# 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

July 18, 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 Wayman, Commissioner _____
Kristen M. Clark, Secretary to Personnel Commission _____

**3. ADOPTION OF AGENDA:**

Recommendation is made that the agenda for July 18, 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 June 27, 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. | Supervisor, Transportation Safety and Training | 65-19 |
| b. | Office Assistant II | 66-19 |
| c. | Instructional Assistant – Behavior Intervention (Continuous) | 1-20 |
| d. | Instructional Assistant – Special Education (Continuous) | 2-20 |
| e. | Instructional Assistant – Extended Day Program (Continuous) | 3-20 |
| f. | Instructional Assistant – Preschool (Continuous) | 4-20 |

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 | 89-19 |
| b. | Library Media Technician I | 90-19 |

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

**8. APPROVAL OF RECOMMENDATION TO RESTRUCTURE CLASSIFIED MANAGEMENT CLASSIFICATIONS:**

It is recommended that the Personnel Commission approve the proposed range allocation changes provided by the Assistant Superintendent, Chief Human Resources Officer, as submitted by the Director of Classified Personnel, with an effective date of July 1, 2019

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.