



 *La Habra City  
School District*

## Personnel Commission Agenda

Tuesday, December 19, 2023

### 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 - Closed Session

Start time: 04:00 PM

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

#### 2. Second Call to Order

Start time: 04:30 PM

- Welcome
- Roll Call
- Pledge of Allegiance

#### 3. Report from Closed Session

#### 4. Action Item: Approval of Minutes of the Regular Meeting of November 14, 2023.

(Action

Moved \_\_\_\_\_

Second \_\_\_\_\_

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

#### 5. Public Comment

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

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.

**6. Director's Report**

**7. Associate Superintendent of Human Resources Update**

**8. CSEA Update**

**9. Information Item: Board Approved Personnel Report(s) (Information)**

Personnel Reports approved by the Board of Education on December 14, 2023.

- New Hires 12-14-23
- Change of Status 12-14-23
- Separations 12-14-23

**10. Action Item: Approval of Eligibility List(s) (Action)**

It is recommended that Commissioners approve/ratify eligibility list(s) following positions:

- o **Educational Assistant**
- o **Information Services Technician I**
- o **Satellite Kitchen Lead**

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

- Educational Assistant Eligibility List
- Info Services Tech I Eligibility List
- Satellite Kitchen Lead Eligibility List

**11. Action Item: Approval of Classified Postings (Action)**

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

- o Account Clerk
- o Administrative Assistant
- o Bus Driver
- o Electrician
- o Evening Custodian
- o Nutrition Services Worker

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

- Account Clerk Announcement
- Administrative Assistant Announcement
- Bus Driver Announcement
- Electrician Announcement
- Evening Custodian Announcement
- Nutrition Services Worker Announcement

**12. 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.

- Administrative Assistant - Technology
- Attendance Technician (School Clerk)
- Central Kitchen Lead (Lead Cook)
- Custodial and Operations Lead
- Director of Nutrition Services
- Grounds Equipment Operator/Chemical Applicator
- Health Technician
- Instructional Assistant II/Special Education - Health & Medical
- Licensed Vocational Nurse (LVN)
- Mechanic Specialist (Mechanic II)
- Nutrition Services Operation Specialist
- Office Assistant ( Clerk Typist 12)
- Physical Education Assistant
- School Office Assistant (Clerk Typist 10)
- School Office Manager
- Skilled Maintenance Worker - Plumber
- Systems Analyst (Systems Analyst I)
- Systems Specialist (Systems Analyst II)
- Transportation Dispatcher

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

Administrative Secretary-Technology 121923  
 Attendance Technician (School Clerk) 121923  
 Central Kitchen Lead (Lead Cook) 121923  
 Custodial and Operations Lead 121923  
 Director of Nutrition Services 121923  
 Grounds Equipment Operator-Chemical Applicator 121923  
 Health Technician 121923  
 Instructional Assistant II - Special Education-Health & Medical 121923  
 Licensed Vocational Nurse (LVN) 121923  
 Mechanic Specialist 121923  
 Nutrition Services Operations Specialist 121923  
 Office Assistant (Clerk Typist 12) 121923  
 Physical Education Assistant 121923  
 School Office Assistant (Clerk Typist 10) 121923  
 School Office Manager 121923  
 Skilled Maintenance Worker - Plumber 121923  
 Systems Analyst 121923  
 Systems Specialist (Systems Analyst II) 121923  
 Transportation Dispatcher 121923

**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.

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

**14. 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.

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

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

**16. 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\_\_\_\_\_

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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.