

**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. KENNETH L. WAYMAN — CHAIR**  
*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.



**MR. TRISTAN L. ALEY — VICE 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 — MEMBER**  
*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.

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**  
**2014 – 2015 Annual Report**

The Annual Report of the Personnel Commission for 2014 – 2015 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 Districts public notices board and on the Districts website <http://web.nmusd.us>.

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

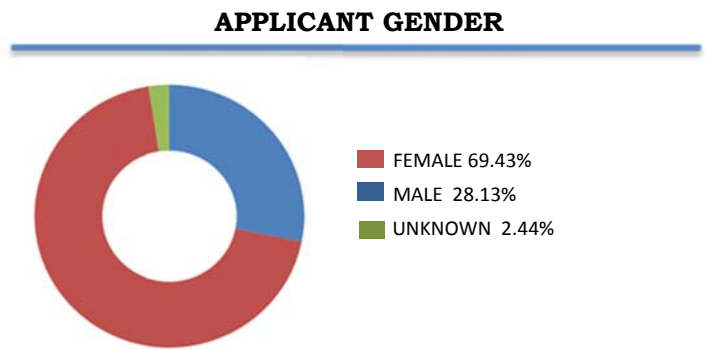
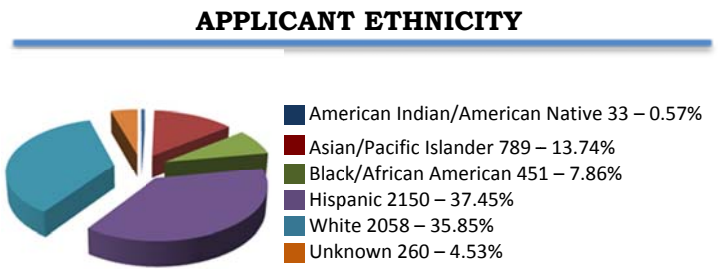
RECRUITMENT & SELECTION ACTIVITY DATA

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.

	2012-2013	2013-2014	2014-2015
Applications Received	8,791	8,919	5,741
Written Examinations	73	178	114
Performance Examinations	14	18	16
Qualifications Appraisal Interviews (QAI)	60	58	61
Training and Experience Examinations	61	72	64
Technical Oral Examinations	8	7	4
N-MUSD Panelists	109	113	90
Panelists – Outside District	38	23	16
Eligible Lists	67	76	59
New Examinations	38	43	28
New Employees in Permanent Positions	107	132	144



- ELIGIBILITY LISTS CREATED
- Accountant
  - Autism Specialist
  - Benefits Analyst
  - Bilingual Office Assistant
  - Bus Driver
  - Bus Driver Trainee
  - Campus Security Personnel
  - College and Career Education Program Analyst
  - College Guidance Specialist
  - Credentials Technician
  - Director of Classified Personnel
  - District Assessment Specialist
  - District Attendance Technician
  - Facilities/Planning Coordinator
  - Health Assistant
  - Instructional Assistant – Behavior Analysis Interventionist
  - Instructional Assistant – Extended Day Program
  - Instructional Assistant – Special Education
  - Instructional Assistant II – Technology
  - Job Coach
  - Lead Technology Support Technician
  - Library Media Clerk
  - Maintenance & Operations Manager – Custodial Services & Facilities
  - Maintenance Electrician
  - Maintenance Plumber
  - Night Custodial Supervisor
  - Nutrition Services Assistant I
  - Occupational Therapist
  - Office Assistant II
  - Office Assistant III
  - Payroll Technician
  - Preschool Site Facilitator
  - Preschool Teacher Assistant
  - Purchasing Assistant
  - Reading Resource Technician
  - School Administrative Assistant I - Intermediate
  - School Bus Cover Driver
  - School Community Facilitator
  - School Registrar I
  - Senior Maintenance Worker
  - Teacher Assistant
  - Teacher Assistant – Bilingual
  - Transportation Dispatcher-Scheduler
  - Transportation Operations Supervisor
  - Vehicle and Equipment Mechanic
  - Vehicle/Equipment Maintenance Supervisor

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.

EMPLOYMENT ACTIONS			
	2012-2013	2013-2014	2014-2015
Promotions	29	49	27
Reclassification Studies	0	1	0
Classification Modifications	0	4	0
Transfers	4	19	2
Change of Assignment/ Increase/decrease in hrs.	23/5	12/9	25/7
Voluntary Demotions	5	2	0
Accelerated Hiring Rates	5	10	15
Reemployment from Layoff/Voluntary Demotion	4/5	1/0	2/0
Athletic Assistants	339	327	331
Substitutes	116	98	113
Provisional Assignments	5	2	4
Reinstatements	11	8	4
Layoff	4	5	2
Resignations/Retirements	104/31	112/25	111/21
Leaves of Absence	145	106	100

CLASSIFICATION ACTIONS

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

**New:** None  
**Reallocated:** None  
**Revised:** Vehicle Equipment Maintenance Supervisor  
Vehicle Equipment Mechanic  
Facilities Planning Coordinator

- 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 2014-15 school year, **20 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	75
15	39
20	13
25	16
30	5
35	3
45	1

**CALIFORNIA CLASSIFIED EMPLOYEE OF THE YEAR AWARD**

The NMUSD 2015 California Classified School Employees of the Year Orange County nominees were, Andrea Dunham, Nutrition Services Assistant II, Allison Spoulos, Instructional Assistant - Special Education, Alfredo Perez, Head Custodian, Matthew Jennings, Administrative Assistant II, Victor Garza, Delegated Behind the Wheel Trainer, and Kathy Dugan, School Administrative Assistant. **Alfredo Perez, Head Custodian at Rea Middle School was selected as the California Classified School Employee of the Year in his category.**

**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

**Christi Winslow**  
Personnel Analyst

**V-Esther Caldwell**  
Administrative Assistant

**Carol Carter**  
Human Resources Technician