

# 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

March 19, 2020 – 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:

Susan G. Meyer, Chairperson \_\_\_\_\_  
Kenneth Wayman, Vice-Chair \_\_\_\_\_  
Tristan L. Aley, Commissioner \_\_\_\_\_  
Kristen M. Clark, Secretary to Personnel Commission \_\_\_\_\_

#### 3. ADOPTION OF AGENDA:

Recommendation is made that the agenda for March 19, 2020 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 February 20, 2020 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. Library Media Technician I | 52-20 |
| b. Instructional Assistant    | 53-20 |

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. Associate Human Resources Analyst               | 71-20 |
| b. Instructional Assistant – Behavior Intervention | 72-20 |
| c. Assessment and Accountability Specialist        | 73-20 |
| d. Custodian – Substitutes                         | 74-20 |
| e. Bus Driver                                      | 75-20 |
| f. Student Supervision Assistant                   | 76-20 |
| g. Executive Assistant – Confidential              | 77-20 |
| h. Instructional Assistant – Technology II         | 78-20 |
| i. Director, Risk Management                       | 79-20 |

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_ Vote \_\_\_\_\_ DISCUSSION/ACTION

## 8. APPROVAL OF CLASSIFICATION MODIFICATION – SUPERVISOR, TRANSPORTATION OPERATIONS

Based on the needs of the department, it has been recommended that modifications of the classification Supervisor, Transportation Operations be approved. These modifications have no additional pay allocation.

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_ Vote \_\_\_\_\_ DISCUSSION/ACTION

## 9. PERSONNEL DIRECTOR:

Informal reports; discussion only

10. NEXT MEETING DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

11. 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](http://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.

CANCELLED