

LA HABRA CITY SCHOOL DISTRICT

**Personnel Commission Agenda
January 15, 2013 – 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 Regular Meeting Held on December 4, 2012**

Attachment #1

6. **Personnel Director's Report**

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

Attachment #2

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

Final copies of the following job descriptions, including minor changes, are being presented as an Information Item.

- a) General Maintenance Worker
- b) Electrician/HVAC Technician

Attachment #3

Attachment #4

9. **Action Item – Ratification of Eligibility List for Account Clerk III**

Attachment #5

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10. **Action Item – 2nd Reading of Special Educational Assistant Job Description**

The Personnel Commission will conduct a 2nd reading of the Special Educational Assistant job description.

Attachment #6

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**