

**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 or calling (626) 854-8380 at least 24 hours in advance of the meeting. [Government Code 54954.2 (a) (1)]

February 4, 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_D0wJYyFHSta8Xvj1_48goQ

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.

February 4, 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, February 4, 2025, or adopting the Agenda with the following corrections/modifications for Tuesday, February 4, 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 January 14, 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 Annette Ramirez, Director, Student Services, to employ Applicant ID #47483497 as Health Assistant II at Step B of Range 22 on the Classified 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. Jacob Jung, Principal, Alvarado Intermediate, to employ Applicant ID #15027817 as Behavior Support Assistant at Step E of Range 17 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 Dr. Michael Hoon, Principal, Hollingworth Elementary, to employ Applicant ID #57137085 as Office Assistant – Bilingual Spanish at Step D of Range 17.5 on the Classified Salary Schedule. (Ref. 8.1c) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Natalie Moreno _____

8.2 Revised Class Description

Consider approving the revised class description for the classification of Assistant Superintendent – Administrative Services. (Ref. 8.2)

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) Food Service Assistant I (D-24/25-54)
- b) Playground Supervision Aide (D-24/25-55)
- c) Executive Secretary (D-24/25-56)
- d) Executive Secretary Bilingual/Biliterate Spanish (D-24/25-57)

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) School Bus Driver (D-24/25-01)
- b) Health Assistant (D-24/25-46)
- c) Health Assistant Bilingual (Spanish) (D-24/25-47)
- d) Buyer (D-24/25-48)

Motion by: _____ Vote: Sharon Fernandez _____
 Second by: _____ 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-24/25-37)
 - ID# 50725244 – PC Rule 6.1.10.4
- Instructional Assistant I (D-24/25-21)
 - ID# 38843462 – PC Rule 6.1.10.4
- Behavior Support Assistant (D-23/24-26)
 - ID# 56779054 – PC Rule 6.1.10.4
 - ID# 58530802 – PC Rule 6.1.10.4
- Food Service Assistant I (D-24/25-35)
 - ID# 23912072 – PC Rule 6.1.10.1
- Food Service Assistant I (D-24/25-07)
 - ID# 36083792 – PC Rule 6.1.10.6
- Health Assistant & Health Assistant – Bilingual (Spanish) (D-24/25-09) (D-24/25-10)
 - ID# 56245647 – PC Rule 6.1.10.4

Motion by: _____ Vote: Sharon Fernandez _____
 Second by: _____ Natalie Moreno _____

10. INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

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

11. ADJOURNMENT

Time _____

Motion by: _____ Vote: Sharon Fernandez _____
 Second by: _____ 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 JANUARY 14, 2025
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
Natalie Moreno, Member

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

Staff Members Absent: Jode Howard, Personnel Director

APPROVAL OF THE AGENDA

The Personnel Commission took action to approve the agenda as submitted for Tuesday, January 14, 2025.

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 Jessica Landin, Personnel Analyst, in the absence of Jode Howard.

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

- Office Assistant
- Office Assistant - Bilingual (Spanish)
- Office Assistant – Bilingual/Biliterate (Spanish)
- Senior Custodian
- Central Kitchen Supervisor

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

- Behavior Intervention Support – Structured Interview
- Food Service Assistant I – Structured Interview
- Health Assistant – Remote Written Exam & Structured Interview
- Instructional Assistant I (Bilingual Mandarin & Spanish) – Structured Interview

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

- 1 - Behavior Support Assistant
- 1 - Campus Aide
- 1 - Custodian
- 4 - Custodian Substitute
- 1 - Food Service Assistant I
- 1 - Health Assistant II
- 1 - High School Kitchen Supervisor
- 1 - Instructional Assistant I
- 3 - Instructional Assistant II

- 1 - Instructional Assistant II Substitute
- 1 - Nutrition Specialist
- 1 - Office Assistant
- 1 - Office Assistant Bilingual (Spanish)
- 1 - Office Assistant Bilingual/Biliterate (Mandarin)
- 1 - Office Assistant Substitute
- 3 - Personal Care Assistant
- 6 - Playground Supervision Aide Substitute

Updates/Reminders/Remarks:

- On Tuesday, January 7, the district hosted a professional development day for classified staff. Employees could sign up to learn about various topics. They even had a PERS representative there to educate staff at various stages in their retirement journey. I attended, and it was very informative!
- I would also like to take this opportunity to welcome our new Personnel Director, Jode Howard, who unfortunately could not be here today.
- Lastly, I wanted to wish Gina Cisneros, Personnel Technician, a happy birthday! She gets to share her birthday with the New Years baby so I wanted to take this moment to send her a belated birthday shout out! Happy Birthday Gina!

COMMUNICATIONS

A. CSEA – Mateo Bualuz, CSEA President, Electronic Repair Technician

Mateo thanked the Commission for allowing him to comment remotely as he could not attend in person. Mr. Bualuz shared he is looking forward to working with the Personnel Commission during his time as CSEA President.

B. District Administration – None

C. Audience Members – None

PERSONNEL COMMISSION

7.1 Recommendation: Approve the minutes of the meeting of December 10, 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 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

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 Dr. June Sakae, 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.

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 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.

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 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.

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 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.

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 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.

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 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.

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

9.3 Recommendation: To ratify the following eligibility lists:

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

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 wished everyone a Happy New Year and hopes everyone stays safe.

Ms. Fernandez wished everyone a Happy New Year. Ms. Fernandez also thanked the Administration team for taking the time to welcome the new Personnel Director and for showing her around the district.

11. ADJOURNMENT

To adjourn the meeting at 4:43 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, FEBRUARY 4, 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
HEALTH ASSISTANT II

The Commission is in receipt of a request from Annette Ramirez, Director, Student Services to employ Applicant ID 47483497 as Health Assistant II at Step B of Range 22 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has a Bachelors 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 22 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
BEHAVIOR SUPPORT ASSISTANT

The Commission is in receipt of a request from Dr. Jacob Jung, Principal, Alvarado Intermediate, to employ Applicant ID 15027817 as Behavior Support Assistant at Step E of Range 17 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

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

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

The Commission is in receipt of a request from Dr. Michael Hoon, Principal, Hollingworth Elementary, to employ Applicant ID 57137085 as Office 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
ROWLAND UNIFIED SCHOOL DISTRICT**

February 4, 2025

**Item 8.2 – CONSIDER APPROVING THE REVISED CLASS DESCRIPTION OF
ASSISTANT SUPERINTENDENT – ADMINISTRATIVE SERVICES**

To address challenges in recruitment efforts and the limited number of applications received for the position of Assistant Superintendent, Administrative Services, the District has requested a revision of the qualifications for this role.

A comprehensive review of minimum qualifications for similar positions across school districts in California was conducted. This research revealed that none of the districts required prior experience as an Assistant Superintendent for candidates to qualify. Instead, the study indicated that districts generally required 4-10 years of management or administrative experience.

Based on these findings, the Personnel Commission staff collaborated with District leadership to refine the qualifications. The revised qualifications aim to balance the need for sufficient management experience to effectively lead the District's business operations while also fostering upward mobility for current classified and certificated staff. This ensures the position remains accessible to a broader pool of qualified candidates without compromising the leadership standards necessary for the role.

Notably, no changes were made to the education requirement for the position.

The proposed revisions to the minimum qualifications aim to expand the pool of qualified candidates, providing the District with a broader range of options to select a candidate who best supports its overall needs. Additionally, the changes ensure alignment across all Assistant Superintendent positions within the District by standardizing qualifications to not require prior experience as an Assistant Superintendent. This alignment also ensures consistency in compensation for all Assistant Superintendent roles.

The recommended updates to the class description are presented in the customary format, with changes indicated using strikeout and bold/underscore text.

RECOMMENDATION:

The Personnel Commission is requested to approve the revision to the classification of Assistant Superintendent – Administrative Services.



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

January 29, 2025

TO: Dennis Bixler, Assistant Superintendent – Human Resources

FROM: Jode Howard, Personnel Director

RE: **REVISED CLASS DESCRIPTION ASSISTANT SUPERINTENDENT – ADMINISTRATIVE SERVICES**

Attached for your review and comment is the proposed **REVISED** class description of Assistant Superintendent – Administrative Services.

Your input concerning the proposed class description is important. Please provide your concerns or comments, if any, regarding changes for the class description. Changes can be recommended at the Personnel Commission meeting. To proceed timely with recruitment, the Personnel Commission will consider approving this new classification at the regular meeting on Tuesday, February 4, 2025.

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

<input checked="" type="checkbox"/> I agree with the proposed class description and recommended changes as presented.	<input type="checkbox"/> I disagree with the proposed class description, and recommend the adjustments noted above.
Signature: <i>DBQ</i>	Date: <i>1/29/25</i>

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

Attachments: Class Description

PC25-292

ASSISTANT SUPERINTENDENT-ADMINISTRATIVE SERVICES

SUMMARY OF DUTIES

Under the direction of the Superintendent, the Assistant Superintendent-Administrative Services shall be responsible for the operation, supervision, and evaluation of the Administrative Services Division which includes fiscal services, budgeting, maintenance, operations, transportation, facilities and construction, property and risk management, purchasing, food services, technology and district safety. He/she shall be responsible for providing a wide range of services to a variety of internal and external customers. The incumbent is responsible for providing financial leadership to ensure that proper information is available so that appropriate financial decisions are made and for establishing a system of internal control to safeguard the District's assets. He/she may act on behalf of the Superintendent during the latter's absence.

DISTINGUISHING CHARACTERISTICS

The Assistant Superintendent-Administrative Services is a Senior Management position and an essential component of the Superintendent's Cabinet. An employee in this class develops creative and efficient proposals to accomplish District goals which will be within financial resources and also be acceptable to the community. He/she establishes and maintains effective working relationships and directs through classified managers, personnel engaged in a wide variety of District services. The incumbent provides valuable input on District operations, goals, and programs, especially in regard to their financial impact.

The class of Assistant Superintendent-Administrative Services is distinguished from classes at the Director level in that the former is the highest-level classified position in the District and has executive level financial responsibilities for multiple programs and departments resulting in the exercise of considerable independent judgment.

EXAMPLES OF DUTIES

- Directs, manages, and provides for efficiency and effectiveness in the operations of all financial and business affairs of the District, including revenue calculation, budgeting, accounting, payroll, purchasing, and related administrative areas; ***E***
- Coordinates the services of support areas which include fiscal services, budgeting, maintenance, energy management, operations, transportation, facilities, capital projects involving school construction and modernization, property, risk management, purchasing and logistics, food services, technology, and district safety; ***E***
- Oversees District planning and supervision of the construction, renovation, and maintenance of school facilities, including General Obligation bond funding and projects; ***E***
- Ensures the financial integrity of the District and provide for sound and effective fiscal policies, procedures, and practices including multi-year budgeting and financial planning; ***E***
- Recommends and implements changes in organization, policy and procedures; ***E***
- Assures compliance with local, state, and federal laws relating to administrative services, functions, facilities projects, financial audits, and related activities; ***E***
- Works with District staff to project student enrollments, building and facilities, energy and capital equipment needs, and other cost items for District improvement; ***E***
- Assists Cabinet and Board of Education in establishing and planning the long-range goals of the District and identifying methods to meet such goals; ***E***
- Ensures accountability for results and high standards of performance in all assigned areas of responsibility; ***E***
- Provides direct support to the Superintendent in any area designated and provide direct, timely communication on any matters that could come before the Superintendent or the Board of Education; ***E***
- Monitors financial legislation and analyzes economic trends; ***E***

- Supports administrative services supervisory personnel in the selection, evaluation, discipline, and dismissal of employees; *E*
- Serves as member of Cabinet and the District's negotiation team; *E*
- Promotes positive community relations through effective communication and involvement of community members; *E*
- Performs other related duties as assigned.

SKATs (Skills, Knowledge, Abilities, Traits)

SKILL IN:

- Operating a variety of office machines;
- Safely operating a motor vehicle.

KNOWLEDGE OF:

- Effective fiscal management including school budget preparation and financial reporting requirements;
- Interpersonal skills including tact, patience, and courtesy;
- State, federal, and local laws, codes, regulations, policies and procedures applicable to administrative services operations and financial management;
- Principles and methods of modern public/business administration and management;
- Principles of contract administration, business law, and risk management;
- Accounting, budgeting, purchasing, warehousing, and inventory control principles and practices;
- Principles and practices of physical plant management from construction to preventive maintenance;
- Effective systems of internal control;
- Problem solving strategies;
- Principles and practices of effective leadership and supervision;
- Computer software programs used in business operations;
- Change process, and consensus building strategies.

ABILITY TO:

- Interpret and administer the impact of standards based instructional mandates on District resources;
- Plan, organize, coordinate, and direct a broad school business management program;
- Interpret and administer statutes, regulations and policies concerned with the legal responsibilities of the District;
- Communicate effectively with the Board of Education members, Superintendent, cabinet members, staff, community and parent groups, and governmental agencies;
- Assimilate and evaluate data and prepare sound recommendations based on such data;
- Oversee the preparation and monitoring of District budgets;
- Analyze complex problems, identify solutions, and implement plans to solve problems;
- Prepare and present clear and comprehensive oral and written reports;
- Establish and maintain cooperative and effective relationships;
- Lead committees and task groups.

TRAITS:

- Leadership;
- Customer service orientation;
- Willingness to consider alternative points of view;
- Understanding of community values, needs, and strengths.

EMPLOYMENT STANDARDS

EDUCATION: Graduation from college with a bachelor's degree in accounting, business administration, public administration, education, or a closely related field and one of the following:

- Master's degree in accounting, business administration, public administration, school administration, or a closely related field; or
- A current Certified Public Accountant (CPA) license; or
- Full certification from California Association of School Business Officials (CASBO) Chief Business Official (CBO) Business Executives Leadership (BEL) program; or
- USC School Business Management Certificate Program (SBMCP) is required.

EXPERIENCE: ~~Five~~ **Seven** years of school district **management** experience **which includes five years of school district administrative level experience** ~~as a Director in an Administrative / Business Services department including experience as an Assistant Superintendent of Administrative / Business Services, Chief Business Official (CBO), or equivalent,~~ is required.

~~Full certification from California Association of School Business Officials (CASBO) Chief Business Official (CBO) Business Executives Leadership (BEL) program, USC School Business Management Certificate Program (SBMCP), or equivalent, can be applied for one year of the required experience.~~

LICENSE REQUIREMENT:

A valid Class C, California Driver License and use of a private automobile is required.

PHYSICAL REQUIREMENTS:

Employees in this classification use fingers repetitively, use twisting or pressure repetitively involving wrists or hands to operate a computer, use both hands simultaneously, speak clearly and hear normal voice conversation to exchange information and make presentations, drive a vehicle, use a computer and a telephone, have depth perception, see small details, sit and stand.

WORK ENVIRONMENT:

Employees in this classification may work alone, over 40 hours per week, in direct contact with students, District staff, and the public, with high work volume and tight deadlines, with continually changing priorities and constant interruptions, in negative interpersonal situations.

APPOINTMENT:

In accordance with Education Code Section 45256.5, this position is designated as a Senior Management position. Employees whose positions are designated as senior management of the classified service shall be a part of the classified service and shall be afforded all rights, benefits, and burdens of other classified employees, except that they shall be exempt from all provisions relating to obtaining permanent status in a senior management position.

District Leadership Team Salary Schedule

Salary Range: 120

Revised 7/83, 2/93, 2/99, 07/13, 05/24, **02/25**

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

February 4, 2025

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
Food Service Assistant I	6 months	4	3.0/9.5 3.5/9.5	2/2011	<ul style="list-style-type: none">• Remote Written Test• Structured Interview
Playground Supervision Aide	6 months	1	2.0/9.5	11/2018	<ul style="list-style-type: none">• Remote Written Test
Executive Secretary / Executive Secretary – Bilingual/Biliterate (Spanish)	6 months	1	8.0/12.0	11/2024	<ul style="list-style-type: none">• Remote Written Test• Structured Interview• Technical Project• Computer Test

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:

FOOD SERVICE ASSISTANT I

\$16.82 - \$20.21 HOURLY RATE

An Equal Opportunity Employer

OPENING DATE: January 24, 2025

FINAL FILING DATE: February 14, 2025

POSITION

There are several vacancies available for the position of Food Service Assistant I. Typical hours for this job range from two (2) hours to three and a half (3 ½) hours per day, nine and a half (9 ½) months per year. Reporting hours will vary in these positions. An eligibility list will be established to fill current vacancies, hire substitutes, and fill future vacancies for the next 6 months. Typical assignment hours (subject to change):

- 2.0 hours / 9.5 months
- 2.5 hours / 9.5 months
- 3.0 hours / 9.5 months
- 3.5 hours / 9.5 months

SUMMARY OF DUTIES

Prepares or assists in the preparation of a variety of food at the Food Center or secondary school kitchens; assists in serving food at a school cafeteria; cleans equipment and utensils and maintains food service facilities in a clean and sanitary condition.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is desirable.

EXPERIENCE: Experience in large quantity food preparation and/or serving is desirable.

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

LICENSE/LANGUAGE REQUIREMENTS:

- A valid Class C, California Driver License, and use of a private automobile may be required for some positions in this class, and if required must be maintained during employment.

ENVIRONMENT:

Employees in this classification work both, inside and outside, in varying temperatures, in contact with machinery with moving parts, sharp metal objects, and cleaning agents, and in contact with students.

PHYSICAL REQUIREMENTS:

Employees in this classification stand, walk, sit, stoop/bend, reach overhead, lift, carry, push, and pull up to 50 lbs. without assistance, use fingers repetitively, use wrists or hands repetitively in a chopping or twisting motion, use both hands simultaneously, speak clearly, hear normal conversation, and use a point-of-sale computer terminal.

FILING PERIOD

Applications for this position will be accepted online only starting Friday, January 24, 2025, through Friday, February 14, 2025, until 4:30pm.

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

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

EXAMINATION – OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Job Related Written Examination
- Structured Interview

Salary Range: 12

PROOF OF EDUCATION

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

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



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

INVITES APPLICATIONS FOR THE POSITION OF:
PLAYGROUND SUPERVISION AIDE

\$17.41 Hourly
An Equal Opportunity Employer

OPENING DATE: Friday, January 24, 2025

FINAL FILING DATE: Friday, February 14, 2025

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, January 24, 2025, until Friday, February 14, 2025, 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

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:

EXECUTIVE SECRETARY
\$5,135.00 - \$6,239.00 Monthly
EXECUTIVE SECRETARY-BILINGUAL/BILITERATE (SP)
\$5,391.00 - \$6,554.00 Monthly /
An Equal Opportunity Employer

OPENING DATE: January 31, 2025

FINAL FILING DATE: February 24, 2025

POSITION

There is currently one (1) full-time Executive Secretary-Bilingual/Bi-literate position available, eight (8) hours per day, five (5) days per week, twelve (12) months per year located at the District Office in the Superintendent's Office. The tentative work hours are 8:00 a.m. – 4:30 p.m. An eligibility list will be established to fill current and future vacancies.

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

SUMMARY OF DUTIES

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

QUALIFICATIONS

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

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

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

- **High School Diploma or equivalent and/or**
- **College Transcripts or Diploma (BA/AA)** (if applicable)

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

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/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. Incumbents in the class of Executive Secretary – Bilingual/Biliterate (Spanish) are required to speak, read and write Spanish and English.

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

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

FILING PERIOD: Applications will be accepted on-line only **until Monday, February 24, 2025, at 4:30 pm.**

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

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

EXAMINATION – OPEN/PROMOTIONAL WITH DUAL CERTIFICATION:

The examination process will tentatively consist of the following:

- Written Test,
- Technical Project, Structured Interview Exam, and Computer Performance Exams

Confidential/Supervisory Salary Schedule: Range 23.5, 24.5

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 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**

February 4, 2025

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

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

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

ELIGIBILITY LIST RECRUITMENT NUMBER	PERSON I.D. PERSONNEL COMMISSION RULE REFERENCE
Instructional Assistant I (D-24/25-37)	6.1.10.4 A written request by the eligible for removal. ID# 50725244
Instructional Assistant I (D-24/25-21)	6.1.10.4 A written request by the eligible for removal. ID# 38843462
Behavior Support Assistant (D-23/24-26)	6.1.10.4 A written request by the eligible for removal. ID# 56779054 ID# 58530802
Food Service Assistant I (D-24/25-35)	6.1.10.1 Failure to respond within five (5) working days following the date that a written notice regarding the eligible's availability for employment was sent. ID# 23912072
Food Service Assistant I (D-23/24-07)	6.1.10.6 Refusing an employment offer after certification as an eligible and available for the appointment. ID# 36083792
Health Assistant (D-24/25-09) & Health Assistant – Bilingual (Spanish) (D-24/25-10)	6.1.10.4 A written request by the eligible for removal. ID# 56245647

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.