

LA HABRA CITY SCHOOL DISTRICT
Personnel Commission Meeting
September 6, 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. **Correspondence**

5. **Action Item – Approval of Minutes of Regular Meeting Held on August 11, 2016.**

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 – 1st Reading of Job Descriptions**

Commissioners are asked to conduct a 1st reading of the Account Clerk I, II and III job description with recommendation for title change to Accounting Technician I, II and III.

Attachments #3-5

Moved _____ 2nd _____ Action Taken _____

10. **Action Item – 2nd Reading of Job Descriptions**

Commissioners are asked to conduct a 2nd reading of the Sprinkler Repair Worker job description.

Attachment #6

Moved _____ 2nd _____ Action Taken _____

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

- Mechanic II

Attachment #7

Moved _____ 2nd _____ Action Taken _____

12. **Action Item: Approval to Establish an Eligibility List for various positions**

- Mechanic I
- Special Education Bilingual Technician

Moved _____ 2nd _____ Action Taken _____

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**