

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

December 19, 2019 – 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:

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

3. ADOPTION OF AGENDA:

Recommendation is made that the agenda for December 19, 2019 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 21, 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. PUBLIC NOTICE: REORGANIZATION

OATH OF OFFICE

At this time, prior to the reorganization process, NMUSD Board of Education President Martha Fluor will administer the Oath of Office to Mr. Kenneth L. Wayman, Personnel Commissioner. Mr. Wayman was approved by the Board of Education as its appointee to the Personnel Commission at its August 27, 2019 Board Meeting. The appointment took effect at noon on December 1, 2019.

ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON, PERSONNEL COMMISSION FOR CALENDAR YEAR 2020; 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 2020.

_____, elected Chairperson

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

_____, elected 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. Associate Human Resources Analyst | 33-20 |
| b. School / Community Facilitator | 34-20 |
| c. Executive Assistant – Confidential | 35-20 |
| d. Preschool Site Facilitator | 36-20 |
| e. Computer Software Analyst II | 37-20 |
| f. Instructional Assistant – Technology II | 38-20 |
| g. Health Assistant | 39-20 |
| h. Instructional Assistant – Bilingual | 40-20 |
| i. Instructional Assistant | 41-20 |

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 – Behavior Intervention | 47-20 |
| b. Instructional Assistant – Special Education | 48-20 |
| c. Instructional Assistant – Preschool | 49-20 |
| d. Student Supervision Assistant | 50-20 |
| e. Job Transition Coach | 51-20 |
| f. School / Community Facilitator | 52-20 |
| g. Director of Purchasing and Warehouse | 53-20 |
| h. Health Assistant | 54-20 |
| i. Nutrition Services Assistant I | 55-20 |

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

9. APPROVAL OF CLASSIFICATION MODIFICATION – DIRECTOR, RISK MANAGEMENT

Based on the District's management realignment, it has been recommended that the duties of the Director, Risk Management be modified to reflect various changes from the previous unfilled classification.

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.