

NEWPORT-MESA UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission
Regular Meeting of the Personnel Commission
2985-A Bear Street, Classified Personnel Testing Room, Costa Mesa, CA 92626

July 20, 2017 – 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	_____
Kenneth Wayman , Vice-Chair	_____
Tristan L. Aley, Commissioner	_____
Kristen M. Clark, Secretary to the Commission	_____

3. ADOPTION OF AGENDA

Recommendation is made that the agenda for July 20, 2017 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 June 15, 2017 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. Secondary Office Support Specialist | 60-17 |
| b. Instructional Assistant – Technology II | 61-17 |
| c. Library Media Technician I | 62-17 |
| d. Library Media Technician II | 63-17 |
| e. District Translator | 64-17 |
| f. School / Community Facilitator | 65-17 |
| g. Credential Specialist | 66-17 |
| h. Job Transition Coach | 67-17 |
| i. Instructional Assistant – Cover – Special Education | 68-17 |
| j. Instructional Assistant | 69-17 |
| k. Instructional Assistant – Behavior Intervention | 1-18 |
| l. Instructional Assistant – Special Education | 2-18 |

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 – Technology I | 73-17 |
| b. Chief Operating Officer | 74-17 |
| c. Maintenance and Operations Manager | 75-17 |
| d. School Administrative Assistant – Elementary | 76-17 |
| e. Office Assistant II | 77-17 |
| f. Bus Driver | 78-17 |

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

8. APPROVAL OF CLASSIFICATION MODIFICATIONS AND RANGE ADJUSTMENT: SUPERVISOR, TECHNOLOGY SUPPORT

Based on the needs of the department, it is recommended that the modifications of the job description for the classification of Supervisor, Technology Support be approved. It is also recommended that the range for this position be modified from 40 to 36 of the Supervisory Salary Scale (\$6,771 – \$8,251).

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

9. PERSONNEL DIRECTOR

Informal reports; discussion only

10. NEXT MEETING DATE: _____ TIME: _____

11. 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 #: 714-424-5047 – Fax #: 714-424-7572. Notification not later than noon on the day preceding the Commission meeting will enable the district to make reasonable arrangements to assure accessibility to this meeting.