

LA HABRA CITY SCHOOL DISTRICT
Personnel Commission Meeting
August 16, 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 July 26, 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 – 2nd Reading**

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

Attachments #3

Moved _____ 2nd _____ Action Taken _____

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

- Systems Analyst I
- Information Services Technician I
- Mechanic I

Attachments #4, 5, 6

Moved _____

2nd _____

Action Taken _____

11. **Establish Date for Next Regular Meeting: September 5, 2017**

12. **CLOSED SESSION**

13. **Adjournment**