

NEWPORT-MESA UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

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

September 29, 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 September 29, 2022 be adopted.

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

4. APPROVAL OF MINUTES:

Recommendation is made that the minutes of the regular meeting of August 18, 2022 be adopted.

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 include your name and address for the record.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS:

Recommendation is made that the following vacancy announcement(s) be ratified.

- | | |
|--------------------------------|-------|
| a. Maintenance Technician | 20-23 |
| b. School Office Assistant | 21-23 |
| c. Administrative Assistant II | 22-23 |
| d. Systems Engineer | 23-23 |

e.	Contract Procurement Analyst	24-23
f.	Secondary Office Support Specialist	25-23
g.	Lead Custodian	26-23
h.	Accompanist	27-23

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.	School Office Assistant	27-23
b.	Technology Support Technician	28-23
c.	Library Media Technician I	29-23
d.	Student Supervision Assistant	30-23
e.	Instructional Assistant-Early Learning	31-23
f.	Student Supervision Assistant	32-23
g.	Instructional Assistant	33-23
h.	Instructional Assistant-Special Education	34-23
i.	Instructional Assistant-Behavior Intervention	35-23
j.	Nutrition Services Assistant II	36-23
k.	Instructional Assistant-Bilingual	37-23
l.	Preschool Teacher	38-23
m.	Instructional Assistant-Extended Day Program	39-23
n.	Instructional Assistant-Special Education	40-23
o.	Instructional Assistant-Early Learning	41-23
p.	Instructional Assistant	42-23
q.	Library Media Technician II	43-23
r.	Credentials Specialist	44-23
s.	Executive Assistant-Confidential	45-23
t.	Student Supervision Assistant	46-23
u.	Instructional Assistant-Behavior Intervention	47-23
v.	Campus Safety Facilitator	48-23
w.	School Attendance Assistant	49-23
x.	Instructional Assistant-Early Learning	50-23
y.	Instructional Assistant-Special Education	51-23
z.	Instructional Assistant-Extended Day Program	52-23
aa.	Administrative Assistant-Confidential	53-23

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

8. PERSONNEL DIRECTOR:

Informal reports; discussion only.

9. NEXT MEETING DATE: _____ TIME: _____

10. 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, 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.