

NEWPORT-MESA UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

Regular Meeting of the Personnel Commission
2985-A Bear Street, Thomas W. Henderson Testing Room, Costa Mesa, CA 92626

August 22, 2019 – 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 August 22, 2019 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 18, 2019 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. Nutrition Services Assistant I	5-20
b. Occupational Therapist	6-20
c. Instructional Assistant-Technology I	7-20
d. School Registrar I-Middle School	8-20
e. Nutrition Services Assistant II	9-20
f. Nutrition Services Assistant III	10-20
g. Head Custodian–PROMOTIONAL ONLY	11-20
h. Administrative Assistant II	12-20
i. Custodian	13-20
j. Bus Driver	14-20
k. Instructional Assistant	15-20
l. Lead Behavior Analysis Interventionist	16-20
m. Preschool Teacher	17-20
n. Instructional Assistant - Bilingual	18-20
o. Computer Software Analyst II	19-20

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. Computer Software Analyst II	01-20
b. Instructional Assistant–Behavior Intervention	02-20
c. Information Technology Technician	03-20
d. Instructional Assistant–Special Education	04-20
e. Instructional Assistant–Preschool	05-20
f. Occupational Therapist	06-20
g. Instructional Assistant – Extended Day Program	07-20
h. Manager, Nutrition Services Operations/Distribution	08-20
i. Campus Safety Facilitator	09-20

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

8. APPROVAL OF CLASSIFICATION MODIFICATION – SCHOOL READINESS PROGRAM FACILITATOR

It has been recommended by Kathleen Leary, Administrative Director II Early Childhood Education, that the duties of the School Readiness Program Facilitator be modified to reflect various changes since the classification was last filled in 2009.

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

9. APPROVAL OF RECOMMENDATION OF RECLASSIFICATION OF NAOMI PEREZ'S CURRENT POSITION PRESCHOOL SITE FACILITATOR TO SCHOOL READINESS PROGRAM FACILITATOR

It is recommended that the Commission adopt the Administrative Director's recommendation that Naomi Perez be re-classed to the position of School Readiness Program Facilitator at the CSEA Classified Unit Salary Range 53 (\$6,164-\$7,552) with an effective date of August 23, 2019.

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

10. APPROVAL OF CLASSIFICATION MODIFICATION – ADMINISTRATIVE DIRECTOR I, CLASSIFIED PERSONNEL

Based on the District's management realignment, it has been recommended that the duties of the Administrative Director I, Classified Personnel be modified to reflect various changes from the previous classification of Director of Classified Personnel.

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

11. APPROVAL OF CLASSIFICATION MODIFICATION – DIRECTOR, FISCAL SERVICES

Based on the District's management realignment, it has been recommended that the duties of the Director, Fiscal Services be modified to reflect various changes from the previous unfilled classification.

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

12. APPROVAL OF CLASSIFICATION MODIFICATION – DIRECTOR, PURCHASING AND WAREHOUSE

Based on the District's management realignment, it has been recommended that the duties of the Director, Purchasing and Warehouse be modified to reflect various changes from the previous unfilled classification.

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

13. PERSONNEL DIRECTOR:

Informal reports; discussion only.

14. NEXT MEETING DATE: _____ TIME: _____

15. 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.