**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

November 20, 2014 – 4:00 p.m.

**AMENDED 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 L. Aley, Commissioner | _____ |
| Patricia A. Landau, Interim Secretary to the Commission | _____ |

## 3. ADOPTION OF AGENDA

Recommendation is made that the agenda for November 20, 2014 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 23, 2014 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 Maintenance Supervisor | 20-15 |
| b. | Bilingual Office Assistant | 21-15 |

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. | Teacher Assistant – Bilingual | 24-15 |
| b. | Teacher Assistant | 25-15 |
| c. | Job Coach | 26-15 |
| d. | Instructional Assistant – Special Education | 27-15 |
| e. | Pre-school Site Facilitator | 28-15 |

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

**8. APPROVAL OF MODIFICATION OF THE VEHICLE/EQUIPMENT MAINTENANCE SUPERVISOR JOB CLASSIFICATION**

Based on the needs of the department, it is recommended that the modification of the job description for the classification of Vehicle/Equipment Maintenance Supervisor in the Transportation Department, be approved. The modification updates the licenses and other requirements for this classification to be completed within six (6) months of employment. There is no additional pay allocation.

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

**9. ANNUAL REPORT**

The Annual Report for 2013 – 2014 is being submitted as an informational item only. It will be available the evening of the personnel Commission Meeting. INFORMATION ITEM

**10. PERSONNEL DIRECTOR**

Informal reports; discussion only

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

**12. 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.