

PERSONNEL COMMISSION

The Personnel Commission is responsible for the management of personnel functions related to the Classified Service. These functions include recruitment, selection, classification, and rules and regulations development and administration.

The Commission consists of three citizens from the school district community who are appointed for three-year terms. One commissioner is appointed by the Board of Education, one is appointed by the employee organization and the third is appointed by the first two.



Ms. SUSAN G. MEYER – CHAIR

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.



Mr. KENNETH L. WAYMAN – VICE 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 – MEMBER

Joint Appointee

Tristan Alely 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. Alely's current term runs through December 2015.

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
2013 – 2014 Annual Report**

The Annual Report of the Personnel Commission for 2013 – 2014 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.

The Office of the Personnel Commission for Newport-Mesa supports the goals and ideals established by the Board of Education, staff and community in providing the best education possible to the youth of our communities.

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

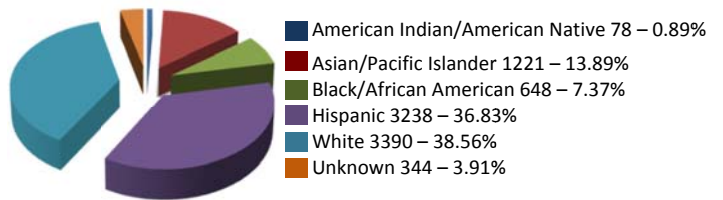
In promoting the Commission’s role in support of the District’s Equal Opportunity Employment hiring objectives, the greatest possible diversity in the recruitment pool was sought. Employment announcements were distributed through various internet sites, interest notifications, social networking and other publications.

RECRUITMENT AND TESTING STATISTICS

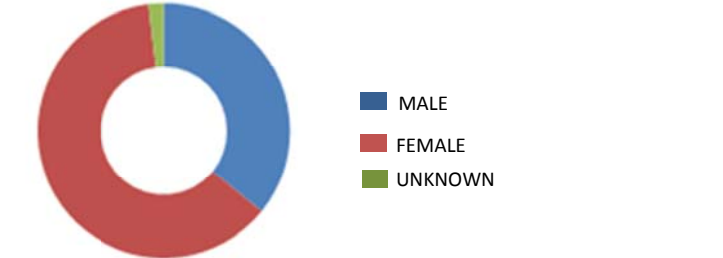
The staff of the Personnel Commission remains committed to providing quality services and exemplary customer service to prospective and current employees.

	2011-2012	2012-2013	2013-2014
Applications Received	8,041	8,791	8,919
Written Examinations	50	73	178
Performance Examinations	19	14	18
Qualifications Appraisal Interviews (QAI)	46	60	58
Training and Experience Examinations	41	61	72
Technical Oral Examinations	8	8	7
N-MUSD Panelists	108	109	113
Panelists – Outside District	20	38	23
Eligible Lists	56	67	76
New Examinations	37	38	43
New Employees in Permanent Positions	80	107	132

APPLICANT ETHNICITY



APPLICANT GENDER



ELIGIBILITY LISTS CREATED

Accountant
Accounting Assistant ASB
Accounting Assistant III
Accounting Supervisor
Administrative Assistant II
Auditorium Operations Assistant
Autism Specialist
Bilingual Office Assistant
Bus Driver
Bus Driver Trainee
Campus Security Personnel
College Guidance Specialist
Credentials Analyst
Credentials Technician
Custodian
Director of Maintenance and Operations
District Attendance Technician
District Translator
Electronics Technician
Executive Assistant - Confidential
Grounds Maintenance Worker
Health Assistant
Human Resources Technician
HVAC/R Technician
Instructional Assistant - Behavior Analysis Interventionist
Instructional Assistant - COVER - Special Education
Instructional Assistant - Extended Day Program
Instructional Assistant - Special Education
Instructional Assistant I - Technology
Instructional Assistant II - Technology
Job Coach
Lead Behavior Analysis Interventionist
Lead Contract and Procurement Analyst
Lead Instructional Assistant - Extended Day Program
Library Media Clerk
Maintenance Electrician
Maintenance Painter
Maintenance Plumber
Nutrition Services Assistant I
Nutrition Services Assistant II
Nutrition Services Supervisor
Occupational Therapist
Office Assistant I
Office Assistant II
Office Assistant III
Preschool Site Facilitator
Preschool Teacher Assistant
Risk Management Technician
School / Community Facilitator
School Administrative Assistant - Elementary
School Administrative Assistant - Intermediate
School Attendance Assistant
Senior Data Network Technician
Senior Maintenance Worker
Systems Engineer
Teacher Assistant - Bilingual
Teacher Assistant
Technology Support Technician
Warehouse Worker

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. Classified employees are represented by the California School Employees Association (CSEA).

EMPLOYMENT ACTIONS

	2011-2012	2012-2013	2013-2014
Promotions	17	29	49
Reclassification Studies	1	0	1
Classification Modifications	4	0	4
Transfers	8	4	19
Change of Assignment/ Increase/decrease in hrs.	26	23/5	12/9
Voluntary Demotions	7	5	2
Accelerated Hiring Rates	8	5	10
Reemployment from Layoff/Voluntary Demotion	3/7	4/5	1/0
Athletic Assistants	244	339	327
Substitutes	103	116	98
Provisional Assignments	1	5	2
Reinstatements	10	11	8
Layoff	9	4	5
Resignations/Retirements	83/42	104/31	112/25
Leaves of Absence	150	145	106

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.

Nora A. Roque
Director, Classified Personnel

Christi Winslow
Personnel Analyst

V-Esther Caldwell
Administrative Assistant

Carol Carter
Human Resources Technician

CLASSIFICATION ACTIONS

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

New: Career & College Education Program Analyst
Reallocated: None
Revised: Senior Data Network Technician
Senior Systems Engineer
Systems Engineer
Director Maintenance and Operations

EMPLOYEE RECOGNITION

Super-Star Awards

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

This year, **39 NMUSD 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	86
15	121
20	38
25	29
30	10
35	4
40	2

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)