

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

June 27, 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 June 27, 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 May 15, 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. School Administrative Assistant – Intermediate | 58-19 |
| b. Information Technology Technician | 59-19 |
| c. Supervisor, Payroll | 60-19 |
| d. Supervisor, Human Resources | 61-19 |
| e. Office Assistant III | 62-19 |
| f. Manager, Nutrition Services Operations/Distribution | 63-19 |

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	81-19
b.	Benefits Technician	82-19
c.	Instructional Assistant – Behavior Intervention	83-19
d.	Student Supervision Assistant	84-19
e.	Supervisor, Nutrition Services	85-19
f.	Instructional Assistant – Extended Day Program	86-19
g.	Health Assistant	87-19
h.	School Office Assistant	88-19

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

8. APPROVAL OF CLASSIFICATION MODIFICATION: SUPERVISOR, PAYROLL

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

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

9. APPROVAL OF CLASSIFICATION MODIFICATION: SUPERVISOR, HUMAN RESOURCES

Based on the needs of the department, it is recommended that the modifications of the job description for the classification of Supervisor, Human Resources be approved. These modifications have no additional pay allocation.

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

10. APPROVAL OF CLASSIFICATION MODIFICATION: SUPERVISOR, TRANSPORTATION SAFETY AND TRAINING

Based on the needs of the department, it is recommended that the modifications of the job description for the classification of Supervisor, Transportation Safety and Training. These modifications have no additional pay allocation.

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

11. APPROVAL OF CLASSIFICATION MODIFICATION: MANAGER, NUTRITION SERVICES OPERATIONS/DISTRIBUTION

Based on the needs of the department, it is recommended that the modifications of the job description for the classification of Manager, Nutrition Services Operations/Distribution. These modifications have no additional pay allocation.

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

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.