

**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)]

December 10, 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_bWQ2giw0QTq0MvTURfBA6Q

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.

December 10, 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	_____	_____
	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, December 10, 2024, or adopting the Agenda with the following corrections/modifications for Tuesday, December 10, 2024.

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 November 12, 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 Sharon Fernandez, Chair, Personnel Commission, to employ Applicant ID #24057376 as Personnel Director at Step D of Range 103 on the Management 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 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. (Ref. 8.1b) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Natalie Moreno _____

c. Consider approving the advanced salary step 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. (Ref. 8.1c) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Natalie Moreno _____

d. Consider approving the advanced salary step 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. (Ref. 8.1d) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Natalie Moreno _____

- e. Consider approving the advanced salary step 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. (Ref. 8.1e) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Natalie Moreno _____

- f. Consider approving the advanced salary step 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. (Ref. 8.1f) & (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) 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 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) 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 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)

- 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 by: _____
Second by: _____

Vote: Sharon Fernandez _____
Natalie Moreno _____

10. INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

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.

THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED ON TUESDAY, JANUARY 14, 2025, AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.

12. 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 NOVEMBER 12, 2024
MEETING HELD IN-PERSON AND VIA ZOOM**

The meeting of the Personnel Commission of the Rowland Unified School District was called to order at 4:30 p.m., with the Pledge of Allegiance led by Ms. Sharon Fernandez, Personnel Commissioner.

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

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

APPROVAL OF THE AGENDA

The Personnel Commission took action to approve the agenda as submitted for Tuesday, November 12, 2024.

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

REPORT FROM THE PERSONNEL DIRECTOR

An update on Commission staff's activities since the last meeting was presented by Joan Stiegelmar.

Recruitments opened since the last Commission meeting include the following classifications:

- Food Service Assistant I
- Career Vocational Assistant
- Instructional Assistant I series
- Speech Language Pathology Assistant series
- Behavior Support Assistant series
- Health Assistant series

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

- Behavior Support Assistant - Structured Interview
- Campus Aide - Structured Interview
- Health Assistant II - Structured Interview / Technical Project
- Nutrition Specialist - Structured Interview / Technical Project
- Office Assistant – Bilingual / Biliterate (Mandarin) - Remote Written Test / Structured Int / Comp Testing
- Library Assistant - Remote Written Test / Structured Interview / Computer Testing
- ASB Account Clerk - Remote Written Test / Structured Interview / Computer Testing
- Speech Language Pathology Assistant - Structured Interview

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

- 1 – Health Assistant
- 1 – Campus Aide
- 1 – Playground Supervision Aide
- 1 – Senior Custodian
- 3 – Personal Care Assistant

- 5 – Instructional Assistant II
- 1 – Office Assistant - Bilingual / Biliterate – Spanish
- 1 – Custodian (SUB)

Updates/Reminders/Remarks:

- On November 1, I had the opportunity to present "Climbing the Career Ladder" at Nogales High School as part of Classified Professional Development Day. The event was well organized and there was strong attendance from both classified and certificated staff. Additionally, participants enjoyed a provided lunch, contributing to an engaging and collaborative experience for all involved.
- I would like to extend my sincere gratitude to Sabrina Lee for her 16+ years of dedicated service to Rowland USD as a member of the Personnel Commission. Her commitment to enhancing the hiring processes for classified employees has been invaluable. Additionally, her hands-on support and generous financial contributions to classified employee events, particularly the annual classified luncheons, have enriched the experience and morale of classified employees. Her impact has been profound and greatly appreciated by all.

COMMUNICATIONS

A. CSEA – None

B. District Administration – Dennis Bixler, Assistant Superintendent of Human Resources

Mr. Bixler greeted the Commission and stated on behalf of Alex Flores, Superintendent, that they would like to thank Ms. Lee for her service to the District and the time she has dedicated to the Personnel Commission.

C. Audience Members – Gina Ward, Public Information Officer

Ms. Ward greeted the Personnel Commission and thanked them for their consideration on taking action to approve the Director of Communications job description and the reclassification of her position from Public Information Officer to the Director of Communications position. Ms. Ward requested her reclassification be treated the same as others which were recommended by the Ewing Classification and Compensation study of 2022. Ms. Ward shared she has served the District for over 19 years.

PERSONNEL COMMISSION

7.1 Recommendation: Approve the minutes of the meeting of October 3, 2024.

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

7.2 Recommendation: Approve the minutes of the meeting of October 8, 2024.

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

ITEMS FOR DISCUSSION AND/OR ACTION

Advanced Salary Step Placement

8.1a Recommendation: To Consider approving the advanced salary step request from Scott Cavaniias, Principal, Nogales High School, to employ Applicant ID #42933281 as Campus Aide at Step D of Range 14.5 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 Stacy Berrest, Director, Special Education, to employ Applicant ID #37121364 as Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule.

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

8.1c Recommendation: To consider approving the advanced salary placement request from Stacy Berrest, Director, Special Education, to employ Applicant ID #51628936 as Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule.

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

8.1d Recommendation: To consider approving the advanced salary placement request from Stacy Berrest, Director, Special Education, to employ Applicant ID #56779054 as Instructional Assistant II at Step D of Range 16 on the Classified Salary Schedule.

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

8.1e Recommendation: To consider approving the advanced salary placement request from Stacy Berrest, Director, Special Education, to employ Applicant ID #44860932 as Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule.

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

New Class Description

8.2a Recommendation: Consider approving the new class description for the classification of Director of Communications.

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

Ms. Fernandez asked if there is a reason why the Director of Communications classification was not reviewed at the same time as the other classifications, which were also part of the Ewing study. Ms. Fernandez requested it be considered to have the effective date of the reclassification match those which have been previously approved as part of the Ewing study. Ms. Fernandez shared she believes the District should be fair and equitable to all employees.

Ms. Stiegelmar confirmed the Personnel Commission is allowed to change the effective date of the reclassification per the Personnel Commission Rules. Ms. Stiegelmar shared that at the previous Board of Education meeting, it was recommended that the effective date be November 13, 2024.

Ms. Moreno shared she believes the effective date of November 13, 2024 is fair since the classification is not in a bargaining unit and the other classifications were reclassified as part of an MOU approved by CSEA which is part of a bargaining unit that negotiated their effective date of July 1, 2023.

Discussion took place amongst the Personnel Commissioners and staff regarding the differences between the classifications which were part of the MOU and the classification of Director of Communications. Commissioners also discussed the effective date of the reclassification.

Mr. Bixler, Assistant Superintendent of Human Resources, provided input as to why the reclassification date was recommended as November 13, 2024 instead of July 1, 2023.

Discussion took place between the Personnel Commissioners and staff regarding the timeline of the review and recommendations related to the Director of Communications.

Ms. Fernandez decided to break down the voting process with each item listed.

Ms. Fernandez called for a vote to approve Item i.

- i. Consider placing the new classification of Director of Communications in the Community Relations job family.

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

Ms. Fernandez called for a vote to approve item ii.

- ii. Consider approving the salary recommendation for the classification of Director of Communications at Range 80 on the District Leadership Team Salary Schedule.

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

Discussion took place between the Personnel Commissioners and staff regarding the effective date of the reclassification noted in item iii.

Ms. Moreno motioned to amend item iii.

- iii. Consider reclassifying one Public Information Officer incumbent into this new classification with an effective date of July 1, 2024, in accordance with the Ewing Consulting Classification and Compensation study completed in November 2022.

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

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

- i. Consider placing the new classification of Executive Secretary – Bilingual / Biliterate (Spanish) in the Secretarial and Clerical Series job family.

- ii. Consider approving the salary recommendation for the classification of Executive Secretary – Bilingual / Biliterate (Spanish) at Range 24.5 on the Supervisory / Confidential Salary Schedule.

Ms. Fernandez asked if the current staff would remain in the Superintendent’s if this is approved.

Ms. Bixler shared the Superintendent’s office will remain with two clerical staff. Current staff will not be affected if this is approved as there is a plan in place. Mr. Bixler shared there is great enthusiasm by the Board of Education to create this bilingual / biliterate position. Mr. Bixler mentioned the language of Spanish is predominant in this District and the creation of this position allows for direct communication with the Superintendent’s office with the community.

Ms. Fernandez asked if anyone else in the Superintendent’s office is bilingual.

Mr. Bixler shared the current staff is not bilingual.

Ms. Lee asked if this would be a reclassification of a current incumbent.

Mr. Stiegelmar said that there would not be a reclassification of a current incumbent.

Ms. Stiegelmar shared a brief history of staffing in the Superintendent’s office, which previously had a Secretary – Bilingual / Biliterate (Spanish) position. Ms. Stiegelmar mentioned the office now has two employees, one being the Administrative Assistant to the Superintendent and one being an Administrative Secretary.

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

Reallocation

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

Ms. Moreno asked if the Speech Language Pathology Assistant – Bilingual (Spanish) will only work with Spanish speakers or will it be on a student-by-student basis. Ms. Moreno also asked if there would also be a Mandarin position created.

Ms. Stiegelmar shared that if the need does come up in the future, the District can consider creating the Mandarin position.

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

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

Ms. Stiegelmar shared while reviewing the vacancy it was found the position was not in a Special Education setting, therefore the need for an Instructional Assistant II was no longer needed.

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

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

9.3 Recommendation: To ratify the following eligibility lists:

- a) Behavior Support Assistant (D-23/24-26)
- b) Campus Aide (D-24/25-05)
- c) Custodian (D-24/25-19)
- d) Food Service Assistant I (D-24/25-20)
- e) Health Assistant II (D-24/25-28)
- f) Instructional Assistant I (D-24/25-21)
- g) Instructional Assistant I – Bilingual (Spanish) (D-24/25-22)
- h) Instructional Assistant II (D-24/25-02)
- i) Instructional Assistant II – Bilingual (Mandarin) (D-24/25-24)
- j) Instructional Assistant II – Bilingual / Biliterate (Mandarin) (D-24/25-25)
- k) Nutrition Specialist (D-24/25-29)
- l) Office Assistant – Bilingual / Biliterate (Mandarin) (D-24/25-18)
- m) Personal Care Assistant (D-24/25-27)
- n) School Bus Driver (D-24/25-01)
- o) Speech Language Pathology Assistant (D-23/24-09)

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

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

- Instructional Assistant I - Bilingual (Mandarin) (D-23/24-58)
 - ID# 52418853 – PC Rule 6.1.10.4
- Cafeteria Lead Worker I (D-23/24-48)
 - ID# 17971745 – PC Rule 6.1.10.6
- Career Vocational Assistant (D-24/25-11)
 - ID# 54652872 – PC Rule 6.1.10.6
 - ID# 58951205 – PC Rule 6.1.10.1
- Campus Aide (D-24/25-05)
 - ID# 58369150 – PC Rule 6.1.10.4
 - ID# 55768281 – PC Rule 6.1.10.1
- Campus Aide (D-23/24-05)
 - ID# 50308913 – PC Rule 6.1.10.3
- Instructional Assistant I – Bilingual (Spanish) (D-23/24-63)
 - ID# 41187292 – PC Rule 6.1.10.4
- Instructional Assistant I (D-24/25-21)

- ID# 37121364 – PC Rule 6.1.10.4
- Instructional Assistant I (D-23/24-62)
Instructional Assistant I – Bilingual (Spanish) (D-23/24-63)
 - ID# 48996657 – PC Rule 6.1.10.4
- Personal Care Assistant (D-24/25-27)
 - ID# 59713042 – PC Rule 6.1.10.6
- Food Service Assistant I (D-24/25-20)
 - ID# 54154764 – PC Rule 6.1.10.6

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

10. INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

Ms. Moreno shared she can't believe the year is almost over.

Ms. Lee thanked Ms. Stiegelmar for the gift of flowers. Ms. Lee mentioned she will cherish the years she worked as a Commissioner. Ms. Lee thanked Ms. Fernandez for being her mentor and appreciated her knowledge.

Ms. Fernandez thanked Ms. Lee for her service during her years with the District. Ms. Fernandez shared she has much respect for Ms. Lee and it was an honor working alongside her.

11. ADJOURNMENT

To adjourn the meeting at 5:38 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, DECEMBER 10, 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
PERSONNEL DIRECTOR

The Commission is in receipt of a 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 pursuant to Rule 17.2.1.

Staff have 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 103 on the Management Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
NUTRITION SERVICES STOCK DELIVERY WORKER

The Commission is in receipt of a 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 pursuant to Rule 17.2.1.

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

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step E of Range 19.5 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
SCHOOL-BASED TECHNOLOGY ASSISTANT

The Commission is in receipt of a 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 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 18 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
INSTRUCTIONAL ASSISTANT I

The Commission is in receipt of a 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 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 15 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
INSTRUCTIONAL ASSISTANT I

The Commission is in receipt of a 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 pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has over 8 years of work-related experience. The number of years of related work experience does qualify this applicant for step placement at Step 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 15 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
INSTRUCTIONAL ASSISTANT II – BILIGUAL / BILITERATE (MANDARIN)

The Commission is in receipt of a 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 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 17 on the Classified Salary Schedule.

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

December 10, 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
Instructional Assistant I – Bilingual (Mandarin)	6 months	4	5.5/9.5	11/2013	<ul style="list-style-type: none">• Assessment Test• Structured Interview
Health Assistant / Health Assistant Bilingual (Spanish)	6 months	1	5.0/10.0	12/2012	<ul style="list-style-type: none">• Remote Written Test• Structured Interview• Computer Testing
Buyer	6 months	1	8.0/12.0	7/2010	<ul style="list-style-type: none">• Written Test• Structured Interview• Technical Project

Recommendation

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



ROWLAND UNIFIED SCHOOL DISTRICT

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

www.rowlandschools.org

INVITES APPLICATIONS FOR THE POSITION OF:

INSTRUCTIONAL ASSISTANT I – BILINGUAL (MANDARIN)

\$19.76 - \$24.04 Hourly Rate

An Equal Opportunity Employer

OPENING DATE: November 8, 2024

FINAL FILING DATE: **December 4, 2024**

POSITION

There are currently four (4) part-time Instructional Assistant I-Bilingual (Mandarin) positions available based out of the District Office and assigned various locations as needed. The positions are five and one half (5.5) hours per day, five (5) days per week and nine and one half (9.5) months a year. An eligibility list is being established for the position of Instructional Assistant-Bilingual (Mandarin) to hire substitutes and to fill future vacancies.

NOTE: This position requires the ability to speak in Mandarin.

- You will be tested for your ability to speak in the second language as part of the testing process.

SUMMARY OF DUTIES

Under the direction of an assigned supervisor, reinforces teacher's lesson plans working with students in small groups or on a one-to-one basis; provides classroom support activities; maintains student discipline; scores tests using key and records data; and performs other related duties as required. Positions in the specialized language classes require incumbents to assist non and limited English-speaking students in their primary language.

QUALIFICATIONS

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

1. A minimum of 48 semester or 72 quarter units of college coursework.
2. An Associate or higher degree from an accredited United States college or university.
3. Pass an assessment administered by the Rowland Unified Personnel Commission that demonstrates knowledge of the ability to assist in teaching, reading, writing and mathematics.

EXPERIENCE: Six (6) months of experience working with students or school-aged children in a school or structured setting is required.

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

- **High School Diploma or equivalent is required** or copy of highest completed degree (AA/BA/MA). Transcripts must be on letterhead or watermarked.

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

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

11/2024

D-24/25-45

FILING PERIOD

Applications for this position will be accepted online only **until December 4, 2024, 4:30 pm.**

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

Applicants will be sent notifications via e-mail only.

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Assessment Written Exam (if only provided HS Diploma)
- Structured Interview
- Bilingual Mandarin evaluation

Salary Range: 15.5 Instructional Assistant I - Bilingual (Man)

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/commission-approved-foreign-transcript-evaluating-agencies>. **RUSD will only accept evaluation of foreign transcripts from agencies listed within the document.**

ADVANCED SALARY STEP PLACEMENT:

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

APPOINTMENT:

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

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

PROCESSING FEE:

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

VETERANS CREDIT:

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

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: November 8, 2024

FINAL FILING DATE: December 4, 2024

POSITION

There is currently one (1) **Health Office Assistant – Bilingual (Spanish)** position available at Jellick 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)
Jellick	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 **Friday, November 8, 2024, to Wednesday, December 4, 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: [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, please visit www.rowlandschools.org. → Departments → Personnel Commission → Classified Job Openings

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ROWLAND UNIFIED SCHOOL DISTRICT
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UPDATED

INVITES APPLICATIONS FOR THE POSITION OF:

BUYER

\$29.31 – \$35.69 Hourly
\$5,080.00 - \$6,187.00 Monthly
An Equal Opportunity Employer

OPENING DATE: November 15, 2024	FINAL FILING DATE: December 11, 2024
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POSITION

There is currently one (1) full-time Buyer position available, eight (8) hours per day, five (5) days per week, twelve (12) months a year. The tentative work hours are 7:30 AM to 4:00 PM and the position is in the Purchasing Department.

SUMMARY OF DUTIES

Under the general direction of the Purchasing Supervisor, assists managers and employees District-wide in obtaining effective materials and services at a reasonable price; receives and reviews purchase requisitions; identifies appropriate vendors or prepares bid proposals and obtains bids from vendors; identifies the lowest and most responsible bidder which will meet user needs and places orders; coordinates the delivery/distribution of goods; coordinates the warehouse inventory process; resolves problems regarding the ordering and distribution of goods.

QUALIFICATIONS

EDUCATION:

Two years (i.e., 60 semester or 90 quarter units) of college coursework with a major in purchasing, business, public administration or other related field. Additional years of professional experience in purchasing, inventory control, or other related field beyond the required two years indicated below may be substituted for the required education on a year-for-year basis.

EXPERIENCE:

Two years of professional experience in purchasing, inventory control or other related field.

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

- **Proof of Education:** A copy of highest completed degree (AA/BA/MA) or official transcripts on letterhead/watermarked paper

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

CERTICATES/LICENSE/OTHER EMPLOYMENT REQUIREMENTS:

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

WORK ENVIRONMENT:

Employees in this classification work primarily inside an office environment, with constant interruptions, and have direct contact with 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, see small details, use a computer and a telephone.

FILING PERIOD

Applications for this position will be accepted online only starting **Friday, November 15, 2024, to Wednesday, December 11, 2024, until 4:30 pm.**

Applicants will be sent notifications via e-mail only*

OPEN/PROMOTIONAL WITH DUAL CERTIFICATION

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

- Written Test
- Structured Interview/Technical Project
- Computer Tests

Classified Salary Range: 23.5

PROOF OF EDUCATION

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

***For a more detailed job description, including benefits / leave information, please visit www.rowlandschools.org.
→ Departments → Personnel Commission → Classified Job Openings**

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

PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT
December 10, 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
Health Assistant – Bilingual (Spanish) (D-24/25-10)	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# 58879535
Food Service Assistant I (D-24/25-20)	6.1.10.6 Refusing an employment offer after certification as an eligible and available for the appointment. <ul style="list-style-type: none"> • ID# 59461581 6.1.10.4 A written request by the eligible for removal. <ul style="list-style-type: none"> • ID# 59403165 • ID# 59414269
Playground Supervision Aide (D-24/25-12)	6.1.10.3 Failure to report for a scheduled interview after certification. <ul style="list-style-type: none"> • ID# 581085550
School Bus Driver (D-24/25-01)	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# 29632556
Instructional Assistant I & Instructional Assistant I – Bilingual (SP) (D-24/25-21 & D-24/25-22)	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# 31795282
Nutrition Specialist (D-24/25-29)	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# 41811553

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.