



 *La Habra City
School District*

Personnel Commission Agenda

Tuesday, March 26, 2024 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

- Welcome
- Roll Call
- Pledge of Allegiance

2. Action Item: Approval of Minutes of the Regular Meeting of February 20, 2024.

(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.

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 March 14, 2024.

[New Hires 3-14-24](#)

[Change of Status 3-14-24](#)

[Separations 3-14-2024](#)

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

(Action

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

- Director of Nutrition Services
- Electrician
- Information Services Analyst
- MTSS Assistant

Moved _____

Second _____

Action Taken _____

[Director of Nutrition Services Eligibility List](#)

[Electrician Eligibility List](#)

[Info Services Analyst Eligibility List](#)

[MTSS Assistant Eligibility List](#)

9. Action Item: Approval of Classified Postings

(Action

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

- Health Technician (Substitute)
- Instructional Assistant I - Special Education
- Instructional Assistant III - Special Education/Behavior
- School Office Assistant
- Speech and Language Pathology Assistant (SLPA) (Substitute)
- Systems Specialist

Moved _____

Second _____

Action Taken _____

[Health Technician Substitute Announcement](#)

[IASE I Announcement](#)

[IASE III Announcement](#)

[School Office Assistant Announcement](#)

[SLPA-Substitute Announcement](#)

[Systems Specialist Announcement](#)

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.

- Extended Care Assistant (Extended Care Worker)
- Extended Care Assistant Site Lead

Moved _____

Second _____

Action Taken _____

Extended Care Assistant 032624

Extended Care Assistant Site Lead 032624

Extended Care Site Lead 032624

Human Resources Clerk 032624

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.