



 *La Habra City
School District*

Personnel Commission Agenda

Tuesday, September 19, 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 August 15, 2023.

(Action

Moved _____

Second _____

Action Taken _____

6. 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.

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 September 14, 2023.

[Change of Status 9-14-23](#)

[Separations 9-14-23](#)

[New Hires 9-14-23](#)

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

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

- Nutrition Services Supervisor
- Licensed Vocational Nurse (LVN)
- Director of Fiscal Services

Moved _____ Second _____ Action Taken _____

[Nutrition Services Sup Eligibility List](#)

[LVN Eligibility List](#)

[Director of Fiscal Services - Eligibility List](#)

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

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

- Director of Transportation
- Network Specialist
- Physical Education Assistant
- Program Budget Analyst

Moved _____ Second _____ Action Taken _____

[Director of Transportation Announcement](#)

[Network Specialist Announcement](#)

[PE Assistant Announcement](#)

[Program Budget Analyst Announcement](#)

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

Commissioners are requested to review the second reading of Rule VI, Article VI, Section A to align with

Moved _____

Second _____

Action Taken _____

Article VI Section A - Layoff

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.

- o Paraprofessional - General Education (Educational Assistant)
- o Instructional Assistant I - Special Educaion
- o Instructional Assistant III - Special Education/Behavior
- o Multi-Tiered Systems of Support Assistant (MTSS)
- o Day Custodian
- o Evening Custodian
- o Groundskeeper
- o Grounds Equipment Operator
- o General Maintenance Worker
- o Skilled Maintenance Worker
- o School Bus Driver

Moved _____

Second _____

Action Taken _____

Job description Memo

Paraprofessional General Education (Educational Assistant) Job Description

Instructional Assistant I - Special Education Job Description

Instructional Assistant III - Special Education-Behavior Job Description

Multi-Tiered Systems of Support (MTSS) Job Description

Day Custodian Job Description

Evening Custodian Job Description

Groundskeeper Job Description

Grounds Equipment Operator Job Description

General Maintenance Worker Job Description

Skilled Maintenance Worker Job Description

School Bus Driver Job Description

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_____

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.