

PERSONNEL COMMISSION

The Personnel Commission is responsible for maintaining a merit system for classified employees and fostering the advancement of a career service for those employees. The Personnel Commission classifies positions; recommends salaries; hears appeals of disciplinary matters and protests involving examinations, selection or appointment procedures; and prescribes rules related to a variety of personnel practices.

The Personnel Commission is an independent body composed of three lay persons who are appointed for a three-year term. One commissioner is appointed by the Board of Education, one by the employee representative organization, and one selected jointly by the other two commissioners.



MR. TRISTAN L. ALEY –CHAIR
Joint Appointee

Tristan Aley retired from NMUSD with over 39 years of service in the Maintenance and Operations Department . He began his service as the joint appointee to the Personnel Commission in 2013. Mr. Aley's current term runs through December 2018.



MS. SUSAN G. MEYER – VICE CHAIR
Classified Employees’ Union Appointee

Susan Meyer is a resident of Costa Mesa and was reappointed to the Personnel Commission in December 2011. Ms. Meyer has served as a classified employee of the North Orange County Community College District (Cypress Campus) and currently serves as a Labor Relations Representative with the Orange Field Office of California School Employees Association. She was originally appointed as the CSEA representative to the Personnel Commission in 1996, and served through December 2002. Ms. Meyer’s current term runs through December 2017.



MR. KENNETH L. WAYMAN – MEMBER
District Board Appointee

Kenneth L. Wayman is an Attorney and has practiced locally for over 38 years. He has lived in the District since 1965, and all of his children and his wife graduated from district schools. He has served this district as a teacher, School Board Member, and as Representative to the California School Boards Association. Mr. Wayman was originally appointed to the Personnel Commission as the NMUSD School Board’s designee in February of 1998, and has been reappointed to his current term through December 2016.

Once again, the Personnel Commission wishes to thank all who have supported and assisted in accomplishing the Commission’s activities during the past year. We are especially grateful to the employees who assist us by participating on Qualifications Appraisal Interview panels. Special thanks, also, to the Board of Education, the Superintendent, administrators, supervisors, classified employees, CSEA officers, the CSEA Labor Relations Representative and all District employees.



Personnel Commission
2015 – 2016 Annual Report

The Annual Report of the Personnel Commission for 2015 – 2016 has been prepared in accordance with Section 45266 of the Education Code for submission to the Board of the Newport Mesa School District.

Mission Statement

The mission of the Newport-Mesa Unified School District, in partnership with the Costa Mesa – Newport Beach communities, is to graduate students who have acquired the knowledge, skills, and attitudes necessary to achieve the significant career, educational, civic, and personal goals, which will enrich our society.

As a strategic partner with our District, the Office of Classified Personnel is responsible for developing, implementing, and maintaining services and systems to effectively recruit, select, and retain qualified employees within our school district’s classified workforce.

The Personnel Commission oversees a Merit System whose guidelines ensure:

- Fair and equitable employment and promotion practices on the basis of merit as shown by competitive examination
- Encouraging employees to remain with the district through training and promotional opportunities
- Maintaining a classification of positions on the basis of the duties and responsibilities actually performed
- A system that adheres to the principle of “like pay for like work”
- A system that provides the ability for the employee to appeal a disciplinary action
- A system that prohibits discrimination

Personnel Commission meetings are held every third Thursday of the month at 4:00 p.m. in the Human Resources Testing Room, 2985-A Bear Street, Costa Mesa, California. Meetings are open to the public. Agendas and past minutes are posted on the District’s public notices board and on the District’s website <http://web.nmusd.us>.

NEWPORT-MESA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
2985-A BEAR STREET
COSTA MESA, CA 92626
(714) 424-5045

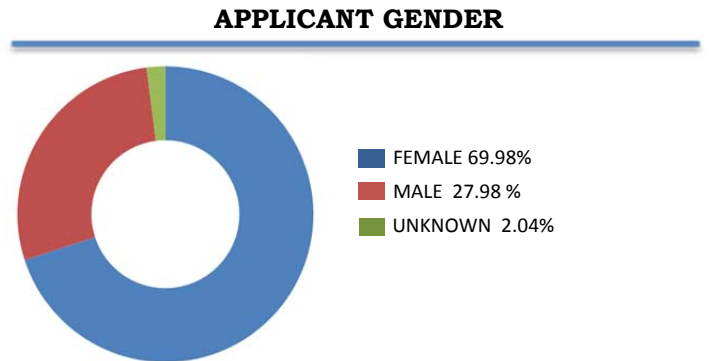
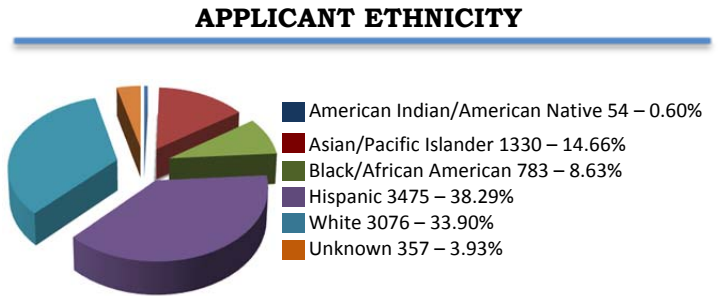
RECRUITMENT & SELECTION ACTIVITY DATA

In promoting the Commission’s role in support of the District’s Equal Opportunity Employment hiring objectives, the greatest possible diversity in the recruitment pool was sought. Employment announcements were distributed through various internet sites, interest notifications, social networking and other publications.

RECRUITMENT AND TESTING STATISTICS

The staff of the Personnel Commission remains committed to providing quality services and exemplary customer service to prospective and current employees.

	2013-2014	2014-2015	2015-2016
Applications Received	8,919	5,741	9,075
Written Examinations	178	114	126
Performance Examinations	18	16	48
Qualifications Appraisal Interviews (QAI)	58	61	78
Training and Experience Examinations	72	64	89
Technical Oral Examinations	7	4	4
N-MUSD Panelists	113	90	138
Panelists – Outside District	23	16	21
Eligible Lists	76	59	75
New Examinations	43	28	37
New Employees in Permanent Positions	132	144	144



- ELIGIBILITY LISTS CREATED
- Accounting Assistant III (2)
 - Administrative Assistant II (2)
 - Assessment Technician
 - Bilingual Office Assistant
 - Bus Driver
 - Bus Monitor
 - Campus Security Personnel (2)
 - College Guidance Specialist
 - Communications and Public Relations Officer
 - Communications Specialist
 - Community Service Program Specialist
 - Computer Software Analyst II
 - Credential Analyst (2)
 - Custodian
 - Director- Facilities Development, Planning, and Design
 - District Assessment Specialist
 - District Translator (2)
 - Electronics Technician
 - Facilities/Planning Coordinator
 - Grounds Maintenance Worker
 - Head Custodian
 - Health Assistant
 - High School Plant Supervisor
 - Human Resources Technician (2)
 - Information Technology Technician - Open
 - Information Technology Technician
 - Instructional Assistant - BAI
 - Instructional Assistant - Extended Day Programs (2)
 - Instructional Assistant – Special Education (2)
 - Instructional Assistant I - Technology
 - Instructional Assistant - Special Ed – Cover (2)
 - Job Coach (2)
 - Lead Custodian
 - Library Media Clerk
 - Maintenance & Operations Manager
 - Mechanic Assistant
 - Nutrition Services Assistant I
 - Nutrition Services Assistant II (2)
 - Office Assistant III
 - Office Assistant III
 - Preschool Site Facilitator (2)
 - Preschool Teacher
 - Preschool Teacher Assistant
 - Receptionist
 - School Administrative Assistant – Elementary
 - School Administrative Assistant - Intermediate
 - School Attendance Assistant
 - School Attendance Technician
 - School Office Assistant
 - School Support Secretary
 - Student Records Technician
 - Teacher Assistant
 - Teacher Assistant - Bilingual
 - Vehicle and Equipment Mechanic

CLASSIFIED WORKFORCE DATA

The Personnel Commission is responsible for defining, categorizing and allocating positions to appropriate classes, as well as assigning classifications within occupational hierarchies, preparing written class specifications and recommending salaries. In May, 2014 the Newport-Mesa Unified School District initiated a Classification and Compensation Study to cover all positions in the classified service (non-credentialed positions including: classified, confidential, supervisory and management). The bulk of the study occurred during the 2015-2016 school year and included multiple phases. The goal was to align job descriptions with the current roles and responsibilities of classified employees and then conduct a market analysis of compensation in similar or like jobs in other districts.

EMPLOYMENT ACTIONS			
	2013-2014	2014-2015	2015-2016
Promotions	49	27	32
Reclassification Studies	1	0	0
Classification Modifications/New	4	0	3/2
Transfers	19	2	6
Change of Assignment/ Increase/decrease in hrs.	12/9	25/7	27/7
Voluntary Demotions	2	0	5
Accelerated Hiring Rates	10	15	12
Reemployment from Layoff/Voluntary Demotion	1/0	2/0	1/0
Athletic Assistants	327	331	351
Substitutes	98	113	85
Provisional Assignments	2	4	2
Reinstatements	8	4	10
Layoff	5	2	0
Resignations/Retirements	112/25	111/21	100/30
Leaves of Absence	106	100	130

CLASSIFICATION ACTIONS

The Commission worked with District Administration to review classifications to better reflect the complex nature of our workforce.

New: Communications and Public Relations Officer
Communications Specialist

Reallocated: Director of Transportation

Revised: Computer Software Analyst II
Lead School Community Facilitator
School Community Facilitator

- PROFESSIONAL ORGANIZATIONS
- Commissioners and staff are proud members of the following professional organizations:
- California School Personnel Commissioners Association (CSPCA)
 - Personnel Commissioners Association of Southern California (PCASC)
 - Cooperative Organization for the Development of Employee Selection Procedures (CODESP)
 - Association of California School Administration (ACSA)

EMPLOYEE RECOGNITION

Super-Star Awards

Our **Super-Star** program recognizes employees who go far beyond the call of duty, doing more than expected. During the 2015-16 school year, **24 NMUSD Classified Employees** were recipients of the Super-Star Awards.

Employee Service Awards

We appreciated our classified employees for their many years of loyal service to our students and the District.

Years of Service	Number of Recipients
10	74
15	44
20	18
25	11
30	7
35	3
40	1

CALIFORNIA CLASSIFIED EMPLOYEE OF THE YEAR AWARD

The NMUSD 2016 California Classified School Employees of the Year Orange County nominees were, Laura Chirinos, Nutrition Services Assistant III, Jesse Murray, Instructional Assistant – Behavior Analysis Interventionist, Jean (JP) Vigneault, Head Custodian, Vicki Martini, Job Developer, Phuoc (Lucky) Nguyen, Bus Driver, and Wayne Wescott, Lead Technology Support.

PERSONNEL COMMISSION STAFF

The Personnel Commission has an independent staff and budget. The Commission staff consists of a Personnel Director and support staff. The Personnel Director is responsible for the administration of the Commission’s rules and regulations and acts as the Commission’s professional expert in all areas of personnel management under the Commission’s authority.

Kristen M. Clark Director, Classified Personnel	V-Esther Caldwell Administrative Assistant
Christi Winslow Personnel Analyst	Holly DeCarvalho Human Resources Technician