

LA HABRA CITY SCHOOL DISTRICT
Personnel Commission Meeting
January 17, 2017 – 4:00 p.m.

AGENDA

1. **Formal Call to Order** 4:00 p.m.

2. **Pledge of Allegiance**

3. **Addressing the Commission**

Employees and interested parties are invited to attend Personnel Commission Meetings. Those who attend meetings and wish to speak will be recognized by the Chair at the beginning of the meeting. A person wishing to address the Commission will rise, and when recognized, state his or her name and association with the District, and then proceed with comments.

Audience participation, under any circumstances, shall be limited to those persons having direct business with the Commission, or any citizen or taxpayer residing within the District.

4. **Correspondence**

5. **Action Item – Approval of Minutes of Regular Meeting Held on December 6, 2016.**

Moved _____ 2nd _____ Action Taken _____ Attachment #1

6. **Personnel Director’s Report**

7. **CSEA Update**

8. **Information Item – Substitutes, New Hires and Resignations**

Attachment #2

9. **Action Item –2nd Reading of Job Description**

Commissioners are asked to complete and approve the 2nd reading of the Grounds Equipment Operator job description.

Attachment #3

Moved _____ 2nd _____ Action Taken _____

10. **Action Item: Approval of Eligibility Lists**

- Accounting Technician III
- Grounds Equipment Operator
- Instructional Assistant III-Special Ed/Behavior (3.5-hour Floater Schedule)

Attachment #4

Moved _____

2nd _____

Action Taken _____

11. **Action Item – 1st Reading of Personnel Commission Job Description Review Form**

Commissioners are asked to complete the 1st reading of the LHCSO Personnel Commission Job Description Review form for updating purposes.

Attachment #5

12. **Information Item – Maintenance Department Organization Chart and Salary Comparisons for Maintenance Positions**

Attachment #6

13. **Other Business from Commissioners or Director**

14. **Establish Date for Next Regular Meeting**

15. **CLOSED SESSION**

Commissioners may meet briefly in closed session to discuss personnel matters. No action will be taken during this session.

16. **Adjournment**