

NEWPORT-MESA UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

Regular Meeting of the Personnel Commission
Board Room
2985 Bear Street, Building A, Costa Mesa, CA 92626

March 16, 2023 – 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:

Susan G. Meyer, Chairperson	_____
Charlene J. Metoyer, Vice-Chair	_____
Tristan Aley, Commissioner	_____
Kristen M. Clark, Secretary to Personnel Commission	_____

3. ADOPTION OF AGENDA:

Recommendation is made that the agenda for March 16, 2023 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 February 16, 2023 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. Administrative Assistant II | 63-23 |
| b. Technology Support Technician | 64-23 |
| c. Financial Analyst | 65-23 |
| d. Payroll Technician | 66-23 |
| e. Nutrition Services Assistant I Cover | 67-23 |
| f. Nutrition Services Assistant II Cover | 68-23 |

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. Office Assistant III | 153-23 |
| b. Student Supervision Assistant | 154-23 |
| c. Instructional Assistant-Early Learning | 155-23 |
| d. Instructional Assistant | 156-23 |
| e. Instructional Assistant-Special Education | 157-23 |
| f. Job Transition Coach | 158-23 |
| g. Student Supervision Assistant | 159-23 |
| h. Instructional Assistant-Bilingual | 160-23 |
| i. Instructional Assistant-Behavior Intervention | 161-23 |
| j. Custodian-Substitute Only | 162-23 |
| k. Instructional Assistant-Extended Day Program | 163-23 |
| l. Office Assistant-Bilingual | 164-23 |

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

8. APPROVAL OF CLASSIFICATION MODIFICATION: FINANCIAL ANALYST

Based on the needs of the District, it has been recommended that modifications of the classification Financial Analyst 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.