

NEWPORT-MESA UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

Regular Meeting of the Personnel Commission
Board Room
2985-A Bear Street, Costa Mesa, CA 92626

July 28, 2022 – 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:

Tristan L. Aley, Chairperson

Susan G. Meyer, Vice-Chair

Kenneth Wayman, Commissioner

Kristen M. Clark, Secretary to Personnel Commission

3. ADOPTION OF AGENDA:

Recommendation is made that the agenda for July 28, 2022 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 June 16, 2022 be adopted as submitted.

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

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION VIA ~~TELECONFERENCE:~~

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 include 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	79-22
b.	Accountant	80-22
c.	Office Assistant II	81-22
d.	Executive Assistant-Confidential	82-22
e.	Nutrition Services Assistant III	83-22
f.	Administrative Assistant-Confidential	84-22
g.	Student Supervision Assistant	1-23
h.	Instructional Assistant-Special Education	2-23
i.	Instructional Assistant-Behavior Intervention	3-23
j.	Instructional Assistant	4-23
k.	Instructional Assistant-Extended Day Program	5-23
l.	Instructional Assistant-Bilingual	6-23
m.	Instructional Assistant-Early Learning	7-23
n.	Instructional Assistant-Early Learning Cover	8-23
o.	Preschool Site Facilitator	9-23
p.	Nutrition Services Assistant I	10-23
q.	Bus Driver Trainee	11-23
r.	Autism Specialist	12-23
s.	Manager, Nutrition Services Operations/Distribution	13-23

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.	School Bus Cover Driver	141-22
b.	Instructional Assistant-Special Education	142-22
c.	Instructional Assistant-Behavior Intervention	143-22
d.	Instructional Assistant-Bilingual	144-22
e.	Instructional Assistant	145-22
f.	Instructional Assistant-Extended Day Program	146-22
g.	Secondary Office Support Specialist	147-22
h.	Accounting Assistant III	148-22
i.	Job Transition Coach	149-22
j.	Instructional Assistant-Special Education	1-23
k.	Student Supervision Assistant	2-23
l.	Instructional Assistant-Early Learning	3-23

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

8. PERSONNEL DIRECTOR:

Informal reports; discussion only.

9. NEXT MEETING DATE: _____ TIME: _____

10. 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 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.