



 *La Habra City  
School District*

## Personnel Commission Agenda

Tuesday, January 23, 2024 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. Organizational Meeting

- Announcement of Sharon Brown's reappointment as Board Appointee for the term of December 2023 - November 2026.
- Commissioners elect a Chair for through 2024 Calendar Year.

### 5. Report from Closed Session

### 6. Action Item: Approval of Minutes of the Regular Meeting of December 19, 2023

(Action)

Moved \_\_\_\_\_

Second \_\_\_\_\_

Action Taken \_\_\_\_\_

## 7. 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.

## 8. Director's Report

## 9. Associate Superintendent of Human Resources Update

## 10. CSEA Update

## 11. Information Item: Board Approved Personnel Report(s) (Information)

Personnel Reports approved by the Board of Education on January 11, 2024.

Separations 1-11-2024

New Hires 1-11-24

Change of Status 1-11-24

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

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

- Account Clerk
- Custodial and Operations Lead
- Extended Care Worker
- Student Supervisor

Moved \_\_\_\_\_ Second \_\_\_\_\_ Action Taken \_\_\_\_\_

Account Clerk Eligibility List

Custodial and Operations Lead Eligibility List

Extended Care Worker Eligibility

Student Supervisor Eligibility List

## 13. Action Item: Approval of Classified Postings (Action)

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

- Director of Nutrition Services
- School Office Manager
- Systems Specialist

Moved \_\_\_\_\_ Second \_\_\_\_\_ Action Taken \_\_\_\_\_

Director of Nutrition Services Announcement

School Office Manager Announcement

Systems Specialist Announcement

## 14. 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.

- Community Liaison - School Readiness
- Family and Community Engagement Liaison (Community Liaison)
- Human Resources Technician (Personnel Technician I)
- Human Resources Specialist (Personnel Technician II)
- Information Services Technician (Information Services Technician I)
- Information Services Analyst (Information Services Technician II)
- Language Assessment Support Technician (Language Assessment Assistant)
- Network Specialist
- Speech and Language Pathology Assistant - SLPA
- Irrigation Technician (Sprinkler Repair Worker)

**Moved** \_\_\_\_\_ **Second** \_\_\_\_\_ **Action Taken** \_\_\_\_\_

Community Liaison - School Readiness 012324

Family and Community Engagement Liaison 012324

Human Resources Specialist 012324.

Human Resources Technician 012324

Information Services Technician 012324

Information Services Analyst 012324

Language Assessment Support Technician 012324

Network Specialist 012324

Speech and Language Pathology Assistant (SLPA) 012324

Irrigation Technician 012324

**15. 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.

**16. Next Regular Personnel Commission Meeting:**

Next Meeting Date: \_\_\_\_\_ Time: \_\_\_\_\_

**17. 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** \_\_\_\_\_

**require an accommodation to participate in the Commission meeting, please notify the Classified Personnel Office at least 48 hours prior to the meeting.**