NEWPORT-MESA UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

Regular Meeting of the Personnel Commission
2985-A Bear Street, Thomas W. Henderson Testing Room, Costa Mesa, CA 92626

January 16, 2020 – 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 _____
Kenneth Wayman, Vice-Chair _____
Tristan L. Aley, Commissioner _____
Kristen M. Clark, Secretary to Personnel Commission _____

3. ADOPTION OF AGENDA:

Recommendation is made that the agenda for January 16, 2020 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 December 19, 2019 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.	Assessment and Accountability Specialist	42-20
b.	Secondary Office Support Specialist	43-20
c.	Occupational Therapist	44-20
d.	Director, Risk Management	45-20
e.	Theatre Support Technician	46-20

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	56-20
b.	Instructional Assistant – Special Education	57-20
c.	Instructional Assistant – Extended Day Program	58-20
d.	Instructional Assistant – Behavior Intervention	59-20

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

8. APPROVAL OF CLASSIFICATION MODIFICATION – THEATRE SUPPORT TECHNICIAN

Based on the needs of the department, it has been recommended that the modifications of the job description for the classification of Theatre Support Technician be approved. These modifications have no additional pay allocation

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

9. APPROVAL OF CLASSIFICATION MODIFICATION – MAINTENANCE CARPENTER

Based on the needs of the department, it has been recommended that the modifications of the job description for the classification of Maintenance Carpenter be approved. These modifications have no additional pay allocation

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

10. APPROVAL OF CLASSIFICATION MODIFICATION – HVAC-R TECHNICIAN

Based on the needs of the department, it has been recommended that the modifications of the job description for the classification of HVAC-R Technician be approved. These modifications have no additional pay allocation

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

11. ANNUAL REPORT

The Annual Report for 2018 – 2019 is being submitted as an informational item only. It will be available the evening of the Personnel Commission Meeting.

12. PERSONNEL DIRECTOR:

Informal reports; discussion only.

13. NEXT MEETING DATE: _____ TIME: _____

14. 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.