

# 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

January 19, 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 January 19, 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 December 15, 2022 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. Lead Job Transition Specialist | 52-23 |
| b. Health Assistant               | 53-23 |
| c. Library Media Technician I     | 54-23 |
| d. Contract Procurement Analyst   | 55-23 |
| e. Administrative Assistant I     | 56-23 |

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. Nutrition Services Assistant II                   | 103-23 |
| b. Instructional Assistant-Special Education (Cover) | 104-23 |
| c. School Attendance Assistant                       | 105-23 |
| d. Instructional Assistant-Special Education         | 106-23 |
| e. Instructional Assistant                           | 107-23 |
| f. Student Supervision Assistant                     | 108-23 |
| g. Instructional Assistant-Behavior Intervention     | 109-23 |
| h. Instructional Assistant-Early Learning            | 110-23 |
| i. Nutrition Services Assistant I                    | 111-23 |
| j. Supervisor, Nutrition Services                    | 112-23 |
| k. Assistant Director Maintenance and Operations     | 113-23 |
| l. Instructional Assistant-Extended Day Program      | 114-23 |
| m. Bus Driver  | 115-23 |
| n. Student Supervision Assistant                     | 116-23 |
| o. Instructional Assistant-Behavior Intervention     | 117-23 |
| p. Instructional Assistant-Special Education         | 118-23 |
| q. Instructional Assistant                           | 119-23 |
| r. Nutrition Services Assistant II                   | 120-23 |

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_ Vote \_\_\_\_\_ DISCUSSION/ACTION

## 8. EXTENTION OF ELIGIBLE LISTS

Recommendation is made that the following eligible lists be extended

- |   |        |
|---|--------|
| a. School Bus Cover Driver – Extended to 06/12/23 | 141-22 |
|---|--------|

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_ Vote \_\_\_\_\_ DISCUSSION/ACTION

## 9. APPROVAL OF CLASSIFICATION MODIFICATION: ADMINISTRATIVE ASSISTANT I

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

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_ Vote \_\_\_\_\_ DISCUSSION/ACTION

**10. APPROVAL OF NEW JOB CLASSIFICATION OF NUTRITION SERVICES ASSISTANT I COVER**

It was recommended that the members of the Personnel Commission approve the proposed new job classification of Nutrition Services Assistant I Cover and that the salary for this class be placed on the CSEA Bargaining Unit Salary Schedule at Range 21.

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_ Vote \_\_\_\_\_ DISCUSSION/ACTION

**11. APPROVAL OF NEW JOB CLASSIFICATION OF NUTRITION SERVICES ASSISTANT II COVER**

It was recommended that the members of the Personnel Commission approve the proposed new job classification of Nutrition Services Assistant II Cover and that the salary for this class be placed on the CSEA Bargaining Unit Salary Schedule at Range 24.

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_ Vote \_\_\_\_\_ DISCUSSION/ACTION

**12. PERSONNEL DIRECTOR:**

Informal reports; discussion only.

**13. NEXT MEETING DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**14. 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](http://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.