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

February 1, 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 February 1, 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 December 15, 2011 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.	Administrative Assistant II	35-12
b.	Instructional Assistant – Behavior Analysis Interventionist	36-12
c.	Credentials Analyst	37-12
d.	Bus Driver Trainee	38-12
e.	Bus Driver	39-12

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.	Bilingual Office Assistant	31-12
b.	School Office Assistant	32-12
c.	Job Coach	33-12
d.	Instructional Assistant – Extended Day Program	34-12
e.	Technology Support Technician	35-12
f.	Credentials Analyst	36-12
g.	Instructional Assistant – Behavior Analysis Interventionist	37-12
h.	Administrative Assistant II	38-12

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

8. APPROVAL OF RECLASSIFICATION OF OFFICE ASSISTANT III POSITION IN ADULT EDUCATION

Based on confirmation that the duties are significantly higher and performed frequently to justify a reclassification, it is recommended that the Adult Education School Office Assistant position be reclassified to the Office Assistant III classification.

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

9. APPROVAL OF RECLASSIFICATION OF INCUMBENT

It is further recommended that the incumbent in this position be placed in Office Assistant III classification and that her salary be reallocated to Range 33 ($3252 - $3983) of the Bargaining Unit Salary Schedule.

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.