rootin’ Tootin’ Root beer Float party to say goodbye and farewell to Dr. Mitchell. It was attended by more than 50 employees from the District Office. Thank you to Ms. Sharon Fernandez for scooping lots of ice cream.
- Lastly, I am thrilled to announce my retirement from Rowland USD on December 30, 2024. I am excited to be able to spend more time with my 17-month-old granddaughter and to take longer vacations with my husband who retired from Pomona USD in October 2023. There is an item on this agenda to discuss the recruitment process for my position.

COMMUNICATIONS

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

PERSONNEL COMMISSION

7.1 Recommendation: Approve the minutes of the meeting of June 4, 2024.

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

ITEMS FOR DISCUSSION AND/OR ACTION

Advanced Salary Step Placement

8.1a Recommendation: To consider approving the advanced salary placement request from Heidi West, Principal, Rorimer Elementary, to employ Applicant ID #21053155 as Library Assistant – Bilingual (Spanish) at Step C of Range 17.5 on the Classified Salary Schedule.

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

8.1b Recommendation: To consider approving the advanced salary placement request from Silvia Rivas, Director, Special Projects, to employ Applicant ID #56900581 as Translator (Mandarin) at Step B of Range 18.5 on the Classified Salary Schedule.

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

8.1c Recommendation: To consider approving the advanced salary placement request from Ventura Carrera, Director, Transportation Services, to employ Applicant ID #53821364 as School Bus Driver at Step B of Range 19.5 on the Classified Salary Schedule

Ms. Moreno asked if all School Bus Drivers are winter weather certified.

Ms. Landin shared the drivers do have mountain training certifications they are able to earn.

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

8.2 **Recruitment Process for Personnel Director**

Joan Stiegelmar, Personnel Director, will be retiring in December 2024. The Personnel Commission will engage in a discussion regarding the desired timeline for the recruitment, interview, and final selection process. The Personnel Commission will provide directions and/or take action for the next steps.

Ms. Stiegelmar said she has put together a suggested timeline and would like to confirm the Personnel Commissioners approve her recommendation. Ms. Stiegelmar shared she has confirmed that Personnel Commission staff are not interested in applying for the position, so there will not be a conflict of interest when running the recruitment in-house. Ms. Stiegelmar shared Ms. Zamudio will be the recruiter and Ms. Landin will oversee the testing process. Ms. Stiegelmar mentioned the recruitment will be advertised on NeoGOV, Edjoin, WRIPAC, CSPCA, and PTCSC.

Ms. Stiegelmar recommended the following dates:

- Open Recruitment with dates of 8/2/2024 – 8/23/2024.
- Testing: Technical Project and Structured Interviews: Panel will be Personnel Directors as well as a panel made up of District Administrators (week of 9/23/2024)
- Final Interviews: Personnel Commissioners (week of 10/14/2024)
- Board meeting ratification: November 2024 or December 2024

Ms. Fernandez asked what the requirements are for the position.

Ms. Stiegelmar read the qualifications as follows:

EDUCATION: Bachelor's degree in business, public administration, human resources management, psychology, sociology, political science or a related field from an accredited college is required. A master's degree in one of the fields listed is desirable.

EXPERIENCE: Five years of recent, increasingly responsible professional public human resources administrative experience including two years of supervisory experience at the Analyst level or above, such as Coordinator or Director. School district Merit System or public civil service system experience is desirable.

Ms. Moreno asked how many candidates we are hoping to apply for the position. Ms. Moreno also mentioned she may have some conflict with the dates but will check her calendar.

Ms. Stiegelmar said she is hoping to get at least five to seven qualified applicants. Ms. Stiegelmar mentioned the final interviews can possibly be held in the evening to align with the Commissioners' and the candidates' calendars.

Ms. Lee asked if the decision must be made immediately after the interviews.

Ms. Stiegelmar mentioned a decision does not need to be made immediately after the interviews as references need to take place.

Ms. Fernandez stated that she is okay with the proposed plan and called for the vote.

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) Senior Custodian (D-23/24-72)
- b) Electronic Repair Technician (D-23/24-73)
- c) Guidance Technician II (D-23/24-74)
- d) District Patrol (D-23/24-75)

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

9.3 Recommendation: To ratify the following eligibility lists:

- a) Behavior Intervention Specialist (D-23/24-71)
- b) Cafeteria Lead Worker I (D-23/24-48)
- c) Campus Aide (D-23/24-05)
- d) Health Assistant (D-23/24-59)
- e) Health Assistant – Bilingual (Spanish) (D-23/24-60)
- f) Instructional Assistant I (D-23/24-62)
- g) Instructional Assistant I – Bilingual (Mandarin) (D-23/24-56)
- h) Instructional Assistant I – Bilingual (Spanish) (D-23/24-63)
- i) Instructional Assistant II (D-23/24-02)
- j) Instructional Assistant II – Bilingual (Spanish) (D-23/24-03)
- k) Office Assistant – Bilingual / Biliterate (D-23/24-58)
- l) Personal Care Assistant (D-23/24-06)
- m) Plumber (D-23/24-61)
- n) School Bus Driver (D-23/24-01)
- o) Secretary (D-23/24-65)
- p) Secretary – Bilingual (D-23/24-66)
- q) Secretary – Bilingual / Biliterate (D-23/24-67)

Ms. Lee asked if we are still recruiting School Bus Drivers.

Ms. Stiegelmar mentioned the recruitment is open as continuous. Ms. Stiegelmar shared we have had much success with hiring School Bus Drivers due to most new hires coming from the District School Bus Driver trainee recruitments and big thanks go out to our amazing Transportation staff that trains our new recruits.

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

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

- Food Service Assistant I (D-23/24-07)
 - ID# 46024289– PC Rule 6.1.10.6
- Custodian (D-23/24-54)
 - ID# 46103527– PC Rule 6.1.10.2 and 4.4.11
 - ID# 57188595 – PC Rule 6.1.10.2 and 4.4.11
- Playground Supervision Aide (D-23/24-52)
 - ID# 56221640– PC Rule 6.1.10.1
 - ID# 16464660 – PC Rule 6.1.10.1
 - ID# 36062220 – PC Rule 6.1.10.3
 - ID# 46401076 – PC Rule 6.1.10.3
- Library Assistant (D-23/24-50)
 - ID# 40008509 – PC Rule 6.1.10.1

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

INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

Ms. Lee congratulated Ms. Stiegelmar on her upcoming retirement. Ms. Lee mentioned it has been a pleasure working with her and wishes her well and hopes she enjoys retirement life. Ms. Lee also shared she will not be seeking reappointment as a Personnel Commissioner once her term expires on December 1, 2024. Ms. Lee shared the 16 years she has been a part of the District, have flown by and she has greatly enjoyed her time.

Ms. Moreno congratulated Ms. Stiegelmar on her upcoming retirement and thanked Ms. Lee for her work with the Personnel Commission. Ms. Moreno said she is looking forward to the first day of school.

Ms. Fernandez shared she hopes Ms. Lee enjoys her time after her term ends. Ms. Fernandez said she appreciates the time they have worked together. Ms. Fernandez mentioned she enjoyed attending the Root Beer Social for Dr. Mitchell.

ADJOURNMENT

To adjourn the meeting at 5:08 P.M.

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

Approved by: _____
Sharon Fernandez
Chair
Personnel Commission

Submitted by: _____
Joan Stiegelmar
Personnel Director
Personnel Commission

THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED FOR TUESDAY, AUGUST 6, 2024, AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
HEALTH ASSISTANT – BILINGUAL (SPANISH)

The Commission is in receipt of a request from Heidi West, Principal, Rorimer Elementary, to employ Applicant ID 56543508 as Health Assistant – Bilingual (Spanish) at Step E of Range 17.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has over 11 years of work-related experience. The number of years of related work experience does qualify this applicant for step placement at Step E based on the formula of one step will be given for two years of additional related experience beyond the employment standards for the classification.

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step E of Range 17.5 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
SCHOOL BUS DRIVER

The Commission is in receipt of a request from Ventura Carrera, Director, Transportation Services, to employ Applicant ID 31649369 as School Bus Driver at Step D of Range 19.5 on the Classified Salary Schedule 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 19.5 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
LIBRARY ASSISTANT

The Commission is in receipt of a request from Jason Garcia, Principal, Oswalt Academy, to employ Applicant ID 45679237 as Library Assistant at Step C of Range 17 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant a Bachelor's degree and has over 2 years of experience. The number of years of education and related work experience does qualify this applicant for step placement at Step C based on the formula of one step will be given for two years of additional education beyond the employment standards for the classification and one step will be given for two years of additional related experience beyond the employment standards for the classification.

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

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

The Commission is in receipt of a request from Ventura Carrera, Director, Transportation Services, to employ Applicant ID 42790960 as Office Assistant – Bilingual (Spanish) at Step E of Range 17.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant a Bachelor's degree and has over 13 years of experience. The number of years of education and related work experience does qualify this applicant for step placement at Step E based on the formula of one step will be given for two years of additional education beyond the employment standards for the classification and one step will be given for two years of additional related experience beyond the employment standards for the classification.

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step E of Range 17.5 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
INSTRUCTIONAL ASSISTANT II – BILINGUAL (SPANISH)

The Commission is in receipt of a request from Stacy Berrest, Director, Special Education, to employ Applicant ID 12885652 as Instructional Assistant II – Bilingual (Spanish) at Step C of Range 16.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant a Bachelor's degree and has over 3 years of experience. The number of years of education and related work experience does qualify this applicant for step placement at Step C based on the formula of one step will be given for two years of additional education beyond the employment standards for the classification and one step will be given for two years of additional related experience beyond the employment standards for the classification.

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step C of Range 16.5 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 57119009 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 55204313 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 48873957 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
HEALTH ASSISTANT – BILINGUAL (SPANISH)

The Commission is in receipt of a request from Johan Schmitz, Principal, Jellick Elementary to employ Applicant ID 38217406 as Health Assistant – Bilingual (Spanish) at Step D of Range 17.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step D of Range 17.5 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 51271307 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
ATHLETIC TRAINER

The Commission is in receipt of a request from Gregory Perez, Principal, Rowland High School to employ Applicant ID 53956791 as Athletic Trainer at Step E of Range 21.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step E of Range 21.5 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
ATHLETIC TRAINER

The Commission is in receipt of a request from Scott Cavanius, Principal, Nogales High School to employ Applicant ID 51566987 as Athletic Trainer at Step E of Range 21.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step E of Range 21.5 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
BEHAVIOR INTERVENTION SPECIALIST

The Commission is in receipt of a request from Stacy Berrest, Director, Special Education to employ Applicant ID 58177169 as Behavior Intervention Specialist at Step B of Range 21.5 on the Classified Salary Schedule 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 21.5 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
INSTRUCTIONAL ASSISTANT I – BILINGUAL (MANDARIN)

The Commission is in receipt of a request from Silvia Rivas, Director, Special Projects to employ Applicant ID 47585657 as Instructional Assistant I – Bilingual (Mandarin) at Step B of Range 15.5 on the Classified Salary Schedule 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 that the Commission act to approve advanced salary step placement at Step B of Range 15.5 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
SECRETARY – BILINGUAL/BILITERATE (SPANISH)

The Commission is in receipt of a request from Carlos Ochoa, Principal, Giano Intermediate to employ Applicant ID 17353214 as Secretary – Bilingual / Biliterate (Spanish) at Step E of Range 20.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has over 10 years of work-related experience. The number of years of related work experience does qualify this applicant for step placement at Step E based on the formula of one step will be given for two years of additional related experience beyond the employment standards for the classification.

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step E of Range 20.5 on the Classified Salary Schedule.



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

July 24, 2024

TO: Dennis Bixler, Assistant Superintendent – Human Resources


FROM: Joan Stiegelmar, Personnel Director

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

Miriam Kim, Director of the Family Resource Center, has requested that we reallocate a Senior Office Assistant position to a Senior Office Assistant – Bilingual / Biliterate (Spanish). The Family Resource Center serves a diverse community with a large number of families that have a language other than English as their primary language in the home. One group that is currently requiring communication in their native language is our Spanish speaking population. To support these families of our school community, the Family Resource Center would like to reallocate the Senior Office Assistant position.

Your input concerning the recommended reallocation is important. The Personnel Commission will consider approving this at the regular meeting on Tuesday, August 6, 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: 7-24-2024

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

PC25-037

Ref 8.2a

PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT

August 6, 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
School Bus Driver	6 months	2	6.0/10 6.0/11	4/2019	<ul style="list-style-type: none"> • Structured Interview
Instructional Assistant II Series	6 months	8	5.5/9.5	4/2012	<ul style="list-style-type: none"> • Remote Written Assessment • Structured Interview
Campus Aide	6 months	2	4.0/10.0 5.5/10.0	5/2024	<ul style="list-style-type: none"> • Structured Interview • Technical Project
Senior Office Assistant Series	6 months	1	8.0/12.0	6/1995	<ul style="list-style-type: none"> • Remote Written Assessment • Technical Project • Structured Interview • Computer Testing
Health Office Assistant Series	6 months	2	5.0/10.0	12/2012	<ul style="list-style-type: none"> • Remote Written Assessment • Structured Interview • Computer Testing
Career Vocational Assistant	6 months	1	5.5/9.5	2/2017	<ul style="list-style-type: none"> • Technical Project • Structured Interview
Playground Supervision Aide	6 months	1	2.75/9.5	11/2018	<ul style="list-style-type: none"> • Remote Written Quiz
Office Assistant Series	6 months	1	8.0/11.0	9/2011	<ul style="list-style-type: none"> • Remote Written Assessment • Technical Project • Structured Interview • Computer Testing
Nutrition Services Stock Delivery Worker	6 months	1	8.0/10.0	9/2023	<ul style="list-style-type: none"> • Structured Interview
Personnel Director	6 months	1	8.0/12.0	5/2014	<ul style="list-style-type: none"> • Training & Experience Evaluation • Technical Project • Structured Interview

Recommendation

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



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

UPDATED

INVITES APPLICATIONS FOR THE POSITION OF:

SCHOOL BUS DRIVER (INCLUDES BENEFITS)

\$24.04 - \$29.31 Hourly Rate

An Equal Opportunity Employer

OPENING DATE: July 1, 2023	FINAL FILING DATE: 6/30/2024
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POSITION

There are currently three (3) immediate vacancies for School Bus Driver (Includes Benefits) available. Most positions in this class are assigned to work a 6-hour shift. Permanent positions are eligible for benefits. An eligibility list is being established to fill future permanent and substitute vacancies.

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

SUMMARY OF DUTIES

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

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is desirable.

EXPERIENCE: Experience as a school bus driver is desirable.

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

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

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

Please Note: If you need assistance with your application, please contact Crystal Vahimarae at cvahimarae@rowlandschools.org.

LICENSE/CERTIFICATE REQUIREMENTS

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

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

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

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

FILING PERIOD:

Applications for this position will be accepted online only **until June 30, 2024**.

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

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

EXAMINATION – OPEN & PROMOTIONAL WITH DUAL CERTIFICATION:

The examination may consist of the following:

- Structured Interview

Classified Salary Range 19.5

PROOF OF EDUCATION:

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

UPDATED



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

INVITES APPLICATIONS FOR THE POSITION OF:

INSTRUCTIONAL ASSISTANT II
\$20.21 - \$24.65 Hourly Rate
INSTRUCTIONAL ASSISTANT II – BILINGUAL (SPANISH)
\$20.77 - \$25.29 Hourly Rate
INSTRUCTIONAL ASSISTANT II – BILINGUAL/BILITERATE (SPANISH)
\$21.24 - \$25.90 Hourly Rate

An Equal Opportunity Employer

OPENING DATE: July 1, 2023

FINAL FILING DATE: July 26, 2024

POSITION

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

SUMMARY OF DUTIES

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

QUALIFICATIONS

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

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

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

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

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

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

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

FILING PERIOD

Applications for this position will be accepted online only **until July 26, 2024**.

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

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

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

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

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

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

PROOF OF EDUCATION:

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

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

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

UPDATED

INVITES APPLICATIONS FOR THE POSITION OF:

CAMPUS AIDE

SALARY

\$18.78 - \$22.89 HOURLY

An Equal Opportunity Employer

OPENING DATE: July 1, 2023

FINAL FILING DATE: **June 30, 2024**

POSITION

There are several vacancies available for the position of Campus Aide. Reporting hours will vary in these positions. An eligibility list will be established to fill current vacancies, hire substitutes, and fill future vacancies. Tentative hours/locations for current vacancies:

VACANCIES	SCHOOL SITE	HOURS PER DAY / MONTHS PER YEAR	WORK HOURS
1	Ybarra	3.5 hours a day / 10 months per year	9:00 a.m. – 12:30 p.m.
1	Alvarado	5.5 hours a day / 10 months per year	10:00 a.m. – 4:00 p.m.
1	Nogales	5.5 hours a day / 10 months per year	9:45 a.m. – 3:45 p.m.

SUMMARY OF DUTIES

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

QUALIFICATIONS

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

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

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

- **Copy of High School Diploma or equivalent** or copy of highest obtained degree AA/BA/MA. Transcripts must be on letterhead or watermarked paper.

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.

If you have questions, please contact Crystal Vahimarae at cvahimarae@rowlandschools.org or via phone at 626 854-8388.

WORK ENVIRONMENT

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

PHYSICAL REQUIREMENTS

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

FILING PERIOD

Applications for this position will be accepted online only until **June 30, 2024**.

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 e-mail only

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination process **may** consist of:

- Technical Project
- Structured Interview

Salary Range: 14.5

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 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 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:

SENIOR OFFICE ASSISTANT: \$22.89 - \$27.87
SENIOR OFFICE ASSISTANT- BILINGUAL (SPANISH): \$23.49 - \$28.58
SENIOR OFFICE ASSISTANT- BILINGUAL/BILITERATE (SPANISH): \$24.04 - \$29.31

An Equal Opportunity Employer

OPENING DATE: July 3, 2024

FINAL FILING DATE: July 24, 2024

POSITION

There is tentatively (1) **Senior Office Assistant-Bilingual (Spanish) Including Benefits** position available at the Family Resource Center. The position is six (6) hours a day, five (5) days a week, ten (10) months per year. Eligibility lists in all classifications will be established to fill current and future vacancies and hire substitutes, for the next six (6) months.

SUMMARY OF DUTIES

Performs a variety of specialized clerical functions in support of an assigned school or District office function; administers budgets for an individual school; monitors expenditures of special programs serving as liaison between County and State agencies and site personnel; works in Special Program offices at the comprehensive high schools performing a variety of clerical duties such as payroll and personnel; serves as registrar and lead worker; works directly with teachers, students and community members coordinating activities with outside districts and agencies; operates a computer full time at a comprehensive high school to generate master schedules, report cards, lists, labels, test scores and reports which have school-wide impact, and performs other related duties as required.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is required. College courses in office management, business or public administration or other related fields are desirable.

EXPERIENCE: One year of full-time general clerical experience is required.

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. The ability to speak, read and write a language, in addition to English, is desirable for the class of Senior Office Assistant. The ability to speak and read Spanish and English is required for the class of Senior Office Assistant Bilingual (Spanish). A valid and current first aid certificate, comparable to the American Red Cross Standard First Aid Certificate must be presented to the Personnel Department prior to or within 90 days of employment.

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 or highest obtained degree if you possess an AA/BA/MA**

Documents may 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. Transcripts or diplomas from foreign countries must be certified to meet the [US equivalent](#).

Please Note: If you need assistance with your application, please contact Crystal Vahimarae at cvahimarae@rowlandschools.org.

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

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

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

07/2024

D-24/25-06, 07, 08

FILING PERIOD

Applications for this position will be accepted on-line only, from **July 3, 2024, to July 24, 2024, until 4:30 p.m.**

Log on to www.rowlandschools.org, Departments → Personnel Commission → Classified Job Openings

Applicants will be sent notifications via e-mail only

OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination will tentatively consist of the following:

- Job Related Written
- Structured Interview / Computer Performance Exams
- Bilingual Evaluation – Ability to speak and read in Spanish
- Bilingual/Biliterate Evaluation - Ability to speak, read and write in Spanish

Salary Range:

Senior Office Assistant: 18.5

Senior Office Assistant-Bilingual (Spanish): 19

Sr. Office Assistant-Bilingual/Biliterate (Spanish): 19.5

PROOF OF EDUCATION:

If you received your education outside of the United States, you must have your degree/transcripts evaluated by a transcript evaluation service that certifies that your degree meets the United States equivalent for it to be considered. For more information about organizations who offer this service, please access the following [https://www.ctc.ca.gov/credentials/leaflets/foreign-transcript-evaluation-\(cl-635\)](https://www.ctc.ca.gov/credentials/leaflets/foreign-transcript-evaluation-(cl-635)). **RUSD will only accept evaluations from agencies listed within the document.**

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

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ROWLAND UNIFIED SCHOOL DISTRICT

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

INVITES APPLICATIONS FOR THE POSITION OF:

HEALTH OFFICE ASSISTANT: \$21.24 - \$25.90 HOURLY
HEALTH OFFICE ASSISTANT-BILINGUAL (SPANISH): \$21.78 - \$26.54 HOURLY

An Equal Opportunity Employer

OPENING DATE: July 3, 2024

FINAL FILING DATE: July 24, 2024

POSITION

There is currently one (1) **Health Office Assistant – Bilingual (Spanish)** position available at Northam Elementary. An eligibility list is being established to fill the current vacancy, hire substitutes and to fill future vacancies for the next six months. Typical hours for the position are 5 hours a day / 10 months a year.

CURRENT VACANCIES

LOCATION	HOURS/MONTHS	TENTATIVE HOURS	BILINGUAL (SPAN)
Northam	5 Hrs / Wk, 10 Mo / Yr	8:00 AM – 1:00 PM	Yes

Health Office Assistant is a modification of the official classification title of Health Assistant. The change was made to assist with attracting more applicants to this recruitment.

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

SUMMARY OF DUTIES

Provides health care services to students by listening to concerns and making preliminary findings; identifying problems and providing basic first aid techniques; calls for professional assistance as needed; maintains related health records; assists nurses in screening students for various health concerns; advises parents of legal requirements such as immunizations and available community services; and performs other related duties as required.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is required. Course work in health, biology, physiology, or a related field is desirable.

EXPERIENCE: Clerical experience is desirable.

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

- **A copy of your High School Diploma or equivalent**
- **A current and valid Standard/Basic First Aid Card (copy front and back)**
- **A current and valid Child and Adult CPR card (copy front and back)**

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

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

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

FILING PERIOD

Applications for this position will be accepted on-line only, from **Wednesday, July 3, 2024, to Wednesday, July 24, 2024, until 4:30 p.m.**

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

Applicants will be sent notifications via e-mail only

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

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Job Related Written Exam / Structured Interview / Computer Performance Exams / Bilingual Evaluation

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

PROOF OF EDUCATION:

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

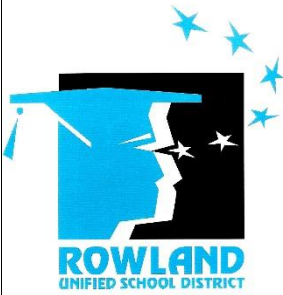
New employees will be charged a processing fee (approximately \$64) for the cost of fingerprinting. This fee must be paid at the time of processing appointment, with a MONEY ORDER ONLY, payable to RUSD.

VETERANS CREDIT

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

For a more detailed job description, please visit www.rowlandschools.org. → Departments → Personnel Commission → Classified Job Openings

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ROWLAND UNIFIED SCHOOL DISTRICT

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

INVITES APPLICATIONS FOR THE POSITION OF:

CAREER/VOCATIONAL ASSISTANT

Salary: \$23.49 - \$28.58 Hourly Rate

An Equal Opportunity Employer

OPENING DATE: July 3, 2024

FINAL FILING DATE: July 24, 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 Jasmine at jasmine.portillo@rowlandschools.org or call 626 854-8577 with any questions.

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 **Wednesday, July 3, 2024, to Wednesday, July 24, 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**

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

INVITES APPLICATIONS FOR THE POSITION OF:
PLAYGROUND SUPERVISION AIDE

\$17.41 Hourly
An Equal Opportunity Employer

OPENING DATE: Friday, July 12, 2024

FINAL FILING DATE: Thursday, August 1, 2024

POSITION

Hours for this job range from one (1) hour per day to three (3) hours per day, five (5) days per week, nine and a half (9 1/2) 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 within the next 6 months.

SUMMARY OF DUTIES

Under the direction of the principal or designee, performs a variety of assignments monitoring and overseeing students in the cafeterias, lunch areas, restrooms, playgrounds, school hallways, parking lots, or grounds during breakfast, lunch, or other non-instructional times; assists school staff in the safety and well-being of students; and intercedes in potentially harmful situations in accordance with school and organizational procedures.

QUALIFICATIONS

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

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

Please email Jasmine Portillo at jasmine.portillo@rowlandschools.org or call 626-854-8577 with any questions.

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

HAZARDS: Exposure to verbal abuse and harassment, potential physical hazards involved in intervening in anti-social, illegal, and violent behavior; possible fights and confrontations.

PHYSICAL REQUIREMENTS: Employees in this classification stand for extended periods of time, walk, sit, stoop/bend, reach overhead, lift and carry up to 20 lbs., simultaneously use both arms, legs, and hands; reach overhead; hear normal voice conversation; speak clearly; have depth perception and color vision, distinguish shades, see small details and long distances, and use a radio and telephone.

FILING PERIOD

Applications for this position will be accepted starting on **Friday, July 12, 2024, until Thursday, August 1, 2024, at 4:30 p.m.**

Applicants will be sent notifications via e-mail only

EXAMINATION – OPEN/PROMOTIONAL WITH DUAL CERTIFICATION:

The examination may consist of the following:

- Job Related Written Quiz

Classified Salary Range: 9 Schedule M*

**Playground Supervision Aide is a non-represented classification, and the salary schedule has only one step. Staff employed in this classification do not receive annual increases.*

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.**

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

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ROWLAND UNIFIED SCHOOL DISTRICT

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

www.rowlandschools.org

INVITES APPLICATIONS FOR THE POSITION OF:

OFFICE ASSISTANT: \$21.24 - \$25.90 HOURLY

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

OFFICE ASSISTANT-BILINGUAL/BILITERATE (SPANISH): \$22.34 - \$27.22 HOURLY

An Equal Opportunity Employer

OPENING DATE: July 12, 2024

FINAL FILING DATE: August 1, 2024

POSITION

Eligibility lists are being established in all classifications to fill current and future vacancies and hire substitutes for the next six months.

There is tentatively one vacancy for Office Assistant - Bilingual / Biliterate (Spanish) in Special Projects with work hours from 8 a.m. to 4:30 p.m. (8 hours a day/12 months a year)

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

SUMMARY OF DUTIES

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

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is required.

EXPERIENCE: Clerical experience is desirable.

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

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

You may upload your documents to your application, email them to Crystal Vahimarae at cvahimarae@rowlandschools.org. Applications without supporting documents will be considered **incomplete** and will be **disqualified**. Transcripts or diplomas from foreign countries must be certified to meet the **US equivalent**.

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

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

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

FILING PERIOD

Applications for these positions will be accepted on-line only until **Thursday, August 1, 2024, 4:30 p.m.**

Log on to www.rowlandschools.org, Departments → Personnel Commission → Classified Job Openings.

Applicants will be sent notifications via e-mail only

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Job Related Written Exam
- Structured Interview / Computer Performance Exams
- Bilingual/biliterate evaluation (if applicable)

Salary Range: Off. Assistant: 17, Off. Asst-Bilingual (Spanish): 17.5, Off. Asst-Bil/Bil (Spanish): 18

PROOF OF EDUCATION:

If you received your education outside of the United States, you must have your degree/transcripts evaluated by a transcript evaluation service that certifies that your degree meets the United States equivalent for it to be considered. For more information about organizations who offer this service, please access the following: [https://www.ctc.ca.gov/credentials/leaflets/foreign-transcript-evaluation-\(cl-635\)](https://www.ctc.ca.gov/credentials/leaflets/foreign-transcript-evaluation-(cl-635)). **RUSD will only accept evaluations from agencies listed within the document.**

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

*For a more detailed job description, 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:
NUTRITION SERVICES STOCK DELIVERY WORKER

\$24.04 - \$29.31 – HOURLY
\$4,167.00-\$5,080.00 – MONTHLY

An Equal Opportunity Employer

OPENING DATE: July 12, 2024

FINAL FILING DATE: August 1, 2024

POSITION

There is currently one (1) **full-time position** available at the Nutrition Services Food Center, eight (8) hours a day, five (5) days a week, ten (10) months a year. The tentative hours are 7:00 AM to 3:30 PM. An eligibility list is being established to fill the current and future vacancies and to hire substitutes for the next six months.

SUMMARY OF DUTIES

Under the direction of the assigned supervisor, receives, stores, and distributes a variety of perishable and staple goods, equipment, and supplies; drives a truck following designated routes; loads and unloads food carts; picks up money bags and delivers department mail, and District property.

QUALIFICATIONS

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

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

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

- Copy of **High School Diploma** or equivalent is required.

You may upload your documents to your application (preferred), email them to Jasmine Portillo at jasmine.portillo@rowlandschools. 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 REQUIREMENTS:

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

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

FILING PERIOD

Applications for this position will be accepted online only starting **Friday, July 12, 2024, to Thursday, August 1, 2024, at 4:30 PM.**

Applicants will be sent notifications via e-mail only

Please visit www.rowlandschools.org and navigate to: Departments → Personnel Commission → Classified Job Openings

EXAMINATION – OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Job Related Written Examination
- Structured Interview / Performance Exercise

Range 19 1/2

PROOF OF EDUCATION

If you received your education outside of the United States, you **MUST** have your degree/transcripts evaluated by an approved agency transcript evaluation service that certifies that your degree meets the United States equivalent for it to be considered. For more information about organizations who offer this service, please access the following: [https://www.ctc.ca.gov/credentials/leaflets/foreign-transcript-evaluation-\(cl-635\)](https://www.ctc.ca.gov/credentials/leaflets/foreign-transcript-evaluation-(cl-635)). **RUSD will only accept evaluations from agencies listed within the document.**

ADVANCED SALARY STEP PLACEMENT

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

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

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

ROWLAND UNIFIED SCHOOL DISTRICT

A CONTINUOUS VISION OF EXCELLENCE!

ANNOUNCES THE OPENING OF THE POSITION OF:

PERSONNEL DIRECTOR



SALARY: \$12,975.94–\$14,677.89 MONTHLY

\$155,705.45–\$176,128.89 YEARLY

FILING PERIOD: AUGUST 2, 2024– AUGUST 23, 2024

RUSD CORE VALUES:

- Student-Centered
- Integrity
- Equity
- Inclusion
- Community
- Excellence

SUMMARY OF DUTIES:

Under the direction of the Personnel Commission; plans, organizes, and directs the comprehensive classified personnel program in compliance with prescribed Merit System rules and Education Code regulations; directs functions including classification, compensation surveys, recruitment and selection, establishment and maintenance of eligibility lists, certification of eligibles, employment, transfer, promotion and performance evaluation; coordinates staff reductions and layoff process; reviews disciplinary hearings, examination related appeals; proposes and interprets personnel policies, rules and procedures; advises District management, employees and CSEA representatives on all aspects of classified employment; maintains close working relationships with District's Leadership Team, employees and employee representatives; and directs and supervises Commission staff.

Rowland Unified School District is An Equal Opportunity Employer

MERIT SYSTEM PRINCIPLES

The Rowland Unified School District's selection of classified employees is governed by the Merit System that is overseen by a Personnel Commission. A Personnel Commission is an independent body that oversees personnel matters for classified school employees. The commission is responsible for ensuring fair and equitable treatment of employees, and for selecting and retaining employees based on merit.



THE DEPARTMENT

The Personnel Commission office oversees the comprehensive classified personnel program in compliance with Merit System rules and education code regulations which include classification, compensation, recruitment, selection, onboarding of new employees and transfers of existing employees to different work locations. The office consists of the following staff:

- Personnel Director—1 FTE
- Personnel Analyst—1 FTE
- Senior Personnel Technician—1 FTE
- Personnel Technicians—3 FTE

THE POSITION

The primary responsibility of this position is to provide staff assistance to the Personnel Commission while administering the classified personnel program in accordance with the Education Code, rules of the Personnel Commission, the negotiated contract and prudent personnel practices. The incumbent works independently, establishes and implements plans to meet goals and prepares reports for Commission approval. The Director must demonstrate technical knowledge, interpersonal skills to work collaboratively with others, and problem solving skills. The incumbent must be able to work with multiple parties and resolve conflicting views in accordance with legal provisions.

DUTIES:

- Serves as secretary to the Personnel Commission and directs the preparation of agendas, minutes, and the annual report;
- Develops and administers the annual budget for Personnel Commission operations and controls and authorizes expenditures in accordance with established limitations;
- Interviews, selects, supervises, trains and evaluates assigned staff;
- Responsible for operations/and activities of the merit system functions including recruitment, selection, employee processing, employee records, special projects, candidate referrals, and placement of limited term and provisional employees; E
- Advises Commission on administrative, legal and personnel matters by investigating and analyzing information, interpreting applicable law, Board policy and procedure, and Classified collective bargaining agreements;
- Makes presentations to the Personnel Commission and other groups concerning classified recruitment and employment issues;



THE POSITION (CONTINUED)

- Attends and participates in Personnel Commission meetings;
- Oversees classification studies and compensation surveys; prepares findings and recommendations for administrative review and subsequent approval by the Personnel Commission;
- Performs position audits and analysis to determine the appropriateness of reclassification requests;
- Serves as a resource to senior management, administrators, directors, managers, and supervisors on matters relating to classification, compensation, requisitions, and classified assignments;
- Reviews and approves recruitment plans, recruitment bulletins, examinations, establishes cut-off points, approves eligibility lists, reviews personnel requisitions and evaluates employee assignments to ensure compliance with merit system rules and regulations;
- Coordinates the hearing of employee appeals of disciplinary actions taken by the District;
- Assists applicants, candidates, employees, administrators, managers, and supervisors with information and interpretation of regulations and Classified collective bargaining agreement provisions, and advises
- Meets with classified employees who request assistance with job related issues;
- Serves as facilitator for problem solving, utilizing interest based techniques;
- Maintains, encourages and enhances positive relationships between the district, CSEA and Commission;
- Oversees and coordinates the reductions or eliminations of staff in accordance with contract provisions, Personnel Commission Rules, and Merit System principles;
- Contacts employees to discuss options for layoff or assignment reduction and determine choices, informs affected administrators of staff changes; transmits written notifications;
- Oversees the establishment and maintenance of seniority, reemployment, other employment lists;
- Reviews, legislative changes, assesses impact on the Personnel Commission rules, class descriptions, and employment processes;
- Researches, proposes, and recommends amendments to Personnel Commission rules and regulations;
- Directs investigations of applicant examination and rejection appeals and responds to appellants;
- Serves on the Classified Professional Growth Committee; coordinates the committee activities with CSEA designated Professional Growth Facilitator and reviews/approves requests for expenditure of funds;
- Participates in new employee orientation meetings;
- Attends workshops and professional meetings;
- Performs other duties as assigned.



For a complete job description, please visit our website at rowlandschools.org

MINIMUM QUALIFICATIONS

EDUCATION: Bachelor's degree in business, public administration, human resources management, psychology, sociology, political science or a related field from an accredited college is required. A master's degree in one of the fields listed is desirable.

EXPERIENCE: Five years of recent, increasingly responsible professional public human resources administrative experience including two years of supervisory experience at the Analyst level or above, such as Coordinator or Director. School district Merit System or public civil service system experience is desirable.



SALARY AND BENEFITS

The salary range for the classification of Personnel Director is \$12,975.94—\$14,677.89 MONTHLY. This is a one-position management classification assigned twelve (12) months per year.

FRINGE BENEFITS:

Retirement: Public Employees’ Retirement System (PERS), 2% at 55 for classic members and 2% @ 62 for new members.

Insurance: District contributes \$15,000 (subject to change) toward annual premium for medical, vision, dental, and life insurance coverage. Paid Vision & Dental Plan for employee and dependents.

Holidays: 15 paid holidays per year

Sick Leave: 12 days per year with unused days that continue to roll over while employed

Vacation Leave: 24 days per year plus 2 floating holidays

Monthly mileage allowance: \$180 a month

The District also offers additional benefits such as an employee assistance program, long-term disability insurance, and other voluntary insurances.

Basic Life Insurance: \$75,000 Policy

APPLY BY: Friday, August 23, 2024

EXAMINATION:

OPEN/PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Training and Experience Evaluation
- Structured Interviews—Technical and General Fitness panels

APPLICATION PROCEDURE:

Individuals interested in applying for the position of Personnel Director may apply on-line at <https://www.schooljobs.com/careers/rowland> Applicants must provide a copy of the following at the time of application (you may upload the documents to your profile):

- A copy of your Bachelor's Degree and **one** of the following:
- A copy of your resume
- The contact information of at least three (3) professional references.

You may upload documents to your online applicant profile or email them directly to arlene.zamudio@rowlandschools.org.

Supplemental Questionnaire:

The supplemental application is part of the selection process and must be completed. It will give you the opportunity to fully explain your background and qualifications as they pertain to essential aspects of the Personnel Director.



QUESTIONS

Candidates may contact:

Arlene Zamudio
Senior Personnel Technician

Phone:
(626) 854-8385

Email:
arlene.zamudio@rowlandschools.org


We are on the web!
www.rowlandschools.org

ROWLAND UNIFIED SCHOOL DISTRICT

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

Phone: (626) 854-8385
 Fax: (626) 935-8456
 Personnel Commission
 Website: www.rowlandschools.org

D-24/25-17

 *Personnel Commission*

August 2024

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

August 6, 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 II (D-23/24-02)	6.1.10.6 Refusing an employment offer after certification as an eligible and available for the appointment <ul style="list-style-type: none"> • ID# 58402335 • ID# 48454586 • ID# 49179124 6.1.10.8 Failure to satisfactorily complete all pre-employment and background reviews, including reference checks conducted by the Appointing Authority <ul style="list-style-type: none"> • ID# 52418853
Health Assistant – Bilingual (Spanish) (D-23/24-45)	6.1.10.1 Failure to respond within five (5) working days following the date that a written notice regarding the eligible’s availability for employment was sent. <ul style="list-style-type: none"> • ID# 47745943 • ID# 35576537
Campus Aide (D-23/24-05)	6.1.10.1 Failure to respond within five (5) working days following the date that a written notice regarding the eligible’s availability for employment was sent. <ul style="list-style-type: none"> • ID# 46024289 • ID# 55926338
Plumber (D-23/24-61)	6.1.10.2 & 4.4.11 Any of the causes listed in Rule 4.4. & Making a false statement or intentionally omitting a statement of a material fact requested on the application form. <ul style="list-style-type: none"> • ID# 7958684
Health Assistant (D-23/24-59) & Health Assistant – Bilingual (Spanish) (D-23/24-60)	6.1.10.6 Refusing an employment offer after certification as an eligible and available for the appointment <ul style="list-style-type: none"> • ID#57852845
Personal Care Assistant (D-23/24-06)	6.1.10.6 Refusing an employment offer after certification as an eligible and available for the appointment <ul style="list-style-type: none"> • ID#56221640
Behavior Support Assistant (D-23/24-26)	6.1.10.6 Refusing an employment offer after certification as an eligible and available for the appointment <ul style="list-style-type: none"> • ID#57955713

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.