



 *La Habra City
School District*

Personnel Commission Agenda

Wednesday, June 21, 2023 04:30 PM

Regular Meeting of the Personnel Commission

District Office Board Room

500 N. Walnut Street

La Habra, CA 90631

4:00 p.m. - Closed Session

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

(Meetings are recorded for use in official minutes)

1. Formal Call to Order

Start time: 04:00 PM

2. Closed Session Items

- Public Employee Discipline/Dismissal/Release/Personnel Matters
Government Code Section 54954.5(d), 54957

3. Second Call to Order

Start time: 04:30 PM

- Welcome
- Roll Call
- Pledge of Allegiance

4. Report from Closed Session

5. Action Item: Approval of Minutes of the Regular Meeting of May 16, 2023.

(Action

Moved _____

Second _____

Action Taken _____

6. Public Comment

This is an opportunity for community members to address the Personnel Commission on non-agend 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.

7. Director's Report

8. Associate Superintendent of Human Resources Update

9. CSEA Update

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

Personnel Reports approved by the Board of Education on June 15, 2023.

New Hires 6-15-23

Separations 6-15-23

Change of Status 06-15-23

11. Action Item: Approval/Ratification of Eligibility List(s) (Action)

Commissioners are requested to approve/ratify eligibility list(s) for the following positions:

- Accounting Technician III
- Student Supervisor

Moved _____ **Second** _____ **Action Taken** _____

Accounting Tech III Eligibility List

Student Supervisor Eligibility List

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

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

- Bus Driver/Instructor
- Clerk Typist (substitute)
- Information Services Technician I
- Nutrition Services Supervisor
- Purchasing Assistant
- Systems Analyst II

Moved _____ **Second** _____ **Action Taken** _____

Bus Driver-Driver Instructor Announcement

Clerk Typist Sub Announcement

Information Services Technician I Announcement

Nutrition Services Supervisor Announcement

Purchasing Assistant Announcement

Systems Analyst II Job Announcement

13. Action Item: Recommendation of Salary Reallocations (Action)

Commissioners are requested to recommend the classification/compensation study salary reallocations to the Board of Education to be approved as presented.

Comprehensive Classification & Compensation Study Report

14. Action Item: Approval of First Reading to Personnel Commission Rule IV, Article I, Section D (Action)

Commissioners are requested to consider a first reading to update language pertaining to Personnel Commission Rule IV, Article I, Section D.

Moved _____ Second _____ Action Taken _____

Personnel Commission Rule IV Section D

15. Action Item: Approval of Second Reading to Personnel Commission Rule VI, Article V, Section A (Action)

Commissioners are requested to approve the second reading to add language pertaining to Classified Directors, Supervisors and Confidential Personnel under Rule VI, Article V, Section A as attached.

Moved _____ Second _____ Action Taken _____

Vacation Language PC rules

16. 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.

17. Next Regular Personnel Commission Meeting:

Next Meeting Date: _____ Time: _____

18. 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 _____