

**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)]

July 2, 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_3Hf08at8Qp-JOu1p5SKVVg

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.

July 2, 2024
4:30 P.M.

PLEASE CIRCULATE

1. Meeting called to order by the Presiding Chair _____ at ____ p.m.

2. Roll Call:	Present	Absent
Sharon Fernandez, Chair	_____	_____
Sabrina Lee, Vice-Chair	_____	_____
Natalie Moreno, Member	_____	_____
Joan Stiegelmar, Personnel Director	_____	_____
Jessica Landin, Personnel Analyst	_____	_____
Arlene Zamudio, Senior Personnel Technician	_____	_____

3. **PRELIMINARY**

3.1 Pledge of Allegiance to the Flag

3.2 Consider adopting the Agenda as submitted for Tuesday, July 2, 2024, or adopting the Agenda with the following corrections/modifications for Tuesday, July 2, 2024.

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

4. REPORT FROM THE PERSONNEL DIRECTOR

Receive an update on Commission staff's activities during the last month.

5. PUBLIC COMMENTS

Remarks are limited to three (3) minutes, unless extended further or limited by vote of the Personnel Commission. A maximum of twenty (20) minutes, unless extended by the Personnel Commission, is allocated for each subject discussed. Ordinarily, Personnel Commissioners will not respond to comments and no action can be taken. However, the Personnel Commission may give direction to Staff following a comment.

- A. CSEA
- B. District Administration
- C. Audience members

6. HEARINGS - None

7. PERSONNEL COMMISSION

7.1 Approve the minutes of the meeting of June 4, 2024. (Ref. 7.1)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee ABSTAIN
Natalie Moreno _____

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Advanced Salary Step Placement

a. Consider approving the advanced salary step request from Heidi West, Principal, Rorimer Elementary, to employ Applicant ID #21053155 as Library Assistant – Bilingual (Spanish) at Step C of Range 17.5 on the Classified Salary Schedule. (Ref. 8.1a) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

b. Consider approving the advanced salary step request from Silvia Rivas, Director, Special Projects, to employ Applicant ID #56900581 as Translator (Mandarin) at Step B of Range 18.5 on the Classified Salary Schedule. (Ref. 8.1b) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

c. Consider approving the advanced salary step request from Ventura Carrera, Director, Transportation Services, to employ Applicant ID #53821364 as School Bus Driver at Step B of Range 19.5 on the Classified Salary Schedule. (Ref. 8.1c) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

8.2 Recruitment Process for Personnel Director

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

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

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

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

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

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

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

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

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

10. INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

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

11. ADJOURNMENT

Time _____

Motion by: _____

Vote: Sharon Fernandez _____

Second by: _____

Sabrina Lee _____

Natalie Moreno _____

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

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF JUNE 4, 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
Natalie Moreno, Member

Members Absent: Sabrina Lee, Vice Chair

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

APPROVAL OF THE AGENDA

A. The Personnel Commission took action to approve the agenda as submitted for Tuesday, June 4, 2024.

Motion made by:	Natalie Moreno	Vote:	Sharon Fernandez	Yes
Seconded by:	Sabrina Lee		Sabrina Lee	Absent
			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 Asst III
- Behavior Intervention Specialist

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

- Assistant Superintendent – Administrative Services – Training & Expérience Evaluation
- Behavior Support Assistant – Structured Interview
- Cook – Structured Interview
- Food Service Assistant I – Structured Interview
- Health Assistant series – Remote written test / Structured Interview / Computer Testing
- Office Assistant Bilingual / Biliterate - Mandarin – Remote written test
- Plumber – Written test / Structured Interview / Performance Test
- School Bus Driver – Structured Interview
- Secretary series – Remote written test

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

- 1 - Campus Aide
- 1 - Custodian
- 7 - Custodian Substitute
- 3 - Food Service Assistant I
- 1 - Library Assistant
- 1 - Office Assistant
- 2 - Playground Supervision Aide
- 1 - Senior Account Clerk
- 1 - Translator (Mandarin)

Updates/Reminders/Remarks:

We had a GREAT time celebrating Classified Employees on May 22 by providing an amazing lunch to our hard-working classified employees. We want to thank our sponsors again for making this celebration of classified employees possible. A special THANK YOU to John Fernandez (Husband of Sharon Fernandez, Personnel Commissioner) for smoking the pulled pork all night (14 hours long).

NO public funds are used for this event. We want to thank the following for their financial donations:

- Schools First Federal Credit Union
- Chaffey Federal Credit Union
- Credit Union of Southern California
- Costco Wholesale
- Sabrina Lee, Personnel Commissioner
- Sharon Ferandez, Personnel Commissioner
- Natalie Moreno, Personnel Commissioner
- Joan Stiegelmar, Personnel Director

And more THANK YOUS!

- A very special BIG thanks to my PC Staff, Jessica Landin, Arlene Zamudio, Crystal Vahimarae, Gina Cisneros, and Jasmine Portillo for helping with the event and serving the food. It was our pleasure to show our appreciation for your hard work.
- Thank you to the Building Services and Warehouse staff for helping to set up all the EZ UPs, tables, chairs, move ice chests and fill them with ice.
- A HUGE thank you goes out to Aaron Stark, our District Office AM Custodian, and Angel Munoz, our District Office PM Custodian for all the extra work we caused you!
- Thank you to the Board of Education, Superintendent, Cabinet, Administrators and Directors for helping during the event. Without all this help, this event would not be possible.
- I want to wish our Superintendent, Dr. Mitchell, farewell and good luck in her retirement and thank her for the collaboration during the past ten years with the Personnel Commission.
- Congratulations to Mr. Alex Flores on his promotion to Superintendent starting on July 1, 2024.

To conclude my report, I want to wish Ms. Sharon Fernandez a Happy Birthday today!

COMMUNICATIONS

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

PERSONNEL COMMISSION

7.1 Recommendation: Approve the minutes of the meeting of May 7, 2024.

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

7.2 Recommendation: Approve the Personnel Commission’s meeting schedule for 2024 – 2025.

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

ITEMS FOR DISCUSSION AND/OR ACTION

Advanced Salary Step Placement

8.1a Recommendation: To consider approving the advanced salary placement request from Dennis Bixler, Assistant Superintendent, Human Resources, to employ Applicant ID #48175236 as Office Assistant for CSEA at Step E of Range 17 on the Classified Salary Schedule.

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

8.1b Recommendation: To consider approving the advanced salary placement request from Silvia Rivas, Director, Special Projects, to employ Applicant ID #10153296 as Translator (Mandarin) at Step B of Range 18.5 on the Classified Salary Schedule.

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

8.1c Recommendation: To consider approving the advanced salary placement request from Mariela Moscal, Principal, Ybarra Academy, to employ Applicant ID #24937546 as Campus Aide at Step B of Range 14.5 on the Classified Salary Schedule.

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

EXAMINATIONS/ELIGIBILITY LISTS

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

- a) District Safety (D-23/24-69)
- b) Food Service Assistant III (D-23/24-70)
- c) Behavior Intervention Specialist (D-23/24-71)

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

9.3 Recommendation: To ratify the following eligibility lists:

- a) Assistant Superintendent of Admin Services (D-23/24-64)
- b) Behavior Support Assistant (D-23/24-26)
- c) Cook (D-23/24-35)
- d) Food Service Assistant I (D-23/24-07)
- e) School Office Manager (D-23/24-55)
- f) School Office Manager – Bilingual (Spanish) (D-23/24-56)
- g) School Bus Driver (D-23/24-01)

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

INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

Ms. Moreno thanked the Personnel Commission staff for putting on an amazing Classified Employee Appreciation Lunch. Ms. Moreno shared it was nice to see the classified staff get to interact with staff from various sites and departments.

Ms. Fernandez thanked Personnel Commission staff for hosting the Classified Employee Appreciation lunch. Ms. Fernandez shared that she and her husband enjoyed assisting with cooking and volunteering their time to ensure the event was successful. Ms. Fernandez wished Dr. Mitchell a happy retirement and thanked her for her service to the district and students throughout her years with Rowland Unified School District.

ADJOURNMENT

To adjourn the meeting at 4:45 P.M.

Motion made by: Natalie Moreno
Seconded by: Sharon Fernandez

Vote: Sharon Fernandez Yes
 Sabrina Lee Absent
 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, JULY 2, 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
LIBRARY ASSISTANT – BILINGUAL (SPANISH)

The Commission is in receipt of a request from Heidi West, Principal, to employ Applicant ID #21053155 as Library Assistant – Bilingual (Spanish) at Step C 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 5 years of work-related experience. The number of years of related work experience does qualify this applicant for step placement at Step C based on the formula of one step will be given for two years of additional related experience beyond the employment standards for the classification.

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
TRANSLATOR (MANDARIN)

The Commission is in receipt of a request from Silvia Rivas, Director of Special Projects to employ Applicant ID #56900581 as Translator (Mandarin) at Step B of Range 18.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step B of Range 18.5 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
SCHOOL BUS DRIVER

The Commission is in receipt of a request from Ventura Carrera, Director of Transportation to employ Applicant ID #53821364 as School Bus Driver at Step B of Range 19.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has 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 19.5 on the Classified Salary Schedule.

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

July 2, 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
Senior Custodian	6 months	1	8 hours / 12 months	2/2015	<ul style="list-style-type: none"> • Technical Project • Structured Interview
Electronic Repair Technician	6 months	1	8 hours / 12 months	10/2010	<ul style="list-style-type: none"> • Technical Project • Structured Interview
Guidance Technician II	6 months	1	7 hours / 10.5 months	7/2019	<ul style="list-style-type: none"> • Technical Project • Structured Interview
District Patrol	6 months	1	3.2 hours /12 months	10/2017	<ul style="list-style-type: none"> • Technical Project • Structured Interview

Recommendation

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



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

**PROMOTIONAL
ONLY**

INVITES APPLICATIONS FOR THE POSITION OF:

SENIOR CUSTODIAN

\$24.65 - \$30.06 – HOURLY
\$4,272.00 - \$5,208.00 – MONTHLY

An Equal Opportunity Employer

OPENING DATE: June 5, 2024

FINAL FILING DATE: June 26, 2024

PROMOTIONAL ONLY

This position is open to current permanent Rowland Unified School District employees who have passed probation or former employees on a current re-employment list.

POSITION

This position is typically, eight (8) hours per day, five (5) days per week, twelve (12) months a year. The current vacancy is at Rowland High School and the tentative work hours are from 3:00 p.m. to 11:30 p.m. An eligibility list is being established to fill the current vacancy and future vacancies. *Please note that normal work hours for **Senior Custodians at other school sites are 6:00 a.m. to 2:30 p.m.** so please apply if you are interested in any future openings. **This eligibility list will be used to fill all vacancies from now until January 2025.**

If an insufficient number of qualified applications are received, the employment opportunity will open to the public and the final filing date will be extended. Please check back after **June 26, 2024.*

SUMMARY OF DUTIES

Under the direction of a Principal, the Custodial Coordinator or Plant Supervisor, organizes, coordinates and participates in the custodial work of an assigned school plant; serves as liaison between the custodial staff and supervisor and makes recommendations regarding custodial methods and standards; performs custodial duties, general maintenance and minor non-technical repair work; assists in training and provides work direction to Custodians.

QUALIFICATIONS

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

EXPERIENCE: Two years of experience in the cleaning and maintenance of public agency buildings is required. Custodial experience in a school environment is desirable.

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

- A copy of your High School Diploma or equivalent (HS Diploma, GED, AA, BA, MA)

You may upload your documents to your application or email them to Crystal Vahimarae at cvahimarae@rowlandschools.org. Applications without the supporting documents will be considered **incomplete** and will be **disqualified**.

Transcripts/Diplomas from foreign countries must be certified to meet the US equivalent to be considered.

LICENSE/LANGUAGE REQUIREMENTS:

- Possession of a valid Class C, California Driver License, and use of a private automobile is required and must be maintained during employment

ENVIRONMENT: Employees in this classification work both inside and outside in changing temperatures, including temperatures below 50° and over 90°, in dry atmospheric conditions, poorly ventilated areas, with inadequate lighting, wet or damp areas, confined spaces, at heights using ladders or scaffolding, with electrical hazards and machinery with moving parts, sharp objects, fumes, moderate to high concentrations of silica or allergenic dust, lead, gases, chemicals, odors, vibrations, hands in water, exposure to minor contagious illnesses (cold, flu, etc.), exposure to contagious illnesses (tuberculosis, measles, mumps, chicken pox, hepatitis, etc.), in direct contact with the public, students, and District personnel, and in the absence of direct supervision.

PHYSICAL REQUIREMENTS: Employees in this classification stand, walk, push, pull, lift, and carry up to 50 lbs. (up to 100 lbs. with assistance); climb ladders and stairs; maintain balance; stoop, kneel, crawl, and bend repeatedly; repetitively use fingers, wrists, and hands while twisting or applying pressure; simultaneously use both arms, legs, and hands; reach overhead; have rapid muscular coordination; hear normal voice conversation; speak clearly; operate an electric/motor vehicle; use a computer, telephone, and radio.

FILING PERIOD

Applications for this position will be accepted online only from **Wednesday, June 5, 2024 to Wednesday, June 26, 2024, until 4:30 pm.**

If an insufficient number of qualified applications are received, the employment opportunity will open to the public and the final filing date will be extended. Please check back after **June 26, 2024.*

Applicants will be sent notifications via e-mail only

EXAMINATION – PROMOTIONAL ONLY

The examination may consist of the following:

- Job Related Written Examination
- Performance / Structured Interview

Salary Range: 20

PROOF OF EDUCATION

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

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:

ELECTRONIC REPAIR TECHNICIAN

\$6,340.00 - \$7,732.00 Monthly

\$76,080.00 - \$92,784.00 Yearly

An Equal Opportunity Employer

OPENING DATE: Wednesday, June 5, 2024

FINAL FILING DATE: Wednesday, June 26, 2024

POSITION

There is one (1) Electronic Repair Technician position available, eight (8) hours per day, five (5) days per week, twelve (12) months per year, including full benefits. An eligibility list will be established to hire substitutes and fill future vacancies for the next six months.

SUMMARY OF DUTIES

Under the direction of the Mechanical Systems Supervisor, reads manuals/publications, interprets schematics; meets with vendors/users; orders materials; assembles, installs, maintains, repairs communication systems, energy management systems, bells, buzzers, security, video surveillance, fire alarm systems, and mechanical/solid state clock systems; makes a variety of electrical repairs.

QUALIFICATIONS

EDUCATION: Graduation from high school or its equivalency supplemented by college-level coursework in electronic equipment repair.

Graduation from a recognized college, university, technical, or trade school with an Associate Degree or higher in Electronics or related field may be substituted for one year of the required experience.

EXPERIENCE: Four years of experience as an electronics technician working with two or more of the following: video surveillance equipment, fire alarm systems, security systems.

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

- A copy of your High School Diploma or equivalent (HS Diploma, GED, AA, BA, MA)
- A copy of college transcripts indicating coursework in electronic equipment repair

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

LICENSE/CERTIFICATION/TRAINING REQUIREMENTS: A valid, Class C, California Driver's License and a good driving record are required and must be maintained during employment.

WORK ENVIRONMENT: Employees in this classification drive a District vehicle to multiple locations to work both inside and outside in changing temperatures, poorly ventilated areas, inadequate lighting, wet or damp areas, confined spaces, at heights using ladders or scaffolding, with electrical hazards and dangerous machinery with moving parts, sharp objects, fumes, moderate to high concentrations of silica or allergenic dust, lead, asbestos, gases, chemicals, odors, toxic materials, explosive substances, loud noises, vibrations, hands in water, in direct contact with the public, students, and District personnel, and in the absence of direct supervision, work a flexible schedule on-call, which may include evenings, weekends and/or holidays.

PHYSICAL REQUIREMENTS: Employees in this classification lift, carry, push or pull materials or custodial or grounds equipment weighing up to 25 pounds; walking or standing for extended periods of time; dexterity in limbs, hands, fingers to operate equipment in a safe manner; physical balance to ascend ladders; ability to bend at the waist kneel or crouch, reach overhead above the shoulders and horizontally as necessary for training purposes; stand and/or walk for extended periods of times, hear normal voice conversation; speak clearly, see small details, drive a vehicle; use a computer, telephone, and radio.

FILING PERIOD

Applications for this position will be accepted online only, **Wednesday, June 5, 2024, to Wednesday, June 26, 2024 until 4:30 pm.**

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 Examination
- Structured Interview / Technical Project

Salary Range 28

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. **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

**PROMOTIONAL
ONLY**

INVITES APPLICATIONS FOR THE POSITION OF:
GUIDANCE TECHNICIAN II (INCLUDING BENEFITS)

\$31.55 - \$38.43 - HOURLY
\$5,469.00 – 6,66.00 - MONTHLY

An Equal Opportunity Employer

OPENING DATE: JUNE 14, 2024

FINAL FILING DATE: JULY 8, 2024

PROMOTIONAL ONLY

This position is open to current permanent Rowland Unified School District employees who have passed probation or former employees on a current re-employment list.

POSITION

There is currently one position available at Nogales High School, seven (7) hours per day, five (5) days per week, ten and one-half (10.5) months per year. The tentative work schedule is 8:30 a.m. to 4:00 p.m. An eligibility list will be established to fill the current vacancy and to fill future vacancies for the next six months.

SUMMARY OF DUTIES

Under direction of an assigned administrator, performs a wide variety of technical and administrative duties in support of a secondary school guidance program; independently monitors class schedules, academic progress and graduation status of assigned students; provides information, assistance and advice to students and parents regarding class schedules, scholarships, financial aid, college enrollment, career education and employment; informs students of various community support, employment development or testing programs.

QUALIFICATIONS

EDUCATION: High school graduation or equivalent and completion of ninety (90) semester or one hundred thirty-five (135) quarter units of college with a major in counseling, psychology, sociology, human services, education or other related field is required.

EXPERIENCE: Equivalent to three years of full-time experience providing counseling, career or educational guidance to high school students.

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

- **A copy of your highest obtained diploma – AA/BA/MA AND transcripts on letterhead.**

Document(s) may also be emailed to cvahimarae@rowlandschools.org, **Applications without the supporting document(s) will be considered incomplete and will be disqualified.** Transcripts/Diplomas from foreign countries must be certified to meet the US equivalent to be considered.

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

ENVIRONMENT: Employees in this classification work primarily inside an office environment, with frequent interruptions, with changing priorities and short deadlines, may be exposed to germs 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 20 pounds, use fingers repetitively, use both hands simultaneously, speak clearly, hear normal conversation, and see small details, use a computer, and a telephone.

FILING PERIOD

Applications for this position will be accepted online only starting **Friday, June 14, 2024, to Monday, July 8, 2024, 4:30pm.**

**If an insufficient number of qualified applications are received, the employment opportunity will open to the public and the final filing date will be extended. Please check back after July 8, 2024.*

Applicants will be sent notifications via e-mail only

PROMOTIONAL ONLY

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

- Job Related Written Examination
- Technical Project
- Structured Interview

Classified Salary Range: 25

PROOF OF EDUCATION:

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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.

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

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



ROWLAND UNIFIED SCHOOL DISTRICT

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

INVITES APPLICATIONS FOR THE POSITION OF:

DISTRICT PATROL

\$23.49 - \$28.58 Hourly

An Equal Opportunity Employer

OPENING DATE: June 14, 2024

FINAL FILING DATE: July 8, 2024

POSITION

There is currently one (1) part-time position available, eight (8) hours per day, two (2) days per week, twelve (12) months per year. The tentative work hours are 6:30 am to 3:00 pm. An eligibility list will be established to fill current vacancies, hire substitutes, and fill future vacancies for the next 6 months.

- **SHIFT DETAILS:** Sat-Sun - 6:30 AM to 3:00 PM

SUMMARY OF DUTIES

Under general direction of a District Administrator or designee, patrols District work sites, campuses, parking lots and related areas to ensure facilities are properly secured; observes and controls behavior of students and determines if unauthorized visitors are on such premises; approaches such visitors to determine the reasons for their presence and assists them; encourages unauthorized visitors to leave voluntarily using tact, persuasion and good judgment; responds to alarms and observes site to determine if there are intruders; calls police for assistance in handling intruders and unauthorized visitors; makes emergency maintenance repairs; secures premises; and completes various records and reports.

QUALIFICATIONS

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

EXPERIENCE: One year of experience in security/safety work or law enforcement is required. A certificate of completion from a California Basic P.O.S.T. Training Academy can be substituted for the required experience. The certificate of completion must be dated within the last three years.

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

- **High School Diploma/Equivalent or highest completed diploma (GED, AA/BA/MA)**
- **P.O.S.T Training Academy Certificate (dated within the last 3 years) is required if being substituted for the required experience.**

Document(s) may also be emailed to jasmine.portillo@rowlandschools.org. **Applications without the supporting document(s) will be considered incomplete and will be disqualified.** Transcripts/Diplomas from foreign countries must be certified to meet the US equivalent to be considered.

LICENSE REQUIREMENTS: Possession of a valid, Class C, California Driver license and a good driving record is required prior to and during employment. A current SB 1626 Training Certificate in accordance with 832.2 of California Penal Code, compliant with California Education Code Section 38001.5, must be completed within six months of hire at the employee's expense.

ENVIRONMENT: Employees in this classification work both inside and outside, in varying weather conditions, with exposure to verbal abuse, harassment, potential physical hazards when intervening in anti-social, illegal activity, and/or physical fights or confrontations, in the absence of immediate supervision, and in direct contact with students, the public, and District personnel.

PHYSICAL REQUIREMENTS: Employees in the classification lift and carry up to 50 lbs, push/pull, climb stairs and ramps, run, stoop/bend, twist or apply pressure with wrists or hands, use both hands and/or legs simultaneously, speak clearly, hear, have depth perception, have color vision/distinguish shades, see small details and for long distances, operate a computer, radio, or mobile phone, and drive a vehicle.

FILING PERIOD

Applications for this position will be accepted online only starting **Friday, June 14, 2024 to Monday, July 8, 2024 until 4:30pm.**

Applicants will be sent notifications via e-mail only

EXAMINATION – OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Structured Interview / Technical Project

Classified Salary Range: 19

PROOF OF EDUCATION:

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

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

PROCESSING FEE

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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. → 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**

July 2, 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
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 <ul style="list-style-type: none">• ID# 46024289
Custodian (D-23/24-54)	6.1.10.2 & 4.4.11 Any of the causes listed in Rule 4.4. & Making a false statement or intentionally omitting a statement of a material fact requested on the application form. <ul style="list-style-type: none">• ID# 46103527• ID# 57188595
Playground Supervision Aide (D-23/24-52)	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# 56221640• ID#40008509• ID# 16464660
Playground Supervision Aide (D-23/24-52)	6.1.10.3 Failure to report for a scheduled interview after certification. <ul style="list-style-type: none">• ID# 36062220• ID# 46401076

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.