NEWPORT-MESA UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission
Regular Meeting of the Personnel Commission
2985-A Bear Street, Classified Personnel Testing Room, Costa Mesa, CA 92626

July 27, 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 L. Aley, Chairperson	_____
Susan G. Meyer, Vice-Chair	_____
Kenneth Wayman, Commissioner	_____
Kristen M. Clark, Secretary to the Commission	_____

3. ADOPTION OF AGENDA

Recommendation is made that the agenda for July 27, 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 June 16, 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.	Vehicle & Equipment Mechanic	65-16
b.	Custodian	66-16
c.	School Support Secretary	67-16
d.	Bilingual Office Assistant	68-16
e.	Office Assistant II	69-16
f.	Instructional Assistant – Behavior Analysis Interventionist	01-17
g.	Occupational Therapist	02-17

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.	Electronics Technician	72-16
b.	Computer Software Analyst II	73-16
c.	Human Resources Technician	74-16
d.	Nutrition Services Assistant II	75-16

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

8. APPROVAL OF RECOMMENDATIONS FROM CLASSIFICATION STUDY AND CLASS DESCRIPTIONS

It is recommended that the Personnel Commission approve the classification study and class descriptions from Ewing Consulting, Inc., as submitted by the Director of Classified Personnel.

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

9. APPROVAL OF RECOMMENDATIONS FROM COMPENSATION STUDY – CSEA, Chapter 18 and NMUSD

It is 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 by _____, Seconded by ____ Vote _____ DISCUSSION/ACTION

10. APPROVAL OF RECOMMENDATIONS FROM COMPENSATION STUDY – SUPERVISORY EMPLOYEES AND NMUSD

It is recommended that the Personnel Commission approve the proposed range allocations from Ewing and Company, as submitted by the Director of Classified Personnel, where agreement has been reached between the District and the NMUSD-Supervisory Employees. The effective date is to be determined after discussion with the Supervisory group.

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.