NEWPORT-MESA UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

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

July 15, 2021 – 4:00 p.m.

AGENDA

By Governor Newsom's Executive Order N-29-20, issued on March 17, 2020, 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://nmusd.zoom.us/s/93006473524**

ELECTRONIC PUBLIC COMMENT OPPORTUNITY. Public Comment may be submitted prior to the meeting via electronic submissions no later than Thursday, July 15, 2021 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:

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 July 15, 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 June 17, 2021 be adopted as submitted.

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

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION VIA TELECONFERENCE:

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. RATIFICATION OF VACANCY ANNOUNCEMENTS:

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

a.	Instructional Assistant	62-21
b.	Communications Specialist	63-21
c.	Payroll Technician	64-21
d.	Director, Fiscal Services	65-21
e.	Executive Assistant-Confidential	66-21
f.	Health Assistant-Cover	67-21
g.	Administrative Assistant-Confidential	68-21
h.	Student Supervision Assistant	1-22
i.	Instructional Assistant-Special Education	2-22
j.	Instructional Assistant-Behavior Intervention	3-22
k.	Instructional Assistant-Bilingual	4-22

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.	Student Supervision Assistant	85-21
b.	Warehouse Worker/Delivery Driver	86-21
c.	Instructional Assistant-Extended Day Program	87-21
d.	Lead Job Transition Specialist	88-21
e.	Technology Support Technician	1-22

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

8. APPROVAL OF CLASSIFICATION MODIFICATION: HEALTH ASSISTANT

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

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

9. APPROVAL OF CLASSIFICATION MODIFICATION: THEATER SUPPORT TECHNICIAN

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

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

10. PERSONNEL DIRECTOR:

Informal reports; discussion only.

11. NEXT MEETING DATE: _____ TIME: _____

12. 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.