



La Habra City School District

## Personnel Commission Agenda

Tuesday, November 16, 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.

### 1. Formal Call to Order

Start time: 04:00 PM

- o Welcome
- o Roll Call
- o Pledge of Allegiance

### 2. Action Item: Approval of Minutes of the Regular Meeting of October 19, 2021. (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. 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: Classified Personnel Report(s) (Information)**

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

[new hires 11-10-21.pdf](#)

[change of status 11-10-21.pdf](#)

[separations 11-10-21.pdf](#)

**7. Action Item: First Reading of New Job Description (Action)**

Commissioners are requested to review and approve the first reading of new job description for COVID 19 Technician.

Moved \_\_\_\_\_

Second \_\_\_\_\_

Action Taken \_\_\_\_\_

[COVID Technician 112021.pdf](#)

**8. Action Item: Approval of Eligibility List(s) (Action)**

Commissioners are requested to approve the eligibility list(s) for the following positions:

- o **Health Technician**
- o **Information Services Technician I**
- o **Information Services Technician II**
- o **Instructional Assistant I - Special Education**
- o **School Office Manager**

Moved \_\_\_\_\_

Second \_\_\_\_\_

Action Taken \_\_\_\_\_

[Health Technician Eligibility List.pdf](#)

[IST I Eligibility List.pdf](#)

[IST II Eligibility List.pdf](#)

[IA I Special Education Eligibility List.pdf](#)

[School Office Manager Eligibility List.pdf](#)

**9. Information Item: Announcement of Joint Appointee Term (Information)**

The term of the Personnel Commission Joint Appointee, Louise Gant, will expire on December 1, 2021. Mrs. Gant has expressed interest in reappointment. The remaining Commissioners representing the Board of Education and the classified employees will discuss the reappointment and provide direction as to the next steps.

**10. 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.

**11. Next Regular Personnel Commission Meeting:**

Next Meeting Date: \_\_\_\_\_ Time: \_\_\_\_\_

**12. 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\_\_\_\_\_

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**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.**