

**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

November 17, 2011 – 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**

Katherine Infantino, Chairperson \_\_\_\_\_

Kenneth L. Wayman, Vice-Chairperson \_\_\_\_\_

Thomas W. Henderson, Commissioner \_\_\_\_\_

Nora A. Roque, Secretary to the Commission \_\_\_\_\_

**3. ADOPTION OF AGENDA**

Recommendation is made that the agenda for November 17, 2011 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 October 6, 2011 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                             | 27-12 |
| b. Auditorium Operations Assistant                | 28-12 |
| c. Administrative Assistant II                    | 29-12 |
| d. Bilingual Office Assistant                     | 30-12 |
| e. School Office Assistant                        | 31-12 |
| f. Instructional Assistant – Extended Day Program | 32-12 |
| g. Technology Support Technician                  | 33-12 |

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. Custodian                              | 21-12 |
| b. Preschool Site Facilitator             | 22-12 |
| c. Health Assistant                       | 23-12 |
| d. Office Assistant III                   | 24-12 |
| e. Campus Security Personnel              | 25-12 |
| f. Job Developer                          | 26-12 |
| g. School Support Secretary               | 27-12 |
| h. Lead Behavior Analysis Interventionist | 28-12 |

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

**8. APPROVAL OF MODIFICATION OF THE TECHNOLOGY SUPPORT TECHNICIAN JOB CLASSIFICATION**

Based on the needs of the department, it is recommended that the modification of the job description for the classification of Technology Support Technician in the Information Technology Department, be approved. The modification updates the supervisor listed for this classification. There is no additional pay allocation.

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

**9. ANNUAL REPORT**

The Annual Report for 2010 – 2011 is being submitted as an informational item only. It will be available the evening of the Personnel Commission Meeting.

INFORMATION ITEM

**10. PERSONNEL DIRECTOR**

Informal reports; discussion only

**11. FAREWELL TO OUTGOING PERSONNEL COMMISSIONER**

The members of the Personnel Commission and staff members would like to take this opportunity to thank Katherine Infantino for her service on the Personnel Commission. Ms. Infantino served on the Personnel Commission as California School Employees Association's appointee for the last six years. Light refreshments will be served.

INFORMATION ITEM

**12. CLOSED SESSION**

The following item(s) will be discussed:

- a. Public employee performance evaluation (Government code §54957)  
Staff Evaluation – Director of Classified Personnel

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

**14. 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 #: 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.