



La Habra City School District

Personnel Commission Agenda

Tuesday, May 17, 2022 04:30 PM

Regular Meeting of the Personnel Commission

District Office Board Room

500 N. Walnut Street

La Habra, CA 90631

4:30 p.m. – Call to Order/Regular Meeting

(Meetings are recorded for use in official minutes)

The Personnel Commission Meeting will be held in person. Attendees at the Personnel Commission Meeting will adhere to all local & state public health care agency guidelines.

1. Call to Order

Start time: 04:30 PM

- Welcome
- Roll Call
- Pledge of Allegiance

2. Action Item: Approval of Minutes of the Regular Meeting of April 19, 2022. (Action)

Moved _____

Second _____

Action Taken _____

3. Public Comment

This is an opportunity for community members to address the Personnel Commission on non-agenda items for matters under the subject matter jurisdiction of the Commission. Comments on items that are on the agenda will be heard when the item is considered. Speakers will follow procedures specified on the Speaker Request Form. These forms are submitted to the secretary prior to the meeting.

All comments submitted will be read aloud during the meeting. Please note, all correspondence relating to this meeting will become part of the minutes. Matters not on the agenda may neither be acted upon nor discussed, but will be researched and responded to in any one of the following ways: 1) by telephone

after research; 2) by mail after research; or 3) at a subsequent meeting as an agenda item. Public Comments will be subject to time limit maximums of 3 minutes per comment/15 minutes per topic.

4. Director's Report

5. CSEA Update

6. Information Item: Update on the Classification/Compensation Study (Information)

Consultants from Educational Management Solutions (EMS) will provide an update on the next phase of the classification/compensation study.

7. Information Item: Classified Personnel Report(s) (Information)

Classified Personnel Reports approved by the Board of Education on May 12, 2022.

[Change of Status 5-12-22](#)

[Separations 5-12-22](#)

[New Hires 5-12-22](#)

8. Information Item: Classified Seniority List (Information)

Commissioners will be updated on the 2021-2022 Classified Seniority List

[Classified Employees Seniority List 2021](#)

9. Public Hearing: Personnel Commission Budget for Fiscal Year 2022-2023

The Personnel Commission will hold a public hearing on its budget for Fiscal Year 2022-2023 (Pursuant to California Education Code 45253).

Public Hearing Opened at _____

Public Hearing Closed at _____

[22-23 PC Budget](#)

10. Action Item: Adoption of Personnel Commission Budget for Fiscal Year 2022-2023 (Action)

It is recommended that the members of the Personnel Commission adopt the Personnel Commission Budget for the 2022-2023 Fiscal Year as proposed.

Moved _____

Second _____

Action Taken _____

11. Action Item: Approval of Eligibility List(s) (Action)

Recommendation is made that the following eligibility list(s) be certified:

- Accounting Technician II

Moved _____

Second _____

Action Taken _____

[Accounting Tech II Eligibility List](#)

12. Action Item: Approval of Classified Postings (Action)

It is recommended that Commissioners ratify/approve posting(s) for the following positions:

- Accounting Technician III
- Evening Custodian (part-time)

Moved _____

Second _____

Action Taken _____

13. Personnel Commissioners Comments/Reports

This is the time during which the Personnel Commission may make a brief announcement or report on his/her own activities relative to Commission business.

14. Next Regular Personnel Commission Meeting:

Next Meeting Date:_____ Time:_____

15. Adjournment

There being no further business to come before the Personnel Commission, it is recommended that the meeting be adjourned.

Approval of Meeting Adjournment at:_____

Moved_____

Second_____

Action Taken_____

La Habra City School District is a tobacco-free district. Tobacco use is prohibited on District property at all times. If you will require an accommodation to participate in the Commission meeting, please notify the Classified Personnel Office at least 48 hours prior to the meeting.