

# LA HABRA CITY SCHOOL DISTRICT

## Personnel Commission – Special Meeting

May 17, 2016 – 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. **Action Item – 1<sup>st</sup> Reading of New Position Approved by Board of Education and Recommended Salary Schedule Placement**

Commissioners are asked to conduct the 1<sup>st</sup> reading of a new position approved by the Board of Education – **Instructional Assistant III-Special Education-Behavior (IASEIII)** (Schedule 2). Recommendation for placement on the Classified Salary Schedule is requested upon completion of the job description review.

Moved \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Action Taken \_\_\_\_\_ Attachment #1

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

Commissioners are asked to conduct a 1<sup>st</sup> reading of the following job descriptions with minor changes.

- Print Reproduction/Warehouse & Delivery Worker Attachment #2
- Utility Worker Attachment #3

Moved \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Action Taken \_\_\_\_\_

6. **Action Item – Request to Establish an Eligibility Lists**

Personnel Commissioners are being asked to establish an eligibility list for the following positions:

- Instructional Assistant III-Special Education-Behavior (IASEIII)
- Warehouse & Delivery Worker (Food Service Department)
- Print Reproduction/Warehouse & Delivery Worker
- Mechanic II
- Mechanic I
- Utility Worker (Temporary Assignment)

Moved \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Action Taken \_\_\_\_\_

7. **Adjournment**