

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 23, 2015 – 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

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

3. ADOPTION OF AGENDA

Recommendation is made that the agenda for July 23, 2015 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 25, 2015 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. Bus Driver Trainee | 47-15 |
| b. Instructional Assistant – Behavior Analysis Interventionist – Continuous | 1-16 |
| c. Instructional Assistant – Special Education – Continuous | 2-16 |
| d. Instructional Assistant – Extended Day Program – Continuous | 3-16 |
| e. Campus Security Personnel | 4-16 |
| f. Assessment Technician | 5-16 |

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. School Registrar I | 60-15 |
| b. Teacher Assistant | 61-15 |
| c. Library Media Clerk | 62-15 |
| d. Preschool Teacher Assistant | 63-15 |

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

8. APPROVAL OF PROPOSED NEW CLASSIFICATION OF COMMUNICATIONS AND PUBLIC RELATIONS OFFICER

It is recommended that the senior management classification of Communications and Public Relations Officer be approved as submitted. It is also recommended that the salary allocation be negotiated.

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

9. APPROVAL OF PROPOSED NEW CLASSIFICATION OF COMMUNICATIONS SPECIALIST

It is recommended that the job classification of Communications Specialist be approved as submitted. It is also recommended that the salary for this class be placed on the Classified Bargaining Unit Salary Schedule at Range 44.

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

10. PERSONNEL DIRECTOR

Informal reports; discussion only

11. ANNOUNCEMENT OF INTENDED JOINT APPOINTEE TO THE PERSONNEL COMMISSION

The Personnel Commission will consider action to announce its intended joint appointee in accordance with Education Code 45246.

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

13. 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.