

LA HABRA CITY SCHOOL DISTRICT

Personnel Commission Meeting

April 7, 2015 – 4:30 p.m.

AGENDA

1. **Formal 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. *Oath of Office (Administered by Board President/Member for Board Appointee – Sharon Brown)*

5. **Correspondence**

6. **Action Item – Approval of Minutes of Regular Meeting Held on March 3, 2015**

Moved _____ 2nd _____ Action Taken _____ Attachment #1

7. **Personnel Director's Report**

8. **CSEA Update**

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

Attachment #2

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

Personnel Commissioners are being asked to approve the eligibility lists

- Evening Custodian- Substitute Custodian
- Community Liaison-School Readiness

Attachment #3

Attachment #4

Moved _____ 2nd _____ Action Taken _____

11. **Action Item – Approval of 2015 Seniority List and 2015 Seniority List with
Reclassifications- 1st Reading**

Attachment #5 and #6

Moved _____ 2nd _____ Action Taken _____

12. **Action Item – 1st Reading of New Position Approved by Board of Education and
Recommended Salary Schedule Placement**

Commissioners are asked to conduct the 1st reading of a new position approved by the Board of Education - **Systems Analyst II** (Schedule 1). Recommendation for placement on the Classified Salary Schedule is requested upon completion of the job description review.

Moved _____ 2nd _____ Action Taken _____

Attachment #7

13. **Action Item – Approval of Reclassification**

Commissioners are asked to approve the reclassification of one PC Support Technician (12) to the Systems Analyst II position.

Moved _____ 2nd _____ Action Taken _____

14. **Action Item: Establishment of an Eligibility List**

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

- LVN
- Systems Analyst II
- Electrician/HVAC Technician
- General Maintenance Worker - Substitute

Moved _____ 2nd _____ Action Taken _____

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

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

17. **CLOSED SESSION**

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

18. **Adjournment**