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

June 17, 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, May 20, 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 June 17, 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 May 20, 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.	Theatre Support Technician	53-21
b.	Lead Job Transition Specialist	54-21
c.	Human Resources Technician	55-21
d.	Office Assistant I	56-21
e.	Associate Human Resources Analyst	57-21
f.	Facilities Analyst	58-21
g.	Mechanics Assistant	59-21
h.	School Attendance Assistant	60-21
i.	School/Community Facilitator	61-21

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.	Instructional Assistant-Special Education (Cover)	75-21
b.	Instructional Assistant-Behavior Intervention	76-21
c.	School Office Assistant	77-21
d.	Student Records Technician	78-21
e.	Student Supervision Assistant	79-21
f.	Secondary Office Support Specialist	80-21
g.	Instructional Assistant-Extended Day Program	81-21
h.	School Attendance Technician	82-21
i.	School Administrative Assistant-Elementary	83-21
j.	Director, Nutrition Services	84-21

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

8. APPROVAL OF NEW JOB CLASSIFICATION OF HEALTH ASSISTANT-COVER

It is recommended that the members of the Personnel Commission approve the proposed new job classification of Health Assistant-Cover and that the salary for this class be placed on the CSEA Bargaining Unit Salary Schedule at Range 29.

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.