

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.

Ms. Susan G. Meyer - Chair (Classified Employees' Union Appointee)

Susan Meyer is a long time resident of Costa Mesa and was reappointed to the Personnel Commission in December 2011. Ms. Meyer is a part time Organizer for the California Alliance for Retired Americans, has served as a classified employee of the North Orange County Community College District and is a former Labor Relations Representative with the Orange Field Office of California School Employees Association. She was first appointed as the CSEA representative to the Personnel Commission in 1996; and served through December 2002. Ms. Meyer's current term runs through December 2020.



Mr. Kenneth L. Wayman - Vice Chair (District Board Appointee)

Kenneth L. Wayman is a Retired Attorney who practiced locally for more than 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 first 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 2019.

Mr. Tristan L. Aley - Member (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.



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
2016 - 2017 Annual Report

In accordance with Section 45266 of the California Education Code, the Personnel Commission's 2016 - 2017 Annual Report has been prepared for submission to the Board of Education of the Newport-Mesa Unified School District.

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
- Providing training and promotional opportunities that encourages employees to remain with the district
- 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 Thomas W. Henderson Testing Room, 2985-A Bear Street, Costa Mesa, California. Meetings are open to the public. Agendas and past minutes are posted on the District's public notices board and on the District's website, www.nmusd.us.

Newport-Mesa Unified School District
Personnel Commission
2985-A Bear Street
Costa Mesa, CA
(714) 424-5045

Recruitment and 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.

	2014-15	2015-16	2016-17
Applications Received	5,741	9,075	7,854
Written Examinations	114	126	189
Performance Examinations	16	48	45
Qualifications Appraisal Interviews (QAI)	61	78	73
Training and Experience Examinations	64	89	80
Technical Oral Examinations	4	4	6
N-MUSD Panelists	90	138	130
Panelists - Outside District	16	21	35
Eligible Lists	59	75	76
New Examinations	28	37	40
New Employees in Permanent Positions	144	144	141

Applicant Ethnicity

Ethnicity	Count	Percentage
American Indian/ American Native	49	0.62%
Asian/Pacific Islander	1086	13.83%
Black/African American	628	8.00%
Hispanic	3203	40.78%
White	2603	33.14%
unknown	285	3.63%

Applicant Gender

Gender	Count	Percentage
Female	5364	68.30%
Male	2327	29.63%
unknown	163	2.08%

Eligibility Lists Created

- Accounting Assistant III
- Administrative Assistant - Confidential
- Administrative Assistant II
- Associate Human Resources Analyst
- Athletic Equipment Attendant - Female
- Autism Specialist
- Bilingual Office Assistant (2)
- Bus Driver (2)
- Campus Safety Facilitator
- Chief Financial Officer
- Computer Software Analyst II
- Credentials Analyst (2)
- Custodian (2)
- Director of Information Technology
- District Translator
- Electronics Technician
- Facilities Analyst
- Grounds Maintenance Worker
- Head Custodian
- Health Assistant (2)
- Human Resources Technician
- Information Technology Technician
- Instructional Assistant
- Instructional Assistant - BI (4)
- Instructional Assistant - Bilingual
- Instructional Assistant - EDP (4)
- Instructional Assistant - Special Education (5)
- Instructional Assistant - Technology I (2)
- Instructional Assistant - Technology II
- Job Coach
- Lead Custodian
- Lead Instructional Assistant - EDP
- Library Media Technician
- Maintenance Carpenter
- Maintenance Plumber
- Maintenance Technician
- Mechanics Assistant
- Nutrition Services Assistant I (2)
- Nutrition Services Assistant II (2)
- Occupational Therapist
- Office Assistant II
- Office Assistant III (2)
- Preschool Site Facilitator
- Preschool Teacher Assistant (3)
- School Administrative Assistant - Elementary
- School Attendance Assistant
- School Attendance Technician
- School Bus Cover Driver
- School Office Assistant
- School Registrar I - Middle School
- School Registrar II - High School
- School Support Secretary
- Teacher Assistant
- Transportation Dispatcher/Scheduler
- Vehicle and Equipment Mechanic

Employment Actions

	2014-15	2015-16	2016-17
Promotions	27	32	39
Reclassification Studies	0	0	4
Classification Modifications/New	0	3/2	55/4
Transfers	2	6	15
Change of Assignment/ Increase/decrease in hrs.	25/7	27/7	19/2
Voluntary Demotions	0	5	1
Accelerated Hiring Rates	15	12	21
Reemployment from Layoff/Voluntary Demotion	2/0	1/0	0/0
Athletic Assistants / ATEs*	331	351	254/557
Substitutes	113	85	66
Provisional Assignments	4	2	0
Reinstatements	4	10	9
Layoff	2	0	1
Resignations/Retirements	111/15	100/30	109/35
Leaves of Absence	100	130	155

Classification Actions

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

New: Associate Human Resources Analyst; Chief Operating Officer; Chief Financial Officer; Credentials Specialist

Reallocated: None

Revised: Supervisor, Network

Professional Organizations

Commissioners and staff are proud members of the following professional organizations:

- Association of California School Administration (ACSA)
- California Public Employers Labor Relations Association (CALPELRA)
- California School Personnel Commissioners Association (CSPCA)
- Cooperative Organization for the Development of Employee Selection Procedures (CODESP)
- Orange County School Districts Personnel/Human Resources Administrators (PERAD)
- Personnel Commissioners Association of Southern California (PCASC)
- Society for Human Resources Management (SHRM)

*ATE – Authorization to Employ (Processed)

Employee Recognition

Super-Star Awards

Our Super-Star program recognizes employees, both Classified and Certificated, who go far beyond the call of duty, doing more than expected.

During the 2016-17 school year, 19 employees were recipients of the Super-Star Awards.

Employee Service Awards

We appreciated our Classified and Certificated employees for their many years of loyal service to our students and the District.

Years of Service	Number of Recipients
10	135
15	105
20	57
25	11
30	17
35	1

CA Classified Employee of the Year Awards

The NMUSD 2017 California Classified School Employees of the Year Orange County nominees were, Karen Allison, Nutrition Services Assistant II, Ilse Taborga, School Community Facilitator, Pam Saunders, Accounting Assistant III, Emma Tyaransen, Instructional Assistant and Olga Sandoval, Bus Driver. ****Karen Allison, Nutrition Services Assistant II, at Adams Elementary School was selected as the California Classified School Employee of the Year in her 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-Confidential

Holly DeCarvalho, Associate Human Resources Analyst

TBD, Human Resources Technician