

**LA HABRA CITY SCHOOL DISTRICT
Personnel Commission Agenda
Special Meeting**

May 15, 2012

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. **Action Item: 1st Reading of the Executive Assistant Job Description**

1st reading of the Executive Assistant to the Superintendent position, with recommendation for placement on the Supervisory/Confidential salary schedule.

Attachment 1

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

Request permission to establish an eligibility list for the following positions: Account Clerk III, (Substitute) Health Technician and Executive Assistant to the Superintendent.

6. **Next Regular Meeting: June 5, 2012 at 4:00 p.m.**

7. **Adjournment**