

LA HABRA CITY SCHOOL DISTRICT  
Personnel Commission Meeting  
May 5, 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: Consideration of Proposed Personnel Commission Budget for 2015-16 and PUBLIC HEARING for Same

Commissioners to review proposed Commission Budget for 2015-16. Following review and possible changes, the Chair will declare a Public Hearing to allow for community review of budget.

Attachment #1

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

5. Correspondence

6. Action Item – Approval of Minutes of Regular Meeting Held on March 3, 2015 and April 7, 2015

Attachment #2

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

7. Personnel Director's Report

8. CSEA Update

9. Information Item – Substitutes, New Hires and Resignations

Attachment #3

10. Action Item – 2<sup>nd</sup> Reading of Systems Analyst II Job Description

Attachment #4

11. **Action Item – Approval of 2015 Seniority List and 2015 Seniority List with Reclassifications-2nd Reading**

Attachment #5 and #6

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

12. **Action Item – 1<sup>st</sup> Reading of New Positions Approved by Board of Education and Recommended Salary Schedule Placement**

Commissioners are asked to conduct the 1<sup>st</sup> reading of a four new positions approved by the Board of Education. Recommendation for placement on the Classified Salary Schedule is requested upon completion of the job description review.

- Physical Education Assistant
- Helpdesk & Inventory Clerk
- Information Services Technician I
- Information Services Technician II

Attachments #7

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

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

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

- Physical Education Assistant
- Helpdesk & Inventory Clerk
- Information Services Technician II

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

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

Commissioners are asked to approve the reclassification of District Computer Technicians and Library Technicians to the position of Information Services Technician I for the 2015-16 school year.

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

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

16. **Establish Date for Next Regular Meeting:** June 2, 2015

17. **CLOSED SESSION**

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

18. **Adjournment**