

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

August 17, 2017 – 4:00 p.m.

MINUTES

1. OPENING CEREMONIES

Ms. Susan Meyer, Chairperson, called the meeting to order with a silent invocation followed by the Pledge of Allegiance to the flag.

2. ROLL CALL

Commission roll call was taken and the following were present:

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

STAFF PRESENT

Christi Winslow, Human Resources Analyst
V-Esther Caldwell, Administrative Assistant – Confidential
Holly DeCarvalho, Associate Human Resources Analyst

VISITORS PRESENT

Pam Saunders, President, CSEA Chapter 18
Eleanor Rebard, CSEA
Troy Hall, CSEA
Brenda Garcia, CSEA

3. ADOPTION OF AGENDA

It was recommended that the Commission adopt the agenda for August 17, 2017.

Motion made by: Tristan Aley
Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

4. APPROVAL OF MINUTES

It was recommended that the Commission adopt the minutes of the regular meeting of July 20, 2017 as submitted.

Motion made by: Kenneth Wayman
Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION

No presentations were made.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS

It was recommended 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 made by: Kenneth Wayman
Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

It was recommended that the following eligibility list(s) as amended 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 made by: Tristan Aley
Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

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

It was 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 made by: Tristan Aley
Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

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

It was 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 made by: Kenneth Wayman
Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

10. PERSONNEL COMMISSION DESIGNATION OF HEARING OFFICER

Recommendation was 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 made by: Tristan Aley
Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

11. PERSONNEL DIRECTOR

Ms. Clark highlighted the following items:

- Moving forward with remodel. Have reviewed some 3D renderings of the space configurations;
- Met with CSEA Committee to start planning the November 1 Staff Development Day, with focus on workshops/training geared toward stress management for home and work; specific mandatory training for Supervisors has been scheduled on that day as well at another location; also working to offer targeted training for specific groups throughout the year for classified staff.
- Introduced visitor, Troy Hall, Instructional Assistant – Behavior Interventionist.

12. NEXT TWO MEETING DATES: Thursday, September 21, 2017 at 4:00 p.m.

13. ADJOURNMENT: 4:13 p.m.