

**LA HABRA CITY SCHOOL DISTRICT**  
**Personnel Commission Agenda**  
**July 10, 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 June 12, 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 Executive Assistant to the Superintendent job description.

Attachment #3

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

The Personnel Commission is currently advertising the vacancy on the District’s website.

PERSONNEL COMMISSION

Page 2

July 10, 2012

11. **Action Item – Ratification of Eligibility List for Substitute Health Technician**

Attachment #4

12. **Action Item: 2nd Reading of the Administrative Secretary/Administrative Services**  
2<sup>nd</sup> reading of the Administrative Secretary/Administrative Services (formerly Administrative Secretary/Personnel & Instruction) confidential position with changes. Review recommendation for revised placement on the Supervisory/Confidential salary schedule prior to establishing an eligibility list.

Attachment #5

13. **Action Item – Request Permission to Establish Eligibility List**

Request permission to establish an eligibility list for the position of Community Liaison.

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

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

16. **CLOSED SESSION**

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

17. **Adjournment**