

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 administrtion.

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



MR. THOMAS W. HENDERSON – CHAIR
Joint Appointee

Thomas Henderson served on the Board of Education for NMUSD from 1972—1979. He began his service on the Personnel Commission in 1979 and served through 1994. Mr. Henderson returned to the Personnel Commission in 1995 and has served as the joint appointee to this date. Mr. Henderson’s current term runs through December 2012.



MS. SUSAN G. MEYER – VICE 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 2014.



MR. KENNETH L. WAYMAN – MEMBER
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 2013.

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
2012 – 2013 Annual Report**

The Annual Report of the Personnel Commission for 2012 – 2013 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.

	2010-2011	2011-2012	2012-2013
Applications Received	5,286	8,041	8,791
Written Examinations	49	50	73
Performance Examinations	16	19	14
Qualifications Appraisal Interviews (QAI)	52	46	60
Training and Experience Examinations	20	41	61
Technical Oral Examinations	6	8	8
N-MUSD Panelists	107	108	109
Panelists – Outside District	23	20	38
Eligible Lists	59	56	67
New Examinations	28	37	38
New Employees in Permanent Positions	112	80	107

APPLICANT ETHNICITY

Ethnicity	Count	Percentage
American Indian/American Native	80	0.91%
Asian/Pacific Islander	1077	12.25%
Black/African American	789	8.98%
Hispanic	3258	37.06%
White	3257	37.05%
Unknown	330	3.5%

APPLICANT GENDER

Gender	Count	Percentage
MALE	3257	37.05%
FEMALE	3258	37.06%

ELIGIBILITY LISTS CREATED

Accounting Assistant III

Administrative Assistant II

Assessment Technician

Autism Specialist

Bilingual Office Assistant

Campus Security Personnel

College Guidance Specialist

Credentials Analyst

Credentials Technician

Custodian

Custodian Substitute List

Director of Nutrition Services

District Assessment Specialist

Grounds Maintenance Worker

Head Custodian

Health Assistant

Instructional Assistant - Behavior Analysis Interventionist

Instructional Assistant – Extended Day Program

Instructional Assistant – Special Education

Instructional Assistant I – Technology

Instructional Assistant II – Technology

Job Coach

Lead Custodian

Library Media Clerk

Maintenance & Operations Manager - Custodial Services and Facilities Use

Maintenance Worker

Night Custodial Supervisor

Nutrition Services Assistant I

Nutrition Services Assistant II

Nutrition Services Assistant III

Nutrition Services Coordinator

Nutrition Services Supervisor

Office Assistant II

Preschool Site Facilitator

Risk Management Technician

School Administrative Assistant - Elementary

School Administrative Assistant - Intermediate

School Bus Cover Driver

School Office Assistant

School Support Secretary

Teacher Assistant

Teacher Assistant - Bilingual

Transportation Dispatcher - Scheduler

Web Application Developer I

Web Application Developer II

Workers Compensation Analyst

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

	2010-2011	2011-2012	2012-2013
Promotions	26	17	29
Reclassification Studies	0	1	0
Classification Modifications	1	4	0
Transfers	6	8	4
Change of Assignment/ Increase/decrease in hrs.	34	26	23/5
Voluntary Demotions	7	7	5
Accelerated Hiring Rates	1	8	5
Reemployment from Layoff/Voluntary Demotion	7/4	3/7	4/5
Athletic Assistants	213	244	339
Substitutes	47	103	116
Provisional Assignments	3	1	5
Reinstatements	8	10	11
Layoff	10	9	4
Resignations/Retirements	76/28	83/42	104/31
Leaves of Absence	142	150	145

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: Nutrition Services Coordinator

Reallocated: None

Revised: None

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, **43 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	51
15	24
20	6
25	10
30	1
35	1

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)