

NEWPORT-MESA UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

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

May 19, 2022 – 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:

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 May 19, 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 April 22, 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. A representative of the Commission will read each public comment aloud during the public meeting 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 drafting public comments to the Commission, please include your name and address for the record.

6. PUBLIC HEARING-PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2022-2023:

The Personnel Commission will hold a public hearing on its budget for Fiscal Year 2022-2023, pursuant to California Education Code 45253.

Motion by _____ Seconded by _____ Vote _____ DISCUSSION/ACTION

7. RATIFICATION OF VACANCY ANNOUNCEMENTS:

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

a.	Accounting Assistant III	66-22
b.	Supervisor, Warehouse	67-22
c.	School Attendance Technician	68-22
d.	Contract Procurement Analyst	69-22
e.	Office Assistant III	70-22
f.	Bus Driver	71-22
g.	School Administrative Assistant	72-22
h.	Instructional Assistant-Special Education Cover	73-22
i.	School Bus Cover Driver	74-22
j.	Occupational Therapist	75-22

Motion by _____ Seconded by _____ Vote _____ DISCUSSION/ACTION

8. CERTIFICATION OF NEW ELIGIBILITY LISTS:

Recommendation is made that the following eligibility list(s) be certified.

a.	Mechanics Assistant	108-22
b.	Student Supervision Assistant	109-22
c.	School/Community Facilitator	110-22
d.	Instructional Assistant-Bilingual	111-22
e.	Instructional Assistant-Special Education	112-22
f.	Coordinator III, Nutrition Services	113-22
g.	Job Transition Coach	114-22
h.	Lead Technology Support Technician	115-22
i.	Bus Driver	116-22
j.	Instructional Assistant-Preschool	117-22
k.	Instructional Assistant	118-22
l.	Instructional Assistant-Extended Day Program	119-22
m.	Instructional Assistant-Special Education	120-22
n.	Instructional Assistant-Behavior Intervention	121-22
o.	Maintenance Technician	122-22
p.	Information Technology Technician	123-22
q.	Maintenance Plumber	124-22
r.	Administrative Assistant II	125-22
s.	Instructional Assistant	126-22

Motion by _____ Seconded by _____ Vote _____ DISCUSSION/ACTION

9. APPROVAL OF CLASSIFICATION MODIFICATION – INSTRUCTIONAL ASSISTANT-PRESCHOOL:

Based on the needs of the department, it has been recommended that modifications of the classification Instructional Assistant-Preschool be approved. These modifications have no additional pay allocation.

Motion by _____ Seconded by _____ Vote _____ DISCUSSION/ACTION

10. APPROVAL OF CLASSIFICATION MODIFICATION – INSTRUCTIONAL ASSISTANT-PRESCHOOL COVER:

Based on the needs of the department, it has been recommended that modifications of the classification Instructional Assistant-Preschool Cover be approved. These modifications have no additional pay allocation.

Motion by _____ Seconded by _____ Vote _____ DISCUSSION/ACTION

11. APPROVAL OF CLASSIFICATION MODIFICATION – CHIEF FINANCIAL OFFICER:

Based on the needs of the Superintendent, it has been recommended that modifications of the classification Chief Financial Officer be approved. Any changes in salary allocation based on modifications will be negotiated.

Motion by _____ Seconded by _____ Vote _____ DISCUSSION/ACTION

12. ADOPT PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2022-2023:

It is recommended that the members of the Commission adopt the Personnel Commission Budget for the 2022-2023 Fiscal Year as proposed.

Motion by _____ Seconded by _____ Vote _____ DISCUSSION/ACTION

13. PERSONNEL DIRECTOR:

Informal reports; discussion only.

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

15. 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.