



**ROWLAND UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**October 2018  
Master Testing Calendar**

**OPEN / PROMOTIONAL WITH DUAL CERTIFICATION:**

<b>School Bus Driver</b>	<b>Continuous Recruitment – Apply ASAP</b>
<b>Executive Secretary</b> <i>Applications will be accepted on-line through October 8, 2018 until 4:30 p.m.</i>	<b>September 18, 2018 – October 8, 2018</b>
<b>Instructional Assistant II / Instructional Assistant II – Bil (Sp) and Instructional Assistant II Bil / Bil (Sp)</b> <i>Applications will be accepted on-line through October 19, 2018 until 4:30 p.m.</i>	<b>September 28, 2018 – October 19, 2018</b>
<b>Mechanical Systems Supervisor</b> <i>Applications will be accepted on-line through October 19, 2018 until 4:30 p.m.</i>	<b>September 28, 2018 – October 19, 2018</b>
<b>Office Assistant / Office Assistant – Bil (Sp) and Office Assistant Bil / Bil (Sp)</b> <i>Applications will be accepted on-line through October 19, 2018 until 4:30 p.m.</i>	<b>September 28, 2018 – October 19, 2018</b>
<b>Personal Care Assistant</b> <i>Applications will be accepted on-line through October 19, 2018 until 4:30 p.m.</i>	<b>September 28, 2018 – October 19, 2018</b>
<b>Administrative Secretary / Administrative Secretary – Bil (Sp)</b> <i>Applications will be accepted on-line through October 26, 2018 until 4:30 p.m.</i>	<b>October 5, 2018 – October 26, 2018</b>
<b>Cafeteria Lead Worker I</b> <i>Applications will be accepted on-line through October 26, 2018 until 4:30 p.m.</i>	<b>October 5, 2018 – October 26, 2018</b>

**APPLICATIONS ARE ACCEPTED ONLINE AT <http://www.rowlandschools.org>**  
ALL NOTIFICATIONS INCLUDING INVITATIONS TO AND RESULTS OF EXAMINATIONS WILL BE MADE  
ELECTRONICALLY BY E-MAIL ONLY. NO PAPER NOTIFICATIONS WILL BE SENT.

**The following examinations MAY be announced in the near future:**

Audiovisual / Textbook Assistant  
Sr. Office Assistant / Sr. Office Assistant – Bil (Spanish) / Sr. Office Assistant – Bil / Bil (Spanish)

**DO YOU WANT MORE HOURS OR WANT TO CHANGE YOUR WORK SITE? FILL OUT A TRANSFER REQUEST.**

TRANSFER requests are available by submitting your online transfer application through NEOGOV. Transfer requests will only be accepted online at: [www.rowlandschools.org](http://www.rowlandschools.org) or <http://agency.governmentjobs.com/rowland.default.cfm>

Transfer opportunities are open to current permanent employees that have passed probation in the SAME CLASSIFICATION or a CLOSELY RELATED CLASSIFICATION (same job series) with the same salary range ONLY. Transfer requests will be held on file for the calendar year when filed and expire on December 31<sup>st</sup>. If an employee is interested in transferring to more than one classification, then he/she must file a separate request for each classification he/she is considering for transfer.

*(Same salary range requirement does NOT apply to Bilingual or Bilingual/Biliterate positions).*

Contact the Personnel Commission Office at (626) 854-8385 for further information.

**EQUAL OPPORTUNITY EMPLOYER**

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.