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 – 4:03 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
Holly DeCarvalho, Associate Human Resources Analyst

VISITORS PRESENT

Pam Saunders, President, CSEA Chapter 18
Lin Aldrich, CSEA
Eleanor Rebard, CSEA
Brenda Garcia, CSEA
Leona Olson, Director, Certified Personnel
Asim Babovic, Director, Information Technology

3. ADOPTION OF AGENDA

It was recommended that the Commission adopt the agenda for June 15, 2017 with the removal of Item 9.

Motion made by: Kenneth Wayman
Seconded by: Tristan Aley

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 May 18, 2017.

Motion made by: Tristan Aley
Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION

Lin Aldrich thanked the Commission for allowing her to attend the Merit Academy. She also had questions regarding safety and the physical ability to do the work, specifically within Nutrition Services job descriptions when referencing the "moderately heavy lifting" requirement. In the warehouse, it says "pulling heavy objects, proper lifting technics" and the unwritten rule of 50 lbs. (not in writing, but understood as the weight limit), and in M & O there is the same unwritten rule of 50 lbs., but their qualifications say "heavy lifting". Ms. Aldrich wanted to know if a pound number can be added to the job descriptions. She also wanted to address proper lifting technics when hiring. She recommended that the Keenan Training for safe lifting be added to employee orientation. She was pleased to know that Nutrition Services Management is working with supervisors who participate in the hiring process on better evaluating possible Nutrition Services employees for school sites. She also inquired if the District had a Performance Improvement Plan, and Kristen Clark let her know that it was available on the website, and she would also send her a copy.

Eleanor Rebard had questions in regards to an announcement that was issued regarding the title of the Executive Director, Chief Financial Officer which was different from the title found in the May 18, 2017 minutes under item 8.h, Chief Financial Officer. Kristen explained that the title posted in the minutes is the actual classified position title but the Board of Education can bestow additional enhanced titles on executive level positions, i.e. Assistant Superintendent, Executive Director, Associate Superintendent, Deputy Superintendent, etc.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS

It was recommended that the following vacancy announcement(s) be ratified.

a. School Administrative Assistant - Elementary 59-17

Motion made by: Tristan Aley
Seconded by: Kenneth Wayman

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 submitted be certified.

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

Motion made by: Kenneth Wayman
Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

8. CREATION OF NEW CLASSIFICATION – CREDENTIAL SPECIALIST

Leona Olson, Director, Certificated Personnel introduced item 8 by explaining the reasoning and need for the creation of this position.

Eleanor Rebard questioned the wording on page Ref.8.2 of the job description. Christi Winslow explained the omission of terminology and the remaining word grouping.

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

Motion made by: Kenneth Wayman
Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

9. APPROVAL OF CLASSIFICATION MODIFICATIONS AND RANGE ADJUSTMENT: SUPERVISOR, TECHNOLOGY SUPPORT – *This item was pulled to appear as an agenda item at a future meeting of the Personnel Commission*.

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

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

Asim Babovic, Director, Information Technology introduced item 10 by explaining the reasoning and need for the classification modifications to the Supervisor, Network position.

Kristen Clark noted a typo to page Ref.10.2 of the job description, under Essential Duties, last sentence, correction from "resolution or" to "resolution of".

Susan Meyer wanted clarification on the reason for including the term "professional" on page Ref.10.4, 3rd paragraph down. Mr. Babovic explained his desire to include the word professional was mostly to make it clear to a new hire that professional behavior is a part of their job description.

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

Motion made by: Tristan Aley
Seconded by: Kenneth Wayman

Votes:
Tristan Aley
Susan Meyer
Kenneth Wayman

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

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

Votes:
Tristan Aley
Susan Meyer
Kenneth Wayman

12. PERSONNEL DIRECTOR

Ms. Clark highlighted the following items:

- Attendance by three CSEA negotiating team members and herself at a two day training entitled "Building a Restorative Community" which proved to be very effective in handling conflict resolution. Susan Meyer commended Ms. Clark for pulling it all together.
- Attendance by Ms. Clark, Susan Meyer, Pam Saunders, and the Classified Staff at the Annual CSPSCA Conference
- Final Super Star Awards presentation was held. Ms. Clark thanked Ms. Meyer for her assistance in handing out the awards.

13. NEXT MEETING DATE: July 20, 2017, at 4:00 p.m.

14. ADJOURNMENT: 4:33 p.m.