

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 12, 2014 – 4:00 p.m.

MINUTES

1. OPENING CEREMONIES

Ms. Susan Meyer, Chairperson, called the meeting to order with a silent invocation followed by the Pledge of Allegiance to the flag.

2. ROLL CALL

Commission roll call was taken and the following were present:

Susan G. Meyer, Chairperson
Kenneth L. Wayman, Vice-Chairperson
Tristan L. Aley, Commissioner
Nora A. Roque, Secretary to the Commission

STAFF PRESENT

Christi Winslow, Personnel Analyst
V-Esther Caldwell, Administrative Assistant – Confidential

VISITORS PRESENT

David Johnson, Chapter President, CSEA
Brenda Garcia, CSEA
Vicky Wyman, CSEA
Michael Vossen, Director, Career Pathways & Business Relations

3. ADOPTION OF AGENDA

It was recommended that the Commission adopt the agenda for June 12, 2014.

Motion made by: Kenneth Wayman
Seconded by: Tristan Aley

Votes:

Tristan 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, 2014 as submitted.

Motion made by: Tristan Aley

Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION

David Johnson commented on the status of the Classified Staff Professional Growth which, with the current submitted requests, is getting closer to the negotiated contract limit. He also commented on the Classification Study timeline.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS

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

- | | |
|-----------------------------------|-------|
| a. Administrative Assistant II | 58-14 |
| b. Senior Data Network Technician | 59-14 |
| c. Occupational Therapist | 60-14 |
| d. Preschool Teacher Assistant | 61-14 |

Motion made by: Kenneth Wayman

Seconded by: Tristan Aley

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. Pre-School Site Facilitator | 66-14 |
| b. Nutrition Services Assistant II | 67-14 |
| c. Teacher Assistant | 68-14 |
| d. Senior Maintenance Worker | 69-14 |
| e. Accounting Assistant III | 70-14 |
| f. Auditorium Operations Assistant | 71-14 |
| g. Nutrition Services Assistant I | 72-14 |

Motion made by: Tristan Aley
Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

8. CREATION OF NEW CLASSIFICATION – COLLEGE AND CAREER EDUCATION PROGRAM ANALYST

Mr. Michael Vossen, Director, Career Pathways & Business Relations, the department head of this position, was present to describe the essential functions of the position and answer questions the Commissioners had regarding the new job classification.

It was recommended that the members of the Personal Commission approve the proposed new job classification of College and Career Education Program Analyst and that the salary for this class be placed on the Classified Supervisory Salary Schedule at Range 28.

Motion made by: Tristan Aley
Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

9. PERSONNEL DIRECTOR

Ms. Roque reported on the recent Super Stars recognition. She also stated that ACE's Day was well attended with one of the largest luncheon attendances of any prior ACE's Days. Ms. Roque acknowledged David Johnson's appreciation to Cindy Means for starting the NMUSD ACE's Day program.

Ms. Roque reported that the classification/compensation study is moving forward. Currently, we have received completed surveys from 40 – 50% of the 12 month employees. The completed surveys will be forwarded to Ewing Consulting, Inc.

10. NEXT MEETING DATES: July 17, 2014 at 4:00 p.m.

11. CLOSED SESSION

Scheduled Closed Session was postponed until next meeting. No Action Taken

12. ADJOURNMENT: 4:44 p.m. discussion