

NEWPORT-MESA UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

Regular Meeting of the Personnel Commission
Board Room
2985 Bear Street, Building A, Costa Mesa, CA 92626

February 16, 2023 – 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:

Susan G. Meyer, Chairperson	_____
Charlene J. Metoyer, Vice-Chair	_____
Tristan Aley, Commissioner	_____
Kristen M. Clark, Secretary to Personnel Commission	_____

3. ADOPTION OF AGENDA:

Recommendation is made that the agenda for February 16, 2023 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 January 19, 2023 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. Maintenance Electrician	57-23
b. School Administrative Assistant-Elementary	58-23
c. School Administrative Assistant-Intermediate	59-23
d. Systems Engineer	60-23
e. Executive Assistant-Superintendent	61-23
F. Instructional Assistant-Bilingual	62-23

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. Lead Technology Support Technician	121-23
b. Nutrition Services Assistant I	122-23
c. Office Assistant I	123-23
d. School/Community Facilitator	124-23
e. Job Transition Coach	125-23
f. Student Supervision Assistant	126-23
g. Instructional Assistant-Technology II	127-23
h. Instructional Assistant-Extended Day Program	128-23
i. Bus Monitor	129-23
j. Lead Job Transition Specialist	130-23
k. Custodian – Substitutes Only	131-23
l. Lead Instructional Assistant-Extended Day Program	132-23
m. Administrative Assistant II	133-23
n. Warehouse Worker/Delivery Driver	134-23
o. Instructional Assistant	135-23
p. Instructional Assistant-Behavior Intervention	136-23
q. Data Network Technician	137-23
r. Information Technology Technician	138-23
s. Athletic Equipment Attendant-Male	139-23
t. Instructional Assistant-Early Learning	140-23
u. Student Supervision Assistant	141-23
v. Grounds Maintenance Worker	142-23
w. Technology Support Technician	143-23
x. Instructional Assistant-Extended Day Program	144-23
y. Instructional Assistant-Early Learning	145-23
z. Health Assistant	146-23
aa. Instructional Assistant-Special Education	147-23
bb. Instructional Assistant	148-23
cc. Instructional Assistant-Behavior Intervention	149-23
dd. Office Assistant II	150-23
ee. Bus Driver	151-23
ff. Nutrition Services Assistant II	152-23

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

8. EXTENTION OF ELIGIBLE LISTS

Recommendation is made that the following eligible lists be extended

- | | | |
|----|---|--------|
| a. | Custodian – Extended to 05/11/23 | 122-22 |
| b. | School Administrative Assistant-Elementary – Extended to 07/18/23 | 6-23 |

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

9. PERSONNEL DIRECTOR:

Informal reports; discussion only.

10. NEXT MEETING DATE: _____ TIME: _____

11. 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.