

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

April 21, 2016 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 Aley, Chairperson	_____
Susan G. Meyer, Vice-Chairperson	_____
Kenneth Wayman, Commissioner	_____
Kristen M. Clark, Secretary to the Commission	_____

3. ADOPTION OF AGENDA

Recommendation is made that the agenda for April 21, 2016 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 24, 2016 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. Electronics Technician 53-16

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. Credentials Analyst 56-16
b. District Assessment Specialist 57-16
c. Accounting Assistant III 58-16
d. Instructional Assistant – (Cover) Special Education 59-16
e. Facilities/Planning Coordinator 60-16
f. Instructional Assistant – Special Education 61-16

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

8. APPROVAL OF CLASSIFICATION MODIFICATIONS: COMPUTER SOFTWARE ANALYST II

Based on the needs of the department, it is recommended that the modifications of the job descriptions for the classification of Computer Software Analyst II be approved. These modifications have no additional pay allocation.

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

9. FIRST READING/SCHEDULE PUBLIC HEARING – PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2016 – 2017.

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 2016 – 2017 Fiscal Year Budget on May 19, 2016 at 4:00 p.m.

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

10. PERSONNEL DIRECTOR

Informal reports; discussion only

11. CLOSED SESSION

None Scheduled

12. NEXT MEETING DATE:

TIME: 4:00 p.m.

13. 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 #: 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.