

**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)]

May 7, 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_b8qO1K8HSOqoe7M8ZWXYRw

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.

May 7, 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	_____	<u>ABSENT</u>
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, May 7, 2024, or adopting the Agenda with the following corrections/modifications for Tuesday, May 7, 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

Conduct a Public Hearing on the Proposed Personnel Commission Budget for Fiscal Year 2024-2025. (Ref. 6)

Hearing Opened: _____

Hearing Closed: _____

7. PERSONNEL COMMISSION

7.1 Adopt the Personnel Commission Budget for 2024 – 2025.

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

7.2 Approve the minutes of the meeting of April 9, 2024. (Ref. 7.2)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee ABSTAIN
Natalie Moreno _____

7.3 Receive the draft of the Personnel Commission's meeting schedule for 2024 – 2025. (Ref. 7.3)

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Advanced Salary Step Placement

a. Consider approving the advanced salary step request from Dr. Latoya Brown, Director, Rowland Adult and Community Education, to employ Applicant ID #11423205 as Office Assistant at Step E of Range 17 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 Stacy Berrest, Director, Special Education, to employ Applicant ID #55239386 as Instructional Assistant II at Step E of Range 16 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 Stacy Berrest, Director, Special Education, to employ Applicant ID #49446785 as Instructional Assistant II – Bilingual (Spanish) at Step C of Range 16.5 on the Classified Salary Schedule. (Ref. 8.1c) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

- d. Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education, to employ Applicant ID #3237119 as Instructional Assistant II – Bilingual (Spanish) at Step E of Range 16.5 on the Classified Salary Schedule. (Ref. 8.1d) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

8.2 New Class Descriptions

- a) Consider approving the new class description for the classification of Behavior Intervention Specialist. (8.2a)

- i. Consider placing the new classification of Behavior Intervention Specialist in the School Instructional and Auxiliary Services job family.
- ii. Consider approving the salary recommendation for the classification of Behavior Intervention Specialist at Range 21.5 on the Classified Salary Schedule.

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

- b) Consider approving the new class description for the classification of Speech Language Pathology Assistant – Bilingual (Spanish) and Speech Language Pathology Assistant – Bilingual / Biliterate (Spanish). (8.2b)

- i. Consider placing the new classification of Speech Language Pathology Assistant – Bilingual (Spanish) and Speech Language Pathology Assistant – Bilingual / Biliterate (Spanish) in the School Instructional and Auxiliary Services job family.
- ii. Consider approving the salary recommendation for the classification of Speech Language Pathology Assistant – Bilingual (Spanish) at Range 25 and Speech Language Pathology Assistant – Bilingual / Biliterate (Spanish) at Range 25.5 on the Classified Salary Schedule.

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

- c) Consider approving the new class description for the classification of Director of Communications. (8.2c)

- i. Consider placing the new classification of Director of Communications in the Community Relations job family.
- ii. Consider approving the salary recommendation for the classification of Director of Communications at Range 80 on the District Leadership Team Salary Schedule.

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

8.3 Revised Class Description

Consider approving the revised class description for the classification of Assistant Superintendent – Administrative Services. (Ref. 8.3)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

8.4 Revised Class Description and/or Increase in Salary

a) Consider approving the revised class description and increase in salary for the classification of Campus Aide. (8.4a)

i. Consider approving the salary recommendation for the classification of Campus Aide to Salary Range 14.5 on the Classified Salary Schedule from Salary Range 12 with an effective date of July 1, 2023, in accordance with the Memorandum of Understanding dated February 26, 2024.

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Natalie Moreno _____

b) Consider approving the increase in salary for the classification of School-Based Technology Assistant, School-Based Technology Assistant – Bilingual (Spanish), and School-Based Technology Assistant – Bilingual / Biliterate (Spanish). (8.4b)

i. Consider approving the salary recommendation for the classification of School-Based Technology Assistant to Salary Range 18 on the Classified Salary Schedule from Salary Range 17 with an effective date of July 1, 2023, in accordance with the Memorandum of Understanding dated February 26, 2024.

ii. Consider approving the salary recommendation for the classification of School-Based Technology Assistant – Bilingual (Spanish) to Salary Range 18.5 on the Classified Salary Schedule from Salary Range 17.5 with an effective date of July 1, 2023, in accordance with the Memorandum of Understanding dated February 26, 2024.

iii. Consider approving the salary recommendation for the classification of School-Based Technology Assistant – Bilingual / Biliterate (Spanish) to Salary Range 19 on the Classified Salary Schedule from Salary Range 18 with an effective date of July 1, 2023, in accordance with the Memorandum of Understanding dated February 26, 2024.

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) Plumber (D-23/24-61)
- b) Instructional Assistant I (D-23/24-62)
- c) Instructional Assistant – Bilingual (Spanish) (D-23/24-63)
- d) Assistant Superintendent of Administrative Services (D-23/24-64)
- e) Secretary (D-23/24-65)
- f) Secretary – Bilingual (Spanish) (D-23/24-67)
- g) Secretary – Bilingual/Biliterate (Spanish) (D-23/24-67)
- h) Community Liaison (Mandarin) (D-23/24-68)

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) Cafeteria Lead Worker I (D-23/24-48)
- b) Cook (D-23/24-35)
- c) Custodian (D-23/24-54)
- d) Food Service Assistant I (D-23/24-07)
- e) Food Service Assistant III (D-23/24-34)
- f) Instructional Assistant II – Bilingual (Spanish) (D-23/24-03)
- g) Instructional Assistant II (D-23/24-02)
- h) Library Assistant – Bilingual (Spanish) (D-23/24-51)
- i) Library Assistant (D-23/24-50)
- j) Locker Room Attendant (Female) (D-23/24-49)
- k) Personal Care Assistant (D-23/24-06)
- l) Senior Account Clerk (D-23/24-53)
- m) Translator – Mandarin (D-23/24-39)

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)

- Office Assistant (D-23/24-40)
 - ID# 52479565 - PC Rule 6.1.10.4
- Personal Care Assistant (D-23/24-06)
 - ID# 55683653 - PC Rule 6.1.10.2 & 4.4.11
- Campus Aide (D-23/24-05)
 - ID# 54419806 - PC Rule 6.1.10.1
- Senior Account Clerk (D-23/24-32)
 - ID# 18218176- PC Rule 6.1.10.1
 - ID# 6285746 – PC Rule 6.1.10.1
- Food Service Assistant III (D-23/24-34)
 - ID# 54419874- PC Rule 6.1.10.3
- Cafeteria Lead Worker I (D-23/24-48)
 - ID# 51001778 - 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, JUNE 4, 2024, AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.

11. ADJOURNMENT

Time _____

Motion by: _____

Second by: _____

Vote: Sharon Fernandez _____

Sabrina Lee _____

Natalie Moreno _____

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

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

May 7, 2024

Item 6 – Proposed Personnel Commission Budget for the 2024-2025 Fiscal Year

The draft of the Personnel Commission budget for fiscal year 2024-2025 totals \$989,810 and is presented for information.

The proposed funding for salaries and benefits totals \$941,650 which is an increase of \$59,197 from the 2023-2024 budget. This increase is due to an 8.5% increase in salary for all classified staff and the contribution to CalPERS increasing from 27% in 2023-2024 to 27.8% in 2024-2025.

The discretionary budget for salaries for substitutes (when needed), supplies and equipment replacement, operating expenses, and contingencies is budgeted at \$48,160 which is the same as last year. A summary of the recommended allocations to each budget location of the proposed budget is provided below.

Salaries and Benefits

Funding in this portion of the budget includes the salary and benefits for Personnel Commission staff and meeting stipends for each Commissioner. The step and longevity increment increases for staff as applicable, and mileage allowance for the Director are included.

Discretionary (Location 0810)

In this portion of the budget, funds are allocated for other employee costs, supplies, operating expenses, and equipment. Funds are allocated for contingencies (Object 4319). Below are brief summaries of the recommended budget allocations to each of these areas:

- Other Employee Costs – This includes such items as the Personnel Analyst’s salary, bilingual translation, the cost of substitutes when using classified and certificated employees from schools and/or departments as raters or interview panelists.
- Supplies – Purchases include office products from the District warehouse and vendors.
- Operating Expenses – Funds are allocated for advertisements, contracted services, conferences, memberships, hearing officers, postage, reprographics, repairs, and similar expenses. The allocations for memberships include the California School Personnel Commissioners Association (CSPCA), Cooperative Organizations for the Development of Employee Selection Procedures (CODESP), and Personnel Commissioners Association of Southern California (PCASC). The allocation for computer software is for BIDDLE/OPAC software and the contracted services provides for the NEOGOV software support.

The Personnel Commission is requested to discuss the proposed budget allocations and direct staff concerning any adjustments to be made.

As prescribed by Education Code §45253, the budget shall be prepared for a public hearing by the Commission to be held not later than May 30th each year, or at a date agreed upon between the Board and the Personnel Commission to coincide with the process of adoption of the school district budget. A public hearing on the budget will be scheduled for the regular Personnel Commission meeting on May 7, 2024.



Los Angeles County
Office of Education

**Business Advisory Services
Annual Budget of Personnel Commission
Fiscal Year 2024-2025**

Education Code Section 45253 (K-12 Districts) or 88073 (CC Districts)

Rowland Unified School District _____, Los Angeles County, California.
Name of Local Educational Agency (LEA)

Notice of Public Hearing by the Personnel Commission - Completed by LEA Personnel Commission

To: Governing Board and District Administration

The Public Hearing on this proposed budget will be held at

Rowland USD - District Office - 1830 S. Nogales Street, Rowland Heights, CA 91748

(Place)

on May 7, 2024 at 4:30 o'clock PM M.

You are invited to attend and present your views.

Signature of Chairman or Director of Personnel Commission
Joan Stiegelmar

Print Name
Personnel Director

Title

Adopted Annual Budget of Personnel Commission - Completed by LEA Personnel Commission

To: Los Angeles County Office of Education

The Annual Budget of Personnel Commission was adopted on:

Date of meeting May 7, 2024

Signature of Chairman or Director of Personnel Commission
Joan Stiegelmar

Print Name
Personnel Director

Title

Approval of Annual Budget of Personnel Commission - For LACOE Use Only

To: Governing Board and Personnel Commission

This report has been examined and approved by

Date _____

**Annual Financial and Budget Report
Fiscal Year 2024-2025**

Name of Local Educational Agency: Rowland Unified School District

Expenditure by Object	2022-2023 Actual*	2023-2024 Actual or Estimated*	2024-2025 Budget*
2000 Classified Salaries ⁽¹⁾			
Commission Members ⁽²⁾	\$ 1,750.00	\$ 2,000.00	\$ 2,001.00
Director	181,136.00	196,348.00	187,101.00
Secretaries, Clerks	247,903.00	281,442.00	274,823.00
Other	135,838.00	142,360.00	135,808.00
3000 Employee Benefits	303,304.00	327,233.00	349,888.00
Subtotal	869,931.00	949,383.00	949,621.00
4000 Supplies and Equipment Replacement	3,652.00	8,340.00	8,340.00
5000 Operating Expenses	20,523.00	28,406.00	28,406.00
6000 Equipment			
Subtotal	24,175.00	36,746.00	36,746.00
Appropriation for Contingencies ⁽³⁾		3,443.00	3,443.00
Total Expenditures	\$ 894,106.00	\$ 989,572.00	\$ 989,810.00
Variance from PY (DOLLARS)		\$ 95,466.00	\$ 238.00
Variance from PY (%)		-11%	0%

* Round to the nearest dollar.

(1) Include expenditures only directly attributable to the activities of the Commission and their employees. **For example:** salaries of administrators having a line responsibility for all district operations **should not** be prorated even though some time may be spent working with the personnel director.

(2) Salaries for Commission members should not be included without prior and specific authorization by the Governing Board. (Education Code Section 45250)

(3) Include in Appropriation for Contingencies only amounts that may seem necessary for unforeseen requirements.

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF APRIL 9, 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 Mr. Rodrigo Blanquel, Office Asst. Bilingual (Spanish) at Santana High School and CSEA 2nd Vice President, Chief Union Steward.

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, April 9, 2024.

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

- Office Assistant – Bilingual / Biliterate (Mandarin)
- Instructional Assistant I – Bilingual (Mandarin)
- Health Assistant series
- Plumber
- Instructional Assistant I series

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

- Cafeteria Lead Worker I – Structured Interview
- Campus Aide – Structured Interview
- Community Liaison (Mandarin) – Structured Interview
- Cook – Structured Interview
- Custodian – Remote written test
- Food Service Assistant I – Structured Interview
- Food Service Assistant III – Structured Interview
- Instructional Assistant II series – Assessment testing and Structured Interview
- Library Assistant series – Remote Written test / Structured Interview
- Locker Room Attendant (Female) - Structured Interview
- Personal Care Assistant – Structured Interview
- Playground Supervision Aide – Remote written quiz
- Senior Account Clerk – Remote written test
- Translator (Mandarin) – Structured Interview / Computer Testing

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

- 1 - Personal Care Assistant
- 1 - Personal Care Assistant - Substitute
- 1 - Playground Supervision Aide
- 1 - Playground Supervision Aide - Substitute

Updates/Reminders/Remarks:

- PC Staff held a hiring fair for Classroom Aides on Monday, April 8. Twelve applicants joined us for this event and we are in the process of getting the reference checks completed and making job offers. We are making progress with all these vacancies due to the amazing collaboration between Special Education and the Personnel Commission.
- Ms. Natalie Moreno started attending the CSPCA Merit Academy that began on Saturday, April 6, 2024. I am happy to announce that Ms. Moreno was the recipient of a scholarship from PCASC to attend the Merit Academy (\$600 value). The Academy covers the following topics:
 - Roles & Responsibilities: PC, Board, Director, Staff and Education Code
 - Brown Act & Parliamentary Procedure
 - Classification and Compensation
 - Recruitment and Examination
 - Certification and Selection
 - Classified Layoff
 - Fair Employment/EEO
- Ms. Landin and I will be attending a WRIPAC training in San Diego beginning tomorrow. There will be a full day workshop on The Power of Artificial Intelligence: Transformative Strategies to Enhance your HR Functions. There will be time to network with other agencies which will include school districts, cities, and other agencies. There will be roundtable discussions, and a presentation about practicing Self Compassion and Promoting Compassion in the Workplace.
- On April 18, the Employee of the Year Awards celebration will be held at the Sheraton Fairplex in Pomona at 5:30 p.m. Crystal Vahimarae, Personnel Technician, in the Personnel Commission office will be recognized for her 25 years of service. A bit about Crystal:

“Crystal Vahimarae started her career at Rowland USD as an Office Assistant and worked alongside many of her elementary school teachers from 1998 to 2002. She then transferred to the BTSA/Induction office and worked in that department from 2002 to 2008. In 2008, Crystal was promoted to Personnel Technician in the Personnel Commission department, where she continues to work today. Crystal has recruited and conducted testing on more than half of the 850 classified employees that work in the District today and is a tremendous asset to the Personnel Commission team, and we congratulate her for years of service.”

- The Longevity and Retirement Celebration is happening on Thursday, May 2 at 4:30 p.m. at NHS Manor. If you need to RSVP, it's not too late.
- PC staff is busy gathering monetary and prize donations for the Classified Employees' lunch on Wednesday, May 22. The theme will be “Under the Big Top” celebrating the Greatest Classified Staff on Earth and the menu will consist of pulled pork sandwiches, coleslaw, drinks, and dessert.

COMMUNICATIONS

- A. CSEA – Mr. Rodrigo Blanquel mentioned he would like to bring to the attention of the Commission the difference in salary ranges between the Lead Stock Delivery Worker and the recently increased salary range for the classification of Warehouse Delivery Worker. Mr. Blanquel shared CSEA would like to request a salary study for the classification of Lead Stock Delivery Worker.

Ms. Sharon Fernandez, Personnel Commissioner, referred the request to staff.

Ms. Stiegelmar, Personnel Director, mentioned she will review the request and provide input at the next meeting.

B. District Administration – None

C. Audience Members – None

PERSONNEL COMMISSION

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

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

8.1 Receive for information the proposed Personnel Commission budget for the 2024-2025 fiscal year. (Ref. 8.1) (Ltd. Dist.)

8.2 Authorize the transmittal of the proposed budget to the Board of Education and CSEA for input; and schedule a hearing on the budget on May 7, 2024.

Motion made by:	Sharon Fernandez	Vote:	Sharon Fernandez	Yes
Seconded by:	Natalie Moreno		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) School Office Manager (D-23/24-55)
- b) School Office Manager – Bilingual (Spanish) (D-23/24-56)
- c) Office Assistant – Bilingual / Biliterate (Mandarin) (D-23/24-57)
- d) Instructional Assistant I – Bilingual (Mandarin) (D-23/24-58)
- e) Health Assistant (D-23/24-59)
- f) Health Assistant – Bilingual (Spanish) (D-23/24-60)

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

9.3 Recommendation: To ratify the following eligibility list:

- a) Campus Aide (D-23/24-05)
- b) Community Liaison – Bilingual (Mandarin) (D-23/24-46)
- c) Playground Supervision Aide (D-23/24-52)

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

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

- Behavior Support Assistant (D-23/24-26)
 - ID# 25362672 - PC Rule 6.1.10.6

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. Natalie Moreno mentioned she is looking forward to taking part in the Merit Academy training. Ms. Moreno shared she is happy to receive the scholarship to take part in the classes.

Ms. Fernandez congratulated Mr. Alex Flores on the recent announcement of becoming the next Superintendent in July.

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, MAY 9, 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.



**ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
July 2, 2024**

BULLETIN

PLEASE POST

For Information

TO: All Classified Employees and Administrative Personnel
FROM: Joan Stiegelmar, Personnel Director
RE: 2024-2025 Personnel Commission Meetings

Personnel Commission meetings are typically scheduled on the first Tuesday of each month, except as noted below. Meetings for the 2024-2025 school year are tentatively scheduled as follows:

July 2, 2024

August 6, 2024

*September 10, 2024

October 1, 2024

November 5, 2024

December 3, 2024

*January 14, 2025

February 4, 2025

March 4, 2025

*April 8, 2025

May 6, 2025

June 3, 2025

NOTE: All meetings to be held in the Board Room or via ZOOM, at the District Office and will begin at 4:30 p.m.

*Meetings changed from the first Tuesday of the month.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
OFFICE ASSISTANT

The Commission is in receipt of a request from Dr. Latoya Brown, Director, Rowland Adult and Community Education, to employ Applicant ID #11423205 as Office 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 has voluntarily presented evidence that the salary received by the most recent employer is greater than the first step of the salary for the position offered. This evidence of salary from the most recent employer does qualify this applicant for step placement at Step E.

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

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
INSTRUCTIONAL ASSISTANT II

The Commission is in receipt of a request from Stacy Berrest, Director, Special Education, to employ Applicant ID #55239386 as Instructional Assistant II Step E of Range 16 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step E of Range 16 on the Classified Salary Schedule.

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

The Commission is in receipt of a request from Stacy Berrest, Director, Special Education, to employ Applicant ID #49446785 as Instructional Assistant II – Bilingual (Spanish) Step C of Range 16.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step C of Range 16.5 on the Classified Salary Schedule.

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

The Commission is in receipt of a request from Stacy Berrest, Director, Special Education, to employ Applicant ID #3237119 as Instructional Assistant II – Bilingual (Spanish) Step E of Range 16.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant a Bachelor's degree and has over 19 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 16.5 on the Classified Salary Schedule.

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

May 7, 2024

Item 8.2a – CONSIDER APPROVING THE ESTABLISHMENT OF THE NEW CLASSIFICATION OF BEHAVIOR INTERVENTION SPECIALIST; PLACING THE NEW CLASSIFICATION OF BEHAVIOR INTERVENTION SPECIALIST IN THE SCHOOL INSTRUCTIONAL AND AUXILIARY SERVICES SERIES JOB FAMILY; AND APPROVING THE SALARY RECOMMENDATION AT RANGE 21.5 ON THE CLASSIFIED SALARY SCHEDULE

The Personnel Commission Rules and Regulations prescribe the process for classifying a position when the Board of Education approves new job duties. Rule 3.2.5 provides the following:

When the Board of Education creates a new position, it shall submit the duties officially assigned to the position, in writing, to the Personnel Director. The proposed class specification and a salary recommendation shall be presented by the Personnel Director to the immediate supervisor, administrators within the chain of command, and Superintendent or designee for input. For all Bargaining Unit positions the proposed class specification and salary recommendation shall be presented to the CSEA Chapter President and representative(s) for input.

The Personnel Director shall submit the proposed class specification and recommended salary allocation to the Personnel Commission. No person shall be appointed to a position in the classified service until the classification of the position has been approved by the Personnel Commission. The Board of Education may recommend minimum educational and work experience requirements for new classes.

The Personnel Director shall place the new position in an existing class or if a determination is made a new class is needed, the Personnel Director shall present recommendations to the Commission for action. The Personnel Commission shall:

- 3.2.5.1** Classify the position and determine whether the position should be allocated to an existing class or whether a new class should be established.
- 3.2.5.2** Allocate the position for salary placement on the appropriate classified salary schedule. Designate the position as executive, administrative, supervisory, technical, or police.
- 3.2.5.3** Direct the Personnel Director to notify the Board of Education of the Personnel Commission's action.

RATIONALE FOR ESTABLISHMENT OF THE CLASSIFICATION OF BEHAVIOR INTERVENTION SPECIALIST

Personnel Commission staff developed the new class description with input from Stacy Berrest, Director of Special Education and Nicole Hernandez, Assistant Director of Special Education, and Dennis Bixler, Assistant Superintendent of Human Resources.

The creation of this new position will enable the district to enhance the existing support system for schools and students. This new position, titled Behavior Intervention Specialist, will operate within the BEST Program team to offer specialized assistance to school staff in managing challenging behaviors, particularly among students with Autism and Emotional Disturbance.

The Behavior Intervention Specialist will assume responsibilities including the analysis of Individual Education Programs (IEPs) and Behavior Intervention Plans (BIPs), facilitation of severe behavioral incidents, provision of support to students across various school settings, and implementation of Applied Behavior Analysis (ABA) teaching methodologies.

Central to the role of the Behavior Intervention Specialist is the utilization of data-driven approaches, involving the systematic collection and analysis of behavioral data to refine intervention strategies. This strategic integration of data ensures the effectiveness and efficiency of behavioral interventions tailored to individual student needs.

SALARY RECOMMENDATION FOR BEHAVIOR INTERVENTION SPECIALIST

Allocation of the new classification of Behavior Intervention Specialist is recommended to the Classified Salary Schedule at Range 21.5.

According to Personnel Commission Rule 17.1.4:

17.1.4 COMMISSION SHALL RECOMMEND SALARY SCHEDULES TO BOARD

The Personnel Director shall prepare recommendations for the allocation of classes to salary ranges for approval by the Personnel Commission. The Commission's recommended salary schedule may take into account the following factors:

17.1.4.1 The wages and salaries paid by other governmental agencies in the recruitment area.

17.1.4.2 The principle of like pay for like work within the classified services.

17.1.4.3 Appropriate differentials between related classes to reflect differences in duties and responsibilities as established in the classification plan.

17.1.4.4 Such other information as the Commission may require.

REFERENCE: Education Code Sections 45256, 45260, 45261 and 45268

A comparative analysis was conducted for the internal alignment with the other classification series within the district, as well as the required knowledge, skills, and abilities required to perform the job.

Listed below is the School Instructional and Auxiliary Services Series job family, and the proposed salary recommendations for the new classification:

School Instructional and Auxiliary Services Series

CLASSIFICATION TITLE	SALARY RANGE	MONTHLY MIN	MONTHLY MAX
Guidance Technician II	25	\$5,469	\$6,660
Speech-Language Pathology Assistant	24.5	\$5,335	\$6,500
Guidance Technician I (vacant)	24	\$5,208	\$6,340
Behavior Intervention Specialist (Proposed)	21.5	\$4,600	\$5,607
Career Vocational Assistant	19	\$4,068	\$4,952
Accompanist	18.5	\$3,964	\$4,833
Community Liaison - BB (Spanish)	18	\$3,873	\$4,720
School-Based Technology Assistant - BB (Spanish)	18	\$3,873	\$4,720
Behavior Support Assistant - BB Spanish	18	\$3,873	\$4,720
Instructional Health Care Assistant	18	\$3,873	\$4,720

School Instructional and Auxiliary Services Series (continued)

CLASSIFICATION TITLE	SALARY RANGE	MONTHLY MIN	MONTHLY MAX
School-Based Technology Assistant - B (Spanish)	17.5	\$3,777	\$4,600
Behavior Support Assistant - BB Spanish	17.5	\$3,777	\$4,600
Community Liaison - B (Spanish)	17.5	\$3,777	\$4,600
School-Based Technology Assistant	17	\$3,682	\$4,493
Community Liaison	17	\$3,682	\$4,493
Instructional Assistant II - BB (Spanish)	17	\$3,682	\$4,493
Instructional Assistant II - B (Spanish)	16.5	\$3,596	\$4,382
Instructional Assistant II	16	\$3,502	\$4,272
Instructional Assistant I - BB (Spanish)	16	\$3,502	\$4,272
Instructional Assistant I - B (Spanish)	15.5	\$3,418	\$4,167
Instructional Assistant I	15	\$3,337	\$4,068

**Proposed title and Salary Range*

Listed below are the salaries collected from our local districts:

DISTRICT	CLASSIFICATION TITLE	MONTHLY MIN	MONTHLY MAX
Downey USD	Registered Behavior Technician	\$5,024.93	\$6,111.73
Pomona USD	Student Support Specialist	\$5,003.85	\$6,087.96
Rowland USD	Behavior Intervention Specialist (Proposed)	\$4,600.00	\$5,607.00
Pasadena USD	Behavior Interventionist - Applied Behavior Analysis	\$3,727.00	\$5,013.00
West Covina USD	Behavior Interventionist	\$3,582.00	\$4,352.00

Based upon the internal alignment within the classification series, and comparable data from our neighboring districts, the Personnel Commission staff recommends allocating the salary to the Classified Salary Schedule at Range 21.5 (Max salary of \$5,607 monthly).

RECOMMENDATION:

The Personnel Commission is requested to approve the establishment of the new classification of Behavior Intervention Specialist; place the new classification in the School Instructional and Auxiliary Services Series job family and approve the salary recommendation at Range 21.5 on the Classified Salary Schedule.



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

April 26, 2024

TO: Dennis Bixler, Assistant Superintendent – Human Resources

FROM: Joan Stiegelmar, Personnel Director

RE: **NEW CLASS DESCRIPTION FOR BEHAVIOR INTERVENTION SPECIALIST**

Attached for your review and comment is the proposed **NEW** class description for Behavior Intervention Specialist.

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, May 7, 2024.

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:	Date: _____

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

PC24-330



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

April 26, 2024

TO: Lita Gallo, CSEA President

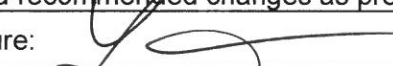
FROM: Joan Stiegelmar, Personnel Director

RE: NEW CLASS DESCRIPTION FOR BEHAVIOR INTERVENTION SPECIALIST

Attached for your review and comment is the proposed **NEW** class description for Behavior Intervention Specialist.

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, May 7, 2024.

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: 	Date: 4/30/24

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

PC24-329

BEHAVIOR INTERVENTION SPECIALIST

SUMMARY OF DUTIES

Under the direction of the Director of Special Education or designee, assists with functional behavior assessments and plans, and directs instructional and behavioral support services to students in the District with difficulties conforming to acceptable behavior patterns; assists in the development and implementation of programs, policies, and practices relative to the management of students' problematic behaviors, including children with Autistic Spectrum Disorder (ASD) and Emotional Disturbance (ED); collaborates with education administrators, certificated, and classified staff to develop and implement Behavior Intervention Plans and provide one-on-one and/or group Applied Behavior Analysis (ABA) to designated students.

DISTINGUISHING CHARACTERISTICS

The Behavior Intervention Specialist classification is distinguished by the advanced knowledge of Applied Behavior Analysis (ABA) and provides training and support to school site personnel; one-on-one and/or group intensive behavioral intervention services. Their role is focused on aiding students with significant behavioral challenges. They utilize ABA principles to foster skill development, emotional management, and positive behavioral changes. Additionally, their responsibilities include analyzing Individual Education Programs (IEPs) and Behavior Intervention Plans (BIPs), managing severe behavioral instances, supporting students throughout the school day in various settings, and implementing ABA teaching strategies. The work of the Behavior Intervention Specialist is data-driven, involving the collection and analysis of behavioral data to refine intervention strategies.

The class of Behavior Intervention Specialist is distinguished from the class of Behavior Support Assistant in that the latter provides guidance services to assist students in improving their personal, social and other non-academic skills. They work with students facing challenges from physical or learning disabilities, emotional or behavioral issues, or difficult family backgrounds. The Behavior Support Assistant's approach is holistic, providing support not only to students, but also engaging with parents and school staff. They receive technical work direction from the psychologist, principal, certificated, and administrative staff.

EXAMPLES OF DUTIES

- Applies behavior analysis principles and Applied Behavioral Analysis (ABA) techniques which are evidence-based for students exhibiting aggressive behaviors due to their emotional disturbance, ASD, or intellectual disabilities; implements supportive interventions designed to complement the student's Behavior Intervention Plan (BIP); ***E***
- Monitors, redirects and modifies student progress regarding inappropriate behaviors and performance; provides coaching, and shadowing to paraprofessional staff for the purpose for providing resources and training in implementing ABA programs; ***E***
- Provides input on appropriate accommodations and modifications for student behavior; ***E***
- Performs as a collaborative member of an intensive behavioral team to ensure delivery of high-quality interventions across environments; ***E***
- Observes, monitors, and records behavior of students according to approved procedures; collects and maintains data on individual behavior plans, reports progress regarding student academic performance and behavior reduction and skill acquisition with a high level of accuracy, consistency, and organization; ***E***
- Consults and collaborates with certificated staff to develop specific goals and objectives for students; ***E***
- Provides Applied Behavior Analysis instruction to select students one-on-one and in small or large groups; ***E***
- Generates weekly data summaries and submit data reports within scheduled timeline; provides assistance in the preparation of student data sheets, charts, records, graphs, or other displays of student performance data; ***E***
- Attends regularly scheduled meetings to review student progress, concerns, and review data; ***E***

- Attends Individual Education Plan (IEP) meetings to provide input and collaborate on behavioral strategies and behavior intervention plans; *E*
- When necessary, and with the support of the classroom team, uses Crisis Prevention and Intervention strategies to prevent and/or de-escalate challenging behavior reducing risk of injury and enhancing the safety of the students and staff; *E*
- Performs a variety of clerical duties according to established guidelines; *E*
- Facilitates structured peer group activities, as appropriate; *E*
- Participates in meetings and in-service training programs as assigned; *E*
- Assists in the training of classroom staff on data collection systems;
- Assists in the creation and production of behavioral and educational materials;
- Assists with crisis prevention intervention training for district staff and designed training for parents or other district staff as needed; provides input on and assist in preparing training materials;
- Performs other related duties as assigned.

SKATS (Skills, Knowledge, Abilities, and Trait)

SKILL IN:

- Safety operating a vehicle;
- Operating a variety of educational technology hardware and software and office equipment, copier, scanner, fax, computer, word processing software, and telephone.

KNOWLEDGE OF:

- Behavior intervention strategies including, but not limited to, Crisis Prevention Intervention approaches, applied behavior analytic methods (prompting strategies and reinforcement systems);
- Child guidance principles and practices, especially as they relate to students with learning disabilities, developmental delays, Autism Spectrum Disorder (ASD), Attention Deficit Hyperactivity Disorder (ADHD), emotional disturbance and cognitive impairments;
- Emergency crisis management techniques;
- Behavioral data collection, with a high level of accuracy, consistency, and organization;
- Guidance techniques such as active listening, problem solving, intervention techniques and behavior management;
- Principles of supervision and training student behaviors;
- Principles and practices of record keeping techniques utilizing technology;
- Safe practices in classroom and playground activity;
- Appropriate interpersonal relations using tact, patience, and courtesy;
- Principles of child development and education;
- Instructional methods and techniques;
- Basic subjects taught in District schools;
- Correct English usage, grammar, spelling, punctuation, and vocabulary.

ABILITY TO:

- Effectively use behavior management techniques used with all students;
- Implement training techniques and chart behavior;
- Plan and conduct individual and small group presentations, meetings and activities;
- Understand the exceptional needs of all student populations;
- Demonstrate aptitude to learn and apply individualized behavioral programs quickly, such that the behavior program remains consistent during staff /student reassignment;
- Collaborate with certificated staff in the development and implementation of behavior plans;
- Develop rapport and relate to students with physical, mental or learning disabilities;
- Monitor and evaluate student behavior according to approved policies and procedures;
- Maintain confidential records and information;

- Establish and maintain cooperative and effective working relationships;
- Communicate effectively in oral and written form;
- Analyze situations effectively and adopt an effective course of action;
- Work independently under broad organizational guidelines to achieve department and District objectives.

TRAITS:

- Understand and meet the needs of the customer;
- Works around obstacles and is self-starting;
- Easily adapts to situations and changes;
- Appreciates and respects the differences among people;
- Exhibits patience;
- Remains steady under pressure;
- Is punctual and follows through;
- Stays focused and has good work ethic;
- Enables the growth of others.

EMPLOYMENT STANDARDS

EDUCATION: Graduation from high school or its equivalency is required. College-level course work in child development, psychology, behavior management or child education is desirable.

EXPERIENCE: Two years of experience implementing and or creating individualized behavior services to school-aged students with various developmental disabilities, mental health diagnoses and/or severe behavior problems in a home-based, center-based, and/or educational/social services setting.

Equivalency Provision for Current RUSD Employees:

Current Rowland Unified School District employees may qualify for this position by being currently employed as an Instructional Assistant II for a minimum of three years or a Behavior Support Assistant for a minimum of two years.

LICENSE REQUIREMENTS:

- Successful completion of a 40-hour Registered Behavior Technician training program as outlined by the Behavior Analyst Certification Board.
- A valid Class C, California Driver License, a good driving record and use of a private automobile is required and must be maintained during employment.
- A valid First Aid Certificate, comparable to the American Red Cross Standard First Aid Certificate and a Child and Adult Cardiopulmonary Resuscitation Certificate is required for all positions must be maintained during employment.
- Successful completion of up to 12 hours of Crisis Prevention Intervention (CPI) training is required during the probationary period and annual re-certification is required. Training will be provided at the district's expense.
- Successful completion of Tier I, Tier II, and Tier III of Positive Behavior Interventions and Support (PBIS) training is required during the probationary period and will be provided at the district's expense.

All licenses, training and certificates must be maintained and remain current during the course of employment.

WORK ENVIRONMENT: Employees in this classification work both inside and outside, may be exposed to airborne pathogens, blood or other bodily fluids and germs, drive a personal vehicle to conduct work, and have direct contact with students, District personnel, and the public, and in the absence of direct supervision.

HAZARDS: Exposure to aggressive behavior of students and emergency situations.

PHYSICAL REQUIREMENTS:

Employees in this classification need to have the strength to perform average lifting up to 50 pounds and occasionally restrain students in crises situations; good speaking and hearing abilities, ability to bend, stoop and reach; stamina to stand and walk for long periods of time; manual dexterity to handle controls and/or operate computers and educational technology equipment; use fingers repetitively, use both hands simultaneously, manual dexterity to operate a computer keyboard; visual acuity to work on computer terminals, use a telephone, and operate a vehicle.

APPOINTMENT:

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.

Classified Salary Schedule: Range 21.5

Established: 03/24

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

May 7, 2024

Item 8.2b – CONSIDER APPROVING THE ESTABLISHMENT OF THE NEW CLASSIFICATIONS OF SPEECH-LANGUAGE PATHOLOGY ASSISTANT – BILINGUAL (SPANISH) AND SPEECH-LANGUAGE PATHOLOGY ASSISTANT – BILINGUAL / BILITERATE (SPANISH); PLACING THE NEW CLASSIFICATIONS OF SPEECH-LANGUAGE PATHOLOGY ASSISTANT – BILINGUAL (SPANISH) AND SPEECH-LANGUAGE PATHOLOGY ASSISTANT – BILINGUAL / BILITERATE (SPANISH) IN THE SCHOOL INSTRUCTIONAL AND AUXILIARY SERVICES SERIES JOB FAMILY; AND APPROVING THE SALARY RECOMMENDATION AT RANGE 25 AND 25.5, RESPECTIVELY, ON THE CLASSIFIED SALARY SCHEDULE

The Personnel Commission Rules and Regulations prescribe the process for classifying a position when the Board of Education approves new job duties. Rule 3.2.5 provides the following:

When the Board of Education creates a new position, it shall submit the duties officially assigned to the position, in writing, to the Personnel Director. The proposed class specification and a salary recommendation shall be presented by the Personnel Director to the immediate supervisor, administrators within the chain of command, and Superintendent or designee for input. For all Bargaining Unit positions the proposed class specification and salary recommendation shall be presented to the CSEA Chapter President and representative(s) for input.

The Personnel Director shall submit the proposed class specification and recommended salary allocation to the Personnel Commission. No person shall be appointed to a position in the classified service until the classification of the position has been approved by the Personnel Commission. The Board of Education may recommend minimum educational and work experience requirements for new classes.

The Personnel Director shall place the new position in an existing class or if a determination is made a new class is needed, the Personnel Director shall present recommendations to the Commission for action. The Personnel Commission shall:

- 3.2.5.1** Classify the position and determine whether the position should be allocated to an existing class or whether a new class should be established.
- 3.2.5.2** Allocate the position for salary placement on the appropriate classified salary schedule. Designate the position as executive, administrative, supervisory, technical, or police.
- 3.2.5.3** Direct the Personnel Director to notify the Board of Education of the Personnel Commission's action.

RATIONALE FOR ESTABLISHMENT OF THE CLASSIFICATION OF SPEECH-LANGUAGE PATHOLOGY ASSISTANT - BILINGUAL (SPANISH) AND SPEECH-LANGUAGE PATHOLOGY ASSISTANT – BILINGUAL/BILITERATE (SPANISH)

Personnel Commission staff developed the new class description with input from Stacy Berrest, Director of Special Education and Dennis Bixler, Assistant Superintendent of Human Resources.

Establishing the new job classifications of Speech-Language Pathology Assistant – Bilingual (Spanish) and Speech-Language Pathology Assistant - Bilingual/Biliterate (Spanish) is a proactive response to the evolving needs of a diverse student population.

With an increasingly diverse student population, these roles cater to students whose primary language isn't English, ensuring they access quality speech and language services. These positions will improve communication and cultural competence by communicating effectively with non-English-speaking students and families, fostering trust, and yielding better therapy outcomes. Addressing linguistic needs promotes educational equity, ensuring all students access speech and language support regardless of language background. Lastly, these positions align with federal and state regulations for English Language Learners, ensuring equitable service provision and legal compliance.

SALARY RECOMMENDATION FOR SPEECH-LANGUAGE PATHOLOGY ASSISTANT - BILINGUAL (SPANISH) AND SPEECH-LANGUAGE PATHOLOGY ASSISTANT - BILINGUAL / BILITERATE (SPANISH)

Allocation of the new classification of Speech-Language Pathology Assistant – Bilingual (Spanish) is recommended to the Classified Salary Schedule at Range 25.

Allocation of the new classification of Speech-Language Pathology Assistant – Bilingual/Biliterate (Spanish) is recommended to the Classified Salary Schedule at Range 25.5.

According to Personnel Commission Rule 17.1.4:

17.1.4 COMMISSION SHALL RECOMMEND SALARY SCHEDULES TO BOARD

The Personnel Director shall prepare recommendations for the allocation of classes to salary ranges for approval by the Personnel Commission. The Commission's recommended salary schedule may take into account the following factors:

17.1.4.1 The wages and salaries paid by other governmental agencies in the recruitment area.

17.1.4.2 The principle of like pay for like work within the classified services.

17.1.4.3 Appropriate differentials between related classes to reflect differences in duties and responsibilities as established in the classification plan.

17.1.4.4 Such other information as the Commission may require.

REFERENCE: Education Code Sections 45256, 45260, 45261 and 45268

Based upon the internal alignment within the classification series, the Personnel Commission staff recommends allocating the salaries to the Classified Salary Schedule at Range 25 (Max salary of \$6,660 monthly) and 25.5 (Max salary of \$6,831 monthly) respectively.

Listed below is the School Instructional and Auxiliary Services Series job family, and the proposed salary recommendations for the new classification:

School Instructional and Auxiliary Services Series

CLASSIFICATION TITLE	SALARY RANGE	MONTHLY MIN	MONTHLY MAX
Speech-Language Pathology Assistant – Bilingual/Biliterate (Spanish) (Proposed)	25.5	\$5607	\$6831
Guidance Technician II	25	\$5,469	\$6,660
Speech-Language Pathology Assistant – Bilingual (Spanish) (Proposed)	25	\$5469	\$6660

School Instructional and Auxiliary Services Series (continued)

CLASSIFICATION TITLE	SALARY RANGE	MONTHLY MIN	MONTHLY MAX
Speech-Language Pathology Assistant	24.5	\$5,335	\$6,500
Guidance Technician I (vacant)	24	\$5,208	\$6,340
Behavior Intervention Specialist (Proposed)	21.5	\$4,600	\$5,607
Career Vocational Assistant	19	\$4,068	\$4,952
Accompanist	18.5	\$3,964	\$4,833
Community Liaison – B/B (Spanish)	18	\$3,873	\$4,720
School-Based Technology Assistant - B/B (Spanish)	18	\$3,873	\$4,720
Behavior Support Assistant – B/B Spanish	18	\$3,873	\$4,720
Instructional Health Care Assistant	18	\$3,873	\$4,720
School-Based Technology Assistant - Bil (Spanish)	17.5	\$3,777	\$4,600
Behavior Support Assistant - BB Spanish	17.5	\$3,777	\$4,600
Community Liaison - B (Spanish)	17.5	\$3,777	\$4,600
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Instructional Assistant I - B (Spanish)	15.5	\$3,418	\$4,167
Instructional Assistant I	15	\$3,337	\$4,068

**Proposed title and Salary Range*

RECOMMENDATION:

The Personnel Commission is requested to approve the establishment of the new classifications of Speech-Language Pathology Assistant – Bilingual (Spanish) and Speech-Language Pathology Assistant – Bilingual/Biliterate (Spanish); place the new classifications in the School Instructional and Auxiliary Services Series job family, and approve the salary recommendation at Range 25 and 25.5, respectively, on the Classified Salary Schedule.



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

April 26, 2024

TO: Dennis Bixler, Assistant Superintendent – Human Resources


FROM: Joan Stiegelmar, Personnel Director

RE: **NEW CLASS DESCRIPTION FOR SPEECH LANGUAGE PATHOLOGY ASSISTANT - BILINGUAL (SPANISH) AND SPEECH LANGUAGE PATHOLOGY ASSISTANT - BILINGUAL/BILITERATE (SPANISH)**

Attached for your review and comment is the proposed **NEW** class description for Speech Language Pathology Assistant - Bilingual (Spanish) and Speech Language Pathology Assistant - Bilingual/Biliterate (Spanish)

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, May 7, 2024.

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: 	Date: _____

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



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

April 26, 2024

TO: Lita Gallo, CSEA President

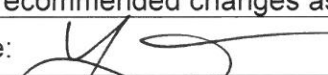
FROM: Joan Stiegelmar, Personnel Director

RE: **NEW CLASS DESCRIPTION FOR SPEECH LANGUAGE PATHOLOGY ASSISTANT - BILINGUAL (SPANISH) AND SPEECH LANGUAGE PATHOLOGY ASSISTANT - BILINGUAL/BILITERATE (SPANISH)**

Attached for your review and comment is the proposed **NEW** class description for Speech Language Pathology Assistant - Bilingual (Spanish) and Speech Language Pathology Assistant - Bilingual/Biliterate (Spanish)

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, May 7, 2024.

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Signature: 	Date: 4/30/24

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

SPEECH-LANGUAGE PATHOLOGY ASSISTANT
SPEECH-LANGUAGE PATHOLOGY ASSISTANT – BILINGUAL (SPANISH)
SPEECH-LANGUAGE PATHOLOGY ASSISTANT – BILINGUAL/BILITERATE (SPANISH)

SUMMARY OF DUTIES

Under the supervision of ~~the~~ a Special Education Administrator and the general direction of the credentialed Speech-Language Pathologist, assists in providing educationally related speech therapy services to students with speech-language disorders (e.g., articulation and phonology, language processing, hearing and alternative and augmentative communication) as prescribed by the Individual Educational Program (IEP); performs a variety of instructional activities and clerical duties in support of student case management, and maintains records and documentation on students.

DISTINGUISHING CHARACTERISTICS

The class Speech-Language Pathologist Assistant (SLPA) requires specialized subject matter expertise in communication disorders. Under the supervision guidance of a certificated Speech-Language Pathologist, participates as a member of an educational team in developing and providing services for individual students with communication disorders to improve their speech and language skills and their academic performance.

EXAMPLES OF DUTIES

- Assists in providing speech therapy services to students with special needs in ~~accordance~~ accordance to their Individual Education Program (IEP) goals and treatment plans developed by a Speech-Language Pathologist; E
- Assists with conducting speech-language screenings, using appropriate prescribed techniques and devices; E
- Prepares therapy materials and equipment for use in the classroom including therapy activities such as picture cards, worksheets, and audio equipment; E
- Assists the Speech-Language Pathologist with speech and/or language assessments ~~during assessment of students~~; E
- Assists students in the use of alternative communication methods and a variety of computerized speech and language communication devices; E
- Inspects, maintains, and operates augmentative communication devices and equipment; E
- Assists with hearing screenings under the direct supervision of a licensed Speech-Language Pathologist; E
- Documents student progress toward Individual Educational Program (IEP) goals and objectives by preparing charts, records, graphs, or other means of documentation and reports information to appropriate personnel; E
- Performs a variety of general support duties such as maintaining records, files, and preparing reports related to assigned students; E
- Participates in research projects, in-service training and family or community education programs; E
- May attend and translate at various meetings (i.e. I.E.P., parent/teacher conferences) as needed (bilingual and bilingual/biliterate positions only); E
- Performs other related duties as required.

SKATS (Skills, Knowledge, Abilities, Traits)

SKILL IN:

- Operating a variety of office equipment such as computers and applicable hardware and software, copiers, telephones, printers, scanners, and fax machine;
- Operating ng of instructional equipment (e.g. tablets, augmentative alternative communication tools, etc.);
- Safely operating a motor vehicle.

KNOWLEDGE OF:

- Speech-language pathology equipment, materials, and procedures;
- Normal speech and language development in children;
- Language disorders and rehabilitation;
- Articulation development;
- Learning patterns and behaviors in children;
- Student behavior management techniques and strategies;
- English usage, punctuation, spelling, vocabulary, and grammar;
- Concepts of child development and behavior;
- Advanced oral and written communication skills;
- Safe practices in classroom techniques;
- Record keeping and record management techniques;
- Public education goals and objectives;
- Learning problems of children with special educational needs.

ABILITY TO:

- Understand and follow oral and written directions;
- Communicate effectively, both orally and in writing;
- Use computer proficiently and learn related programs required to enter and compile data;
- Analyze situations accurately and exercise good judgment;
- Plan, organize, and prioritize work;
- Compose correspondence and written materials independently;
- Work effectively and independently within established timelines with minimal direction;
- Read and apply rules, regulations, policies, and procedures;
- Establish and maintain good working relationships;
- Speak clearly, logically, and concisely;
- Utilize specialized communication systems and devices;
- Assist in the educational program of assigned student(s);
- Demonstrate an understanding, patient, and receptive attitude toward children;
- Learn and utilize current speech-language methods and procedures to be followed in an instructional setting;
- Work with students having a broad range of learning and/or physical disabilities and special learning needs.

TRAITS:

- Understand the importance of attendance, punctuality, and follow through;
- Listen attentively and comprehend verbal and non-verbal cues;
- Sensitivity and cultural awareness;
- Easily adapts to changes;
- Attention to detail and accuracy;
- Maintain confidentiality of sensitive information;
- Display patience and courtesy;
- Appreciate and respect the differences among people;
- Logically grasps and thinks through issues and problems;
- Effectively manages one's own time, priorities, and resources;
- Provides excellent customer service.

EMPLOYMENT STANDARDS

EDUCATION: An Associate degree or higher in Speech-Language Pathology Assistance from an accredited college or Board approved SLPA program.

EXPERIENCE: A minimum of 100 hours of SLPA fieldwork experience is required.

LICENSE/LANGUAGE REQUIREMENTS:

- A valid, Class C, California Driver License, a good driving record and use of a private automobile is required and must be maintained during employment. ~~Must maintain a current Speech and Language Pathology license throughout employment in this position.~~
- Current and valid license for Speech-Language Pathology Assistant, issued by the State of California's Speech-Language Pathology and Audiology Board (SLPAB) **and must be maintained throughout employment in this position.**

Positions in a specialized language classification require individuals who can speak and read (bilingual) or speak, read, and write (bilingual/biliterate) a second language as specified.

WORK ENVIRONMENT: Employees in this classification work primarily inside a classroom environment, in direct contact with students, district staff, and the public, with general guidance from a supervisor, with exposure to minor contagious illnesses (colds, flu, etc.), with high volume of work and frequent interruptions, with changing priorities and short deadlines, and drive an automobile to conduct work.

PHYSICAL REQUIREMENTS: Employees in this classification stand, walk, sit, reach overhead, lift and carry up to 15 lbs., push, pull, stoop and kneel, balance, bend repeatedly, use fingers repetitively, use both hands simultaneously, manual dexterity to operate a computer keyboard; speak clearly, hear normal conversation, and see near and far, use depth perception, see small details, use a computer and telephone.

APPOINTMENT: ~~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.~~

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.

Classified Salary Schedule:

Speech Language Pathology Assistant: 24.5

Speech Language Pathology Assistant - Bilingual (Spanish): 25

Speech Language Pathology Assistant - Bilingual/Biliterate (Spanish): 25.5

~~Established: 06/16~~

Bilingual Established: 05/24

Bilingual/Biliterate Established: 05/24



Rowland Unified Special Education Department Organizational Structure

Director of Special Education/SELPA Stacy Berrest					
Assistant Director Nicole Hernandez					
Special Education Clerical Support					
Administrative Secretary Ivett Romero	Sr. Payroll Clerk Iris Chen	Sr. Office Assistant Judith Hernandez	Office Assistant Maritza Jimenez	Office Assistant Dolores Huerta	Office Assistant Cindy Escutia-Cobian
(Absence verification & payroll for employees who report directly to Sped)		(Requisitions & Time Cards)	(SIRAS)	(Transportation, Technology Requests, Warehouse orders, ESY, Conference Requests)	(Workability, Home Teaching, Preschool Referrals, STARS)
Special Education Leadership Team					
Coordinator of Special Education Betty Benitez			Coordinator of Special Education Nancy Cho		
Program Specialist Yoanha Delgado		Program Specialist John Mann		Program Specialist Schella Radford	
Itinerant Support					
Instruction & Private Schools Renee Duniven	DHH Jessica Garcia	VI Peter Macias	APE Louise Burbank	SLP Leads Dionne Perlmutter	Psych Leads Katie Desai
		Leslie Silva	Deann McCormick	Nancy Tsubokowa	Mary Haggard
		Lindsey Wallace			Rawan Critchfield
SLPAS					
Braille Transcriber Estella Miramontes		Behavior Intervention Specialist (NEW) Alexis Acevedo Susan Cruz Shakara Darden Mary Grace Dilig			

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

May 7, 2024

Item 8.2c – CONSIDER APPROVING THE ESTABLISHMENT OF THE NEW CLASSIFICATION OF DIRECTOR OF COMMUNICATIONS; PLACING THE NEW CLASSIFICATION OF DIRECTOR OF COMMUNICATIONS IN THE COMMUNITY RELATIONS SERIES JOB FAMILY, AND APPROVING THE SALARY RECOMMENDATION AT RANGE 80 ON THE DISTRICT LEADERSHIP TEAM SALARY SCHEDULE

The Personnel Commission Rules and Regulations prescribe the process for classifying a position when the Board of Education approves new job duties. Rule 3.2.5 provides the following:

When the Board of Education creates a new position, it shall submit the duties officially assigned to the position, in writing, to the Personnel Director. The proposed class specification and a salary recommendation shall be presented by the Personnel Director to the immediate supervisor, administrators within the chain of command, and Superintendent or designee for input. For all Bargaining Unit positions the proposed class specification and salary recommendation shall be presented to the CSEA Chapter President and representative(s) for input.

The Personnel Director shall submit the proposed class specification and recommended salary allocation to the Personnel Commission. No person shall be appointed to a position in the classified service until the classification of the position has been approved by the Personnel Commission. The Board of Education may recommend minimum educational and work experience requirements for new classes.

The Personnel Director shall place the new position in an existing class or if a determination is made a new class is needed, the Personnel Director shall present recommendations to the Commission for action. The Personnel Commission shall:

- 3.2.5.1** Classify the position and determine whether the position should be allocated to an existing class or whether a new class should be established.
- 3.2.5.2** Allocate the position for salary placement on the appropriate classified salary schedule. Designate the position as executive, administrative, supervisory, technical, or police.
- 3.2.5.3** Direct the Personnel Director to notify the Board of Education of the Personnel Commission's action.

RATIONALE FOR ESTABLISHMENT OF THE CLASSIFICATION OF DIRECTOR OF COMMUNICATIONS

Personnel Commission staff developed the new class description with input from Dennis Bixler, Assistant Superintendent of Human Resources.

As an outcome of the 2022 Classification and Compensation Study, the current position of Public Information Officer was recommended for review in terms of position title and assigned responsibilities. Due to its managerial nature, this review was deferred until all related aspects regarding CSEA positions were finalized.

The Director of Communications classification will assume all Public Information Officer responsibilities and take on additional duties, such as developing and overseeing the District's Communication Plan, managing branding and marketing efforts, enhancing community and stakeholder engagement, implementing crisis communication strategies, coordinating virtual Board meetings, and other related tasks.

SALARY RECOMMENDATION FOR DIRECTOR OF COMMUNICATIONS

Allocation of the new classification of Director of Communications is recommended to the District Leadership Salary Schedule at Range 80.

According to Personnel Commission Rule 17.1.4:

<p><u>17.1.4 COMMISSION SHALL RECOMMEND SALARY SCHEDULES TO BOARD</u></p> <p>The Personnel Director shall prepare recommendations for the allocation of classes to salary ranges for approval by the Personnel Commission. The Commission's recommended salary schedule may take into account the following factors:</p> <p>17.1.4.1 The wages and salaries paid by other governmental agencies in the recruitment area.</p> <p>17.1.4.2 The principle of like pay for like work within the classified services.</p> <p>17.1.4.3 Appropriate differentials between related classes to reflect differences in duties and responsibilities as established in the classification plan.</p> <p>17.1.4.4 Such other information as the Commission may require.</p> <p>REFERENCE: Education Code Sections 45256, 45260, 45261 and 45268</p>
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A comparative analysis was conducted for the internal alignment with the other classification series within the district, as well as the required knowledge, skills, and abilities required to perform the job.

District Leadership Team Salaries

CLASSIFICATION TITLE	SALARY RANGE	MONTHLY MIN	MONTHLY MAX
Personnel Director	103	\$12,976.00	\$14,678.00
Executive Director of Facilities, MOC	103	\$12,976.00	\$14,678.00
Director of Technology Services	103	\$12,976.00	\$14,678.00
Director of Fiscal Services	99	\$12,473.00	\$14,109.00
Director of Nutrition Services	99	\$12,473.00	\$14,109.00
Director of Purchasing	93	\$11,722.00	\$13,258.00
Director of Construction	93	\$11,722.00	\$13,258.00
Director of Transportation Services	93	\$11,722.00	\$13,258.00
Director of Communications (Proposed)*	80	\$10,090.00	\$11,414.00
Assistant Director of Nutrition Services	74	\$9,340.00	\$10,563.00
Public Information Officer	70	\$8,839.00	\$9,996.00
Maintenance & Operations Mgr	70	\$8,839.00	\$9,996.00
Safety Operations Manager	70	\$8,839.00	\$9,996.00
Performing Arts Center Manager	60	\$7,586.00	\$8,576.00
Nutrition Services Operation Mgr	60	\$7,586.00	\$8,576.00

**Proposed title and Salary Range*

Based upon the internal alignment within the classification series, and comparable data from our neighboring districts, the Personnel Commission staff recommends allocating the salary to the District Leadership Team Schedule at Range 80 (Max salary of \$11,414.00 monthly).

RECOMMENDATION:

The Personnel Commission is requested to approve the establishment of the new classification of Director of Communications; place the new classification in the Community Relations Series job family and approve the salary recommendation at Range 80 on the District Leadership Team Salary Schedule.



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

April 26, 2024

TO: Dennis Bixler, Assistant Superintendent – Human Resources

FROM: Joan Stiegelmar, Personnel Director

RE: **NEW CLASS DESCRIPTION FOR DIRECTOR OF COMMUNICATIONS**

Attached for your review and comment is the proposed **NEW** class description for Director of Communications.

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, May 7, 2024.

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>[Handwritten Signature]</i>	Date: 4/26/24

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

PC24-331



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

April 26, 2024

TO: Lita Gallo, CSEA President

FROM: Joan Stiegelmar, Personnel Director

RE: **NEW CLASS DESCRIPTION FOR DIRECTOR OF COMMUNICATIONS**

Attached for your review and comment is the proposed **NEW** class description for Director of Communications.

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, May 7, 2024.

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:	Date: <u>4/30/24</u>

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

PC24-332

DIRECTOR OF COMMUNICATIONS

SUMMARY OF DUTIES

Under the Direction of the Superintendent, plans, organizes, controls, and directs an effective communications program and coordinates its regular evaluation, directs the internal and external communication of public information and marketing; establishes and maintains cooperative relationships with all news media, including radio, television, and print; manages and utilizes social media channels and electronic media formats, composes website content, newsletter and graphic design, presentation development and the creation and management of advertising and public relations photo and video assets. Acts as District spokesperson; point of contact for communication during emergencies; processes and maintains public records requests; reviews District information for content, accuracy, and effectiveness; publicizes District current events, activities, and recognitions to expand community involvement and support the key initiatives of the District.

DISTINGUISHING CHARACTERISTICS

The Director of Communications plans, develops, coordinates, and implements the Rowland Unified School District's public relations and public information programs and services; prepares, organizes, and directs the public information; serves as a communication consultant for District staff and school sites and disseminates information using a variety of methods and media; works with the Superintendent to design and implement communication strategies; provides recommendations related to communications and information dissemination; develops and implements the District's communication, branding, and marketing plan.

EXAMPLES OF DUTIES

- Designs, develops, directs, and regularly evaluates the District's Communication Plan, including branding, marketing, and information projects and strategies; prepares and presents communication strategies that maximize community and stakeholder engagement and campaigns to increase student enrollment; *E*
- Provides strategic counsel by working closely with the Superintendent, Cabinet and District leadership in managing and solving public relations issues and concerns; *E*
- Provides recommendations for proper communication of emergency situations within the District; *E*
- Develops branding materials to inform and increase understanding of District objectives, programs, and achievements; *E*
- Initiates development and creates robust print and digital content, including promotional videos, social media advertising, press releases, newsletters, brochures, and publications; *E*
- Establishes and maintains relationships with local businesses, community organizations, service organizations, and media outlets for the purpose of promoting the District; *E*
- Gathers, organizes, and evaluates optimal communication format content and structure to reach and engage internal and external audiences; *E*
- Photographs, creates short video clips, and a variety of media content; *E*
- Works with vendors on the development of marketing promotional merchandise; *E*
- Initiates and coordinates media coverage and presents information to the press; *E*
- Develops, drafts, and reviews speeches, articles and scripts for Members of the Board of Education, Superintendent, and District staff; *E*
- Responds to correspondence and develops remarks for public events; *E*
- Coordinates and collaborates on District's website development and the regular maintenance and review of content on websites; responsible for the overall content, quality, design, and style of the District and school site websites; *E*
- Attends Board meetings; assists with the coordination of virtual board meetings; serves as a liaison to the newspapers, television, and local media; coordinates requests for interviews and programs; provides results of Board actions as required; *E*

- Plans and coordinates marketing and public relations activities and District special events, forums and town hall meetings, recognition functions, and assists with other events and activities; *E*
- Implements execution of communication directives to community stakeholders regarding bond measures and special initiatives; *E*
- Serves as the District spokesperson and represents the Superintendent and District at community events, business events, and service organizations; *E*
- Cultivates and fosters relationships with families, business, and community alliances by building awareness of the innovative learning offered to our audiences through community engagement and visibility, media outreach, and storytelling of major academic accolades, student, and staff accomplishments; *E*
- Performs other related duties as assigned.

SKATs (Skills, Knowledge, Abilities, Traits)

SKILL IN:

- Operating a variety of office equipment, such as computers and applicable hardware and software, cameras, calculators, copiers, printers, telephones, and fax machines;
- Safely operating a motor vehicle.

KNOWLEDGE OF:

- Knowledge of principles and practices used in preparing, producing, and disseminating public information;
- Principles and techniques used in establishing and maintaining good community relations;
- Fundamentals in writing, composition, layout, and production for mass media communications;
- Methods and techniques of editing and news reporting;
- Hardware and software used in publishing and information retrieval;
- English grammar, syntax, punctuation, sentence structure, and spelling;
- Public relations principles and practices.

ABILITY TO:

- Communicate effectively in oral, written, and electronic forms;
- Write clearly and concisely;
- Speak logically and clearly;
- Establish and maintain effective working relationships with District staff, community and local and state businesses and organizations;
- Exercise professional judgment in the release of information and materials to the media and public;
- Analyze, interpret, and discuss legislation, statistical and program information, and data;
- Meet deadlines and work under time constraints;
- Understand national, state, and local policies and educational issues;
- Plan, coordinate, lead and participate in meetings, workshops, and conferences.

TRAITS:

- Promotes goals and leads by example;
- Appreciates and respects the differences among people;
- Works around obstacle and is self-starting;
- Is trustworthy and responsible for actions;
- Interpersonal skills using tact, patience, and courtesy;
- Easily adapts to situations and changes;
- Diligently attends to details and quality;
- Ability to meet customer's needs;
- Remains steady under pressure;
- Effectively manages one's own time, priorities, and resources;
- Cultural awareness and sensitivity to ethnic and cultural differences.

EMPLOYMENT STANDARDS

EDUCATION:

Bachelor's degree in business, communication, public administration, public relations, education, political science, marketing, journalism, or a related field is required. A master's degree is desirable.

EXPERIENCE:

Five years of experience performing communications, marketing, public relations, and/or journalism work at a professional level in a public agency is required. Affiliation with Public Relations Society of America, California School Public Relations Association, or similar organization is desirable.

LICENSE REQUIREMENT:

A valid Class C, California Driver License must be maintained during employment and use of a private automobile will be required.

WORKING ENVIRONMENT:

Employees in this classification work both inside and outside, primarily inside an office environment, with frequent interruptions, changing priorities and short deadlines, may be exposed to air and blood-borne pathogens and germs, bodily fluids and communicable diseases, will be required to drive an automobile to conduct work, and have direct contact with the public, students, and other District staff, with a high volume of work and tight deadlines.

PHYSICAL REQUIREMENTS:

Employees in this classification stand, sit, walk, push/pull, lift, and carry up to 15 pounds, climb stairs, stoop/bend, kneel, crouch, twist or apply pressure with wrists or hands, use both hands simultaneously, use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, have manual dexterity to operate a keyboard, have rapid mental/muscular coordination, speak clearly, hear normal voice conversation, have depth perception, color vision/distinguish shades, see small details, will be required to drive an automobile to conduct work, use a computer, and telephone.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time the employee must demonstrate an overall satisfactory performance. No employee shall attain permanent status in the classified service until he or she has completed a probationary period in a class. An employee may be released at any time during the probationary period. This classification is designated at the management level.

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

May 7, 2024

**Item 8.3 – CONSIDER APPROVING THE REVISED CLASS DESCRIPTION OF
ASSISTANT SUPERINTENDENT – ADMINISTRATIVE SERVICES**

In December of 2023, Dr. Julie Mitchell announced her retirement effective the end of the 2023/2024 school year. In the months that followed, the Board took action to initiate the services of Education Support Services to request input from its education partners and community as it searched for the next Superintendent. The feedback would help the Board of Education assess the community's interests surrounding the experiences, leadership qualities, and personal attributes they believed the incoming Superintendent should possess.

On March 21, 2024, the District announced it had selected Alejandro Flores, the current Deputy Superintendent, as the new Superintendent following Dr. Julie Mitchell's retirement in June. The recruitment for the Assistant Superintendent – Administrative Services was initiated on April 15, 2024 and is scheduled to close on May 7, 2024.

In the last week of recruitment, there have been very few applications who met the minimum requirements. Staff reviewed the applications and found that there were candidates who did not meet the three years of experience as a current Assistant Superintendent of Administrative Services, but did have other relevant experience. Staff discussed the findings with Superintendent, Dr. Julie Mitchell and after careful review, the recommendation was made to revise the minimum requirements to cast a "wider net" and attract more candidates.

The recommendation to revise the minimum requirements will serve to provide the District with a wide breadth of candidates and allow them to make a selection that supports the overall needs of the District. The recommended changes in the class description are presented in the customary strikeout and bold/underscore text format.

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

May 1, 2024

TO: Dennis Bixler, Assistant Superintendent – Human Resources

FROM: Joan Stiegelmar, 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, May 7, 2024.

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>MS</i>	Date: <i>5-1-2024</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

PC24-341

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 ~~police services~~ **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 ~~police services~~ **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*

- Directs **Supports** administrative **services** and 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 ~~possession of a CPA's license or a~~ **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:** Three years of administrative experience at the level of an Assistant Superintendent or equivalent overseeing multiple business services departments is required.~~

Five years of school district 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 ~~with no one in sight~~, 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 45100.5, the Assistant Superintendent Administrative Services is designated as a Senior Management position. Incumbents in this class serve at will and are exempt from all provisions related to obtaining permanent status in a Senior Management position.~~

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.

Range: 120 District Leadership Team Salary Schedule

District Leadership Team Salary Schedule

Salary Range: 120

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

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

May 7, 2024

ITEM 8.4a CONSIDER APPROVING THE REVISED JOB DESCRIPTION AND INCREASE IN SALARY FOR THE CLASSIFICATION OF CAMPUS AIDE

The 2022 Classification and Compensation study completed by Ewing and Associates identified Campus Aides as a classification needing further review in terms of salary. Staff took the opportunity to review the job description since the position had not been revised since 2013 and organizational changes have occurred at the district that affect the reporting structure of Campus Aides.

Staff conducted a review of the class description with subject matter experts, Cesar Rivas, Safety Operations Manager and Dennis Bixler, Assistant Superintendent of Human Resources. The recommended changes in the class description are presented in the customary strikeout and bold/underscore text format.

The recommended revisions to the Campus Aide classification serve to update outdated titles and reporting structures and add the legally required SB 1626 and SB 390 training requirement.

SALARY INCREASE FOR CAMPUS AIDE

As a result of the Classification and Compensation study, Dennis Bixler, Assistant Superintendent of Human Resources, requested Personnel Commission staff to conduct a detailed salary study to validate the original findings.

The districts that were surveyed were chosen due to being benchmark districts that have comparative student enrollment and are located in the surrounding areas of Rowland USD in Los Angeles County. Both merit and non-merit districts were surveyed, and these districts were the same ones used in the 2022 Classification and Compensation Study.

The study found that the Campus Aide salary was \$400/month under the median salary and, therefore, the recommendation was made to revise the salary to be closer to the median.

DISTRICT	CLASSIFICATION TITLE	MONTHLY MIN	MONTHLY MAX
Arcadia USD	Campus Security Assistant	\$4,167.00	\$5,066.00
Downey USD	Campus Security Assistant	\$3,914.00	\$5,002.00
Covina Valley USD	Campus Supervisor	\$3,698.72	\$4,502.83
Rowland USD	Campus Aide (Proposed Range 14.5)	\$3,257.00	\$3,964.00
Pomona USD	Campus Security Assistant	\$3,207.09	\$3,901.92
Hacienda La Puente USD	Site Supervision Aide	\$2,810.91	\$3,687.77
Rowland USD	Campus Aide (Current)	\$2,914.00	\$3,502.00
Bassett USD	Campus Monitor	\$2,666.23	\$3,414.82

RECOMMENDATION:

The Personnel Commission is requested to approve the recommended revisions to the job description for the classification of Campus Aide and to approve the salary recommendation from Range 12 to Range 14.5 on the Classified Salary Schedule retroactive to July 1, 2023 in accordance with the Memorandum of Understanding dated February 26, 2024 between Rowland USD and CSEA.



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

April 26, 2024

TO: Dennis Bixler, Assistant Superintendent – Human Resources

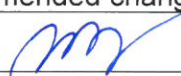
FROM: Joan Stiegelmar, Personnel Director

RE: **RECOMMENDATION TO INCREASE THE SALARY OF CAMPUS AIDE**

Attached for your review and comment is the recommendation to increase the salary of the Campus Aide classification from Classified Salary Range 12 to Classified Salary Range 14.5.

Your input concerning the proposed salary increase 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, May 7, 2024.

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: 	Date: 4/26/24

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

PC24-324



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

April 26, 2024

TO: Lita Gallo, CSEA President

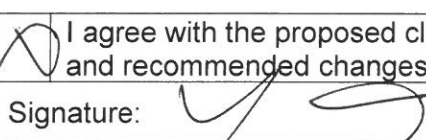
FROM: Joan Stiegelmar, Personnel Director

RE: **RECOMMENDATION TO INCREASE THE SALARY OF CAMPUS AIDE**

Attached for your review and comment is the recommendation to increase the salary of the Campus Aide classification from Classified Salary Range 12 to Classified Salary Range 14.5.

Your input concerning the proposed salary increase 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, May 7, 2024.

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: 	Date: 4/30/24

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

PC24-323

CAMPUS AIDE

SUMMARY OF DUTIES

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

DISTINGUISHING CHARACTERISTICS

Positions in this class report directly to a certificated administrator and may receive guidance, assistance, and orientation from ~~Police Department Personnel~~ **District Safety personnel** if one is assigned to the campus. Incumbents work on a part-time basis, and are assigned routine duties related to the control of students. Duties are limited in terms of the geographical area served and nature of control (i.e. checking for student passes, issuing student referrals based on predetermined detention rules).

Positions in the class of Campus Aide are distinguished from the class of ~~Campus Peace Officer I~~ **District Safety and District Patrol** by being assigned to **individual school sites under the supervision of a Principal or designee** routine control duties, receiving more administrative control, **and** exercising limited independent judgment, ~~and by not being responsible for arrest situations or legal reporting.~~ ~~Campus Aides are not designated as sworn Peace Officers, are not issued badges, handcuffs or batons, and are not expected to use physical force.~~

EXAMPLES OF DUTIES

- Observes and provides for limited control of student behavior in non-classroom activities before, during and after school hours to maintain safe campus environment; ***E***
- Monitors restrooms, buildings, halls, walkways, eating areas, and parking lots for loitering, smoking, vandalism and other unauthorized activities; ***E***
- Monitors student behavior, deters and modifies inappropriate student behaviors of a relatively minor nature and reports serious infractions to school administrators for possible disciplinary action; ***E***
- Directs and accompanies students and visitors around campus; ***E***
- Responds to requests from teachers and administrators to pick up students for non-violent related issues and escorts them to the administration office; ***E***
- Escorts ill students to nurse's office; ***E***
- ~~Operates a two way radio to communicate with Police Department Personnel and other school personnel; ***E***~~
(under skats below)
- Reports unusual activities on campus to appropriate personnel including **Principals and** ~~Campus Peace Officers~~ **District Safety staff**; ***E***
- Directs students to get them to class on time; ***E***
- Investigates and reports incidents of persons loitering on or near the campus and students leaving or congregating off school grounds without permission; ***E***
- Identifies and reports damage to school property and safety hazards that may compromise student or staff safety; ***E***
- Observes and checks students who appear to be loitering and are out of class and determines appropriate action; ***E***
- Checks for visitors' passes and directs or escorts general public to the administration office, in accordance with campus sign-in procedures; ***E***
- Monitors parking lots for proper parking procedures and traffic flow; ***E***
- Assists with crowd control at school events; ***E***

- May assist in campus emergency situations to ensure the safety and security of students and staff as directed by appropriate personnel; *E*
- May prepare routine statements related to incidents occurring on school campus; *E*
- Performs other duties as assigned. *E*

SKATS (Skills, Knowledge, Abilities, Traits)

SKILLS IN:

- Operating two-way radio communication equipment;
- **Safely** Operating a two-wheel bicycle and golf cart to patrol the campus.

KNOWLEDGE OF:

- District rules, regulations, and policies related to student behavior and access and conduct on school campus;
- Techniques used in guiding, motivating and supervising students;
- Common safety hazards;
- Proper spelling, grammar and punctuation;
- Appropriate two-way radio protocol;
- Principles of good public relations.

ABILITY TO:

- Observe and provide limited control of the behavior and activities of students;
- Establish good rapport with students;
- Establish and maintain effective working relationships with students and staff;
- Recognize hazardous situations or improper activities;
- Understand and carry out oral and written directions;
- Exercise good judgment;
- Interpret, apply and explain rules, regulations, policies, and procedures;
- Work effectively and without close supervision;
- Exercise good judgment;
- Communicate effectively with students and adults;
- Write clearly and concisely;
- Maintain confidentiality.

TRAITS:

- Willingness to work in inclement weather such as rain, cold and heat;
- Maintaining awareness of potential hazards to self and others;
- Maintaining sensitivity, objectivity, and cultural awareness;
- Is trustworthy and responsible for his/her actions;
- ~~Sensitivity and cultural awareness;~~ (**redundant with bullet 3 above**)
- Attention to detail and accuracy;
- Effectively manages one's own time, priorities, and resources;
- Easily adapts to changes.

EMPLOYMENT STANDARDS

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

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

CERTIFICATES/LICENSE/OTHER EMPLOYMENT REQUIREMENTS:

A current SB 1626 and SB 390 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.

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 25 lbs., use fingers repetitively, simultaneously use both arms, legs, and hands; ~~reach overhead~~; hear normal voice conversation; speak clearly; have depth perception and color vision, distinguish shades, see small details and long distances, and use a computer and telephone.

APPOINTMENT:

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.

Classified Salary Schedule: Range ~~±~~ **14.5**

Re-established 9/01
Revised 06/13, **05/24**

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

May 7, 2024

ITEM 8.4b CONSIDER APPROVING THE INCREASE IN SALARY FOR THE CLASSIFICATION OF SCHOOL-BASED TECHNOLOGY ASSISTANT, SCHOOL-BASED TECHNOLOGY ASSISTANT – BILINGUAL (SPANISH), AND SCHOOL-BASED TECHNOLOGY ASSISTANT – BILINGUAL/BILITERATE (SPANISH)

The 2022 Classification and Compensation study completed by Ewing and Associates identified Computer Lab Technicians, now titled, School-Based Technology Assistants as a classification needing further review in terms of job title and duties. Staff reviewed the job description and revisions were made to the title and duties. The changes were approved at the September 2023 Personnel Commission meeting.

SALARY INCREASE FOR SCHOOL-BASED TECHNOLOGY ASSISTANT, SCHOOL-BASED TECHNOLOGY ASSISTANT – BILINGUAL (SPANISH), SCHOOL-BASED TECHNOLOGY ASSISTANT – BILINGUAL/BILITERATE (SPANISH)

At the September 2023 Personnel Commission meeting, several Computer Lab Technician (current title at the time) incumbents requested for the salary to be reviewed since their duties and title had changed. The Commissioners requested staff to conduct a salary survey and the results indicated that the School-Based Technology Assistants were below the median.

The districts that were surveyed were chosen due to being benchmark districts that have comparative student enrollment and are located in the surrounding areas of Rowland USD in Los Angeles County. Both merit and non-merit districts were surveyed, and these districts were the same ones used in the 2022 Classification and Compensation Study.

The study found that the School-Based Technology Assistant salary was approximately \$200/month under the median salary and therefore the recommendation was made to revise the salary to be closer to the median.

DISTRICT	CLASSIFICATION TITLE	MONTHLY MIN	MONTHLY MAX
Paramount USD	Technology Instructional Assistant	\$4,262.00	\$5,456.00
Downey USD	Instructional Media Technician	\$3,934.00	\$4,790.00
Rowland USD	School-Based Technology Assistant (Proposed)	\$3,873.00	\$4,720.00
West Covina USD	Instructional Assistant - Computer Assisted Instruction Program	\$3,876.00	\$4,710.00
Rowland USD	School-Based Technology Assistant (current)	\$3,682.00	\$4,493.00
Pasadena USD	Computer Learning Specialist	\$3,134.00	\$4,216.00

RECOMMENDATION:

The Personnel Commission is requested to approve increasing the salary for the classifications of School-Based Technology Assistant, School-Based Technology Assistant – Bilingual (Spanish), School-Based Technology Assistant – Bilingual/Biliterate (Spanish) from Range 17, 17.5, and 18 to Range 18, 18.5, and 19 respectively, on the Classified Salary Schedule retroactive to July 1, 2023 in accordance with the Memorandum of Understanding dated February 26, 2024 between Rowland USD and CSEA.



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

April 26, 2024

TO: Dennis Bixler, Assistant Superintendent – Human Resources

FROM: Joan Stiegelmar, Personnel Director

RE: **RECOMMENDATION TO INCREASE THE SALARY OF SCHOOL BASED TECHNOLOGY ASSISTANT, SCHOOL BASED TECHNOLOGY ASSISTANT – BILINGUAL (SPANISH), AND SCHOOL BASED TECHNOLOGY ASSISTANT – BILINGUAL/BILITERATE (SPANISH)**

Attached for your review and comment is the recommendation to increase the salary of the School Based Technology Series as follows:

- School Based Technology Assistant – Classified Salary Range 17 to 18
- School Based Technology Assistant - Bilingual (Spanish) – Classified Salary Range 17.5 to 18.5
- School Based Technology Assistant - Bilingual/Biliterate (Spanish) – Classified Salary Range 18 to 19

Your input concerning the proposed salary increase 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, May 7, 2024.

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:	Date: 4/26/24

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

PC24-328



ROWLAND UNIFIED SCHOOL DISTRICT
 PERSONNEL COMMISSION
 MEMORANDUM

April 26, 2024

TO: Lita Gallo, CSEA President

FROM: Joan Stiegelmar, Personnel Director


RE: **RECOMMENDATION TO INCREASE THE SALARY OF SCHOOL BASED TECHNOLOGY ASSISTANT, SCHOOL BASED TECHNOLOGY ASSISTANT – BILINGUAL (SPANISH), AND SCHOOL BASED TECHNOLOGY ASSISTANT – BILINGUAL/BILITERATE (SPANISH)**

Attached for your review and comment is the recommendation to increase the salary of the School Based Technology Series as follows:

- School Based Technology Assistant – Classified Salary Range 17 to 18
- School Based Technology Assistant - Bilingual (Spanish) – Classified Salary Range 17.5 to 18.5
- School Based Technology Assistant - Bilingual/Biliterate (Spanish) – Classified Salary Range 18 to 19

Your input concerning the proposed salary increase 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, May 7, 2024.

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:		Date: 4/30/24

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

SCHOOL-BASED TECHNOLOGY ASSISTANT
SCHOOL-BASED TECHNOLOGY ASSISTANT – BILINGUAL (SPANISH)
SCHOOL-BASED TECHNOLOGY ASSISTANT – BILINGUAL / BILITERATE (SPANISH)

SUMMARY OF DUTIES

Under general direction of a Principal or other school site administrator, independently organizes, operates and maintains school's educational technology for use by all staff and students, including non- or limited-English speaking students and Special Education students; plans and coordinates activities and materials according to lab schedule and class curriculum; trains and assists students in the proper and effective operation of educational technology and video-assisted instructional materials and the application of educational software; and troubleshoots educational technology problems. Positions in the specialized language classes require incumbents to assist non- and limited-English speaking students in their primary language.

DISTINGUISHING CHARACTERISTICS

The class School-Based Technology Assistant is distinguished from the class of Technology Specialist series in that while both troubleshoot computer systems and problems, the former works with the diagnosis of problems and repairs that are more minor in nature and do not require knowledge of network operating systems, network wiring, or the repair of computer hardware and components.

EXAMPLES OF DUTIES

- Supports students in learning and applying innovative educational technology skills; *E*
- Provides support to teachers by setting up work areas, displays, and exhibits; *E*
- Operates audiovisual equipment and educational training equipment; *E*
- Introduces and/or reviews software to groups of students; *E*
- Assists students in learning the uses of and applications of various forms of technology such as basic educational technology use, instructional software, and various audio-visual equipment; *E*
- Assists students in the proper and effective operation, care, maintenance, application and usage of educational technology and video-assisted instructional materials; *E*
- Assists students in printing reports/work completed; *E*
- Motivates students by giving them individual assistance and direction as to what they are supposed to accomplish and encourages them to complete assignments; *E*
- Confers with teacher regarding educational technology activities, resources, and information which enhance academic lesson plans taught in the classroom and meet the needs of students; *E*
- Communicates with teachers regularly to coordinate educational software with students' needs; *E*
- Assists teachers in selecting or locating appropriate software programs; *E*
- Maintains inventory records of equipment and instructional materials; *E*
- Coordinates and schedules the use of educational technology and various audio-visual equipment; *E*
- Performs basic support and updates via the mobile device management (MDM) system; *E*
- Cleans, inspects, and performs preventive maintenance and service on educational technology and peripheral equipment such as monitors and printers, located throughout the school site in order to ensure operational condition; *E*
- Isolates equipment malfunctions and performs minor troubleshooting and repairs and arranges for major repairs by submitting work orders as needed; *E*
- Creates and maintains student accounts for educational software; *E*
- Submits and follows up on higher level technology work order requests; *E*
- Creates instructional educational technology bulletin boards and other instructional displays as needed; *E*
- Assists the teacher in supervising students as requested; *E*
- Distributes and collect educational technology papers, equipment, and materials; *E*
- Performs a variety of clerical duties including typing and filing as assigned; *E*
- May demonstrate educational technology programs goals, objectives, or activities to groups such as teachers, parents, or community assemblies;
- Performs other related duties as required.

SKATs (Skills, Knowledge, Abilities and Traits)

SKILL IN:

- Operating, maintaining, and troubleshooting educational technology, software, and peripheral equipment such as printers, copiers, and audio-visual equipment.

KNOWLEDGE OF:

- Operation, maintenance and capabilities of educational technology, operating systems, and peripheral equipment;
- Software use and applications;
- Correct keyboarding techniques;
- Modern office practices, procedures and equipment;
- Data input and retrieval techniques;
- Basic instructional methods and techniques;
- Basic child guidance principles and practices;
- Basic subjects taught in District schools;
- Student supervision techniques;
- Proper practices and procedures for handling computer software and other stored information;
- Record keeping procedures.

ABILITY TO:

- Read and interpret documents such as operating and maintenance instructions and procedure manuals;
- Train and assist students at various academic levels in the proper effective operation of educational technology and educational software;
- Learn instructional programs, curriculum, methods and procedures;
- Plan, schedule and organize work;
- Motivate and establish rapport with students;
- Establish and maintain effective working relationships;
- Communicate effectively both orally and in writing;
- Analyze situations effectively and adopt an effective course of action.

TRAITS:

- Strives to meet school sites' needs;
- Stays focused and has good work ethic;
- De-escalates conflict in strained situations;
- Remains steady under pressure;
- Is punctual and follows through;
- Easily adapts to changes;
- Enables the growth of others;
- Overcomes linguistic and cultural barriers;
- Appreciates and respects the differences among people;
- Works around obstacles and is self-starting.

EMPLOYMENT STANDARDS

EDUCATION: Graduation from high school or equivalency and 8 semester or 12 quarter units of college-level coursework in data processing, computer science or a closely related field. An additional six months of technical computer operations experience in addition to the required experience listed below may be substituted for the required education.

EXPERIENCE: Six months of technical computer operations experience including the maintenance of computer hardware and software. An additional 8 semester or 12 quarter units of college-level coursework in data processing, computer science, or a closely related field in addition to the required education listed above may be substituted for the required experience.

LICENSE/LANGUAGE REQUIREMENT:

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.

Positions in the specialized language classes require individuals who can speak and read (bilingual) or speak, read and write (bilingual/biliterate) in a second language as specified.

WORK ENVIRONMENT:

Employees in this classification work primarily indoors and have direct contact with students and the public.

PHYSICAL REQUIREMENTS:

Employees in this classification stand, walk, repetitively use fingers, use both hands simultaneously, stoop/bend, reach overhead, have rapid mental and/or muscular coordination, lift and carry up to 25 lbs. or over 25 lbs. with assistance, have depth perception and color vision or the ability to distinguish shades, speak clearly, and hear normal voice conversation.

APPOINTMENT

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.

Classified Salary Schedule – Salary Ranges:

School - Based Technology Assistant: Range ~~17~~ **18**

School - Based Technology Assistant – Bilingual (Spanish): Range ~~17.5~~ **18.5**

School - Based Technology Assistant – Bilingual / Biliterate (Spanish): Range ~~18~~ **19**

Adopted by the Personnel Commission 6/94

Revised: 5/98, 2/04, 3/12, 7/13, 9/23, **05/24**

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

May 7, 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 on Revision	Tentative Exam Plan
Plumber	6 months	1	8 hours / 12months	2/2019	<ul style="list-style-type: none"> • Remote Written Test • Performance Exam • Structured Interview
Instructional Assistant I & Instructional Assistant I-Bilingual (Spanish)	6 months	1 Bilingual Spanish	5.5 hours / 9.5 months	11/2013	<ul style="list-style-type: none"> • Remote NCLB Test • Structured Interview • Bilingual Testing
Assistant Superintendent of Administrative Services	6 months	1	8 hours / 12 months	7/2013	<ul style="list-style-type: none"> • Training and Experience Evaluation
Secretary, Secretary - Bilingual (Spanish), Secretary – Bilingual/Biliterate (Spanish)	6 months	1	8 hours / 11 months	9/2020	<ul style="list-style-type: none"> • Remote Written Test • Technical Project • Structured Interview • Computer Testing • Bilingual Testing
Community Liaison (Mandarin)	6 months	1	3 hours / 9.5 months	10/2011	<ul style="list-style-type: none"> • Technical Project • Structured Interview • Bilingual Testing

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:

PLUMBER:

\$5,889.00 - \$7,174.00 MONTHLY
\$70,668.00 - \$86,088.00 ANNUALLY

An Equal Opportunity Employer

OPENING DATE: April 5, 2024	FINAL FILING DATE: April 26, 2024
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POSITION: There is one (1) immediate vacancy for the position of Plumber, eight (8) hours per day, five (5) days per week, twelve (12) months a year. Tentative hours are 6:00 AM - 2:30 PM. An eligibility list is being established to fill this vacancy, hire substitutes, and fill future vacancies.

SUMMARY OF DUTIES: Under the direction of a supervisor, designs the layout of plumbing systems; installs plumbing systems and fixtures; maintains and repairs equipment and appliances; tests backflow prevention devices; and maintains a variety of records.

QUALIFICATIONS

EDUCATION: Graduation from high school or its equivalency is required. Courses in installation, maintenance and repair of plumbing systems are desirable.

EXPERIENCE: One of the following: Four years of experience as a Plumber installing, maintaining, and repairing sewer mains, drains, waste and vent piping and appliances, potable water supply pipes and appliances, and fuel gas lateral and main lines

OR

Completion of a state of California approved apprenticeship program and one year of experience performing the previously mentioned duties.

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

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

Document(s) may 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/LANGUAGE REQUIREMENT: A valid, Class C, California Driver License and a good driving record is required and must be maintained during employment. Certificate of competence in testing backflow devices issued by Los Angeles County must be obtained within the probationary period and maintained during employment.

PHYSICAL REQUIREMENTS: Employees in this classification stand, walk, lift and carry up to 80 lbs., climb ladders and stairs, maintain balance; push/pull up to 150 lbs., 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 mental and muscular coordination, hear normal voice conversation, speak clearly, smell normally in order to identify gas leaks, etc., have depth perception and color vision, distinguish shades, see small details and long distances, sit for extended periods of time, operate a vehicle, use a computer and telephone.

FILING PERIOD

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

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

Applicants will be sent notifications via e-mail only

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

- Job Related Written Examination
- Structured Interview / Performance Exercise

Salary Range: 26 ½

PROOF OF EDUCATION:

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

***For a more detailed job description, including benefits / leave information, please log on 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

EXTENDED

INVITES APPLICATIONS FOR THE POSITION OF:

INSTRUCTIONAL ASSISTANT I

\$19.26 - \$23.49 Hourly Rate

INSTRUCTIONAL ASSISTANT I - BILINGUAL (SPANISH)

\$19.76 - \$24.04 Hourly Rate

An Equal Opportunity Employer

OPENING DATE: April 5, 2024

FINAL FILING DATE: **May 10, 2023**

POSITION

There is currently one (1) part-time Instructional Assistant I-Bilingual (Spanish) position available at Nogales High School. Tentative hours for this position are 8:30 am to 2:30 pm, 5.5 hours a day, 5 days a week, 9.5 months a year. An eligibility list is being established to fill this vacancy, hire substitutes and to fill future vacancies in both classifications.

SUMMARY OF DUTIES

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

QUALIFICATIONS

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

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

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

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

- **High School Diploma or equivalent is required; 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](#) to be considered.

If you need assistance with your application, please contact Crystal Vahimarae at 626 854-8388 or via email at cvahimarae@rowlandschools.org.

FILING PERIOD

Applications for this position will be accepted online starting **Friday, April 5, 2024, EXTENDED to Friday, May 10, 2024, by 4:30 PM.**

APPLICANTS WILL BE SENT NOTIFICATIONS BY E-MAIL ONLY

EXAMINATION – OPEN/PROMOTIONAL WITH DUAL CERTIFICATION:

The examination for the position may consist of the following:

Assessment Exam, Job Related Written Exam, and Structured Interview Exam

Salary Range: 15 - Instructional Assistant I

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

Salary Range: 16 - Instructional Assistant I - Bilingual/Biliterate (Sp)

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. **Veteran's credit can only be applied once, upon initial hire.**

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

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ROWLAND UNIFIED SCHOOL DISTRICT

A CONTINUOUS VISION OF EXCELLENCE!

ANNOUNCES THE OPENING OF THE POSITION OF:

ASSISTANT SUPERINTENDENT— ADMINISTRATIVE SERVICES



SALARY: COMPETITIVE AND NEGOTIABLE

FILING PERIOD: APRIL 15, 2024 TO MAY 5, 2024

RUSD VALUED QUALITIES:

- **Student focused.**
- **Work collaboratively.**
- **Practice inquiry and reflection in our work.**
- **How we do work is as important as what we do.**

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 police services. 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.

Rowland Unified School District is An Equal Opportunity Employer

THE COMMUNITY

The Rowland Unified School District serves the beautiful communities of Rowland Heights, Walnut, La Puente, City of Industry and West Covina. The communities are located in Los Angeles county 40 miles east of Los Angeles, in the San Gabriel Valley.

The beautiful weather of California allows residents to experience outdoor activities which contribute to overall health and well-being. Southern California offers a wide variety of cultural events, museums, art and educational experiences.



THE SCHOOL DISTRICT

Beyond our many awards and achievements, we at Rowland Unified have a proven commitment to excellence, offering students and families exceptional learning opportunities along with a caring culture that will enable them to become global thinkers and leaders.

We are proud to be one of the leading mid-sized school districts in California. The District has an estimated 11,800 students with eleven K-6 elementary schools, three K-8 Academies, two Intermediate schools, two High Schools, one Continuation High School and one Community Day School. In addition, we impact the community with programs for more than 5,000 adults through Rowland Adult and Community Education.

DISTRICT MISSION

The mission of the Rowland Unified School District, the progressive international community united in learning, is to empower students so that each actualizes his or her unique potential and responsibly contributes to a global society, through a system distinguished by rigorous academics, innovative use of technology, creative exploration, and nurturing learning experiences.

The Rowland Unified School District promotes, expects, and accepts nothing short of excellence. We have a collective commitment to be the best school district in California.

THE POSITION

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 regards to their financial impact.

DUTIES:

- Direct, manage, and provide 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;
- Coordinate 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 police services;
- Ensure the financial integrity of the District and provide for sound and effective fiscal policies, procedures, and practices including multi-year budgeting and financial planning;
- Oversee District planning and supervision of the construction, renovation, and maintenance of school facilities;



THE POSITION (CONTINUED)

- Recommend and implement changes in organization, policy and procedures;
- Assure compliance with local, state, and federal laws relating to administrative services, functions, facilities projects, financial audits, and related activities;
- Work with District staff to project student enrollments, building and facilities, energy and capital equipment needs, and other cost items for District improvement;
- Assist Cabinet and Board of Education in establishing and planning the long-range goals of the District and identifying methods to meet such goals;
- Ensure accountability for results and high standards of performance in all assigned areas of responsibility;
- Provide 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.



MINIMUM QUALIFICATIONS

EDUCATION:

Graduation from college with a bachelor’s degree in accounting, business administration, public administration, or a closely related field and possession of a CPA’s license or a Master’s degree in accounting, business administration, public administration, or a closely related field is required. Two additional years of the experience noted below may be substituted for the CPA license or Master’s degree.

EXPERIENCE:

Three years of administrative experience at the level of an Assistant Superintendent or equivalent overseeing multiple business services departments is required.

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

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

SALARY AND BENEFITS

The salary range for the Assistant Superintendent—Administrative Services is competitive and negotiable with a multi-year contract. The Rowland Unified School District offers other attractive benefits including:

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

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

Holidays: 15 paid holidays per year

Sick Leave: 12 days per year

Vacation Leave: 24 days per year plus 2 floating holidays

Monthly mileage allowance: TBD

The District also offers additional benefits such as an employee assistance program, long-term disability insurance, and other voluntary insurances. **Note: This position is part of the Senior Management Service in accordance with the provisions of the Education Code.**



APPLICATION PROCEDURE:

Individuals interested in applying for the position Assistant Superintendent—Administrative Services may apply on-line at schooljobs.com/careers/rowland. Completed application packets, which include 1) standard application, 2) responses to the supplemental questionnaire, and 3) proof of Bachelor's degree or higher, and CPA license (if applicable) and 4) a resume MUST be received by the Personnel Commission office. 5) A list of at least 3 professional references with contact info. You may upload documents to your online applicant profile or email them directly to arlene.zamudio@rowlandschools.org.



Supplemental Questionnaire:

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

Accommodation for Disabled:

If you have a disability that may require an accommodation in any of the selection procedures, please notify the Personnel Commission via email to arlene.zamudio@rowlandschools.org.

ATTENTION APPLICANTS

Any questions, please contact:

Arlene Zamudio

Senior Personnel Technician

Phone: (626) 854-8385

Arlene.Zamudio@RowlandSchools.org



ROWLAND UNIFIED SCHOOL DISTRICT

Personnel Commission Office

1830 S. Nogales Street

Rowland Heights, CA 91748

Phone: (626) 854-8385

Fax: (626) 935-8456

Personnel Commission

Website: www.rowlandschools.org

D-23/24-64

April 2024



Personnel Commission

A CONTINUOUS VISION OF EXCELLENCE!



ROWLAND UNIFIED SCHOOL DISTRICT

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

INVITES APPLICATIONS FOR THE POSITION OF:

SECRETARY: \$4,167.00 - \$5,080.00 MONTHLY

SECRETARY-BILINGUAL (SPANISH): \$4,272.00 - \$5,208.00 MONTHLY

SECRETARY-BILINGUAL / BILITERATE (SPANISH): \$4,382.00 - \$5,335.00 MONTHLY

An Equal Opportunity Employer

OPENING DATE: April 19, 2024

FINAL FILING DATE: May 10, 2024

POSITION: There is currently one (1) full-time Secretary-Bilingual (Spanish) position available at Nogales High School, eight (8) hours per day, five (5) days per week, eleven (11) months per year. Tentative work hours are 7:30 AM to 4:00 PM. Eligibility lists will be established to fill the current vacancy, hire substitutes, and fill future vacancies.

SUMMARY OF DUTIES: Under the direction of a District or site-level administrator or designee, provides secretarial support to relieve the administrator of administrative detail; serves as lead person for an assigned activity at a school site such as attendance and guidance; and performs specialized duties in the administration and support of District programs and activities.

QUALIFICATIONS

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

EXPERIENCE: Equivalent to two years of recent full-time clerical experience is required. *Note: Recent experience is defined as experience obtained within the last five years.*

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

- **High School Diploma or equivalent; and**
- **A valid and current First Aid certificate, comparable to the American Red Cross Standard First Aid certificate.**

Documents may also be submitted via email to cvahimarae@rowlandschools.org. **Applications without the supporting documents will be considered incomplete and will be disqualified.** Transcripts/Diplomas from foreign countries must be certified to meet the US equivalent to be considered.

Please email cvahimarae@rowlandschools.org with any questions.

LICENSE / CERTIFICATION / TRAINING 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; A valid first aid certificate, comparable to the American Red Cross Standard First Aid Certificate must be presented at the time of application and maintained during the course of employment; Incumbents in the class of Secretary - Bilingual (Spanish) are required to speak and read Spanish and English; and Incumbents in the class of 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 exposed to air and blood-borne pathogens and germs, bodily fluids, and communicable diseases, may be required to drive an automobile to conduct work, and have direct contact with students and the public.

PHYSICAL REQUIREMENTS: Employees in this classification stand, walk, sit, stoop/bend, reach overhead, lift, and carry up to 20 lbs., use fingers repetitively, use both hands simultaneously, speak clearly, hear normal conversation, see small details, drive a vehicle, use a computer, radio, and telephone.

FILING PERIOD

Applications for this position will be accepted online only beginning **Friday, April 19, 2024 to Friday, May 10, 2024, until 4:30 pm.**

Please visit www.rowlandschools.org, Department → Personnel Commission → Classified Job Openings to apply.

*** Applicants will be sent notifications via e-mail only ***

EXAMINATION – OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Written Examination
- Project / Structured Interview
- Computer Assessment Testing (MS Word, Excel, etc.)
- Bilingual and Biliterate Assessment (Spanish) if applicable

Secretary - Range 19.5

Secretary - Bilingual (Spanish) - Range 20

Secretary - Bilingual/Biliterate (Spanish) - Range 20.5

PROOF OF EDUCATION

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

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ROWLAND UNIFIED SCHOOL DISTRICT

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

www.rowlandschools.org

RE-OPENED

INVITES APPLICATIONS FOR THE POSITION OF:

COMMUNITY LIAISON-BILINGUAL (MANDARIN):

\$21.78 - \$26.54 HOURLY

An Equal Opportunity Employer

OPENING DATE: April 26, 2024

FINAL FILING DATE: **May 17, 2024**

POSITION

There is one (1) immediate Community Liaison-Bilingual (Mandarin) position available, three (3) hours per day, five (5) days per week, nine and one half (9.5) months per year. Tentative work location and hours are to be determined. An eligibility list will be established to hire substitutes and fill future vacancies for the next six months.

SUMMARY OF DUTIES

Under supervision, serves as liaison between a District program, parents, students, community groups and social service agencies; assists school personnel in the recognition and understanding of pupils' backgrounds through direct contact with parents; provides family case management; participates in required training; and performs routine clerical duties.

QUALIFICATIONS

EDUCATION:

Graduation from high school or equivalent and a minimum of 24 semester or 36 quarter units of college coursework is required. Coursework in public relations, counseling, sociology, or psychology are desirable.

EXPERIENCE:

One year of community work or involvement, such as church, community advisory groups, PTA, scouting, etc.

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

- High School Diploma or equivalent
- Transcripts on Letterhead or Diploma if you have completed your AA/BA/MA

You may upload your documents to your application 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](#).**

WORK ENVIRONMENT:

Employees in this classification work both inside and outside, may be exposed to airborne pathogens and germs, drive a personal vehicle to conduct work, and have direct contact with students and the public.

PHYSICAL REQUIREMENTS:

Employees in this classification stand, walk, repetitively use fingers, use both hands simultaneously, stoop/bend, reach overhead, have rapid mental and/or muscular coordination, lift and carry up to 20 lbs. or over 20 lbs. with assistance, speak clearly, hear normal voice conversation, see small details and long distances, sit for extended periods of time, and operate a vehicle.

FILING PERIOD

Applications for this position will be accepted online only until **Friday, May 17, 2024**.

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

Applicants will be sent notifications via e-mail only

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Job Related Written Exam / Structured Interview / Language Assessment (Mandarin)

Salary Range: 17 ½

PROOF OF EDUCATION

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

ADVANCED SALARY STEP PLACEMENT

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

APPOINTMENT

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

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

PROCESSING FEE

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

VETERANS CREDIT

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

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

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PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT
May 7, 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
Office Assistant (D-23/24-40)	6.1.10.4 A written request by the eligible for removal <ul style="list-style-type: none">ID# 52479565
Personal Care Assistant (D-23/24-06)	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# 55683653
Campus Aide (D-23/24-05)	6.1.10.1 Failure to respond within five (5) working days following the date that a written notice regarding the eligible's availability for employment was sent. <ul style="list-style-type: none">ID# 54419806
Senior Account Clerk (D-23/24-32)	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# 18218176ID# 6285746
Food Service Assistant III (D-23/24-34)	6.1.10.3 Failure to report for a scheduled interview after certification. <ul style="list-style-type: none">ID# 54419874
Cafeteria Lead Worker I (D-23/24-48)	6.1.10.3 Failure to report for a scheduled interview after certification. <ul style="list-style-type: none">ID# 51001778

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.