

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

January 19, 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, Personnel Analyst
V-Esther Caldwell, Administrative Assistant – Confidential
Holly DeCarvalho, Human Resources Technician

VISITORS PRESENT

David Johnson, Past President, CSEA Chapter 18
Eleanor Rebard, CSEA
Brenda Garcia, CSEA
Pamela Saunders, President, CSEA Chapter 18

3. ADOPTION OF AGENDA

It was recommended that the Commission adopt the agenda for January 19, 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 December 14, 2016 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

David Johnson, Past President of CSEA Chapter 18, noted that a Special Education Committee for Classified Employees has been established and held its first meeting. This committee was formulated to support the Special Education Instructional Assistants. He also stated that the Classified Leadership Training group is into their third meeting, and everything is going good. Mr. Johnson was also happy to announce that Pam Saunders, in the Fiscal Department, has been selected to represent NMUSD as the Classified Employee of the Year Award nominee in the area of the office and clerical support.

Mr. Johnson also announced that there were changes to the CSEA Executive Board, which included Pam Saunders as newly elected President with him serving as Past President.

Eleanor Rebard was introduced as CSEA's new Treasurer and was welcomed by Susan Meyer, Commission Chairperson.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS

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

- | | |
|--|-------|
| a. Administrative Assistant II | 33-17 |
| b. Athletic Equipment Attendant – Female | 34-17 |
| c. Welder/Machine Technician | 35-17 |
| d. Campus Safety Facilitator | 36-17 |
| e. Preschool Site Facilitator | 37-17 |

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 submitted be certified.

- | | | |
|----|---|-------|
| a. | Instructional Assistant – Special Education | 37-17 |
| b. | Instructional Assistant – Technology I | 38-17 |
| c. | Instructional Assistant – Technology II | 39-17 |
| d. | School Attendance Assistant | 40-17 |
| e. | Mechanics Assistant | 41-17 |
| f. | Instructional Assistant – Extended Day Program | 42-17 |
| g. | Instructional Assistant – Behavior Analysis Interventionist | 43-17 |

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 ASSOCIATE HUMAN RESOURCES ANALYST

It was recommended that the Personnel Commission approve the proposed new job classification of Associate Human Resources Analyst and that the salary for this class be placed on the CSEA Bargaining Unit Salary Schedule at Range 48, as submitted by the Director of Classified Personnel.

Motion made by: Tristan Aley

Seconded by: Kenneth Wayman

After discussion, the vote was as follows:

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

9. APPROVAL OF NEW JOB CLASSIFICATION OF CHIEF OPERATING OFFICER

It was recommended that the Personnel Commission approve the senior management classification of Chief Operating Officer as submitted. It was also recommended that the salary allocation be negotiated.

Motion made by: Tristan Aley

Seconded by: Kenneth Wayman

After discussion, the vote was as follows:

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

10. APPROVAL OF NEW JOB CLASSIFICATION OF CHIEF FINANCIAL OFFICER

It was recommended that the senior management classification of Chief Financial Officer be approved as submitted. It was also recommended that the salary allocation be negotiated.

Motion made by: Tristan Aley

Seconded by: Kenneth Wayman

After discussion, the vote was as follows:

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

11. ANNUAL REPORT

Ms. Clark reviewed the annual report and noted that the number of promotions increased as well as the number of applications received and reviewed, (over 9,000). She also pointed out the number of written examinations given increased, and the high number of eligibility list created during the reporting period. She also pointed out that NMUSD has a larger percentage of classified employees in comparison to other districts in the area, and that is reflected in the large amount of recruiting done by the department.

Ms. Clark noted the Classified Personnel Department is also responsible for recognition/awards for not only the classified staff, but for the certificated staff as well, i.e. Super Star Awards.

Within the Annual Report, Ms. Clark also included some information related to the Classification/Compensation Study, but the main impact of the study will be reflected in next year's report, as the changes took place after July 1, 2016.

Mr. Wayman wanted to be certain that the Annual Report would be presented to the Board; Ms. Clark assured him that it would.

Ms. Meyer thanked the staff for putting the Annual Report together.

12. PERSONNEL DIRECTOR

Ms. Clark highlighted the following items:

- Welcomed Eleanor Rebar as a CSEA representative to the Commission meetings.
- Pam Saunders being selected as NMUSD's nominee, in the office and technical category for the Classified Employee of the Year Award.
- Super Star Awards will be presented on February 28, 2017, and she will notify the Commissioners of the exact time.

Ms. Clark thanked the Commissioners for their approval of the new Classified Personnel position of Associated Human Resources Analyst, which will be beneficial to handling the increased workload.

13. NEXT MEETING DATES: Thursday, February 8, 2017 at 4:00 p.m.

14. ADJOURNMENT: 4:30 p.m.