

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

December 19, 2013 – 4:00 p.m.

AGENDA
Revised

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, Vice-Chairperson _____

Kenneth Wayman, Commissioner _____

Tristan L. Aley, Commissioner _____

Nora A. Roque, Secretary to the Commission _____

3. ADOPTION OF AGENDA

Recommendation is made that the agenda for December 19, 2013 be adopted as submitted.

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

4. APPROVAL OF MINUTES

Recommendation is made that the minutes of the Special Session of November 7, 2013 be adopted as submitted.

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

Recommendation is made that the minutes of the regular meeting of November 13, 2013 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. PUBLIC NOTICE: REORGANIZATION

OATH OF OFFICE

At this time, prior to the reorganization process, Karen Yelsey, President, Board of Education, will administer the Oath of Office to Mr. Tristan Aley and Mr. Kenneth Wayman, Personnel Commissioners. Mr. Aley was appointed to the Personnel Commission at the November 13, 2013 meeting by the Board and Union appointees – Mr. Wayman and Ms. Meyer respectively. Mr. Wayman was approved by the Board of Education as its appointee to the Personnel Commission at the November 12, 2013 Board Meeting. The appointments took effect at noon on December 1, 2013

ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON, PERSONNEL COMMISSION FOR CALENDAR YEAR 2014; PERSONNEL COMMISSION RULE 2.1.2, OFFICERS:

It is recommended that the members of the Personnel Commission elect the chairperson and vice-chairperson for calendar year 2014.

_____, elected Chairperson

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

_____, elected Vice-Chairperson

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

7. RATIFICATION OF VACANCY ANNOUNCEMENTS

Recommendation is made that the following vacancy announcement(s) be ratified.

- | | |
|---|-------|
| a. Office Assistant II | 31-14 |
| b. School Administrative Assistant - Elementary | 32-14 |
| c. Maintenance Painter | 33-14 |
| d. Director of Maintenance and Operations | 34-14 |

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

8. CERTIFICATION OF NEW ELIGIBILITY LISTS

Recommendation is made that the following eligibility list(s) be certified.

- | | |
|--|-------|
| a. HVAC/R Technician | 34-14 |
| b. Executive Assistant - Confidential | 35-14 |
| c. Electronics Technician | 36-14 |
| d. Lead Contract and Procurement Analyst | 37-14 |
| e. Warehouse Worker | 38-14 |

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

9. APPROVAL OF TITLE CHANGE AND CLASSIFICATION MODIFICATION: DIRECTOR OF FACILITIES, MAINTENANCE AND OPERATIONS TO BECOME DIRECTOR OF MAINTENANCE AND OPERATIONS.

Based on the needs of the department, it is recommended that the modification of the job descriptions for the classification of Director of Facilities, Maintenance and Operations in the Facilities Support Services Department be approved. It is also recommended that the title be changed to Director of Maintenance and Operations. This modification has no additional pay allocation.

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

10. APPROVAL OF CLASSIFICATION MODIFICATIONS: SENIOR DATA NETWORK TECHNICIANS, SYSTEMS ENGINEER, AND SENIOR SYSTEMS ENGINEER.

Based on the needs of the department, it is recommended that the modifications of the job description for the classifications of Senior Data Network Technicians, Systems Engineer and Senior Systems Engineer be approved. These modifications have no additional pay allocation.

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

11. ANNUAL REPORT

The Annual Report for 2012 – 2013 is being submitted as an informational item only. It will be available the evening of the Personnel Commission Meeting. INFORMATION ITEM

12. PERSONNEL DIRECTOR

Informal reports; discussion only

13. NEXT MEETING DATE: _____ TIME: _____

14. 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.