

**LA HABRA CITY SCHOOL DISTRICT**

**Personnel Commission Agenda  
December 9, 2014 – 4:30 p.m.**

1. **Call to Order** . . . . . 4:30 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. **Action Item – ORGANIZATIONAL MEETING**

- a. *Commissioners to elect a Chair and Vice Chair for the term of December 2014 through November 2015.*
- b. *Commissioners to establish day and times of regular Commission Meetings for the coming year.*

5. **Correspondence**

6. **Action Item – Approval of Minutes of Regular Meeting Held on November 5, 2014**

Attachment #1

7. **Personnel Director’s Report**

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

Attachment #2

9. **Action Item – Approval of Eligibility List for Day Custodian**

Attachment #3

10. **Action Item – Review of Job Description – 2<sup>nd</sup> Reading**

Commissioners are asked to conduct a 2nd reading of the following Transportation job descriptions:

- a. Mechanic I with minor changes/corrections to job description.
- b. Mechanic II with minor changes/corrections to job description.

Attachment #4 and #5

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

Commissioners are asked to conduct a 1st reading of the Network Specialist job description.

Attachment #6

12. **Action Item – Request to Establish an Eligibility List for Network Specialist**

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

14. **CSEA Update**

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

16. **CLOSED SESSION**

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

17. **Adjournment**