



La Habra City School District

Personnel Commission Agenda

Tuesday, November 14, 2023 04:30 PM

Regular Meeting of the Personnel Commission

District Office Board Room

500 N. Walnut Street

La Habra, CA 90631

4:30 p.m. – Call to Order/Regular Meeting

(Meetings are recorded for use in official minutes)

1. Call to Order

Start time: 04:30 PM

- o Welcome
- o Roll Call
- o Pledge of Allegiance

2. Action Item: Approval of Minutes of the Regular Meeting of October 17, 2023. (Action)

Moved _____

Second _____

Action Taken _____

3. Public Comment

This is an opportunity for community members to address the Personnel Commission on non-agenda items for matters under the subject matter jurisdiction of the Commission. Speaking time is limited to three (3) minutes per speaker with a maximum of twenty (20) minutes per topic. Persons wishing to address the Commission should complete and submit a presentation card available on the table near the hallway door. The presentation card must be completed and given to the Secretary prior to the meeting. Matters not on the agenda may neither be acted upon nor discussed by the Commission, but will be researched and responded to in any one of the following ways: 1) by telephone after research; 2) by mail after research; or 3) at a subsequent Commission meeting as an agenda item.

4. Director's Report

5. Associate Superintendent of Human Resources Update

6. CSEA Update

7. Information Item: Board Approved Personnel Report(s) (Information)

Personnel Reports approved by the Board of Education on November 9, 2023.

[Separations](#)

[New Hires 11-9-23](#)

8. Action Item: Approval of Classified Postings (Action)

It is recommended that Commissioners ratify postings for the following positions:

- **Information Services Technician I**
- **Custodial & Operations Lead**

Moved_____ **Second**_____ **Action Taken**_____

[Information Services Technician I Announcement](#)

[Custodial and Operations Lead Job Announcement](#)

9. Action Item: Recommendation of Salary Reallocations for Nutrition Services (Action)

Commissioners are requested to recommend the salary reallocations for Nutrition Services to the Board of Education for approval as presented.

Moved_____ **Second**_____ **Action Taken**_____

[Nutrition Services](#)

10. Action Item: Approval of Classification/Compensation Study Job Descriptions (Action)

Commissioners are requested to review and approve the findings and recommendations of the attached job descriptions conducted through Educational Management Solutions (EMS) three-step process.

- Account Clerk (Accounting Technician I)
- Administrative Assistant - Confidential
- CALPADS/SIS Data Analyst
- Special Education Interpreter/Translator (Special Education Bilingual Technician)
- Purchasing Assistant
- Purchasing and Warehouse Supervisor (Supervisor of Purchasing/Warehouse)
- Print Reproduction-Warehouse & Delivery Worker

Moved_____ **Second**_____ **Action Taken**_____

[Job description memo](#)

[Account Clerk](#)

[Administrative Assistant - Confidential](#)

[CALPADS-SIS Data Analyst](#)

[Special Education Interpreter Translator](#)

[Purchasing Assistant](#)

[Purchasing and Warehouse Supervisor](#)

[Print Reproduction-Warehouse & Delivery Worker](#)

11. Personnel Commissioners Comments/Reports

This is the time during which the Personnel Commission may make a brief announcement or report on his/her own activities relative to Commission business.

12. Next Regular Personnel Commission Meeting:

Next Meeting Date:_____ Time:_____

13. Adjournment

There being no further business to come before the Personnel Commission, it is recommended that the meeting be adjourned.

Approval of Meeting Adjournment at:_____

Moved _____

Second _____

Action Taken _____

La Habra City School District is a tobacco-free district. Tobacco use is prohibited on District property at all times. If you will require an accommodation to participate in the Commission meeting, please notify the Classified Personnel Office at least 48 hours prior to the meeting.