

**LA HABRA CITY SCHOOL DISTRICT
Personnel Commission Agenda
April 1, 2014 – 4:30 p.m.**

1. **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 Meetings Held on February 4, 2014**

Attachment #1

6. **Personnel Director’s Report**

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

Attachment #2

8. **CSEA Update**

9. **Action Item: Ratification of Eligibility Lists**

a) Account Clerk I

Attachment #3

b) Clerk Typist (12)

Attachment #4

c) PC Support Technician (12)

Attachment #5

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10. **Action Item – Request Permission to Establish Eligibility List**
Request permission to establish an eligibility list for the following positions:
 - a) Clerk Typist (10) - (5 hours/day – School Site Position)

11. **Action Item – Approval of 2014 Seniority List and 2014 Seniority List with Reclassifications- 1st Reading**

Attachment #6 and #7

12. **Information Item: Update on Reclassification Study for General Maintenance Worker position and Review of Technology Classifications**

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**