



La Habra City School District

Personnel Commission Agenda

Tuesday, June 15, 2021 04:00 PM

Regular Meeting of the Personnel Commission

District Office Board Room

500 N. Walnut Street

La Habra, CA 90631

4:00 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. Temperatures will be taken and a self “wellness check” will be performed before entering the meeting. Face coverings are to be worn at all times while maintaining physical distancing.

1. Formal Call to Order

Start time: 04:00 PM

- Welcome
- Roll Call
- Pledge of Allegiance

2. Oath of Office

Oath of Office will be administered to Jeff Hoefler, CSEA Appointee to the Personnel Commission.

3. Action Item: Approval of Minutes of the Regular Meeting of May 18, 2021. (Action)

Moved _____

Second _____

Action Taken _____

4. Public Comment

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. Persons wishing to address the Board should complete and submit a Presentation Card, available on the table near the hallway door. The Presentation Card must be completed and given to the Secretary prior to the meeting.

5. Director's Report

6. CSEA Update

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

Classified Personnel Reports approved by the Board of Education on June 10, 2021.

[Separations 6-10-21](#)

8. Information Item: HVAC/Electrician Technician (Information)

Commissioners will be updated on the recruiting process for the HVAC/Electrician Technician position.

9. Information Item: Classification/Compensation Study (Information)

The Commission will be apprised of the the District's intent to conduct a classification/compensation study for all classified positions.

10. Action Item: Approval of Job Description Modification and Title Change from Chief Business Official to Assistant Superintendent of Business Services (Action)

It is recommended by the Superintendent that the title and duties of Chief Business Official be modified to reflect various changes since the classification was last filled in 2017 and recommend a change of title to Assistant Superintendent of Business Services.

Moved _____ Second _____ Action Taken _____

[Assistant Superintendent - Business Services](#)

11. Action Item: Approval of Reclassification - Assistant Superintendent Business Services (Action)

It is recommended that the Commission approve the Superintendent's recommendation to reclassify Christeen Betz to the position of Assistant Superintendent of Business Services at the new Range 71 (\$12,701 - \$16,207) on the Supervisory Salary Schedule with an effective date of July 1, 2021.

Moved _____ Second _____ Action Taken _____

12. Action Item: Approval of Job Description Modification and Title Change from Chief Technology Officer to Chief Technology and Public Information Officer (Action)

It is recommended by the Superintendent that the title and duties of Chief Technology Officer be modified to reflect various changes since the classification was last updated in 2018 and recommend a change of title to Chief Technology and Public Information Officer.

Moved _____ Second _____ Action Taken _____

[Chief Technology and Public Information Officer](#)

13. Action Item: Approval of Reclassification - Chief Technology and Public Information Officer (Action)

It is recommended that the Commission approve the Superintendent's recommendation to reclassify David Soto to the position of Chief Technology and Public Information Officer at the new Range 70 (\$11,652 - \$14,869) on the Supervisory Salary Schedule with an effective date of July 1, 2021.

Moved _____ Second _____ Action Taken _____

14. 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.

15. Next Regular Personnel Commission Meeting:

Next Meeting Date: _____ Time: _____

16. 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.