

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

April 19, 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 April 19, 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 March 15, 2018 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. Maintenance Technician | 35-18 |
| b. Human Resources Technician | 36-18 |
| c. Campus Safety Facilitator | 37-18 |
| d. Administrative Assistant II | 38-18 |

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. Supervisor, Night Custodial Operations | 50-18 |
| b. Instructional Assistant – Bilingual | 51-18 |
| c. Instructional Assistant – (Cover) Special Education | 52-18 |
| d. Warehouse Worker/Delivery Driver | 53-18 |
| e. Instructional Assistant | 54-18 |

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

8. APPROVAL OF NEW JOB CLASSIFICATION OF COORDINATOR, FINANCIAL COMPLIANCE.

It is recommended that the members of the Personnel Commission approve the proposed new job classification of Coordinator, Financial Compliance and that the salary for this class be placed on the Management Salary Schedule at Range 6004.

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

9. FIRST READING/SCHEDULE PUBLIC HEARING – PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2018 – 2019.

The proposed budget is presented for a first reading.

It is recommended that the members of the Personnel Commission schedule the public hearing for the 2018 – 2019 Fiscal Year Budget on May 17, 2018 at 4:00 p.m.

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 #: 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.