

**LA HABRA CITY SCHOOL DISTRICT**  
**Personnel Commission Agenda**  
**August 7, 2012 – 4:00 p.m.**

1. **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 Meetings Held on July 10, 2012**

Attachment #1

6. **Personnel Director’s Report**

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

Attachment #2

8. **CSEA Update**

9. **Information Item: Final Copy of Job Description**

Final copy of the Administrative Secretary/Administrative Services (Confidential) job description is being presented to the Personnel Commission as an information item following review of the job description.

Attachment #3

10. **Action Item – Ratification of Eligibility Lists**

The Personnel Commission is asked to ratify the eligibility lists for Fiscal Services Supervisor and Substitute Custodian, which were previously advertised.

Attachment #4

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11. **Action Item: 1st Reading of the Various Secretarial Job Descriptions**

The Personnel Commission will conduct a 1<sup>st</sup> reading of the following job descriptions:

- a) Secretary (District Office) Attachment #5
- b) Administrative Secretary Attachment #6
- c) Administrative Secretary/Special Services- Attendance Attachment #7

12. **Information/Action Item: Joint Appointee Vacancy**

The Personnel Commission will review the application received from Jessica Taylor for the Joint Appointee vacancy. This review may include an interview of the applicant in consideration/recommendation for the position.

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**