

Personnel Commission

The Personnel Commission is responsible for maintaining a merit system for classified employees and fostering the advancement of a career service for those employees. The Personnel Commission classifies positions; recommends salaries; hears appeals of disciplinary matters and protests involving examinations, selection or appointment procedures; and prescribes rules related to a variety of personnel practices.

The Personnel Commission is an independent body composed of three lay persons who are appointed for a three-year term. One commissioner is appointed by the Board of Education, one by the employee representative organization, and one selected jointly by the other two commissioners.



Mr. Kenneth L. Wayman - Chair (District Board Appointee)

Kenneth L. Wayman is a Retired Attorney who practiced locally for more than 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 first 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 2019.

Mr. Tristan L. Aley - Vice Chair (Joint Appointee)

Tristan Aley 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. Aley’s current term runs through December 2021.



Ms. Susan G. Meyer - Member (Classified Employees’ Union Appointee)

Susan Meyer is a long time resident of Costa Mesa and was reappointed to the Personnel Commission in December 2011. Ms. Meyer is a part time Organizer for the California Alliance for Retired Americans, has served as a classified employee of the North Orange County Community College District and is a former Labor Relations Representative with the Orange Field Office of California School Employees Association. She was first appointed as the CSEA representative to the Personnel Commission in 1996; and served through December 2002. Ms. Meyer’s current term runs through December 2020.

The Personnel Commission and staff wish to thank all who have supported and assisted with the selection of qualified candidates for placement on our eligibility lists. The time and energy you dedicated to serving as Subject Matter Experts, Qualifications Appraisal Interviewers, Performance Examination Raters, or whatever task was asked of you, played a vital role in the success of our staffing process.



Personnel Commission
2017 - 2018 Annual Report

Newport-Mesa Unified School District (NMUSD) was established in 1966 and encompasses the cities of Costa Mesa and Newport Beach, covering nearly 59 square miles. NMUSD consists of thirty-two schools and numerous district departments serving an estimated 22,000 students and employees over 3,200. Approximately 1,395 classified employees and hundreds of classified substitute employees perform duties and services for the student population and the community.

The mission of NMUSD, 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.

As a strategic partner with NMUSD, the Office of Classified Personnel is responsible for developing, implementing, and maintaining services and systems to effectively recruit, select, and retain qualified employees within our school district’s classified workforce.

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
- Providing training and promotional opportunities that encourages employees to remain with the district
- 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 Thomas W. Henderson Testing Room, 2985-A Bear Street, Costa Mesa, California. Meetings are open to the public. Agendas and past minutes are posted on the District’s public notices board and on the District’s website, www.nmusd.us.

Newport-Mesa Unified School District
Personnel Commission
2985-A Bear Street
Costa Mesa, CA
(714) 424-5045

Recruitment and 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.

	2015-16	2016-17	2017-18
Applications Received	9,075	7,854	6,875
Written Examinations	126	189	208
Performance Examinations	48	45	48
Qualifications Appraisal Interviews (QAI)	78	73	72
Training and Experience Examinations	89	80	55
Technical Oral Examinations	4	6	4
N-MUSD Panelists	138	130	120
Panelists - Outside District	21	35	18
Eligible Lists	75	76	69
New Examinations	37	40	17
New Employees in Permanent Positions	144	141	152

Applicant Ethnicity

Applicant Gender

Eligibility Lists Created

Accounting Assistant III
Benefits Technician
Bus Driver (2)
Campus Safety Facilitator
Chief Operating Officer
Credentials Specialist
Custodian
District Translator
Executive Assistant - Confidential
Grounds Maintenance Worker
Health Assistant
HVAC/R Technician
Instructional Assistant - (Cover) Special Education
Instructional Assistant - BI (7)
Instructional Assistant - Bilingual
Instructional Assistant - EDP (7)
Instructional Assistant - Preschool (3)
Instructional Assistant - Spec. Ed (7)
Instructional Assistant - Technology I
Instructional Assistant - Technology II
Instructional Assistant (3)
Job Transition Coach
Lead Instructional Assistant - EDP
Library Media Technician I
Library Media Technician II
Maintenance and Operations Manager
Nutrition Services Assistant I
Nutrition Services Assistant II
Occupational Therapist
Office Assistant II (2)
Office Assistant III
Payroll Technician
School Administrative Assistant - Elem.
School Administrative Assistant - H.S.
Alternative Campus
School Attendance Technician
School Community Facilitator
School Office Assistant
Secondary Office Support Specialist (2)
Supervisor, Budget
Supervisor, Network
Supervisor, Night Custodial Operations
Supervisor, Technology Support
Technology Support Technician
Warehouse Worker/Delivery Driver

Employment Actions

	2015-16	2016-17	2017-18
Promotions	32	39	38
Reclassification Studies	0	4	2
Classification Modifications/New	3/2	55/4	2/3
Transfers	6	15	28
Change of Assignment/ Increase/decrease in hrs.	27/7	19/2	20/7
Voluntary Demotions	5	1	3
Accelerated Hiring Rates	12	21	15
Reemployment from Layoff/Voluntary Demotion	1/0	0/0	0/0
Athletic Assistants / ATEs*	351	254/557	146/612
Substitutes	85	66	82
Provisional Assignments	2	0	0
Reinstatements	10	9	5
Layoff	0	1	0
Resignations/Retirements	100/30	109/35	122/34
Leaves of Absence	130	155	154

Classification Actions

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

New: Coordinator, Financial Compliance
Instructional Assistant - Preschool Cover
Lead Job Transition Specialist

Reallocated: Lead Job Transition Specialist

Revised: Supervisor, Budgets
Supervisor, Technology Support

Professional Organizations

Commissioners and staff are proud members of the following professional organizations:

- Association of California School Administration (ACSA)
- California Public Employers Labor Relations Association (CALPELRA)
- California School Personnel Commissioners Association (CSPCA)
- Cooperative Organization for the Development of Employee Selection Procedures (CODESP)
- Orange County School Districts Personnel/Human Resources Administrators (PERAD)
- Personnel Commissioners Association of Southern California (PCASC)
- Society for Human Resources Management (SHRM)

*ATE – Authorization to Employ (Processed)

Employee Recognition

Super-Star Awards

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

During the 2017-18 school year, 10 employees were recipients of the Super-Star Awards.

Employee Service Awards

We appreciated our Classified and Certificated employees for their many years of loyal service to our students and the District.

Years of Service	Number of Recipients
10	74
15	81
20	78
25	11
30	9
40	1
50	1

Appreciating Classified Employees (ACE)

In 2007, NMUSD was one of three districts state wide invited to pilot the Appreciating Classified Employees Program, commonly known as ACE Day. This program provides members of the Board of Education, Personnel Commission and district administrators with the opportunity to “shadow” a classified employee while they are on the job. On May 24, 2018, the Commission staff hosted the 11th Annual ACE Day, which was a great success thanks to the participation of those mentioned above, who took time to observe first-hand the dedication and service of our classified employees.

CA Classified Employee of the Year Awards

The NMUSD 2018 California Classified School Employees of the Year (CSEY) award program winners were Patricia Sanchez, Nutrition Services Assistant III; Daniela Logan, Accounting Assistant III; Maria E. Gomez, Instructional Assistant - Special Education; Francine D. Harms, School Bus Cover Driver. Ms. Harms was also honored as Orange County’s 2018 CSEY in the transportation division.

Classified Employee Training Opportunities

- Staff Development Day
- Classified Leadership Training
- Classified Management & Supervisor Training
- Technology Skills Online Software Training

Personnel Commission Staff

Kristen M. Clark, Director, Classified Personnel
Christi Winslow, Human Resources Analyst
V-Esther Caldwell, Administrative Assistant-Confidential
Holly DeCarvalho, Associate Human Resources Analyst
Stephanie Beck, Human Resources Technician