

**LA HABRA CITY SCHOOL DISTRICT  
Personnel Commission Agenda  
September 9, 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 August 5, 2014**

Attachment #1

6. **Personnel Director’s Report**

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

Attachment #2

8. **CSEA Update**

9. **Action Item – Request to Establish an Eligibility List for Supervisor of Technology**

10. **Action Item – Approval of Eligibility List for Library Technician**

Attachment #3

11. **Action Item – Review of Job Description – 1<sup>st</sup> Reading**

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

Supervisor of Technology (with title change / minor changes)

Attachment #4

Administrative Secretary/Administrative Services

Attachment #5

(with minor changes and salary placement adjustment)

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

Commissioners are asked to conduct a second reading of the **Library Technician** job description, with minor changes.

Attachment #6

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**