**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 13, 2013 – 4:02 p.m.

# MINUTES

## 1. OPENING CEREMONIES

Ms. Susan Meyer, Vice- Chairperson, called the meeting to order with a silent invocation followed by the Pledge of Allegiance to the flag.

## 2. ROLL CALL

Thomas W. Henderson, Chairperson - absent
Susan G. Meyer, Vice Chairperson
Kenneth L. Wayman, Commissioner
Nora A. Roque, Secretary to the Commission

### STAFF PRESENT

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

### VISITORS PRESENT

John R. Caldecott, Executive Director, Human Resources, NMUSD
David Johnson, President, CSEA Chapter 18
Cindy Means, Retired NMUSD employee and former CSEA President
Vicky Wyman, CSEA
Brenda Garcia, CSEA
Eleanor Rebard, CSEA
Sandy Welch, CSEA
Tristan L. Aley, Retired NMUSD employee

## 3. ADOPTION OF AGENDA

Mr. Wayman moved to adopt the agenda for November 13, 2013 as submitted. Ms. Meyer seconded the motion and it carried 2/0.

## 4. APPROVAL OF MINUTES

Mr. Wayman moved to approve the minutes of the regular meeting of October 10, 2013. Ms. Meyer seconded the motion and it carried 2/0.

## 5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION

There were no presentations to the Personnel Commission.

## 6. RATIFICATION OF VACANCY ANNOUNCEMENTS

Mr. Wayman moved to ratify the following vacancy announcement(s). Ms. Meyer seconded the motion, and it carried unanimously.

| | | |
|---|---|---|
| a. | Warehouse Worker I | 27-14 |
| b. | Executive Assistant – Confidential | 28-14 |
| c. | Electronic Technician | 29-14 |
| d. | Lead Contract and Procurement Analyst | 30-14 |

## 7. CERTIFICATION OF NEW ELIGIBILITY LISTS

Mr. Wayman moved to approve the certification of the following eligibility list(s) as submitted. Ms. Meyer seconded the motion and it carried unanimously.

| | | |
|---|---|---|
| a. | Instructional Assistant – Extended Day Program | 29-14 |
| b. | District Translator | 30-14 |
| c. | Instructional Assistant – Special Education | 31-14 |
| d. | Office Assistant I | 32-14 |
| e. | Instructional Assistant – Behavior Analysis Interventionist | 33-14 |

## 8. PUBLIC HEARING – JOINT APPOINTEE TO THE PERSONNEL COMMISSION

Ms. Meyer opened the Public Hearing at 4:05 p.m. The following individuals spoke in support of the selection of Tristan L. Aley as Joint Appointee to the Personnel Commission:

David Johnson, CSEA President
Cindy Means, Retired former CSEA President
John Caldecott, Executive Director, Human Resources
Sandy Welch, CSEA
Vicky Wyman, CSEA

Ms. Meyer closed the Public Hearing at 4:08 p.m.

## 9. JOINT APPOINTEE OF PERSONNEL COMMISSIONER – MR. TRISTAN L. ALEY

Before the appointment was announced, clarification of the term of the Joint Appointee was stated as 2 years, ending in 2015, which would be the remainder of the term of the departing Commissioner.

Mr. Wayman moved to approve the appointment of Mr. Tristan L. Aley to the Joint position on the Commission. Ms. Meyer seconded the motion and it carried 2/0.

Mr. Aley will be sworn into office at the December 19, 2013 meeting of the Personnel Commission.

## 10. DISCUSSION OF CLASSIFICATION STUDY FOR ALL CLASSIFIED EMPLOYEES

Nora Roque introduced Mr. John Caldecott, Executive Director of Human Resources, who announced the District's intent to initiate and fund a classification study. The District will develop a Request for Proposal, identifying the scope of work for an outside consultant to review all job descriptions for classified employees, including CSEA, confidential and management. After

draft job descriptions are finalized, the next step would be a compensation study which would include identifying benchmark classifications within classified service which then would be compared to comparable districts. Mr. Caldecott stated that this is just an information item at this time and more information will be provided as the project gets underway.

**11. PERSONNEL DIRECTOR**

Ms. Roque announced that Mr. Wayman was approved by the Board for additional term as their appointee to the Personnel Commission. Mr. Wayman will be sworn in at the December 19, 2013 meeting of the Personnel Commission.

Ms. Roque also stated that there were over 400 signups for the Staff Development Day.

**12. NEXT MEETING DATES: December 19, 2013.**

**13. ADJOURNMENT: 4:32 p.m.**