

NEWPORT-MESA UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

Regular Meeting of the Personnel Commission
Board Room
2985 Bear Street, Building A, Costa Mesa, CA 92626

June 15, 2023 – 4:00 p.m.

AGENDA

1. OPENING CEREMONIES:

The meeting will open with a silent invocation followed by the Pledge of Allegiance to the flag.

2. ROLL CALL:

Susan G. Meyer, Chairperson	_____
Charlene J. Metoyer, Vice-Chair	_____
Tristan Aley, Commissioner	_____
Kristen M. Clark, Secretary to Personnel Commission	_____

3. ADOPTION OF AGENDA:

Recommendation is made that the agenda for June 15, 2023, be adopted as submitted.

Motion by _____, Seconded by _____ Vote _____ DISCUSSION/ACTION

4. APPROVAL OF MINUTES:

Recommendation is made that the minutes of the regular meeting of May 11, 2023, be adopted as submitted.

Motion by _____, Seconded by _____ Vote _____ DISCUSSION/ACTION

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION:

This is an opportunity for employees and the public to address the Commission. The Commission hears the comments and, by Commission policy and in compliance with the Ralph M. Brown Act, is not permitted to respond to items not on the agenda. If appropriate, the personnel director or a member of the director's staff may follow up with the concerns expressed or schedule the item for a future meeting of the Personnel Commission for discussion and/or action.

When addressing the Commission, please state your name and address for the record.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS:

Recommendation is made that the following vacancy announcement(s) be ratified.

- | | |
|---|-------|
| a. Administrative Assistant I | 78-23 |
| b. Assessment and Accountability Specialist | 79-23 |
| c. Custodian | 80-23 |
| d. Campus Safety Facilitator | 81-23 |

Motion by _____, Seconded by _____ Vote _____ DISCUSSION/ACTION

7. CERTIFICATION OF NEW ELIGIBILITY LISTS:

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

- | | |
|--|--------|
| a. Instructional Assistant-Special Education | 193-23 |
| b. Instructional Assistant-Behavior Intervention | 194-23 |
| c. Maintenance Electrician | 195-23 |
| d. Nutrition Services Assistant II Cover | 196-23 |
| e. Instructional Assistant | 197-23 |
| f. Instructional Assistant-Early Learning | 198-23 |
| g. Instructional Assistant-Extended Day Program | 199-23 |
| h. Instructional Assistant-Special Education | 200-23 |
| i. Financial Analyst | 201-23 |
| j. Student Supervision Assistant | 202-23 |
| k. Bus Monitor | 203-23 |
| l. Instructional Assistant-Behavior Intervention | 204-23 |
| m. Custodian-Substitutes Only | 205-23 |
| n. Nutrition Services Assistant I | 206-23 |
| o. Nutrition Services Assistant I Cover | 207-23 |
| p. Instructional Assistant-Early Learning | 208-23 |
| q. Instructional Assistant | 209-23 |
| r. Instructional Assistant-Extended Day Program | 210-23 |
| s. Student Supervision Assistant | 211-23 |
| t. School Administrative Assistant-Elementary | 212-23 |
| u. Instructional Assistant-Behavior Intervention | 213-23 |

Motion by _____, Seconded by _____ Vote _____ DISCUSSION/ACTION

8. APPROVAL OF CLASSIFICATION MODIFICATION: MAINTENANCE GLAZIER

Based on the needs of the District, it has been recommended that modifications of the classification Maintenance Glazier be approved. These modifications have no additional pay allocation.

Motion by _____, Seconded by _____ Vote _____ DISCUSSION/ACTION

9. APPROVAL OF NEW JOB CLASSIFICATION OF INSTRUCTIONAL ASSISTANT-BEHAVIOR INTERVENTION COVER

It was recommended that the members of the Personnel Commission approve the proposed new job classification of Instructional Assistant-Behavior Intervention Cover and that the salary for this class be placed on the CSEA Bargaining Unit Salary Schedule at Range 31.

Motion by _____, Seconded by _____ Vote _____ DISCUSSION/ACTION

10. PERSONNEL DIRECTOR:

Informal reports; discussion only.

11. NEXT MEETING DATE: _____ **TIME:** _____

12. ADJOURNMENT: _____ **p.m.**

All documents referred to in this agenda, not exempt from public disclosure under the California Records Act, are available for public inspection at the Personnel Commission Office located at 2985-A Bear Street, Costa Mesa, CA 92626, online at www.nmusd.us, and at the public meeting of the Personnel Commission.

Any individual with a disability, who requires reasonable accommodation to participate in a Commission meeting, may request assistance by contacting the Personnel Commission Office at 2985-A Bear Street, Costa Mesa, CA 92626. Phone Number: 714-424-5047, Fax Number: 714-424-7572. Notification not later than noon on the day preceding the Commission meeting will enable the Commission to make reasonable arrangements to assure accessibility to this meeting.