

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

May 21, 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 May 21, 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 April 26, 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.

Public Hearing

Personnel Commission Budget 2012 – 2013 School Year
Pursuant to Education Code 45253

6. RATIFICATION OF VACANCY ANNOUNCEMENTS

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

- | | | |
|----|---|-------|
| a. | School Administrative Assistant – High School | 49-12 |
| b. | School Administrative Assistant – Elementary | 50-12 |
| c. | Bus Driver | 51-12 |
| d. | Bus Driver Trainee | 52-12 |

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. | School Bus Cover Driver | 48-12 |
|----|-------------------------|-------|

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

8. ADOPT PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2012-2013

The Personnel Commission Budget for Fiscal Year 2012-2013 is being presented for adoption by the Members of the Personnel Commission. The proposed budget was presented on April 26, 2012, as an information item.

It is recommended that the Members of the Personnel Commission adopt the Personnel Commission Budget for the fiscal year 2012-2013 as presented.

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

9. APPROVAL OF NEW JOB CLASSIFICATION OF MAINTENANCE AND OPERATIONS MANAGER – CUSTODIAL SERVICES AND FACILITIES USE

It is recommended that the new classification of Maintenance and Operations Manager – Custodial Services and Facilities Use in the Maintenance and Operations Department, with a salary allocation at the Supervisory Salary Schedule Range of 32, be approved.

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

10. PERSONNEL DIRECTOR

Informal reports; discussion only

11. CLOSED SESSION

None scheduled

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.