

NEWPORT-MESA UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

Regular Meeting of the Personnel Commission
Via Zoom Webinar
2985 Bear Street, Building A, Costa Mesa, CA 92626

February 17, 2022 – 4:00 p.m.

AGENDA

By Governor Newsom's Executive Order N-1-22, issued on January 5, 2022, the Personnel Commission meeting will be conducted via teleconference. The public may watch the Personnel Commission meeting by joining the following Zoom Webinar:

Join meeting via the following link: <https://nmsud.zoom.us/j/92487070028>

ELECTRONIC PUBLIC COMMENT OPPORTUNITY. Public Comment may be submitted prior to the meeting via electronic submissions no later than Thursday, February 17, 2022 by 1:00 p.m. via the following link:

https://docs.google.com/forms/d/e/1FAIpQLSeFZogb_MTqS0XImvU44GR7M6QyF7AlzpB-wJa0iRBQOm5ngQ/viewform?usp=sf_link

Comment opportunities are offered to members of the public at regular meetings to make comments electronically on issues within the legal purview of the Personnel Commission. The public may also comment on items not listed on the agenda, but within the subject matter jurisdiction of the Personnel Commission.

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 February 17, 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 January 20, 2022 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 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. RATIFICATION OF VACANCY ANNOUNCEMENTS:

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

- a. Lead Instructional Assistant-Extended Day Program 46-22
- b. Job Transition Coach 47-22
- c. Information Technology Technician 48-22
- d. Secondary Office Support Specialist 49-22
- e. Maintenance Technician 50-22
- f. Credentials Specialist 51-22
- g. Communications Specialist 52-22
- h. Instructional Assistant-Bilingual 53-22

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/Community Facilitator 58-22
- b. Nutrition Services Assistant I 59-22
- c. Lead Custodian 60-22
- d. Head Custodian 61-22
- e. Instructional Assistant-Preschool 62-22
- f. Instructional Assistant-Extended Day Program 63-22
- g. Instructional Assistant-Special Education 64-22
- h. Job Transition Coach 65-22
- i. Student Supervision Assistant 66-22
- j. Instructional Assistant 67-22
- k. Instructional Assistant-Behavior Intervention 68-22
- l. ASB Accounting Assistant 69-22
- m. Instructional Assistant-Special Education 70-22
- n. Job Transition Specialist 71-22
- o. Instructional Assistant-Behavior Intervention 72-22
- p. Instructional Assistant 73-22
- q. Student Supervision Assistant 74-22
- r. Instructional Assistant-Extended Day Program 75-22

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

8. APPROVAL OF CLASSIFICATION MODIFICATION: ASSISTANT DIRECTOR, MAINTENANCE AND OPERATIONS

Based on the needs of the District, it has been recommended that modifications of the classification Assistant Director, Maintenance and Operations be approved. These modifications have no additional pay allocation.

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

9. PERSONNEL DIRECTOR:

Informal reports; discussion only.

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

11. 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.