

LA HABRA CITY SCHOOL DISTRICT
Personnel Commission Meeting
July 18, 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 June 27, 2017

Attachment #1

Moved _____ 2nd _____ Action Taken _____

6. Personnel Director’s Report

7. CSEA Update

8. Information Item – Substitutes, New Hires and Resignations

Attachment #2

9. Action Item – Review of Various Job Descriptions – 1st Reading

- Administrative Secretary (with recommended name change)
- Electrician/HVAC Technician (with salary range consideration)
- Skilled Maintenance/Plumber (with salary range consideration)

Attachments #3, #4, #5

Moved _____ 2nd _____ Action Taken _____

10. **Action Item: Approval to Establish Open Testing Eligibility List for the following positions:**

- Administrative Secretary (with recommended name change)
- Electrician/HVAC Technician
- Skilled Maintenance/Plumber

Moved _____ 2nd _____ Action Taken _____

11. **Action Item – Review of Various Job Descriptions – 2nd Reading**

- Mechanic I
- Administrative Secretary/Admin Services - Confidential
- Executive Assistant to the Superintendent – Supervisory/Management

Attachments #6

Moved _____ 2nd _____ Action Taken _____

12. **Establish Date for Next Regular Meeting: August 8, 2017**

13. **CLOSED SESSION**

14. **Adjournment**