

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.

MINUTES

1. OPENING CEREMONIES:

Susan G. Meyer, Chairperson, called the meeting to order with a silent invocation followed by the Pledge of Allegiance.

2. ROLL CALL:

Commission roll call was taken and the following were present:

Susan G. Meyer, Chairperson
Kenneth Wayman, Vice-Chair
Tristan L. Aley, Commissioner
Kristen M. Clark, Secretary to the Personnel Commission

Staff present:

Christi Winslow, Human Resources Analyst
V-Esther Caldwell, Administrative Assistant – Confidential
Stephanie Beck, Human Resources Technician

Visitors present:

Brenda Garcia, CSEA Chapter 18
Eleanor Rebard, CSEA Chapter 18
Becky Schmieg, Human Resources Technician

3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for January 16, 2020.

Motion made by: Tristan L. Aley
Seconded by: Kenneth Wayman

Votes:

Tristan L. Aley	Yes
Susan G. Meyer	Yes
Kenneth Wayman	Yes

4. APPROVAL OF MINUTES:

It was recommended that the Commission adopt the minutes of the regular meeting of December 19, 2019, as submitted.

Motion made by: Kenneth Wayman

Seconded by: Tristan L. Aley

Votes:

Tristan L. Aley	Yes
Susan G. Meyer	Yes
Kenneth Wayman	Yes

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION:

No presentations were made.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS:

It was recommended 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 made by: Tristan L. Aley

Seconded by: Kenneth Wayman

Votes:

Tristan L. Aley	Yes
Susan G. Meyer	Yes
Kenneth Wayman	Yes

7. CERTIFICATION OF NEW ELIGIBILITY LISTS:

It was recommended that the following eligibility list(s), as submitted, 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 made by: Kenneth Wayman

Seconded by: Tristan L. Aley

Votes:

Tristan L. Aley	Yes
Susan G. Meyer	Yes
Kenneth Wayman	Yes

8. APPROVED CLASSIFICATION MODIFICATION – THEATRE SUPPORT TECHNICIAN

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

Kristen Clark clarified the minimal modifications recommended for items 8, 9 & 10.

Eleanor Rebard requested clarification regarding the custodial duties for the Theatre Support Technician. Ms. Clark explained that custodial duties have always been a part of the classification description and that this position is the highest paid position within the custodial family series.

Motion made by: Tristan L. Aley

Seconded by: Kenneth Wayman

Votes:

Tristan L. Aley	Yes
Susan G. Meyer	Yes
Kenneth Wayman	Yes

9. APPROVED CLASSIFICATION MODIFICATION – MAINTENANCE CARPENTER

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

Commissioner Aley asked whether the change to “assigned supervisor” would make it easier for jobs to be completed without the carpenter or any of the trade positions having to get approval from each individual trade supervisor. After discussion and clarification by Ms. Clark the consensus was that this change would work towards a smoother transition between trade groups.

Motion made by: Kenneth Wayman

Seconded by: Tristan L. Aley

Votes:

Tristan L. Aley	Yes
Susan G. Meyer	Yes
Kenneth Wayman	Yes

10. APPROVED CLASSIFICATION MODIFICATION – HVAC-R TECHNICIAN

Based on the needs of the department, it was 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 made by: Tristan L. Aley

Seconded by: Kenneth Wayman

Votes:

Tristan L. Aley	Yes
Susan G. Meyer	Yes
Kenneth Wayman	Yes

11. ANNUAL REPORT:

Ms. Clark highlighted the following items from the annual report:

- Reformatted the report due to the increased amount of recruiting and hiring.
- Number of eligibility list's created.
- Number of interview panelist and number of written examinations conducted.
- Retention and promotion of classified employees.
- Number of athletic assistants hired.
- Number of leaves processed.
- Classification modifications.
- Employee recognition awards.
- Not on the report, but new employee orientation in conjunction with CSEA.

12. PERSONNEL DIRECTOR:

Ms. Kristen Clark highlighted the following items:

- NMFT has reached a tentative agreement, which includes a new collegiate calendar. If the agreement is ratified and Board approved, it is anticipated that CSEA will have a demand to bargain over the impact of the calendar.
- Preparing the nomination submissions for the Classified Employees of the Year Award.
- In January, Ms. Caldwell began holding online training software classes.

13. NEXT MEETING DATE: Thursday, February 20, 2020 at 4:00 p.m.

14. ADJOURNMENT: 4:40 p.m.