

# **NEWPORT-MESA UNIFIED SCHOOL DISTRICT**

## **Office of the Personnel Commission**

Regular Meeting of the Personnel Commission  
2985-A Bear Street, Thomas W. Henderson Testing Room, Costa Mesa, CA 92626

June 27, 2019 – 4:00 p.m.

### **MINUTES**

#### **1. OPENING CEREMONIES:**

Mr. Tristan Aley, Chairperson, called the meeting to order with a silent invocation followed by the Pledge of Allegiance.

#### **2. ROLL CALL:**

Commission roll call was taken and the following were present:

Tristan L. Aley, Chairperson  
Susan G. Meyer, Vice-Chair  
Kenneth Wayman, Commissioner  
Kristen M. Clark, Secretary to the Personnel Commission

Staff present:

V-Esther Caldwell, Administrative Assistant–Confidential  
Holly DeCarvalho, Associate Human Resources Analyst  
Stephanie Beck, Human Resources Technician

Visitors present:

Becky Schmieg, Human Resources Technician  
Brenda Garcia, CSEA Chapter 18

#### **3. ADOPTION OF AGENDA:**

It was recommended that the Commission adopt the agenda for June 27, 2019.

Motion made by: Susan Meyer  
Seconded by: Kenneth Wayman

Votes:

Tristan L. Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

#### **4. APPROVAL OF MINUTES:**

It was recommended that the Commission adopt the minutes of the regular meeting of May 15, 2019, as corrected.

Motion made by: Kenneth Wayman

Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

#### **5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION:**

No presentations were made.

#### **6. RATIFICATION OF VACANCY ANNOUNCEMENTS:**

It was recommended that the following vacancy announcement(s) be ratified:

a. School Administrative Assistant – Intermediate	58-19
b. Information Technology Technician	59-19
c. Supervisor, Payroll	60-19
d. Supervisor, Human Resources	61-19
e. Office Assistant III	62-19
f. Manager, Nutrition Services Operations/Distribution	63-19
g. Campus Safety Facilitator	64-19

Motion made by: Kenneth Wayman

Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

#### **7. CERTIFICATION OF NEW ELIGIBILITY LISTS:**

It was recommended that the following eligibility list(s), as submitted, be certified.

a. Instructional Assistant – Special Education	81-19
b. Benefits Technician	82-19
c. Instructional Assistant – Behavior Intervention	83-19
d. Student Supervision Assistant	84-19
e. Supervisor, Nutrition Services	85-19
f. Instructional Assistant – Extended Day Program	86-19
g. Health Assistant	87-19
h. School Office Assistant	88-19

Motion made by: Susan Meyer  
Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

#### **8. APPROVAL OF CLASSIFICATION MODIFICATION: SUPERVISOR, PAYROLL**

Based on the needs of the department, it was recommended that the modifications of the job description for the classification of Supervisor, Payroll be approved. These modifications have no additional pay allocation.

After motion to approve, Susan Meyer asked a question regarding the proposed changes to the education and experience section and whether they would affect promotional opportunities for current employees. Ms. Clark explained that the proposed changes would start to bring the supervisory positions into alignment with the level of education and experience based on the hierarchy within each classification. These changes are reflective of the necessary increase in experience, knowledge and understanding required for leadership. Ms. Clark clarified that minimum qualifications for education and experience allow a combination equivalent to which creates flexibility and broadens the applicant pool.

Motion made by: Kenneth Wayman  
Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

#### **9. APPROVAL OF CLASSIFICATION MODIFICATION: SUPERVISOR, HUMAN RESOURCES**

Based on the needs of the department, it was recommended that the modifications of the job description for the classification of Supervisor, Human Resources be approved. These modifications have no additional pay allocation.

Motion made by: Susan Meyer  
Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

**10. APPROVAL OF CLASSIFICATION MODIFICATION: SUPERVISOR, TRANSPORTATION SAFETY AND TRAINING**

Based on the needs of the department, it was recommended that the modifications of the job description for the classification of Supervisor, Transportation Safety and Training. These modifications have no additional pay allocation.

Motion made by: Kenneth Wayman

Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

**11. APPROVAL OF CLASSIFICATION MODIFICATION: MANAGER, NUTRITION SERVICES OPERATIONS/DISTRIBUTION**

Based on the needs of the department, it was recommended that the modifications of the job description for the classification of Manager, Nutrition Services Operations/Distribution. These modifications have no additional pay allocation.

Motion made by: Susan Meyer

Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

**12. PERSONNEL DIRECTOR:**

Ms. Clark highlighted the following items:

- Mr. Wayman has indicated that he would be interested in serving another term as Commissioner if reappointed by the Board of Education and explained the timetable for finalizing the appointment.
- Distribution of longevity pin for ten years of service by V-Esther Caldwell, Administrative Assistant, Personnel Commission.
- Retirement of Brenda Quinn, Supervisor, Human Resources with almost 33 years of service.
- Super Star awards were presented to two classified employees and two certificated employees and thanked Commissioner Meyer for her participation.
- A district-wide celebration was recently held for NMUSD retirees.

**13. NEXT MEETING DATE: Thursday, July 18, 2019 at 4:00 p.m.**

**14. ADJOURNMENT: 4:27 p.m.**