

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

September 2, 2010 4:00 p.m.

AGENDA

The meeting will be called to order by the presiding Chairperson at _____ p.m.

1. OPENING CEREMONIES

The meeting will open with a silent invocation followed by the Pledge of Allegiance to the flag.

2. ROLL CALL

Thomas W. Henderson, Chairperson	_____
Katherine Infantino, Vice-Chairperson	_____
Kenneth L. Wayman, Commissioner	_____
John R. Caldecott, Secretary to the Commission	_____

3. ADOPTION OF AGENDA

Recommendation is made that the agenda for September 2, 2010 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 July 22, 2010 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 his 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. | Instructional Assistant/Special Education – Cover | 08-11 |
| b. | Grounds Maintenance Worker | 10-11 |
| c. | Credentials Technician | 11-11 |
| d. | Vehicle & Equipment Mechanic | 12-11 |
| e. | Nutrition Services Assistant II | 13-11 |
| f. | Preschool Teacher Assistant | 14-11 |
| g. | Instructional Assistant/Special Education | 15-11 |
| h. | Instructional Assistant – Extended Day Programs | 16-11 |
| i. | Campus Security Personnel - Female | 17-11 |
| j. | Student Records Technician | 18-11 |
| k. | Vehicle & Equipment Mechanic | 19-11 |
| l. | Instructional Assistant – Behavior Analysis Interventionist | 20-11 |
| m. | Human Resources Technician | 21-11 |

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. | Vehicle & Equipment Mechanic | 02-11 |
| b. | Health Assistant | 03-11 |
| c. | Teacher Assistant | 04-11 |
| d. | Transportation Operations Supervisor | 05-11 |
| e. | School Attendance Technician | 06-11 |
| f. | Administrative Assistant/Confidential – Personnel Commission | 07-11 |
| g. | Grounds Maintenance Worker | 08-11 |
| h. | Instructional Assistant – Extended Day Programs | 09-11 |
| i. | Campus Security Personnel – Male | 10-11 |
| j. | Credentials Technician | 11-11 |
| k. | Transportation Dispatcher/Scheduler | 12-11 |
| l. | Nutrition Services Assistant II | 13-11 |
| m. | School Office Assistant | 14-11 |

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

8. APPROVAL OF PROPOSED NEW CLASSIFICATION OF EXECUTIVE DIRECTOR, HUMAN RESOURCES

It is recommended that the senior management classification of Executive Director, Human Resources be approved as submitted. It is also recommended that the salary allocation be negotiated.

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

It is also recommended that the vacancy announcement for the position of Executive Director, Human Resources be approved as submitted. The vacancy announcement reflects the open recruitment with an unranked list.

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

9. PERSONNEL DIRECTOR

Informal reports; discussion only

10. CLOSED SESSION

The following items will be discussed; no action will be taken:
Public employee performance evaluation (Government code §54957)

- I. Director of Classified Personnel
- II. Conference with Legal Counsel - Anticipated Litigation Significant exposure to litigation pursuant to Government Code §54956.9(b) – one potential case

11. NEXT MEETING DATE: _____ ADJOURNMENT _____ p.m.