

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 19, 2012 – 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

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

3. ADOPTION OF AGENDA

Recommendation is made that the agenda for July 19, 2012 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 14, 2012 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. District Assessment Specialist | 59-12 |
| b. Nutrition Services Assistant I | 60-12 |
| c. Office Assistant II | 61-12 |
| d. Bus Driver Trainee | 62-12 |
| e. Nutrition Services Assistant II | 63-12 |
| f. Health Assistant | 64-12 |
| g. Library Media Clerk | 65-12 |
| h. Instructional Assistant – Special Education | 66-12 |
| i. Instructional Assistant – Behavioral Analysis Interventionist | 67-12 |
| j. Instructional Assistant – Extended Day Program | 68-12 |

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. Benefits Analyst | 54-12 |
| b. Nutrition Services Assistant I | 55-12 |
| c. Accounting Assistant - ASB | 56-12 |
| d. Accounting Assistant II | 57-12 |

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

8. PERSONNEL COMMISSION DESIGNATION OF HEARING OFFICER

Recommendation is made that the Personnel Commission designate Geraldine Jaffe to serve as hearing officer for an employee appeal per Personnel Commission Rule 6.10.3.

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

9. PERSONNEL DIRECTOR

Informal reports; discussion only

10. CLOSED SESSION

None Scheduled

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.