

# NEWPORT-MESA UNIFIED SCHOOL DISTRICT

## Office of the Personnel Commission

Regular Meeting of the Personnel Commission  
Sanborn Assembly Room  
2985 Bear Street, Building A, Costa Mesa, CA 92626

April 22, 2022 – 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:

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

#### 3. ADOPTION OF AGENDA:

Recommendation is made that the agenda for April 22, 2022 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 March 17, 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. School Administrative Assistant-High School Alternative Campus | 59-22 |
| b. Bus Driver   | 60-22 |
| c. Job Transition Coach   | 61-22 |
| d. Human Resources Technician                                     | 62-22 |
| e. HVAC/R Technician  | 63-22 |
| f. Custodian  | 64-22 |
| g. Secondary Office Support Specialist                            | 65-22 |

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-Special Education     | 92-22  |
| b. Instructional Assistant-Extended Day Program  | 93-22  |
| c. Instructional Assistant-Preschool             | 94-22  |
| d. Lead Warehouse Worker/Delivery Driver         | 95-22  |
| e. Instructional Assistant                       | 96-22  |
| f. Health Assistant                              | 97-22  |
| g. Communications Specialist                     | 98-22  |
| h. Instructional Assistant-Bilingual             | 99-22  |
| i. Student Supervision Assistant                 | 100-22 |
| j. Transportation Dispatcher/Scheduler           | 101-22 |
| k. Instructional Assistant-Special Education     | 102-22 |
| l. Job Transition Coach                          | 103-22 |
| m. Instructional Assistant-Behavior Intervention | 104-22 |
| n. Instructional Assistant-Extended Day Program  | 105-22 |
| o. Instructional Assistant-Preschool             | 106-22 |
| p. Secondary Office Support Specialist           | 107-22 |

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

## 8. EXTENTION OF ELIGIBLE LISTS

Recommendation is made that the following eligible lists be extended

- |  |       |
|--|-------|
| a. Payroll Technician – Extended to 08/18/22 | 14-22 |
|--|-------|

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

**9. FIRST READING/SCHEDULE PUBLIC HEARING – PERSONNEL COMMISSION  
BUDGET FOR FISCAL YEAR 2022–2023:**

The proposed budget is presented for a first reading.

It is recommended that the members of the Personnel Commission schedule the public hearing for the 2022–2023 Fiscal Year Budget at its next Commission meeting, tentatively scheduled for May 19, 2022 at 4:00 p.m.

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

**10. PERSONNEL DIRECTOR:**

Informal reports; discussion only.

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

**12. 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.