

**LA HABRA CITY SCHOOL DISTRICT
Personnel Commission Agenda
July 1, 2014 – 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 Meetings Held on May 14, 2014**

Attachment #1

6. **Personnel Director’s Report**

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

Attachment #2

8. **CSEA Update**

9. **Action Item – Review of Job Description – Second Reading**

Commissioners are asked to conduct a second reading of the **Skilled General Maintenance Worker** job description, which includes minor changes.

Attachment #3

10. **Action Item – Review of Job Description – First Reading**

Commissioners are asked to conduct a reading of the **Electrician/HVAC Technician** job description, with minor changes.

Attachment #4

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11. **Action Item – Request to Establish and Eligibility List**
Commissioners are asked to an eligibility list for Electrician/HVAC Technician, utilizing the revised job description.

12. **Information Item: Update on Job Review Survey information for Technology & Library Technician Classifications**

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**