

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT
SPECIAL MEETING
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
September 20, 2016

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

2. Roll Call:	Present	Absent
Sabrina Lee, Chair	_____	_____
Sharon Fernandez, Vice Chair	_____	_____
Judy Nieh, 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 Approve the Agenda as Submitted

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Sharon Fernandez _____
Judy Nieh _____

3.3 Introduction of Guests

3.4 Questions from the floor not on the agenda

3.5 Questions from the floor on items that are on the agenda will be entertained at the time the item is under consideration

3.6 Questions or input from District Employees

3.7 Questions or input from District Management

3.8 Questions or input from CSEA

4. **ITEMS FOR DISCUSSION AND/OR ACTION**

4.1 **Class Specifications**

a. Consider approving the revised job description for the classification of Nutrition Service Operations Manager. (Ref. 4.1a)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Sharon Fernandez _____
Judy Nieh _____

- b. Consider approving the revised job description for the classification of Executive Secretary.
(Ref. 4.1b)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Sharon Fernandez _____
Judy Nieh _____

5. **THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED ON OCTOBER 4, 2016, AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.**

6. ADJOURNMENT

Time _____

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Sharon Fernandez _____
Judy Nieh _____

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.