

**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**

**June 12, 2018**

1. Meeting called to order by the Presiding Chair \_\_\_\_\_ at \_\_\_p.m.

2. Roll Call:	Present	Absent
Sharon Fernandez, Chair	_____	_____
Sabrina Lee, 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 Consider approving or amending the agenda as submitted.

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

Vote: Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_  
Judy Nieh \_\_\_\_\_

3.3 Introduction of Guests

3.4 **COMMUNICATIONS**

*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 who filed a request to speak on an item not on the agenda

*Questions from the floor on items that are on the agenda will be entertained at the time the item is under consideration. Remarks are limited to three (3) minutes, unless extended further or limited by vote of the Personnel Commission.*

4. ITEMS FOR DISCUSSION AND/OR ACTION

4.1 Revised Class Description

- a. Consider approving the revised job description for the classification of Director of Transportation Services. (Ref. 4.1)

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

Vote: Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_  
Judy Nieh \_\_\_\_\_

4.2 New Class Description

Receive input from District administration and CSEA regarding a new class description for Director of Maintenance and Operations. (Ref. 4.2)

- a. Establish the new classification of Director of Maintenance and Operations.
- b. Allocate one position in the classification of Director of Maintenance and Operations.
- c. Place the new classification of Director of Maintenance and Operations in the Skilled Trades Series.

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

Vote: Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_  
Judy Nieh \_\_\_\_\_

4.3 Salary Recommendation

Consider approving the salary recommendation for the classification of Director of Maintenance and Operations, at Range 93 on the District Leadership Salary Schedule. (Ref. 4.3)

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

Vote: Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_  
Judy Nieh \_\_\_\_\_

5. **THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED ON TUESDAY, JULY 10, 2018 AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.**

6. ADJOURNMENT

Time \_\_\_\_\_

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

Vote: Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_  
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.***