

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

January 14, 2025  
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\\_NeNPW1rkQPCNDMifs2P9fg](https://rowlandschools-org.zoom.us/webinar/register/WN_NeNPW1rkQPCNDMifs2P9fg)

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: Jode Howard, 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.

**January 14, 2025**  
**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	_____	_____
	Natalie Moreno, Member	_____	_____
	Jode Howard, 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, January 14, 2025, or adopting the Agenda with the following corrections/modifications for Tuesday, January 14, 2025.

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

*Vote:* Sharon Fernandez \_\_\_\_\_  
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 December 10, 2024. (Ref. 7.1)

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

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

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Advanced Salary Step Placement

a. Consider approving the advanced salary step request from Maria Davila, Director, Nutrition Services, to employ Applicant ID #59664734 as Nutrition Specialist at Step B of Range 28 on the Confidential/Supervisory Salary Schedule. (Ref. 8.1a) & (Ltd. Dist.)

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

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

b. Consider approving the advanced salary step request from Dr. June Sakaue, Principal, Blandford Elementary, to employ Applicant ID #37090924 as Instructional Assistant I – Bilingual (Mandarin) at Step B of Range 15.5 on the Classified Salary Schedule. (Ref. 8.1b) & (Ltd. Dist.)

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

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

c. Consider approving the advanced salary step request from John Martinez, Principal, Rowland Elementary, to employ Applicant ID #59787036 as Office Assistant – Bilingual/Biliterate (Mandarin) at Step D of Range 18 on the Classified Salary Schedule. (Ref. 8.1c) & (Ltd. Dist.)

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

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

d. Consider approving the advanced salary step request from Dr. Jacob Jung, Principal, Alvarado Intermediate, to employ Applicant ID #1606945 as Campus Aide at Step E of Range 14.5 on the Classified Salary Schedule. (Ref. 8.1d) & (Ltd. Dist.)

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

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

e. Consider approving the advanced salary step request from Stacy Berrest, Director, Special

Education, to employ Applicant ID #52716787 as Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule. (Ref. 8.1e) & (Ltd. Dist.)

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

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

- f. Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID #36505562 as Personal Care Assistant at Step D of Range 14 on the Classified Salary Schedule. (Ref. 8.1f) & (Ltd. Dist.)

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

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

- g. Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID #55642157 as Personal Care Assistant at Step B of Range 14 on the Classified Salary Schedule. (Ref. 8.1g) & (Ltd. Dist.)

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

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

## 9. ELIGIBILITY LISTS

### 9.1 Exam Review and Recruitment Bulletins (Ref. 9.1)

Receive for information, a summary of the following examination and recruitment bulletin(s):

- a) Office Assistant (D-24/25-49)
- b) Office Assistant - Bilingual (Spanish) (D-24/25-50)
- c) Office Assistant – Bilingual/Biliterate (Spanish) (D-24/25-51)
- d) Senior Custodian (P-24/25-52)
- e) Central Kitchen Supervisor (D-24/25-53)

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

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

- a) Behavior Intervention Specialist (D-24/25-33)
- b) Career Vocational Assistant (D-24/25-36)
- c) Food Service Assistant I (D-24/25-35)
- d) Instructional Assistant I – (D-24/25-37)
- e) Instructional Assistant I – Bilingual (Mandarin) (D-24/25-45)
- f) Instructional Assistant I – Bilingual (Spanish) (D-24/25-38)
- g) Instructional Assistant II – (D-24/25-02)
- h) Instructional Assistant II – Bilingual (Mandarin) (D-24/25-24)
- i) Instructional Assistant II – Bilingual (Spanish) (D-24/25-02)
- j) Personal Care Assistant (D-24/25-27)

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

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

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

- Instructional Assistant I (D-24/25-21)
  - ID# 26111422 – PC Rule 6.1.10.2 and 4.4.11

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

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

10. INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

**THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED ON TUESDAY, FEBRUARY 4, 2025, AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.**

11. ADJOURNMENT

Time \_\_\_\_\_

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

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

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

**PERSONNEL COMMISSION  
ROWLAND UNIFIED SCHOOL DISTRICT  
MINUTES OF THE REGULAR MEETING OF DECEMBER 10, 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 4:34 p.m., with the Pledge of Allegiance led by Ms. Sharon Fernandez, Personnel Commissioner.

Members Present: Sharon Fernandez, Chair  
Natalie Moreno, Member

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

**APPROVAL OF THE AGENDA**

The Personnel Commission took action to approve the agenda as submitted for Tuesday, December 10, 2024.

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

- Instructional Assistant I – Bilingual (Mandarin))
- Health Assistant series
- Buyer

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

- Community Liaison (Mandarin) – Structured Interview
- Cafeteria Lead Worker I - Structured Interview/Technical Project
- School Bus Driver - Structured Interview
- Instructional Assistant II - Structured Interview
- Personal Care Assistant - Structured Interview
- Instructional Assistant I - Structured Interview
- High School Kitchen Supervisor – Structured Interview
- Food Service Assistant I – Remote written test
- Career Vocational Assistant – Structured Interview

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

- 1 - Campus Aide (Substitute)
- 6 - Custodian (Substitute)
- 2 - Food Service Assistant I
- 3 - Instructional Assistant I
- 1 - Instructional Assistant II – Bilingual /Biliterate (Mandarin)
- 1 - Office Assistant (Substitute)
- 1 - Personnel Director
- 1 - Playground Supervision Aide

- 1 - School Based Technology Assistant
- 1 - School Bus Driver

Updates/Reminders/Remarks:

- On Monday, December 9, we hosted a hiring fair for Personal Care Assistants and Instructional Assistant II positions. We extended nine job offers, and our team is currently guiding the new hires through the onboarding process.
- I would also like to take this opportunity to wish the Personnel Commissioners, my dedicated team, and all members of our audience a joyous holiday season. May you have a Merry Christmas filled with relaxation, cherished moments with family and friends, and the enjoyment of festive activities.
- Ms. Stiegelmar shared a fond farewell statement regarding her upcoming retirement.

**COMMUNICATIONS**

A. CSEA – Lita Gallo, CSEA Chapter President, School Office Manager at Jellick Elementary

Ms. Gallo thanked the Personnel Commission for their hard work on behalf of the District and students. Ms. Gallo also thanked the Personnel Commissioners for their dedication to Merit and for committing to the best outcome for our students. Ms. Gallo thanked Ms. Stiegelmar for being a great leader and for always putting Merit first. Ms. Gallo shared although there have been many challenges that PC has faced, Ms. Stiegelmar has always met them with grace, kindness, and understanding. Ms. Gallo stated Rowland Unified is stronger due to Ms. Stiegelmar’s work and dedication. Ms. Gallo shared this will be her last meeting as CSEA Chapter President and thanked the Commission for working alongside her.

B. District Administration – None

C. Audience Members – None

**PERSONNEL COMMISSION**

7.1 Recommendation: Approve the minutes of the meeting of November 12, 2024.

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

**ITEMS FOR DISCUSSION AND/OR ACTION**

**Advanced Salary Step Placement**

8.1a Recommendation: To Consider approving the advanced salary step request from Sharon Fernandez, Chair, Personnel Commission, to employ Applicant ID #24057376 as Personnel Director at Step D of Range 103 on the Management Salary Schedule.

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

8.1b Recommendation: To consider approving the advanced salary placement request from Maria Davila, Director, Nutrition Services, to employ Applicant ID #23498205 as Nutrition Services Stock Delivery Worker at Step E of Range 19.5 on the Classified Salary Schedule.

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

8.1c Recommendation: To consider approving the advanced salary placement request from Amy Grigsby, Principal, Yorbita Elementary, to employ Applicant ID #46957810 as School-Based Technology Assistant at Step B of Range 18 on the Classified Salary Schedule.

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

8.1d Recommendation: To consider approving the advanced salary placement request from Amy Grigsby Principal, Yorbita Elementary, to employ Applicant ID #45689003 as Instructional Assistant I at Step B of Range 15 on the Classified Salary Schedule.

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

8.1e Recommendation: To consider approving the advanced salary placement request from Elena Camarillo, Principal, Villacorta Elementary, to employ Applicant ID #41586101 as Instructional Assistant I at Step E of Range 15 on the Classified Salary Schedule.

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

8.1f Recommendation: To consider approving the advanced salary placement request from Greg Perez, Principal, Rowland High School, to employ Applicant ID #57416964 as Instructional Assistant II – Bilingual/Biliterate (Mandarin) at Step D of Range 17 on the Classified Salary Schedule.

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

### **EXAMINATIONS/ELIGIBILITY LISTS**

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

- a) Instructional Assistant I – Bilingual (Mandarin) (D-24/25-45)
- b) Health Assistant (D-24/25-46)
- c) Health Assistant – Bilingual (Spanish) (D-24/25-47)
- d) Buyer (D-24/25-48)

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

9.3 Recommendation: To ratify the following eligibility lists:

- a) ASB Account Clerk (D-24/25-32)
- b) Cafeteria Lead Worker I (D-23/24-48)
- c) Community Liaison – Bilingual (Mandarin) (D-23/24-46)
- d) High School Kitchen Supervisor (D-24/25-34)
- e) Library Assistant (D-24/25-30)
- f) Library Assistant – Bilingual (Spanish) (D-24/25-31)
- g) School Bus Driver (D-24/25-01)

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

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

- Health Assistant – Bilingual (Spanish) (D-24/25-10)
  - ID# 58879535– PC Rule 6.1.10.1

- Food Service Assistant I (D-24/25-20)
  - ID# 59461581– PC Rule 6.1.10.6
  - ID# 59403165 – PC Rule 6.1.10.4
  - ID# 59414269 – PC Rule 6.1.10.4
- Playground Supervision Aide (D-24/25-12)
  - ID# 58108550– PC Rule 6.1.10.3
- School Bus Driver (D-24/25-01)
  - ID# 29632556 - PC Rule 6.1.10.6
- Instructional Assistant I & Instructional Assistant I - Bil (SP) (D-24/25-21 & D-24/25-22)
  - ID# 31795282 - PC Rule 6.1.10.8
- Nutrition Specialist (D-24/25-29)
  - ID# 41811553 - PC Rule 6.1.10.6

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

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

Ms. Moreno shared it has been a full year as a Personnel Commissioner, and she has enjoyed every bit of it. Ms. Moreno shared she looks forward to the new year. Ms. Moreno wished Joan a good retirement.

Ms. Fernandez thanked Ms. Gallo for always working with the Personnel Commission. Ms. Fernandez congratulated Ms. Gallo on her upcoming end of term as CSEA Chapter President. Ms. Fernandez thanked Ms. Stiegelmar for her assistance throughout the years. Ms. Fernandez thanked Ms. Stiegelmar for her dedication to the Personnel Commission and to the District and wished her all the best in her retirement.

11. **OTHER ITEMS**

A joint dinner with the CSEA Executive Board and Personnel Commissioners and staff will be held on December 10, 2024, at 5:15 p.m. at BJ’s Restaurant, City of Industry.

12. **ADJOURNMENT**

To adjourn the meeting at 4:55 P.M.

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

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

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

**THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED FOR TUESDAY, JANUARY 14, 2025, 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**  
**NUTRITION SPECIALIST**

The Commission is in receipt of a request from Maria Davila, Director, Nutrition Services to employ Applicant ID 59664734 as Nutrition Specialist at Step B of Range 28 on the Confidential/Supervisory Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has a Masters 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 28 on the Confidential/Supervisory Salary Schedule.

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

The Commission is in receipt of a request from Dr. June Sakaue, Principal, Blandford Elementary to employ Applicant ID 37090924 as Instructional Assistant – 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 Master'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 15.5 on the Classified Salary Schedule.

**PERSONNEL COMMISSION**  
**ADVANCED SALARY STEP PLACEMENT**  
**FOR**  
**OFFICE ASSISTANT – BILINGUAL/BILITERATE (MANDARIN)**

The Commission is in receipt of a request from John Martinez, Principal, Rowland Elementary to employ Applicant ID 59787036 as Office Assistant – Bilingual/Biliterate (Mandarin) at Step D of Range 18 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant a Master's degree and has over 5 years of experience. The number of years of education and related work experience does qualify this applicant for step placement at Step D based on the formula of one step will be given for two years of additional education beyond the employment standards for the classification and one step will be given for two years of additional related experience beyond the employment standards for the classification.

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step D of Range 18 on the Classified Salary Schedule.

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

The Commission is in receipt of a request from Dr. Jacob Jung, Principal, Alvarado Intermediate to employ Applicant ID 1606945 as Campus Aide at Step E of Range 14.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has over 14 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 14.5 on the Classified Salary Schedule.

**PERSONNEL COMMISSION**  
**ADVANCED SALARY STEP PLACEMENT**  
**FOR**  
**INSTRUCTIONAL ASSISTANT II**

The Commission is in receipt of a request from Stacy Berrest, Director, Special Education, to employ Applicant ID 52716787 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 an Associate'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**  
**PERSONAL CARE ASSISTANT**

The Commission is in receipt of a request from Stacy Berrest, Director, Special Education, to employ Applicant ID 36505562 as Personal Care Assistant at Step D of Range 14 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step D of Range 14 on the Classified Salary Schedule.

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

The Commission is in receipt of a request from Stacy Berrest, Director, Special Education, to employ Applicant ID 55642157 as Personal Care Assistant at Step B of Range 14 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has an Associate'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 14 on the Classified Salary Schedule.

**PERSONNEL COMMISSION  
ROWLAND UNIFIED SCHOOL DISTRICT**

January 14, 2025

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ITEM 9.1 EXAM REVIEW

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

<b>Classification</b>	<b>Length of Eligibility List</b>	<b>Number of Positions</b>	<b>Hours / Months</b>	<b>Last Class Description Revision</b>	<b>Tentative Exam Plan</b>
Office Assistant Series	6 months	1	5.0/10	9/2011	<ul style="list-style-type: none"><li>• Remote Written Test</li><li>• Structured Interview</li></ul>
Senior Custodian	6 months	1	8.0/12.0	2/2015	<ul style="list-style-type: none"><li>• Structured Interview</li></ul>
Central Kitchen Supervisor	6 months	1	8.0/12.0	11/2023	<ul style="list-style-type: none"><li>• Structured Interview</li></ul>

**Recommendation**

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



**PERSONNEL COMMISSION**  
**ROWLAND UNIFIED SCHOOL DISTRICT**  
January 14, 2025

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

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

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

ELIGIBILITY LIST RECRUITMENT NUMBER	PERSON I.D. PERSONNEL COMMISSION RULE REFERENCE
Instructional Assistant I (D-24/25-21)	6.1.10.2 Any of the causes listed in Rule 4.4. 4.4.11 Making a false statement or intentionally omitting a statement of a material fact requested on the application form.  ID# 26111422

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.