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

August 17, 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 August 17, 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 July 20, 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.	Occupational Therapist	03-18
b.	Lead Instructional Assistant – Extended Day	04-18
c.	Payroll Technician	05-18
d.	School Office Assistant	06-18
e.	Executive Assistant – Confidential	07-18

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 – Technology II	01-18
b.	Occupational Therapist	02-18
c.	Instructional Assistant – Special Education	03-18
d.	Library Media Technician I	04-18
e.	Library Media Technician II	05-18

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

8. APPROVAL OF NEW JOB CLASSIFICATION OF LEAD JOB TRANSITION SPECIALIST

It is recommended that the members of the Personnel Commission approve the proposed new job classification of Lead Job Transition Specialist and that the salary for this class be placed on the CSEA Bargaining Unit Salary Schedule at Range 37.

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

9. APPROVAL OF RECOMMENDATION OF RECLASSIFICATION OF VICKI MARTINI'S CURRENT POSITION OF JOB TRANSITION SPECIALIST TO LEAD JOB TRANSITION SPECIALIST

It is recommended that the Commission adopt the Director's recommendation that Vicki Martini be re-classed to the position of Lead Job Transition Specialist at the CSEA Classified Unit Salary Range 37 ($3909-$4791) with an effective date of August 18, 2017.

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

10. PERSONNEL COMMISION DESIGNATION OF HEARING OFFICER

Recommendation is made that the Personnel Commission designate Geraldine Jaffe to serve as hearing officer for an employee appeal per Personnel Commission Rule 6.10.4.1.

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

11. PERSONNEL DIRECTOR

Informal reports; discussion only

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.