

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

May 18, 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 May 18, 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 April 20, 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. PUBLIC HEARING – PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2017 - 2018

The Personnel Commission will hold a public hearing on its budget for Fiscal Year 2017 – 2018 Pursuant to Education Code 45253.

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

7. RATIFICATION OF VACANCY ANNOUNCEMENTS

Recommendation is made that the following vacancy announcement(s) be ratified.

- | | |
|---|-------|
| a. Office Assistant II | 55-17 |
| b. Instructional Assistant – Technology I | 56-17 |
| c. Human Resources Technician | 57-17 |
| d. Maintenance & Operations Manager | 58-17 |

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

8. CERTIFICATION OF NEW ELIGIBILITY LISTS

Recommendation is made that the following eligibility list(s) be certified.

- | | |
|--|-------|
| a. Custodian | 62-17 |
| b. Maintenance Technician | 63-17 |
| c. Office Assistant III | 64-17 |
| d. Bilingual Office Assistant | 65-17 |
| e. Instructional Assistant – Special Education | 66-17 |
| f. Head Custodian | 67-17 |
| g. Nutrition Services Assistant I | 68-17 |
| h. Chief Financial Officer | 69-17 |
| i. Health Assistant | 70-17 |

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

9. APPROVAL OF RECOMMENDATION OF RECLASSIFICATION OF MY LAM'S CURRENT POSITION OF NUTRITION SERVICES ASSISTANT I TO NUTRITION SERVICES ASSISTANT II

It is recommended that the Commission adopt the Director's recommendation that My Lam be re-classed to the position of Nutrition Services Assistant II at the CSEA Classified Unit Salary Range 22 (\$2,672 - \$3,274). It is also recommended that the effective date be September 1, 2016, which is the same date the District and CSEA negotiated as the effective date for the other changes related to the Classification and Compensation Study.

10. ADOPT PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2017-2018

It is recommended that the Members of the Personnel Commission adopt the Personnel Commission Budget for the fiscal year 2017-2018 as presented.

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.