

LA HABRA CITY SCHOOL DISTRICT  
Personnel Commission Meeting  
July 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. **Correspondence**

5. **Action Item – Approval of Minutes of Regular Meeting Held on June 2, 2015**

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

6. **Personnel Director's Report**

7. **CSEA Update**

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

Attachment #2

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

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

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

Commissioners are asked to conduct the 2nd reading of a job description with minor corrections.

- Systems Analyst I

Attachment #3

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

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

Personnel Commissioners are being asked to approve the eligibility lists

- Helpdesk & Inventory Clerk
- Information Services Technician II
- Systems Analyst II

Attachment #4

Attachment #5

Attachment #6

12. **Action Item – 1st Reading of Job Descriptions**

Commissioners are asked to conduct a 1<sup>st</sup> reading review of the Director of Food Service job description in preparation for advertisement.

Attachment #7

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

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

14. **Establish Date for Next Regular Meeting:** August 4, 2015

15. **CLOSED SESSION**

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

16. **Adjournment**