

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

December 20, 2018 – 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

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

3. ADOPTION OF AGENDA

Recommendation is made that the agenda for December 20, 2018 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 November 15, 2018 be adopted.

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. PUBLIC NOTICE: REORGANIZATION

OATH OF OFFICE

At this time, prior to the reorganization process, Board President Charlene Metoyer will administer the Oath of Office to Mr. Tristan Aley, Personnel Commissioner. The Board and Union Appointees approved Mr. Aley as the Joint appointee to the Personnel Commission at its November 15, 2018 meeting.

ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON, PERSONNEL COMMISSION FOR CALENDAR YEAR 2019; PERSONNEL COMMISSION RULE 2.1.2, OFFICERS:

It is recommended that the members of the Personnel Commission elect the chairperson and vice-chairperson for the calendar year 2019.

_____, elected Chairperson

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

_____, elected Chairperson

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

7. RATIFICATION OF VACANCY ANNOUNCEMENTS

Recommendation is made that the following vacancy announcement(s) be ratified.

- | | |
|--|-------|
| a. School Bus Cover Driver | 32-19 |
| b. Bus Driver Trainee | 33-19 |
| c. Occupational Therapist | 34-19 |
| d. Instructional Assistant – Bilingual | 35-19 |
| e. Data Network Technician | 36-19 |
| f. Contract Procurement Analyst | 37-19 |
| g. Secondary Office Support Specialist | 38-19 |

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

8. CERTIFICATION OF NEW ELIGIBILITY LISTS

Recommendation is made that the following eligibility list(s) be certified.

- | | |
|--|-------|
| a. Secondary Office Support Specialist | 41-19 |
| b. Instructional Assistant – Behavior Intervention | 42-19 |
| c. Instructional Assistant | 43-19 |
| d. Instructional Assistant – Special Education | 44-19 |
| e. School Administrative Assistant – Elementary | 45-19 |
| f. Director of Maintenance and Operations | 46-19 |
| g. Computer Software Analyst II | 47-19 |
| h. Credentials Specialist | 48-19 |

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

9. APPROVAL OF NEW JOB CLASSIFICATION OF STUDENT SUPERVISION ASSISTANT

It is recommended that the members of the Personnel Commission approve the proposed new job classification of Student Supervision Assistant. The rate of pay will remain tied to the first cell (Step 01), Range 19 of the Instructional Assistant class until such time as CSEA and the District negotiate otherwise.

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

10. PERSONNEL DIRECTOR

Informal reports; discussion only

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

12. 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.