

**LA HABRA CITY SCHOOL DISTRICT
Personnel Commission Agenda
November 5, 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 October 7, 2014**

Attachment #1

6. **Personnel Director’s Report**

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

Attachment #2

8. **CSEA Update**

9. **Action Item – Approval of Eligibility Lists**

Attachment #3

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

Commissioners are asked to conduct a second reading of the following job description with minor corrections:

Director of Technology (formerly Supervisor of Technology)

Attachment #4

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

Commissioners are asked to conduct a first reading of the following Transportation job descriptions:

- a. Mechanic Assistant with minor changes to job description and job title to Mechanic I.
- b. Mechanic with minor changes to job description and job title to Mechanic II.

Attachment #5 and 6

12. **Action Item – Request to Establish an Eligibility List for Day Custodian and Mechanic I (Mechanic Assistant)**

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

14. **Establish Date for Next Regular Meeting:**

December 9, 2014

15. **CLOSED SESSION**

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

16. **Adjournment**