

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

March 20, 2014 – 4:00 p.m.

MINUTES

1. OPENING CEREMONIES

Ms. Susan Meyer, Chairperson, called the meeting to order with a silent invocation followed by the Pledge of Allegiance to the flag.

2. ROLL CALL

Commission roll call was taken and the following were present:

Susan G. Meyer, Chairperson
Kenneth L. Wayman, Vice-Chairperson
Tristan L. Aley, Commissioner
Nora A. Roque, Secretary to the Commission

STAFF PRESENT

Christi Winslow, Personnel Analyst
V-Esther Caldwell, Administrative Assistant – Confidential

VISITORS PRESENT

John Caldecott, Executive Director, Human Resources
David Johnson, Chapter President, CSEA
Brenda Garcia, CSEA
Vicky Wyman, CSEA

3. ADOPTION OF AGENDA

It was recommended that the Commission adopt the agenda for March 20, 2014.

Motion made by: Kenneth Wayman
Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

4. APPROVAL OF MINUTES

It was recommended that the Commission adopt the minutes of the regular meeting of February 20, 2014 as submitted.

Motion made by: Tristan Aley

Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION

David Johnson stated that CSEA has been attending contract negotiations and Employee Benefit Committee meetings. Additionally, the classification/compensation study was discussed at a recent chapter meeting.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS

It was recommended that the following vacancy announcement(s) be ratified.

- | | |
|----------------------------------|-------|
| a. Nutrition Services Supervisor | 43-14 |
| b. Custodian | 44-14 |
| c. Grounds Maintenance Worker | 45-14 |
| d. Credentials Analyst | 46-14 |
| e. Job Coach | 47-14 |

Motion made by: Kenneth Wayman

Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

It was recommended that the following eligibility list(s) as submitted be certified.

- | | |
|--------------------------------|-------|
| a. Accounting Supervisor | 51-14 |
| b. Health Assistant | 52-14 |
| c. Administrative Assistant II | 53-14 |

Motion made by: Kenneth Wayman
Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

8. PERSONNEL DIRECTOR

Ms. Roque reported that the Board of Education approved the contract for Ewing Consulting Inc. to complete the Classification/Compensation Study. Additionally, she stated that the individuals who were on the RFP review panel will serve as members of the Advisory Committee for the study, and they are two CSEA members, one management, one confidential, one supervisory, personnel analyst, Nora Roque, and John Caldecott.

Personnel Commissioners were invited to participate in the Appreciating Classified Employees (ACE's) Day activities on Thursday, May 22, 2014.

Ms. Roque noted that Personnel Commission staff has been conducting various trainings at which employees may earn professional growth points. The training topics include eligibility lists and the application process, preparing for an interview, and Microsoft Office training. Ms. Roque thanked staff for their efforts in providing these training opportunities for classified employees.

9. NEXT MEETING DATES: April 24, 2014 at 4:00 p.m. May 15, 2014 at 4:00 p.m.

10. ADJOURNMENT: 4:25 p.m.