

**LA HABRA CITY SCHOOL DISTRICT
Personnel Commission Agenda
September 11, 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. **Action Item – ORGANIZATIONAL MEETING**

a. Oath of Office (Administered by Board President – Paul Rodriguez)

5. **Correspondence**

6. **Action Item – Approval of Minutes of Meetings Held on August 7, 2012**

Attachment #1

7. **Personnel Director’s Report**

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

Attachment #2

9. **CSEA Update**

10. **Action Item – Ratification of Eligibility Lists**

The Personnel Commission is asked to ratify the eligibility lists for Community Liaison and Clerk Typist (12).

Attachment #3

11. **Action Item: 2nd Reading of the Various Secretarial Job Descriptions**

The Personnel Commission will conduct a 2nd reading of the following job descriptions:

a) Secretary (District Office)

Attachment #4

b) Administrative Secretary

Attachment #5

c) Administrative Secretary/Special Services- Attendance

Attachment #6

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**