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

August 31, 2016 – 4:00 p.m.

MINUTES

1. OPENING CEREMONIES

Mr. Tristan Aley, 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:

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

STAFF PRESENT

Christi Winslow, Personnel Analyst
V-Esther Caldwell, Administrative Assistant – Confidential

VISITORS PRESENT

David Johnson, President, CSEA Chapter 18
Brenda Garcia, CSEA
Lin Aldrich, CSEA
Sharon Sutton, Library Media Clerk
Ilse Taborga, School Community Facilitator
Marcy Shands-Brown, School Community Facilitator
Jami Paley, School Community Facilitator
Russell Lee Sung, Associate Superintendent, Chief Human Resources Officer
Anne-Lynne Sweet, Library Media Clerk
Deborah Lucas, Library Media Clerk
Sandy Welch, Accounting Supervisor

3. ADOPTION OF AGENDA

It was recommended that the Commission adopt the agenda for August 31, 2016.

Motion made by: Kenneth Wayman
Seconded by: Susan Meyer

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 July 27, 2016 as submitted.

Motion made by: Susan Meyer
Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION

David Johnson stated that CSEA and the District completed discussions regarding outstanding issues with the Classification Study. He also complimented Kristen Clark for her availability to employees to discuss their concerns for their positions during this process. David confirmed agreement with the job descriptions presented at this meeting for approval, but he want to recommend that discussions continue regarding Campus Security Personnel as well as the Library Media Clerk (Elementary) and Library Media Technician (High School) positions and what is perceived to be a salary discrepancy between these two positions. Mr. Johnson stated that in prior meetings, an agreement has been made to conduct a compensation study next year of these two positions to see where they are in comparison, but he recommended that a movement of two steps up on the salary schedule of the lower position would negate a need for the additional compensation study.

Sharon Sutton, Library Media Clerk at Newport Heights Elementary, summarized the similarities between the Library Media Clerk (LMC) and Library Media Technician (LMT) positions as well additional responsibilities of the LMCs that are not done by the LMTs. Ms. Sutton asked the Commission to consider Mr. Johnson's recommendation and thanked the Commission for their time.

Deborah Lucas, LMC at Adams Elementary, agreed with the summary presented by Ms. Sutton. Ms. Lucas noted to HR during a recent LMC posting that the job description was the same as 16 years ago, but the reality is that the job has changed and does not reflect all the new responsibilities that have been added.

Jami Paley, School Community Facilitator, former LMC, noted that Ewing Consulting, Inc. did recommend that the LMC position be renamed as a Library Media Technician II, but did not make adjustments to the salary did not reflect their recommendation for a name change.

Russell Lee-Sung, former Chief Human Resources Officer, thanked Kristen Clark and the commission staff for their work on the Classification Study. He also commended David Johnson and CSEA on their efforts with the Classification Study. Mr. Lee-Sung stated that he fully supported the recommendation to approve the submitted Classification/Compensation Study agenda items.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS

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

a.	Bus Driver	3-17
b.	Grounds Maintenance Worker	4-17
c.	Health Assistant	5-17
d.	Job Coach	6-17
e.	School Registrar I	7-17
f.	Credentials Analyst	8-17
g.	Lead Instructional Assistant – Extended Day Program	9-17
h.	Autism Specialist	10-17
i.	Library Media Technician	11-17
j.	School Office Assistant	12-17

Motion made by: Susan Meyer
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.	Credentials Analyst	1-17
b.	Facilities Analyst	2-17
c.	Custodian	3-17
d.	Occupational Therapist	4-17
e.	Vehicle and Equipment Mechanic	5-17
f.	Maintenance Plumber	6-17
g.	School Support Secretary	7-17
h.	Office Assistant III	8-17
i.	Bilingual Office Assistant	9-17
j.	Instructional Assistant – Extended Day Program	10-17

Motion made by: Susan Meyer
Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

8. APPROVAL OF RECOMMENDATIONS FROM CLASSIFICATION STUDY AND CLASS DESCRIPTIONS FOR CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) POSITIONS.

It was recommended that the Personnel Commission approve the classification study and class descriptions for California School Employees Association positions, recommended by Ewing Consulting, Inc., as submitted by the Director of Classified Personnel.

Motion made by: Susan Meyer
Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

9. APPROVAL OF RECOMMENDATIONS FROM COMPENSATION STUDY – CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA), CHAPTER 18 AND NMUSD

It was recommended that the Personnel Commission approve the proposed range allocations from Ewing Consulting, Inc., as submitted by the Director of Classified Personnel where agreement has been reached between the District and California School Employees Association Chapter 18. The effective date is to be determined after negotiations.

Motion made by: Kenneth Wayman
Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

10. APPROVAL OF RECLASSIFICATION OF THE POSITION OF MANAGER,NUTRITION SERVICES OPERATIONS POSITION TO MANAGER, NUTRITION SERVICES OPERATIONS/DISTRIBUTIONS AND RECLASSIFY THE CURRENT INCUMBENT TO THE CLASSIFICATION OF MANAGER NUTRITION SERVICES OPERATIONS/DISTRIBUTIONS

It was recommended that the incumbent, Mr. Geoffry Ianniello, be reclassified to the position of Manager, Nutrition Services Operations/Distribution as submitted, as he meets the requirements of Personnel Commission Rule and Regulation regarding reclassification, with an effective date of September 1, 2016. The classification is in the Supervisory Unit Salary Range 32 ($6,133 - $7,474).

Motion made by: Kenneth Wayman
Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

11. APPROVAL OF PERSONNEL COMMISSION DESIGNATION OF HEARING OFFICER

It was recommended that the Personnel Commission designate Geraldine Jaffe to serve as hearing officer for an employee appeal per Personnel Commission Rule 6.10.4.1.

Motion made by: Kenneth Wayman
Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

12. PERSONNEL DIRECTOR

Ms. Clark highlighted the following items:

- Thanked CSEA, David Johnson and his staff as well as Russell Lee-Sung and the District for their time and effort on the Classification Study. She also thanked her staff and all the CSEA members for their input. She also noted that additional discussions will be held regarding certain positions including the School Community Facilitators and Campus Security Personnel.
- Thanked those in attendance.

Susan Meyer also thanked the staff who attended the meeting and assured them that their positions will continued to be reviewed. She commended the District, Kristen Clark, and David Johnson for their efforts during the Classification Study.

13. NEXT MEETING DATES: Thursday, September 15, 2016 at 4:00 p.m.

14. ADJOURNMENT: 4:27 p.m.