

**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

August 31, 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 L. Wayman, Commissioner	_____
Kristen M. Clark, Secretary to the Commission	_____

**3. ADOPTION OF AGENDA**

Recommendation is made that the agenda for August 31, 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 July 27, 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. Bus Driver  | 3-17  |
| b. Grounds Maintenance Worker                          | 4-17  |
| c. Health Assistant                                    | 5-17  |
| d. Job Coach   | 6-17  |
| e. School Registrar I                                  | 7-17  |
| f. Credentials Analyst                                 | 8-17  |
| g. Lead Instructional Assistant – Extended Day Program | 9-17  |
| h. Autism Specialist                                   | 10-17 |
| i. Library Media Technician                            | 11-17 |
| j. School Office Assistant                             | 12-17 |

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                            | 1-17  |
| b. Facilities Analyst                             | 2-17  |
| c. Custodian                                      | 3-17  |
| d. Occupational Therapist                         | 4-17  |
| e. Vehicle and Equipment Mechanic                 | 5-17  |
| f. Maintenance Plumber                            | 6-17  |
| g. School Support Secretary                       | 7-17  |
| h. Office Assistant III                           | 8-17  |
| i. Bilingual Office Assistant                     | 9-17  |
| j. Instructional Assistant – Extended Day Program | 10-17 |

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

## **8. APPROVAL OF RECOMMENDATIONS FROM CLASSIFICATION STUDY AND CLASS DESCRIPTIONS FOR CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) POSITIONS**

It is recommended that the Personnel Commission approve the classification study and class descriptions for California School Employees Association positions, recommended by Ewing Consulting, Inc., as submitted by the Director of Classified Personnel.

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

## **9. APPROVAL OF RECOMMENDATIONS FROM COMPENSATION STUDY – CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA), CHAPTER 18 AND NMUSD**

It is recommended that the Personnel Commission approve the proposed range allocations from Ewing Consulting, Inc., as submitted by the Director of Classified Personnel where agreement has been reached between the District and California School Employees Association Chapter 18. The effective date is to be determined after negotiations.

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

**10. APPROVE RECLASSIFICATION OF THE POSITION OF MANAGER, NUTRITION SERVICES OPERATIONS POSITION TO MANAGER, NUTRITION SERVICES OPERATIONS/DISTRIBUTIONS AND RECLASSIFY THE CURRENT INCUMBENT TO THE CLASSIFICATION OF MANAGER NUTRITION SERVICES OPERATIONS/DISTRIBUTIONS**

It is recommended that the incumbent, Mr. Geoffrey Ianniello, be reclassified to the position of Manager, Nutrition Services Operations/Distribution as submitted, as he meets the requirements of Personnel Commission Rule and Regulation regarding reclassification, with an effective date of September 1, 2016. The classification is in the Supervisory Unit Salary Range 32 (\$6,133 - \$7,474).

**11. PERSONNEL COMMISSION DESIGNATION OF HEARING OFFICER**

Recommendation is made that the Personnel Commission designate Geraldine Jaffe to serve as hearing officer for an employee appeal per Personnel Commission Rule 6.10.4.1.

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

**12. PERSONNEL DIRECTOR**

Informal reports; discussion only

**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.