

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

December 16, 2021 – 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:

Kenneth Wayman, Chairperson

Tristan L. Aley, Vice-Chair

Susan G. Meyer, Commissioner

Kristen M. Clark, Secretary to Personnel Commission

3. ADOPTION OF AGENDA:

Recommendation is made that the agenda for December 16, 2021 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 November 18, 2021 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. PUBLIC NOTICE: REORGANIZATION

OATH OF OFFICE

At this time, prior to the reorganization process, NMUSD Board of Education President will administer the Oath of Office to Mr. Tristan Aley, Personnel Commissioner. The Board and Union Appointees approved Mr. Aley as Joint Appointee to the Personnel Commission at its November 16, 2021 meeting. The appointment took effect at noon on December 1, 2021.

ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON, PERSONNEL COMMISSION FOR CALENDAR YEAR 2022; PERSONNEL COMMISSION RULE 2.1.2, OFFICERS

It is recommended that the members of the Personnel Commission elect the chairperson and vice-chairperson for the calendar year 2022.

_____, elected Chairperson

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

_____, elected Vice-Chairperson

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

7. RATIFICATION OF VACANCY ANNOUNCEMENTS:

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

a.	Instructional Assistant-Bilingual	25-22
b.	Instructional Assistant-Preschool	26-22
c.	Campus Safety Facilitator	27-22
d.	Head Custodian	28-22
e.	Athletic Equipment Attendant – Male	29-22
f.	Mechanics Assistant	30-22
g.	ASB Accounting Assistant	31-22
h.	Job Transition Specialist	32-22
i.	Job Transition Coach	33-22
j.	Health Assistant	34-22
k.	Lead Warehouse Worker/Delivery Driver	35-22
l.	Office Assistant III	36-22
m.	Human Resources Technician	37-22

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.	Instructional Assistant-Extended Day Program	41-22
b.	Instructional Assistant	42-22
c.	Instructional Assistant-Behavior Intervention	43-22
d.	Instructional Assistant-Special Education	44-22
e.	Nutrition Services Assistant II	45-22
f.	Instructional Assistant-Behavior Intervention	46-22
g.	Instructional Assistant-Technology II	47-22

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|----------------------------------|-------|
| h. Student Supervision Assistant | 48-22 |
| i. Instructional Assistant | 49-22 |

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

9. APPROVAL OF CLASSIFICATION MODIFICATION: COMPUTER SOFTWARE ANALYST I

Based on the needs of the District, it has been recommended that modifications of the classification Computer Software Analyst I be approved. These modifications have no additional pay allocation.

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

10. APPROVAL OF CLASSIFICATION MODIFICATION: SUPERVISOR, ACCOUNTING

Based on the needs of the District, it has been recommended that modifications of the classification Supervisor, Accounting be approved. These modifications have no additional pay allocation.

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

11. APPROVAL OF CLASSIFICATION MODIFICATION: LEAD TECHNOLOGY SUPPORT TECHNICIAN

Based on the needs of the District, it has been recommended that modifications of the classification Lead Technology Support Technician be approved. These modifications have no additional pay allocation.

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

12. APPROVAL OF CLASSIFICATION MODIFICATION: INFORMATION TECHNOLOGY TECHNICIAN

Based on the needs of the District, it has been recommended that modifications of the classification Information Technology Technician be approved. These modifications have no additional pay allocation.

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

13. APPROVAL OF CLASSIFICATION MODIFICATION: SYSTEMS ENGINEER

Based on the needs of the District, it has been recommended that modifications of the classification Systems Engineer be approved. These modifications have no additional pay allocation.

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

14. APPROVAL OF CLASSIFICATION MODIFICATION: SENIOR SYSTEMS ENGINEER

Based on the needs of the District, it has been recommended that modifications of the classification Senior Systems Engineer be approved. These modifications have no additional pay allocation.

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

15. PERSONNEL DIRECTOR:

Informal reports; discussion only.

16. NEXT MEETING DATE: _____ TIME: _____

17. 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.