

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

November 13, 2013 – 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

Thomas W. Henderson, Chairperson	_____
Susan G. Meyer, Vice-Chairperson	_____
Kenneth Wayman, Commissioner	_____
Nora A. Roque, Secretary to the Commission	_____

3. ADOPTION OF AGENDA

Recommendation is made that the agenda for November 13, 2014 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 October 10, 2013 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. Warehouse Worker I | 27-14 |
| b. Executive Assistant – Confidential | 28-14 |
| c. Electronic Technician | 29-14 |
| d. Lead Contract and Procurement Analyst | 30-14 |

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. | Instructional Assistant – Extended Day Program | 29-14 |
| b. | District Translator | 30-14 |
| c. | Instructional Assistant – Special Education | 31-14 |
| d. | Office Assistant I | 32-14 |
| e. | Instructional Assistant – Behavior Analysis Interventionist | 33-14 |

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

8. PUBLIC HEARING – JOINT APPOINTEE TO THE PERSONNEL COMMISSION

In accordance with California Education Code 45246(f), the Personnel Commission is providing the public, employees, and employee organizations the opportunity to express their views.

9. APPOINTMENT OF PERSONNEL COMMISSIONER MR. TRISTAN L. ALEY

It is recommended that Board and Union Appointees consider action in accordance with California Education Code 45246(f) to appoint Mr. Tristan L. Aley as Personnel Commissioner

10. DISCUSSION OF CLASSIFICATION STUDY FOR ALL CLASSIFIED EMPLOYEES

11. PERSONNEL DIRECTOR

Informal reports; discussion only

12. NEXT MEETING DATE: _____ **TIME:** _____

13. 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 #: 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.

Newport Mesa Unified School District

Office of the Personnel Commission

2985 Bear Street, Building A

Costa Mesa, California 92626

Office: (714) 424-5045

Fax: (714) 424-5038

To: Personnel Commission
From: Nora A. Roque, Director of Classified Personnel
Date: November 13, 2013
Subject: **Public Hearing - Joint Appointee to the Personnel Commission**

At the October 10, 2013 Personnel Commission Meeting, Ms. Susan Meyer, appointee for CSEA, and Mr. Ken Wayman, appointee for the School Board, announced its intended joint appointee, Mr. Tristan Aley. In accordance with Education Code 45246, the Personnel Commission has scheduled a public hearing to provide the public, employees, and employee organizations the opportunity to express their views regarding the proposed joint appointee. Immediately following the public hearing, the Personnel Commission will consider action to appoint the joint appointee to the Personnel Commission.

The term of Mr. Tristan Aley's appointment to the Personnel Commission would commence December 1, 2013 and end December 1, 2015. Mr. Aley meets the eligibility requirements for appointment to the Personnel Commission as stipulated in Education Code Section 45244.

It is recommended that the Personnel Commission open the public hearing regarding the proposed joint appointee to the Commission.

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To: Personnel Commission
From: Nora A. Roque, Director of Classified Personnel
Date: November 13, 2013
Subject: **Appointment of Personnel Commissioner Mr. Tristan Aley**

At the July 18, 2013 meeting of the Personnel Commission, Mr. Henderson informed the Commission that he is no longer able to serve as the Joint Appointee to the Personnel Commission. As a result, the Commission began an exhaustive selection process with accepting application, interviewing candidates, and publicly deliberating on their selection.

At the October 10, 2013 Personnel Commission Meeting, Ms. Susan Meyer, appointee for CSEA, and Mr. Ken Wayman, appointee for the School Board, announced their intended joint appointee, Mr. Tristan Aley. Mr. Aley meets the eligibility requirements for appointment to the Personnel Commission as stipulated in Education Code Section 45244.

In accordance with Education Code 45246, the Personnel Commission held a public hearing on November 13, 2013 regarding the proposed joint appointee to the commission.

It is recommended that the Personnel Commission appoint Mr. Tristan L. Aley to serve as the joint appointee to the Personnel Commission, effective December 1, 2013 and ending December 1, 2015.