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

June 15, 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-Chairperson	_____
Tristan Aley, Commissioner	_____
Kristen M. Clark, Secretary to the Commission	_____

3. ADOPTION OF AGENDA

Recommendation is made that the agenda for June 15, 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 of May 18, 2017 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. School Administrative Assistant - Elementary 59-17

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. Nutrition Services Assistant II 71-17
b. School Bus Cover Driver 72-17

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

8. CREATION OF NEW CLASSIFICATION – HUMAN RESOURCES CREDENTIAL SPECIALIST

It is recommended that the members of the Personnel Commission approve the proposed new job classification of Human Resources Credential Specialist and that the salary for this class be placed on the CSEA Bargaining Unit Salary Schedule at Range 43.

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

9. APPROVAL OF CLASSIFICATION MODIFICATIONS AND RANGE ADJUSTMENT: SUPERVISOR, TECHNOLOGY SUPPORT

Based on the needs of the department, it is recommended that the modifications of the job description for the classification of Supervisor, Technology Support be approved. It is also recommended that the range for this position be modified from 40 to 36 of the Supervisory Salary Scale ($6,771 – $8,251).

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

10. APPROVAL OF CLASSIFICATION MODIFICATIONS AND RANGE ADJUSTMENT: SUPERVISOR, NETWORK

Based on the needs of the department, it is recommended that the modifications of the job description for the classification of Supervisor, Network be approved. It is also recommended that the range for this position be modified from 36 to 41 of the Supervisory Salary Scale ($7,661 – $9,333).

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

11. APPROVAL OF RECOMMENDATION OF RECLASSIFICATION OF SARA KINCAID'S CURRENT POSITION OF CREDENTIALS TECHNICIAN TO CREDENTIALS SPECIALIST

It is recommended that the Commission adopt the Director's recommendation that Sara Kincaid be re-classed to the position of Credential Specialist at the CSEA Classified Unit Salary Range 43 ($4,552-$5,574) with an effective date of June 16, 2017).

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

12. PERSONNEL DIRECTOR

Informal reports; discussion only

13. NEXT MEETING DATE: _____ TIME: _____

14. 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.