**NEWPORT-MESA UNIFIED SCHOOL DISTRICT**
**Office of the Personnel Commission**
Regular Meeting of the Personnel Commission
Back Bay Alternative Education Center, Multi-Purpose Room,
390 Monte Vista Avenue, Costa Mesa, CA 92627

November 17, 2016 – 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

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

## 3. ADOPTION OF AGENDA

Recommendation is made that the agenda for November 17, 2016 be adopted as submitted.

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

## 4. APPROVAL OF MINUTES

Recommendation is made that the minutes of the regular meeting of October 20, 2016 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. | Information Technology Technician | 25-17 |
| b. | Instructional Assistant I – Technology | 26-17 |
| c. | School Attendance Technician | 27-17 |
| d. | District Translator | 28-17 |
| e. | Mechanic's Assistant | 29-17 |
| f. | School Attendance Assistant | 30-17 |
| g. | Instructional Assistant II – Technology | 31-17 |

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. | School Office Assistant | 26-17 |
| b. | Teacher Assistant | 27-17 |
| c. | Preschool Teacher Assistant | 28-17 |
| d. | Instructional Assistant – Extended Day Program | 29-17 |
| e. | Administrative Assistant – Confidential | 30-17 |
| f. | Bus Driver | 31-17 |
| g. | Director of Information Technology | 32-17 |
| h. | School Administrative Assistant – Elementary | 33-17 |

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

**8. APPROVE RECLASSIFICATION OF JASON LABAHAN'S POSITION OF WEB APPLICATIONS DEVELOPER I TO WEB APPLICATIONS DEVELOPER II**

It is recommended that the Commission adopt Ewing's recommendation that Jason Labahn be re-classed to the position of Web Applications Developer II at the CSEA Classified Unit Salary Range 60 ($7,007 - $8,584), as submitted. He meets the requirements of Personnel Commission Rule and Regulation regarding reclassification. 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.

**9. PERSONNEL DIRECTOR**

Informal reports; discussion only

**10. NEXT MEETING DATE: _____ TIME: _____**

**11. 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.