

**NEWPORT-MESA UNIFIED SCHOOL DISTRICT**  
**Office of the Personnel Commission**  
Regular Meeting of the Personnel Commission  
2985-A Bear Street, Classified Personnel Testing Room, Costa Mesa, CA 92626

October 22, 2009 4:00 p.m.

**AGENDA**

The meeting will be called to order by the presiding Chairperson at \_\_\_\_\_ p.m.

**1. OPENING CEREMONIES**

The meeting will open with a silent invocation followed by the Pledge of Allegiance to the flag.

**2. ROLL CALL**

Kenneth L. Wayman, Chairperson	_____
Thomas W. Henderson, Vice-Chairperson	_____
Katherine Infantino, Commissioner	_____
John R. Caldecott, Secretary to the Commission	_____

**3. ADOPTION OF AGENDA**

Recommendation is made that the agenda for October 22, 2009 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 September 10, 2009 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 his 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 announcements be ratified.

- |  |       |
|--|-------|
| a. Nutrition Services Assistant II       | 13-10 |
| b. Lead Grounds Maintenance Worker       | 14-10 |
| c. Health Assistant                      | 15-10 |
| d. Integrated Pest Management Specialist | 16-10 |
| e. Vehicle and Equipment Mechanic        | 17-10 |

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

**7. CERTIFICATION OF NEW ELIGIBILITY LISTS**

Recommendation is made that the following eligibility lists be certified.

- |  |       |
|--|-------|
| a. Lead Technology Support Technician                  | 14-10 |
| b. Teacher Assistant Bilingual                         | 15-10 |
| c. Assistant Director of Information Technology        | 16-10 |
| d. Instructional Assistant / Applied Behavior Analysis | 17-10 |
| e. Instructional Assistant / Extended Day Programs     | 18-10 |
| f. Vehicle and Equipment Mechanic                      | 19-10 |
| g. Executive Assistant Confidential                    | 20-10 |
| h. Nutrition Services Assistant II                     | 21-10 |
| i. Instructional Assistant / Special Education         | 22-10 |

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

**8. APPROVAL OF MODIFICATION AND TITLE CHANGE OF THE CHEMICAL APPLICATION SPECIALIST JOB CLASSIFICATION TO INTEGRATED PEST MANAGEMENT SPECIALIST**

Based on the needs of the department, it is recommended that the modification of the job description for the classification of Chemical Application Specialist in the Maintenance and Operations Department, be approved. It is also recommended that the title be changed to Integrated Pest Management Specialist. This modification has no additional pay allocation.

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

**9. PERSONNEL DIRECTOR**

Informal reports; discussion only

**10. PUBLIC HEARING - JOINT APPOINTEE TO THE PERSONNEL COMMISSION**

In accordance with 45246(f), the Personnel Commission is providing the public, employees, and employee organizations the opportunity to express their views.

**11. APPOINTMENT OF PERSONNEL COMMISSIONER MR. THOMAS HENDERSON**

It is recommended that Board and Union Appointees consider action in accordance with the Education Code 45246(f) to reappoint Mr. Thomas Henderson as Personnel Commissioner.

**12. CLOSED SESSION**

The following items will be discussed; no action will be taken:

Public employee performance evaluation (Government code §54957)

- I. Staff
- II. Public Employee Discipline
- III. Employer – Employee Relations

**12. NEXT MEETING DATE: \_\_\_\_\_ ADJOURNMENT \_\_\_\_\_ P.M.**