

**LA HABRA CITY SCHOOL DISTRICT
Personnel Commission Agenda
October 2, 2012 – 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 September 11, 2012**

Attachment #1

6. **Personnel Director’s Report**

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

Attachment #2

8. **CSEA Update**

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

Request permission to establish an eligibility list for (substitute) Custodian. Current pool of applicants has diminished due to scheduling conflicts/availability.

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

Final copies of the following job descriptions are being presented as an Information Item.

a) Secretary (District Office)

Attachment #3

b) Administrative Secretary

Attachment #4

c) Administrative Secretary/Special Services- Attendance

Attachment #5

11. **Action Item: 1st Reading of the Various Maintenance & Operations Job Descriptions**

The Personnel Commission will conduct a 1st reading of the following job descriptions:

- a) General Maintenance Worker Attachment #6
- b) Electrician/HVAC Technician Attachment #7

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

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**