

LOS ALAMITOS UNIFIED SCHOOL DISTRICT  
Office of the Personnel Commission  
10293 Bloomfield Street  
Los Alamitos, California 90720

**NOTICE**

**REGULAR MEETING**

**PERSONNEL COMMISSION**

A Regular Meeting of the Los Alamitos Unified School District Personnel Commission will be held on Wednesday, June 10, 2026, at 4:00 p.m. in the Board Conference Room, at 10293 Bloomfield Street, Los Alamitos, CA 90720.

LOS ALAMITOS UNIFIED SCHOOL DISTRICT  
Office of the Personnel Commission  
10293 Bloomfield Street  
Los Alamitos, California 90720

June 10, 2026  
Wednesday, 4:00 p.m.

Board Conference Room

**A G E N D A**  
**REGULAR MEETING**  
**PERSONNEL COMMISSION**

1. The meeting was called to order by \_\_\_\_\_ at 4:00 p.m.
2. \_\_\_\_\_ led the Pledge of Allegiance.
3. 

<u>COMMISSION ATTENDANCE</u>	<u>PRESENT</u>	<u>ABSENT</u>
Virginia Wilson	_____	_____
David Boyer	_____	_____
Travis Griffith	_____	_____
4. Community/Staff Participation on Open Session and Non-Agenda Items
5. Commissioner Comments
6. Approval of the Minutes of the May 6, 2026, Regular Meeting. ACTION REF. 6  
Moved by\_\_\_\_, 2<sup>nd</sup> by\_\_\_\_. Vote\_\_\_\_: D.B.\_\_\_\_ T.G.\_\_\_\_ V.W.\_\_\_\_
7. Personnel Director's Report and Review of Open Job Postings. INFO ORAL
8. Discussion of NEOGOV Cost Per Hire/Application Resources INFO ORAL

CONSENT

- 9.a. Ratification of the Preschool Lead Assistant Eligibility List. ACTION REF. 9.a.  
Moved by\_\_\_\_, 2<sup>nd</sup> by\_\_\_\_. Vote\_\_\_\_: D.B.\_\_\_\_ T.G.\_\_\_\_ V.W.\_\_\_\_
- 9.b. Ratification of the IA-Early Childhood Education Eligibility List ACTION REF. 9.b.  
Moved by\_\_\_\_, 2<sup>nd</sup> by\_\_\_\_. Vote\_\_\_\_: D.B.\_\_\_\_ T.G.\_\_\_\_ V.W.\_\_\_\_
- 9.c. Ratification of the Speech and Language Pathologist Assistant Eligibility List ACTION REF. 9.c.  
Moved by\_\_\_\_, 2<sup>nd</sup> by\_\_\_\_. Vote\_\_\_\_: D.B.\_\_\_\_ T.G.\_\_\_\_ V.W.\_\_\_\_
- 9.d. Ratification of the Extended Day Care Center Assistant Eligibility List ACTION REF. 9.d.  
Moved by\_\_\_\_, 2<sup>nd</sup> by\_\_\_\_. Vote\_\_\_\_: D.B.\_\_\_\_ T.G.\_\_\_\_ V.W.\_\_\_\_

ACTION

10. Approval of revised job description for Clerical Assistant I. ACTION REF. 10  
Moved by\_\_\_\_, 2<sup>nd</sup> by\_\_\_\_. Vote\_\_\_\_: D.B.\_\_\_\_ T.G.\_\_\_\_ V.W.\_\_\_\_.
11. Approval of revised job description for Clerical Assistant II. ACTION REF. 11  
Moved by\_\_\_\_, 2<sup>nd</sup> by\_\_\_\_. Vote\_\_\_\_: D.B.\_\_\_\_ T.G.\_\_\_\_ V.W.\_\_\_\_
12. Approval of revised job description for Clerical Assistant III. ACTION REF. 12  
Moved by\_\_\_\_, 2<sup>nd</sup> by\_\_\_\_. Vote\_\_\_\_: D.B.\_\_\_\_ T.G.\_\_\_\_ V.W.\_\_\_\_

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| 13. | Approval of revised job description for Health Clerk<br>Moved by____, 2 <sup>nd</sup> by____. Vote____: D.B.____ T.G.____ V.W.____                                       | ACTION | REF. 13 |
| 14. | Approval of revised job description for Human Resources<br>Personal Technician.<br>Moved by____, 2 <sup>nd</sup> by____. Vote____: D.B.____ T.G.____ V.W.____            | ACTION | REF. 14 |
| 15. | Approval of revised job description for Attendance Clerk<br>Moved by____, 2 <sup>nd</sup> by____. Vote____: D.B.____ T.G.____ V.W.____                                   | ACTION | REF. 15 |
| 16. | Approval of revised job description for Highschool Secretary I<br>Moved by____, 2 <sup>nd</sup> by____. Vote____: D.B.____ T.G.____ V.W.____                             | ACTION | REF. 16 |
| 17. | Approval of revised job description for Highschool Secretary II<br>Moved by____, 2 <sup>nd</sup> by____. Vote____: D.B.____ T.G.____ V.W.____                            | ACTION | REF. 17 |
| 18. | Approval of revised job description for Counseling Assistant<br>Moved by____, 2 <sup>nd</sup> by____. Vote____: D.B.____ T.G.____ V.W.____                               | ACTION | REF. 18 |
| 19. | Approval of revised job description for College and Career<br>Guidance Technician<br>Moved by____, 2 <sup>nd</sup> by____. Vote____: D.B.____ T.G.____ V.W.____          | ACTION | REF. 19 |
| 20. | Approval of revised job description for K-16 Key Personnel<br>Moved by____, 2 <sup>nd</sup> by____. Vote____: D.B.____ T.G.____ V.W.____                                 | ACTION | REF. 20 |
| 21. | Approval of revised job description for Library Media Technician<br>Moved by____, 2 <sup>nd</sup> by____. Vote____: D.B.____ T.G.____ V.W.____                           | ACTION | REF. 21 |
| 22. | Approval of revised job description for School Office Coordinator<br>Moved by____, 2 <sup>nd</sup> by____. Vote____: D.B.____ T.G.____ V.W.____                          | ACTION | REF. 22 |
| 23. | Approval of revised job description for Student Records Clerk<br>Moved by____, 2 <sup>nd</sup> by____. Vote____: D.B.____ T.G.____ V.W.____                              | ACTION | REF. 23 |
| 24. | Approval of revised job description for Administrative Assistant I<br>Personal Technician.<br>Moved by____, 2 <sup>nd</sup> by____. Vote____: D.B.____ T.G.____ V.W.____ | ACTION | REF. 24 |
| 25. | Approval of revised job description for Extended Day Care Lead Assistant<br>Moved by____, 2 <sup>nd</sup> by____. Vote____: D.B.____ T.G.____ V.W.____                   | ACTION | REF. 25 |
| 26. | Approval of revised job description for Bus Driver<br>Moved by____, 2 <sup>nd</sup> by____. Vote____: D.B.____ T.G.____ V.W.____   | ACTION | REF. 26 |
| 27. | Approval of revised job Food Service Program Manager<br>Moved by____, 2 <sup>nd</sup> by____. Vote____: D.B.____ T.G.____ V.W.____                                       | ACTION | REF. 27 |

CONSENT

- |     |  |        |         |
|-----|--|--------|---------|
| 28. | Approval of revised 2 <sup>nd</sup> reading of Personnel Commission Rules<br>and Regulations Chapter 60<br>Moved by____, 2 <sup>nd</sup> by____. Vote____: .D.B.____ T.G.____ V.W.____ | ACTION | REF. 28 |
| 29. | Approval of revised 1st reading of Personnel Commission Rules<br>and Regulations Chapter 70<br>Moved by____, 2 <sup>nd</sup> by____. Vote____: .D.B.____ T.G.____ V.W.____             | ACTION | REF. 29 |

30. Approval of renewal of membership in Personnel Commissions Association of Southern California (PCASC) for the 2026 – 2027 school year at a cost of \$100.00. ACTION REF. 30  
Moved by\_\_\_\_, 2<sup>nd</sup> by\_\_\_\_. Vote\_\_\_\_: D.B.\_\_\_\_ T.G.\_\_\_\_ V.W.\_\_\_\_
31. Approval of subscription renewal for NEOGOV ACTION REF. 31  
for the July 2026 – June 2027 school year at a cost of: \$13,782.15.  
Moved by\_\_\_\_, 2<sup>nd</sup> by\_\_\_\_. Vote\_\_\_\_: D.B.\_\_\_\_ T.G.\_\_\_\_ V.W.\_\_\_\_
32. Closed Session: Employee Discipline, Dismissal, Release and Complaint (Government Code 54957)
33. Open Session: Report of Closed Session Action, if any.
34. Adjournment