

LA HABRA CITY SCHOOL DISTRICT
Personnel Commission Agenda
January 13, 2015 – 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 9, 2014**

Attachment #1

6. **Personnel Director's Report**

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

Attachment #2

8. **Action Item – Review of Job Description – 2nd Reading**

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

Attachment #3

9. **Action Item – Review of Job Description – 1st Reading**

Commissioners are asked to conduct a 1st reading of the Bus Driver job description with minor changes.

Attachment #4

10. **Action Item – Request to Establish an Eligibility List for Bus Driver**

11. **CSEA Update**

12. **Information Item – Work Study Review of Application and Examination Process**

Attachment #5

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**