NEWPORT-MESA UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission
Regular Meeting of the Personnel Commission
2985-A Bear Street, Classified Personnel Testing Room, Costa Mesa, CA 92626

October 19, 2017 – 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

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

3. ADOPTION OF AGENDA

Recommendation is made that the agenda for October 19, 2017 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 September 21, 2017 be adopted as amended.

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, Technology Support	13-18
b.	Health Assistant	14-18
c.	Instructional Assistant	15-18
d.	Supervisor, Network	16-18
e.	Office Assistant II	17-18

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.	Instructional Assistant – Extended Day Program	19-18
b.	Instructional Assistant – Special Education	20-18
c.	Instructional Assistant – Preschool	21-18
d.	Grounds Maintenance Worker	22-18

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

8. APPROVAL OF CLASSIFICATION MODIFICATION: SUPERVISOR, BUDGETS

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

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 #: 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.