

LA HABRA CITY SCHOOL DISTRICT

**Personnel Commission Agenda
December 4, 2012 – 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. **Action Item – ORGANIZATIONAL MEETING**

- a. Commissioners to elect a Chair and Vice Chair for the term of December 2012 through November 2013.*
- b. Commissioners to establish day and times of regular Commission Meetings for the coming year.*

5. **Correspondence**

6. **Action Item – Approval of Minutes of Regular Meeting Held on November 6, 2012 and Special Meeting Held on November 27, 2012.**

Attachment #1

7. **Personnel Director’s Report**

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

Attachment #2

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

Final copies of the following job descriptions are being presented as an Information Item.

a) General Maintenance Worker

Attachment #3

b) Electrician/HVAC Technician

Attachment #4

10. **Action Item – 1st Reading of Special Educational Assistant Job Description**

The Personnel Commission will conduct a 1st reading of the Special Educational Assistant job description.

Attachment #5

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

12. **CSEA Update**

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

14. **CLOSED SESSION**

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

15. **Adjournment**