



La Habra City School District

Personnel Commission Agenda

Tuesday, September 14, 2021 03:30 PM

Regular Meeting of the Personnel Commission

District Office Board Room

500 N. Walnut Street

La Habra, CA 90631

3:30 p.m. - Closed Session

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: 03:30 PM

2. Closed Session Items

- Public Employee Personnel Matters
Government Code Sections 54954.5(d), 54957

3. Second Call to Order

Start time: 04:00 PM

- Welcome
- Roll Call
- Pledge of Allegiance

4. Report from Closed Session

5. Action Item: Approval of Minutes of the Regular Meeting of August 17, 2021.

(Action)

Moved _____

Second _____

Action Taken _____

6. 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.

7. Director's Report

8. CSEA Update

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

Classified Personnel Reports approved by the Board of Education on September 9, 2021.

[Change of Status](#)

[New Hires](#)

[Separations](#)

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

It is recommended that Commissioners ratify/approve postings for the following positions:

- **Bus Driver (substitute)**
- **Community Liaison**
- **Electrician**
- **Extended Care Assistant Site Lead**
- **Extended Care Worker**
- **Systems Analyst II**

Moved _____

Second _____

Action Taken _____

[Bus Driver Sub Announcement](#)

[Community Liaison Announcement](#)

[Electrician Announcement](#)

[Extended Care Assistant Site Lead Announcement](#)

[Extended Care Worker Announcement](#)

[Systems Analyst II Announcement](#)

11. Action Item: Approval/Ratification of Eligibility Lists (Action)

Commissioners are requested to approve/ratify the eligibility lists for:

- **Clerk Typist (10)**
- **Custodian (Evening)**
- **Groundskeeper**
- **Inclusion Assistant**
- **Physical Education Assistant**
- **Student Supervisor**
- **Speech and Language Assistant**

Moved _____

Second _____

Action Taken _____

[Clerk Typist \(10\) Eligibility List](#)

[Custodian \(Evening\) Eligibility List](#)

[Groundskeeper Eligibility List](#)

[Inclusion Assistant Eligibility List](#)

[Physical Education Assistant Eligibility List](#)

[Student Supervisor Eligibility List](#)

[SLPA Eligibility List](#)

12. Information Item: Review of Request for Purchase (Action)

Commissioners will review the Request for Purchase (RFP) for the Classified Compensation/Classification Study.

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.