

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

BOARD ROOM
1830 NOGALES STREET
ROWLAND HEIGHTS, CA 91748
4:30 P.M.

PLEASE CIRCULATE

May 2, 2017

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

2. Roll Call:	Present	Absent
Judy Nieh, Chair	_____	_____
Sharon Fernandez, Vice Chair	_____	_____
Sabrina Lee, Member	_____	_____
 Joan Stiegelmar, Personnel Director	 _____	 _____
Jessica Landin, Personnel Analyst	_____	_____
Andrea Low, Sr. Personnel Technician	_____	_____

3. **PRELIMINARY**

3.1 Pledge of Allegiance to the Flag

3.2 Consider approving or amending the agenda as submitted

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

3.3 Introduction of Guests

3.4 Questions or input from CSEA

3.5 Questions or input from Administration or District Management

3.6 Questions or input from audience members

4. **REPORT FROM THE PERSONNEL DIRECTOR**

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

5. **HEARINGS**

Conduct a Public Hearing on the proposed Personnel Commission Budget for Fiscal Year 2017 – 2018. (Ref. 5)

Hearing Opened: _____

Hearing Closed: _____

6. PERSONNEL COMMISSION

6.1 Adopt the Personnel Commission Budget for 2017 – 2018. (Ref. 6.1)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

6.2 Approve the minutes of the regular meeting of April 11, 2017. (Ref. 6.2)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

6.3 Receive the draft of the Personnel Commission's meeting schedule for 2017 – 2018. (Ref. 6.3)

7. ITEMS FOR DISCUSSION AND/OR ACTION

7.1 Advanced Salary Step Placement

a. Consider approving the advanced salary step placement request from Jim Burleson, Director of Transportation Services, to employ Applicant ID# 15655833 in the class of School Bus Driver at Step E of Range 19.5 on the Classified Salary Schedule. (Ref. 7.1a) & (Ltd. Distr.)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

7.2 Reallocation

a. Consider approving the recommended reallocation request from Maria Amorim, Autism Specialist, of a vacant Instructional Assistant II Bilingual/Biliterate (Spanish) to Instructional Assistant II Bilingual (Spanish). (Ref. 7.2a)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

b. Consider approving the recommended reallocation request from Mari Bordona, Director of Student Services, of a vacant Health Assistant to Health Assistant - Bilingual (Spanish). (Ref. 7.2b)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

8. EXAMINATIONS/ELIGIBILITY LISTS

8.1 Exam Review and Recruitment Bulletins (Ref. 8.1)

Receive for information, a summary of the following examinations and recruitment bulletins:

- a. Electrician (D-16/17-46)
- b. Instructional Assistant II (D-16/17-42)
- c. Instructional Assistant II – Bilingual (Spanish) (D-16/17-43)
- d. Instructional Assistant II – Bilingual/Biliterate (Spanish) (D-16/17-44)
- e. Instructional Assistant II – Bilingual /Biliterate (Korean) (D-16/17-45)
- f. School Bus Driver Trainee (0-03)

8.2 Employee Selection Results – Receive the results of examinations held. (Ref. 8.2 Ltd. Distr.)

8.3 Ratification of Eligibility Lists – Ratify the following eligibility list(s): (Ref. 8.3 Ltd. Distr.)

- a. Career Vocational Assistant (P-16/17-36)
- b. Computer Lab Technician (D-16/17-33)
- c. Computer Lab Technician – Bilingual (Spanish) (D-16/17-34)
- d. Food Service Assistant III (D-16/17-37)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

8.4 Removal of Names from the Eligibility List – Ratify the removal of names from the following eligibility lists: (Ref. 8.4)

- a. Campus Aide (D-15/16-50)
 - ID# 27734324 – PC Rule 6.1.10, 6.1.10.4
- b. Food Service Assistant I (D-15/16-71)
 - ID# 18468143 – PC Rule 6.1.10, 6.1.10.4
- c. Personal Care Assistant (D-16/17-20)
 - ID# 30234413 – PC Rule 6.1.10, 6.1.10.1

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

9. CLOSED SESSION

Recess to closed session to discuss:

- Employee Performance Evaluation – Personnel Director - Government Code 54954.5 (e)

Time Recessed: _____ Time Reconvened to Open Session: _____

10. **THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED ON JUNE 6, 2017 AT 4:30 P.M., DISTRICT OFFICE – TESTING CENTER.**

11. ADJOURNMENT

Time _____

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

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 2, 2017

Item 5 – Hearing for proposed Personnel Commission Budget for the 2017-2018 Fiscal Year

The draft of the Personnel Commission budget for fiscal year 2017-2018 totals \$683,513 and is presented for discussion.

The proposed funding for salaries and benefits totals \$644,549 which is an increase of \$7,806 from the 2016-2017 budget. This increase is due to step in column increases for existing staff.

The budget for supplies and equipment replacement, operating expenses, equipment, and contingencies will be increased from \$36,039 to \$38,964 which includes an increase of \$2,925 for supplies and the replacement of outdated computers. A summary of the recommended allocations to each budget location of the proposed budget is provided below.

The proposed increase in the PC budget for fiscal year 2017 – 2018 is \$10,731 which represents a 1.6% increase overall.

Salaries and Benefits (Location 0810)

Funding in this portion of the budget includes all 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 0811)

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 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 (5310) 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 contracted services (5810) provides for the Neogov and OPAC 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.



**Business Advisory Services
Annual Budget of Personnel Commission
Fiscal Year 2017-2018
Education Code Section 45253 (K-12 Districts) or 88073 (CC Districts)**

Rowland Unified School District School District, Los Angeles County, California.

Notice of Public Hearing by the Personnel Commission

To: Governing Board and District Administration

The Public Hearing on this proposed budget will be held at

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

(Place)

on May 2, 2017 at 4:30 o'clock P M.

You are invited to attend and present your views.

Signed

Chairman or Director of Personnel Commission

Adopted Annual Budget of Personnel Commission

To: Los Angeles County Office of Education

The Annual Budget of Personnel Commission was adopted on:

Date of meeting _____, 20____

Signed _____

Chairman or Director of Personnel Commission

Approval of Annual Budget of Personnel Commission

To: Governing Board and Personnel Commission

This report has been examined and approved by

Date _____

**Annual Financial and Budget Report
Fiscal Year 2017-2018**

Expenditure by Object	2015-2016 Actual*	2016-2017 Actual or Estimated*	2017-2018 Budget*
2000 Classified Salaries ⁽¹⁾			
Commission Members ⁽²⁾	\$ 1,850.00	\$ 2,001.00	\$ 2,000.00
Director	133,686.00	142,259.00	141,798.00
Secretaries, Clerks	273,673.00	295,461.00	295,361.00
Other	10,472.00	6,747.00	5,947.00
3000 Employee Benefits	163,912.00	190,275.00	199,443.00
Subtotal	583,593.00	636,743.00	644,549.00
4000 Supplies and Equipment Replacement	4,045.00	4,700.00	7,600.00
5000 Operating Expenses	15,557.00	26,967.00	26,992.00
6000 Equipment	0.00	0.00	
Subtotal	19,602.00	31,667.00	34,592.00
Appropriation for Contingencies ⁽³⁾	0.00	4,372.00	4,372.00
Total Expenditures	\$ 603,195.00	\$ 672,782.00	\$ 683,513.00

* 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 11, 2017**

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 Personnel Commissioner, Sabrina Lee.

Members Present: Judy Nieh, Chair
Sharon Fernandez, Vice-Chair
Sabrina Lee, Member

Members Absent: None

Staff Members Present: Joan Stiegelmar, Personnel Director
Jessica Landin, Personnel Analyst
Andrea Low, Sr. Personnel Technician

APPROVAL OF THE AGENDA

The Personnel Commission took action to approve the agenda as amended.

Motion made by:	Sharon Fernandez	Vote:	Judy Nieh	Yes
Seconded by:	Sabrina Lee		Sharon Fernandez	Yes
			Sabrina Lee	Yes

Ms. Judy Nieh, Personnel Commissioner, motioned to remove Item 9 - Closed Session. Ms. Sharon Fernandez, Personnel Commissioner, modified her motion to remove the Closed Session.

INTRODUCTION OF GUESTS

Dennis Bixler, Assistant Superintendent - Human Resources
Mary Casian, 1st Vice President, CSEA
Maria Davila, Director of Nutrition Services
Jim Burleson, Director of Transportation Services
Chris Ferraro, Mechanical Systems Supervisor
Charles Jansen, Structural Supervisor

REPORT FROM THE PERSONNEL DIRECTOR

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

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

Open/Promotional Recruitments

- Grounds Maintenance Worker
- Administrative Secretary
- Administrative Secretary – Bilingual (Spanish)
- Instructional Assistant II
- Instructional Assistant II – Bilingual (Spanish)
- Instructional Assistant II – Bilingual/Biliterate (Spanish)
- Instructional Assistant II – Bilingual/Biliterate (Korean)

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

- Computer Lab Technician – Written Test, Structured Interview, Computer testing
- Computer Lab Technician – Bilingual (Spanish) - Written Test, Structured Interview, Computer testing
- Career Vocational Assistant – Structured Interview
- Food Service Assistant III – Structured Interview
- Technology Specialist II – Written Test
- School Bus Driver – Performance Test

Referral Lists were issued for the following classifications since the last Commission meeting:

- Executive Director of Facilities, Maintenance, Operations, and Construction
- Health Assistant – Bilingual (Spanish)
- Instructional Assistant II – Bilingual/Biliterate (Spanish)
- Library Assistant
- School Bus Driver
- School Bus Driver (Substitute)

New employees were processed into the following classifications:

- 1 – Campus Aide
- 1 – Cook
- 1 – Dispatcher / Scheduler
- 2 – Food Service Assistant I
- 1 – Food Service Assistant I (Substitute)
- 2 – Instructional Assistant II
- 1 – Instructional Assistant II (Substitute)
- 1 – Nutrition Services Operations Manager
- 1 – Office Assistant
- 3 – Personal Care Assistant
- 1 – School Bus Driver (Substitute)
- 1 – Translator (Spanish)

Updates/Reminders:

- Mt. San Antonio College Career and Transfer Services will be hosting a Career Fair on Tuesday, April 25, 2017 from 10 a.m. to 1 p.m. Staff from the Personnel Commission will be attending and will be passing out recruitment bulletins and information on how to fill out interest cards for future openings.
- The Rowland Unified School District Employee of the Year celebration will be held on Thursday, May 11 at 5:30 p.m. at the Diamond Bar Center. RSVPs are due to Brandi Chapman, in the Superintendent's Office, by April 28, 2017.
- The Rowland Unified Classified Employee Dinner will be held on Friday, May 12, 2017 at the Royal Vista Golf Club in Walnut beginning at 5 p.m. Tickets are \$35.00 and RSVPs are due by April 14, 2017.
- The upcoming Annual Classified Employee Day, hosted by the Personnel Commission, will be held on Wednesday, May 17, 2017 from 11:30 a.m. to 2:30 p.m. The theme will be "Howdy Partner" and a BBQ lunch will be served.
- The Personnel Commissioners Association of Southern California (PCASC) has an upcoming workshop, "Building a Foundation for Merit" scheduled on Friday, June 2, 2017 to be held in Anaheim. For every Personnel Commissioner or Personnel Director who attends the conference, a staff member from the same school district can attend for FREE.

Ms. Joan Stiegelmar, Personnel Director, shared that invitations for the Annual Classified Employee Day lunch will be going out on Monday, April 17, 2017.

PERSONNEL COMMISSION

A. Recommendation: To approve the minutes of the regular meeting of March 7, 2017.

Motion made by:	Sharon Fernandez	Vote:	Judy Nieh	Yes
Seconded by:	Sabrina Lee		Sharon Fernandez	Yes
			Sabrina Lee	Yes

ITEMS FOR DISCUSSION AND/OR ACTION

A. The Personnel Commission received for information the proposed Personnel Commission Budget for the 2017 – 2018 fiscal year.

Ms. Stiegelmar gave an overview of the proposed Personnel Commission budget to the Personnel Commissioners.

B. Recommendation: To authorize the transmittal of the proposed budget to the Board of Education and CSEA for input; schedule a hearing on the budget for May 2, 2017.

Motion made by:	Sharon Fernandez	Vote:	Judy Nieh	Yes
Seconded by:	Sabrina Lee		Sharon Fernandez	Yes
			Sabrina Lee	Yes

C. Recommendation: To consider approving the advanced salary step placement request from Aubrey Craig, Director of Fiscal Services, to employ Applicant ID# 6051154 in the class of Senior Account Clerk at Step B of Range 20.5 on the Classified Salary Schedule.

Motion made by:	Sharon Fernandez	Vote:	Judy Nieh	Yes
Seconded by:	Sabrina Lee		Sharon Fernandez	Yes
			Sabrina Lee	Yes

D. Recommendation: To consider approving the advanced salary step placement request from Silvia Rivas, Director of Special Projects, to employ Applicant ID# 16118356 in the class of Translator (Spanish) at Step C of Range 18.5 on the Classified Salary Schedule.

Motion made by:	Sharon Fernandez	Vote:	Judy Nieh	Yes
Seconded by:	Sabrina Lee		Sharon Fernandez	Yes
			Sabrina Lee	Yes

E. Recommendation: To consider approving the advanced salary step placement request from Scott Jensen, Director of Special Education, to employ Applicant ID# 21777287 in the class of Instructional Assistant II – Bilingual (Spanish) at Step B of Range 16.5 on the Classified Salary Schedule.

Motion made by:	Sharon Fernandez	Vote:	Judy Nieh	Yes
Seconded by:	Sabrina Lee		Sharon Fernandez	Yes
			Sabrina Lee	Yes

F. Recommendation: To consider approving the advanced salary step placement request from Mitch Brunyer, Principal of Rowland High School, to employ Applicant ID# 1124794 in the class of Office Assistant at Step E of Range 17 on the Classified Salary Schedule.

Motion made by:	Sharon Fernandez	Vote:	Judy Nieh	Yes
Seconded by:	Sabrina Lee		Sharon Fernandez	Yes
			Sabrina Lee	Yes

G. Recommendation: To consider approving the advanced salary step placement request from Scott Jensen, Director of Special Education, to employ Applicant ID# 30268837 in the class of Instructional Assistant II at Step E of Range 16 on the Classified Salary Schedule.

Motion made by:	Sharon Fernandez	Vote:	Judy Nieh	Yes
Seconded by:	Sabrina Lee		Sharon Fernandez	Yes
			Sabrina Lee	Yes

H. Recommendation: To receive input from District administration and CSEA regarding the classification study for the Lead Mechanic classification.

- a. Establish the new classification of Lead Mechanic.
- b. Allocate one new position in the classification of Lead Mechanic.
- c. Place the new classification of Lead Mechanic in the Mechanical Repair Series.

Motion made by:	Sharon Fernandez	Vote:	Judy Nieh	Yes
Seconded by:	Sabrina Lee		Sharon Fernandez	Yes
			Sabrina Lee	Yes

Ms. Sabrina Lee, Personnel Commissioner, asked about the signed responses from Human Resources and CSEA on the class description for Lead Mechanic since they were not signed in the agenda packet. Ms. Stiegelmar stated that Jim Burleson, Director of Transportation, District Administration, and CSEA were in agreement with the creation of the new classification. Due to time limitations, they did not return the signed approval form.

Ms. Sharon Fernandez asked who would oversee the Mechanics. Ms. Stiegelmar stated that Mr. Burleson would oversee the Mechanics.

- I. Recommendation: To adopt the proposed job description for the new classification of Lead Mechanic as amended.

Motion made by:	Sharon Fernandez	Vote:	Judy Nieh	Yes
Seconded by:	Sabrina Lee		Sharon Fernandez	Yes
			Sabrina Lee	Yes

Ms. Stiegelmar shared that the Board of Education reviewed the duties of Lead Mechanic and approved them at the April 4, 2017 Board of Education meeting. The Board of Education eliminated the Vehicle Maintenance Supervisor position at the same meeting.

Ms. Stiegelmar stated that there were recommendations made to change the Lead Mechanic job description after the agenda had been distributed. Under Summary of Duties, "...repair and preventive maintenance of diesel and gasoline powered vehicles," it was recommended to strike out "diesel and gasoline powered" and replace with "all District". Under the section of Distinguishing Characteristics, it was recommended to strike out "powered by gasoline, diesel, compressed natural gas (CNG) and propane fuels". Mr. Burleson stated that he agreed with the changes.

- J. Recommendation: To approve the revised job description for the classification of Electrician.

Motion made by:	Sharon Fernandez	Vote:	Judy Nieh	Yes
Seconded by:	Sabrina Lee		Sharon Fernandez	Yes
			Sabrina Lee	Yes

Ms. Sabrina Lee, Personnel Commissioner, asked if there was an incumbent in the class of Electrician.

Ms. Jessica Landin, Personnel Analyst, stated that there was an incumbent. Ms. Lee asked if the changes in the job description would affect the current incumbent. Ms. Landin stated that the certification that is being required is not required by the state, and the current incumbent will not be affected by the new requirement. Ms. Landin further explained that the proposed changes will apply to future employees.

Ms. Lee asked about Mr. Dave Evan's background. Ms. Landin explained that Mr. Evans is a contractor that has worked with the District on several projects. Mr. Chris Ferraro, Mechanical Systems Supervisor, shared that Mr. Evans has worked on projects for the District that have required engineering or electrical consultation. Ms. Landin asked if Mr. Evans was consulted on existing structures or new structures. Mr. Ferraro shared that Mr. Evans has been asked to consult on both.

Ms. Landin stated that Mr. Evans was used as the subject matter expert for the Electrician to explain the role of the C10 Electrical Contractors License as part of the duties in the job description. Ms. Landin explained that Mr. Evans was most concerned about safety, and that by requiring the C10 Electrical Contractors License it would help ensure that an applicant was trained appropriately.

- K. Recommendation: To approve the revised job description for the classification of Cafeteria Lead Worker I.

Motion made by:	Sharon Fernandez	Vote:	Judy Nieh	Yes
Seconded by:	Sabrina Lee		Sharon Fernandez	Yes
			Sabrina Lee	Yes

Ms. Lee asked for the distinction between the Cafeteria Lead Worker I and Cafeteria Lead Worker II job duties. Ms. Maria Davila, Director of Nutrition Services, explained that the Cafeteria Lead Worker I works at the Elementary school sites, and the Cafeteria Lead Worker II works at the Intermediate school sites. The Cafeteria Lead Worker II serves multiple entrees and executes more food prepping than the Cafeteria Lead Worker I. The Cafeteria Lead Worker II also leads more employees than a Cafeteria Lead Worker I.

Ms. Lee asked what distinguishes the Cafeteria Lead Worker I and II from the High School Cafeteria Supervisor. Ms. Fernandez asked if the difference was the level of work versus the quantity of work. Ms. Landin explained that the main differences were the scope of the work performed by each classification. A Cafeteria Lead Worker I works primarily in an elementary school setting, is in charge of serving food that has been prepared by the Food Center, does little if any food preparation, and oversees a few employees and point of sales terminals. A Cafeteria Lead Worker II works primarily in the middle school setting, oversees multiple meal periods, therefore requiring them to serve more meals, lead more employees and be responsible for more point of sale terminals. Additionally, a cafeteria Lead Worker II oversees some scratch food preparation. Ms. Landin explained that the High School Cafeteria Supervisor is in charge of a full working kitchen at each high school, supervises more staff, and does more scratch cooking. Ms. Landin explained that the High School Cafeteria Supervisor is in the supervisory unit and not in the CSEA bargaining unit.

Ms. Nieh asked which job classification works at the K-8 sites. Ms. Davila stated that a Cafeteria Lead Worker I works at the K-8 sites.

Ms. Lee asked the reason the Cafeteria Lead Worker I and II class descriptions were being revised. Ms. Landin stated that recent changes in the law required that these job classifications receive additional training and the Personnel Commission wanted the job descriptions to reflect this requirement.

Ms. Stiegelmar stated that these were amongst the last of the job classifications in the Nutrition Services Series job family to be updated.

L. Recommendation: To approve the revised job description for the classification of Cafeteria Lead Worker II.

Motion made by:	Sabrina Lee	Vote:	Judy Nieh	Yes
Seconded by:	Sharon Fernandez		Sharon Fernandez	Yes
			Sabrina Lee	Yes

M. Recommendation: To consider approving the salary recommendation for the classification of Lead Mechanic, at Range 28, on the Classified Salary Schedule.

Motion made by:	Sharon Fernandez	Vote:	Judy Nieh	Yes
Seconded by:	Sabrina lee		Sharon Fernandez	Yes
			Sabrina Lee	Yes

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

- a. Administrative Secretary (D-16/17-40)
- b. Administrative Secretary – Bilingual (Spanish) (D-16/17-41)
- c. Grounds Maintenance Worker (D-16/17-39)
- d. Technology Specialist II (D-16/17-38)

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

P. Recommendation: To ratify the following eligibility lists:

- a. Dispatcher/Scheduler (D-16/17-32)
- b. Executive Director of Facilities, Maintenance, Operations and Construction (D-16/17-04)
- c. Reprographics Technician (D-16/17-31)
- d. School Bus Driver (D-16/17-30)

Motion made by:	Sharon Fernandez	Vote:	Judy Nieh	Yes
Seconded by:	Sabrina Lee		Sharon Fernandez	Yes
			Sabrina Lee	Yes

Ms. Fernandez asked if having only two ranks for the Dispatcher/Scheduler eligibility list would be a problem. Ms. Stiegelmar stated that the site made a selection from that list.

Q. Recommendation: To ratify the removal of names from the following eligibility lists:

- a. Food Service Assistant I (D-15/16-71)
 - ID# 28674157 – PC Rule 6.1.10, 6.1.10.4
- b. Food Service Assistant I (D-15/16-71)
 - ID#28877201 – PC Rule 6.1.10, 6.1.10.3
- c. Library Assistant – Bilingual (Spanish) (D-16/17-14)
 - ID# 29709712 – PC Rule 6.1.10, 6.1.10.4
- d. Senior Account Clerk (D-15/16-70)
 - ID# 8032884 – PC Rule 6.1.10, 6.1.10.3

Motion made by:	Sharon Fernandez	Vote:	Judy Nieh	Yes
Seconded by:	Sabrina Lee		Sharon Fernandez	Yes
			Sabrina Lee	Yes

Ms. Fernandez asked if those who request to be removed from a list have given feedback as to why they no longer want to be included on the list. Ms. Landin stated that in some cases employees are hired in another position and ask to be removed. Ms. Stiegelmar stated that eligibles on the list are emailed and mailed a hard copy of the removal letter. Some eligibles volunteer information as to why they are no longer interested in a position, and some do not.

ADJOURNMENT

To adjourn meeting at 5:04 p.m.

Motion made by:	Sharon Fernandez	Vote:	Judy Nieh	Yes
Seconded by:	Sabrina Lee		Sharon Fernandez	Yes
			Sabrina Lee	Yes

Approved by: _____
 Judy Nieh
 Chair
 Personnel Commission

Submitted by: _____
 Joan Stiegelmar
 Personnel Director
 Personnel Commission

THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED FOR TUESDAY, MAY 2, 2017 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
June 6, 2017**

BULLETIN

PLEASE POST

For Information

TO: All Classified Employees and Administrative Personnel
FROM: Joan Stiegelmar, Personnel Director
RE: 2017-2018 Personnel Commission Meetings

Personnel Commission meetings are typically scheduled on the first Tuesday of each month, except as noted below. Meetings for the 2017-2018 school year are tentatively scheduled as follows:

*July 11, 2017
August 1, 2017
*September 12, 2017
October 3, 2017
November 7, 2017
December 5, 2017
*January 9, 2018
February 6, 2018
March 6, 2018
April 3, 2018
May 1, 2018
June 5, 2018

NOTE: All meetings to be held in the Board Room, 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
SCHOOL BUS DRIVER

The Commission is in receipt of a request from Jim Burleson, Director of Transportation Services, to employ Applicant ID# 15655833 in the class of School Bus Driver at Step E of Range 19.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

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

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



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

April 10, 2017

TO: Dennis Bixler, Assistant Superintendent – Human Resources
 FROM: Joan Stiegelmar, Personnel Director *JS*
 RE: **RECOMMENDATION - REALLOCATION OF A VACANT INSTRUCTIONAL ASSISTANT II BILINGUAL/BILITERATE (SPANISH) TO INSTRUCTIONAL ASSISTANT II BILINGUAL (SPANISH)**

Maria Amorim, Autism Specialist, has requested a reallocation of a vacant Instructional Assistant II - Bilingual/Biliterate (Spanish) position to Instructional Assistant – Bilingual (Spanish). The need for the written Spanish skill is not required for this pre-school classroom.

Your input concerning the recommended reallocation is important. The Personnel Commission will consider approving this at the regular meeting on Tuesday, May 2, 2017.

Kindly enter your concerns and/or comments in the space below, then sign and date where indicated, and return this form to my office.

<input checked="" type="checkbox"/> I agree with the recommended reallocation.	<input type="checkbox"/> I disagree with the reallocation, and recommend the adjustments noted above.
Signature: <i>JS</i>	Date: _____

As always, please feel welcome to contact me with any concerns or questions. Thank you.

cc: Scott Jensen, Director of Special Education
 Michael Hoon, Principal - Hollingworth


PC17-203

Ref. 7.2a



ROWLAND UNIFIED SCHOOL DISTRICT
 PERSONNEL COMMISSION
 MEMORANDUM


April 24, 2017

TO: Dennis Bixler, Assistant Superintendent – Human Resources
 FROM: Joan Stiegelmar, Personnel Director 
 RE: **RECOMMENDATION - REALLOCATION OF A VACANT HEALTH ASSISTANT TO HEALTH ASSISTANT - BILINGUAL (SPANISH) at Giano Intermediate.**

Mari Bordona, Director of Student Services, has requested a reallocation of a vacant Health Assistant position to Health Assistant – Bilingual (Spanish) at Giano Intermediate. The demographics and need for the Spanish speaking skill is necessary for this position.

Your input concerning the recommended reallocation is important. The Personnel Commission will consider approving this at the regular meeting on Tuesday, May 2, 2017.

Kindly enter your concerns and/or comments in the space below, then sign and date where indicated, and return this form to my office.

<input checked="" type="checkbox"/> I agree with the recommended reallocation.	<input type="checkbox"/> I disagree with the reallocation, and recommend the adjustments noted above.
Signature: 	Date: 4-25-2017

As always, please feel welcome to contact me with any concerns or questions. Thank you.

cc: Mari Bordona, Director of Student Services

PC17-217

Ref. 7.2b

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

May 2, 2017

ITEM 8.1 EXAM REVIEW

The following recruitments were initiated during the month of April, 2017.

Classification	Number of Positions	Hours / Months	Last Class Description Revision	Tentative Exam Plan
Electrician	1	8 hrs / 12 months	April 2017	<ul style="list-style-type: none">• Written Exam• Structured Interview• Technical Project
Instructional Assistant II	7	3 hrs / 9.5 months	April 2012	<ul style="list-style-type: none">• Written Exam• Structured Interview
Instructional Assistant II – Bilingual (Spanish)	3	3 hrs / 9.5 months	April 2012	<ul style="list-style-type: none">• Written Exam• Structured Interview
Instructional Assistant II – Bilingual/Biliterate (Spanish)	1	3 hrs / 9.5 months	April 2012	<ul style="list-style-type: none">• Written Exam• Structured Interview
Instructional Assistant II – Bilingual/Biliterate (Korean)	1	3 hrs / 9.5 months	April 2012	<ul style="list-style-type: none">• Written Exam• Structured Interview

Recommendation

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



ROWLAND UNIFIED SCHOOL DISTRICT

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

INVITES APPLICATIONS FOR THE POSITION OF:

ELECTRICIAN:

\$4,692.00 - \$5,715.00 - MONTHLY
\$56,304.00 - \$68,580.00 - ANNUALLY

An Equal Opportunity Employer

OPENING DATE: April 14, 2017

FINAL FILING DATE: May 5, 2017

POSITION: There is currently one (1) immediate Electrician position available, eight (8) hours per day, five (5) days per week, twelve (12) months a year. The tentative work schedule is 6:00 AM - 2:30 PM.

SUMMARY OF DUTIES: Under the direction of the Mechanical Systems Supervisor, performs skilled work in the repair, alteration, construction, installation and maintenance of electrical systems and equipment; plans, lays out and estimates jobs; and meets with parties to discuss needs and problems and provides direction to assigned helper(s).

QUALIFICATIONS

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

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 OR College Transcripts or Diploma (BA/AA); AND**
- **A copy of your C10 Electrical Contractors License or Department of Industrial Relations (DIR) Certified General Electrician certification is REQUIRED.**

Documents may also be submitted in person, emailed to cvahimarae@rowlandschools.org, or faxed (with cover sheet) to (626) 935-8456. **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.

EXPERIENCE: Two years of journey-level experience as an electrician in the installation, maintenance, troubleshooting, and repair of commercial electrical systems.

LICENSE / CERTIFICATION / TRAINING REQUIREMENTS:

- A valid, class C, California Driver License and a good driving record is required and must be maintained during employment;
- Completion of the Asbestos Containing Building Material (ACBM) training within the probationary period;
- A copy of your C10 Electrical Contractors License or Department of Industrial Relations (DIR) Certified General Electrician certification is REQUIRED.

WORK ENVIRONMENT: Employees in this classification work both inside and outside, in changing temperatures, poorly ventilated areas, inadequate lighting, wet or damp areas, confined spaces, at heights using ladders or scaffolding, with electrical hazards and dangerous machinery with moving parts, sharp objects, fumes, loud noises, vibrations, in direct contact with the public, students, and District personnel, and in the absence of direct supervision.

PHYSICAL REQUIREMENTS: Strength to lift and carry objects weighing up to 50 pounds; climb ladders and stairs; maintain balance; stamina to stand and walk for long periods of time; push, pull, 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; 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.

FILING PERIOD

Applications for this position will be accepted on-line only, **Friday, April 14, 2017 to Friday, May 5, 2017 until 4:30 p.m.**

For those without computer access, computer terminals are available in the Personnel Commission Office at the District Office, 1830 Nogales Street, Rowland Heights, CA 91748.

Applicants will be sent notifications via e-mail only

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Job Related Written Examination
- Structured Interview / Technical Project / Performance Exam

APPOINTMENT

Candidates who pass 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 one (1) year. 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.

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 she/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.**

Range 26 1/2

ELIGIBILITY LISTS

Eligibility lists are normally established for one (1) year but may be extended an additional year. Should an eligibility list fail to provide three ranks of eligibles who are ready and willing to accept employment, the list may be immediately abolished.

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. Veterans must supply a copy of their Form DD214 along with their application in order to receive such credit.

FOREIGN DEGREES

If you received your education in a country outside of the United States, you will need to have your degree/transcripts evaluated by a transcript evaluation service that certifies that your degree meets the US equivalent. You may access the following link for more information: <http://ctc.ca.gov/credentials/leaflets/cl635.pdf>

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.

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

Link: Our District ⇌ Personnel Commission ⇌ Classified Job Openings.

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



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

INVITES APPLICATIONS FOR THE POSITION OF:

INSTRUCTIONAL ASSISTANT II
\$16.10 - \$19.64 Hourly Rate
INSTRUCTIONAL ASSISTANT II – BILINGUAL (SPANISH)
\$16.55 - \$20.15 Hourly Rate
INSTRUCTIONAL ASSISTANT II – BILINGUAL/BILITERATE (SPANISH)
\$16.92 - \$20.64 Hourly Rate
INSTRUCTIONAL ASSISTANT II – BILINGUAL/BILITERATE (KOREAN)
\$16.92 - \$20.64 Hourly Rate
An Equal Opportunity Employer

OPENING DATE: April 7, 2017

FILING DATE: May 5, 2017

POSITION

There are several vacant positions open at this time. Typical hours for these jobs are three (3) hours per day, five (5) days per week, nine and a half (9.5) months a year. Eligibility lists are being established to fill future vacancies.

SUMMARY OF DUTIES

Assists students in specialized educational programs who have a variety of physical handicaps, learning disabilities, emotional or behavioral problems on a one-to-one or group basis reinforcing lesson plans; independently adjusts methods/approach/pace of instructional material; maintains student discipline in group activities; performs classroom support activities; maintains a variety of records; and performs other related duties as required. Positions in the specialized language classes require incumbents to work with 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 that demonstrates knowledge of the ability to assist in teaching, reading, writing and mathematics.

EXPERIENCE: Six months of experience working with students or school-age children in a school, health services, or other structured environment is required; experience working with special education students is desirable.

LICENSE/CERTIFICATION/TRAINING REQUIREMENTS: Positions in a specialized language classification require individuals who can speak and read (bilingual), and speak, read, and write (bi-literate) as specified. A valid and current First Aid Certificate, comparable to the American Red Cross Standard First Aid Certificate and a valid and current Child and Adult Cardiopulmonary Resuscitation Certificate is required for all positions and must be submitted at time of application. Successful completion of up to 12 hours of Crisis Prevention Intervention (CPI) training is required during the probationary period.

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

- **High School Diploma or equivalent**
- **College Transcripts or Diploma (BA/AA)**
- **A valid Basic/Standard First Aid Certificate and a valid and current CPR Certificate (Child and Adult)**

Documents may also be walked in, emailed to cvahimarae@rowlandschools.org, or faxed with a cover sheet to 626-935-8456. 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.

FILING PERIOD

APPLICATIONS FOR THESE POSITIONS WILL BE ACCEPTED ON-LINE ONLY, FRIDAY, APRIL 7, 2017 TO FRIDAY, MAY 5, 2017 UNTIL 4:30 PM.

Log on to: <http://www.rowlandschools.org/> → Departments → Personnel Commission → Classified Job Openings, to begin creating your application or to edit/update an existing account.

For those without computer access, computer terminals are available in the Personnel Commission Office at the District Office, 1830 Nogales Street, Rowland Heights, CA 91748

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

PLEASE NOTE: IF YOU ARE APPLYING FOR INSTRUCTIONAL ASSISTANT II, INSTRUCTIONAL ASSISTANT II - BILINGUAL (SPANISH) and/or INSTRUCTIONAL ASSISTANT II – BILINGUAL/BILITERATE (SPANISH OR KOREAN), IT IS REQUIRED THAT YOU SUBMIT A SEPARATE APPLICATION FOR EACH POSITION.

EXAMINATION – OPEN/PROMOTIONAL WITH DUAL CERTIFICATION:

Assessment Exam, Written Exam and Structured Interview Exam

APPOINTMENT

Candidates who pass 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 one (1) year. 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. An employee in this class must serve a probationary period of six months or 130 working days in order to obtain permanent employment status.

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.

Salary Range: Instructional Assistant II: Range 16

Instructional Assistant II – Bilingual (Spanish): Range 16½

Instructional Assistant II – Bilingual/Biliterate (Spanish & Korean): Range 17

ELIGIBILITY LISTS

Eligibility lists are normally established for one (1) year but may be extended an additional year. Should an eligibility list fail to provide three ranks of eligibles who are ready and willing to accept employment, the list may be immediately abolished.

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. Veterans must supply a copy of their Form DD214 along with their application in order to receive such credit.

FOREIGN DEGREES

If you received your education in a country outside of the United States, you will need to have your degree/transcripts evaluated by a transcript evaluation service that certifies that your degree meets the US equivalent. You may access the following link for more information: <http://ctc.ca.gov/credentials/leaflets/cl635.pdf>

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.

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

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



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

INVITES APPLICATIONS FOR THE POSITION OF:

SCHOOL BUS DRIVER TRAINEE

An Equal Opportunity Employer

OPENING DATE: APRIL 21, 2017

FINAL FILING DATE : MAY 12, 2017

POSITION:

The purpose of the recruitment is to attract applicants for the District's School Bus Driver training program. This opportunity is unpaid however, successful candidates who complete this program will have the credentials required to apply for a position as a School Bus Driver with any school district. The program is free of charge and a candidate will only have to pay for the fees associated with obtaining the licenses. Approximate out of pocket cost for the trainee is \$299.00 (ie. DMV, CHP, DOT Medical, Dept of Justice Fees).

***NOTE: By applying for this opening you are applying to take part in the Bus Driver Training program which MAY ultimately lead to employment in substitute or permanent position.*

SUMMARY OF DUTIES

Under immediate supervision of the Bus Driver Instructor, receives instruction to acquire the necessary skills needed to operate a school bus over designated routes within established time schedules; to transport students to and from school and on special event trips; to perform daily inspections of a school bus or other transportation vehicle; and to prepare reports concerning repair needs.

DISTINGUISHING CHARACTERISTICS

The class of School Bus Driver Trainee is distinguished from the class of School Bus Driver in that the latter is a fully-qualified school bus driver with the license and certifications required by the State of California whereas the former is still receiving training and currently in the process of becoming a fully-qualified school bus driver.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is desirable.

EXPERIENCE: No experience required.

LICENSE/CERTIFICATE/LANGUAGE REQUIREMENTS: Possession of a valid California Driver License is required.

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

- **Valid CA Driver License**
- **Current ten year driving record** (DMV Form H-6 dated within the last 30 days)

All school bus driver trainee positions are designated as safety-sensitive in accordance with the Code of Federal Regulations, Title 49 (Public Law 102-143) and require pre-employment drug testing as well as a continued drug-free lifestyle for continued employment.

WORKING ENVIRONMENT: Employees in this training program will be in a training environment both inside and outside, in varying temperatures, in contact with fuel and exhaust fumes, dust, odors, moving vehicles, and in direct contact with District personnel.

PHYSICAL REQUIREMENTS: Employees in the classification sit for extended periods of time, push, pull, climb stairs, stoop/bend, use fingers repetitively, twist or apply pressure with wrists or hands repetitively, use both hands and/or legs simultaneously, speak clearly, hear normal voice conversation, have depth perception, have color vision and/or the ability to distinguish shades, see small details and for long distances, operate mobile motorized equipment, and drive a vehicle.

04/2017

FILING PERIOD:

Applications for this position will be accepted online only, Friday, April 21, 2017 to Friday, May 12, 2017 at 4:30 pm.

For those without computer access, computer terminals are available in the Personnel Commission Office at the District Office, 1830 Nogales Street, Rowland Heights, CA 91748

* APPLICANTS WILL BE SENT NOTIFICATIONS BY E-MAIL ONLY

TRAINING INFORMATION:

Classroom Course: June 5th to June 21 from 7:00 am to 1:00 pm (No class on June 7 and June 14)

The classroom training course will prepare you to take the DMV test for a Commercial Learner's Permit (CLP). You are required to attend a minimum of 20 hours of classroom training, obtain First Aid Certification (not included in the 20 hours), and pass a final exam. Rowland USD will provide all materials and cover the cost of training for those selected for the program. You are responsible for attending **ALL** classes. After completion of the classroom course, trainees will be selected for behind-the-wheel training in order of their scores on the final exam.

Behind-The-Wheel Training: June 26 and will continue through August

Possession of a valid Class B California Commercial Learner's Permit (CLP) with Passenger, School Bus, and Air Brakes Endorsements by the California Department of Motor Vehicles is required prior to the start of the behind-the-wheel portion or the training program.

After passing the DMV/CHP test and completing a medical examination, fingerprinting, and drug testing, candidates will be selected to participate in the behind-the-wheel training portion. Behind-the-wheel training is a minimum of 20 hours of one-on-one training time with your instructor. Your training schedule will be dependent on the schedule of your instructor, but effort will be made to reasonably accommodate your schedule as much as possible. After your behind-the-wheel training you will be taken by your instructor to the CHP to obtain a Commercial Driver License and become a certified School Bus Driver!

Note: All Bus Driver Trainees are responsible for covering the cost of obtaining their CA Commercial Driver License and CA Special Driver Certificate (approximately \$299 in total) from the DMV/CHP at the appropriate time in the training schedule.

SUPPLEMENTAL INFORMATION

A SCHOOL BUS DRIVER MUST:

- have a genuine care and concern for children
- be a positive role model
- be a defensive driver and always put safety first
- be able to remain calm under pressure and respond properly in an emergency
- have an understanding of the role of a school bus driver in relation to the entire educational system
- have a good driving record
- stay drug free at all times and alcohol free on the job.

RATE OF PAY AFTER COMPLETION OF PROGRAM:

If you are selected for hire, Substitute School Bus Drivers are paid at a rate of \$19.16 per hour on an "on-call, as-needed" basis.

Substitute School Bus Drivers will also be able to test for permanent School Bus Driver positions as they become available. Permanent School Bus Driver positions are paid at a rate of \$19.16 - \$23.34 per hour, receive health and welfare benefits, and are guaranteed a minimum of four (4) hours of work per day.

***For a more detailed job description, please log on to: www.rowlandschools.org → Our District → Personnel Commission → Classified Job Openings**

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

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

May 2, 2017

ITEM 8.4 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
Campus Aide (D-15/16-50)	PC Rule 6.1.10.4 – A written request by the eligible for removal. <ul style="list-style-type: none">• ID# 27734324
Food Service Assistant I (D-15/16-71)	PC Rule 6.1.10.4 – A written request by the eligible for removal. <ul style="list-style-type: none">• ID# 18468143
Personal Care Assistant (D-16/17-20)	PC Rule 6.1.10.1 – Failure to respond within five (5) working days following the date that a written notice regarding eligible's availability for employment was sent. <ul style="list-style-type: none">• ID# 30234413

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.