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

September 20, 2018 – 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

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

3. ADOPTION OF AGENDA

Recommendation is made that the agenda for September 20, 2018 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 July 19, 2018 be adopted.

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 – High School Alternative Campus	6-19
b.	Purchasing Assistant	7-19
c.	Lead Custodian – PROMOTIONAL ONLY	8-19
d.	Preschool Site Facilitator	9-19
e.	School Administrative Assistant – Intermediate	10-19
f.	Grounds Maintenance Worker	11-19
g.	Instructional Assistant – Preschool Cover	12-19
h.	Instructional Assistant – COVER – Special Education	13-19
i.	Job Transition Coach	14-19
j.	Transportation Dispatcher/Scheduler	15-19
k.	Bus Driver	16-19
l.	Nutrition Services Assistant I	17-19
m.	Health Assistant	18-19
n.	Accountant	19-19
o.	Assessment and Accountability Specialist	20-19
p.	Web Application Developer II	21-19
q.	Secondary Office Support Specialist	22-19
r.	Supervisor, Accounting	23-19
s.	Lead Instructional Assistant – Extended Day Program	24-19

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.	Occupational Therapist	1-19
b.	Lead Behavior Interventionist	2-19
c.	Maintenance Painter	3-19
d.	Job Transition Specialist	4-19
e.	Head Custodian	5-19
f.	Director of Transportation	6-19
g.	Warehouse Supervisor	7-19
h.	Nutrition Services Assistant III	8-19
i.	Instructional Assistant – Special Education	9-19
j.	District Translator	10-19
k.	School Administrative Assistant – High School – Comprehensive Campus	11-19
l.	Preschool Site Facilitator	12-19
m.	Instructional Assistant – Extended Day Program	13-19
n.	Credentials Specialist	14-19
o.	School Office Assistant	15-19
p.	Instructional Assistant – Behavior Intervention	16-19
q.	Instructional Assistant – Extended Day Program	17-19
r.	School Attendance Technician	18-19
s.	Instructional Assistant – Preschool Cover	19-19
t.	Lead Custodian	20-19
u.	Nutrition Services Assistant I	21-19

v. Instructional Assistant – (Cover) Special Education 22-19
w. Job Transition Coach 23-19
x. Bus Driver 24-19

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

8. EXTENTION OF ELGIBLE LIST

It is recommended that, pursuant to Personnel Commission Rule 5.1.1.2., the following eligible list(s) be extended for an additional 6 (six) month period:

a. Custodian – EXTENDED 44-18

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

9. APPROVAL OF CLASSIFICATION MODIFICATION: DIRECTOR, MAINTENANCE AND OPERATIONS

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

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

10. PERSONNEL DIRECTOR

Informal reports; discussion only

11. ANNOUNCEMENT OF INTENDED JOINT APPOINTEE TO THE PERSONNEL COMMISSION

The Personnel Commission will consider action to announce its intended joint appointee in accordance with Education Code 45246

12. NEXT MEETING DATE: _____ TIME: _____

13. 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 #: 714-424-5047 – Fax #: 714-424-7572. Notification not later than noon on the day preceding the Commission meeting will enable the district to make reasonable arrangements to assure accessibility to this meeting.