

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

August 25, 2011 – 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

Katherine Infantino, Chairperson _____

Kenneth L. Wayman, Vice-Chairperson _____

Thomas W. Henderson, Commissioner _____

Nora A. Roque, Secretary to the Commission _____

3. ADOPTION OF AGENDA

Recommendation is made that the agenda for August 25, 2011 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 July 21, 2011 be adopted as submitted.

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

Recommendation is made that the minutes of the special closed session meeting of August 3, 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. Head Custodian | 05-12 |
| b. Job Coach | 06-12 |
| c. School Administrative Assistant | 07-12 |
| d. Instructional Assistant – Extended Day Program | 08-12 |
| e. Teacher Assistant | 09-12 |
| f. Campus Security Personnel | 10-12 |
| g. Preschool Teacher Assistant | 11-12 |
| h. Delegated Behind the Wheel Trainer | 12-12 |

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 Attendance Technician | 04-12 |
| b. HVAC/R Technician | 05-12 |

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

8. APPROVAL OF MODIFICATION OF THE HEAD CUSTODIAN JOB CLASSIFICATION

Based on the needs of the District, it is recommended that the modification of the job description for the classification of Head Custodian in the Maintenance and Operations Department, be approved. This modification has no additional pay allocation.

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

9. APPROVAL OF MODIFICATION OF THE CASUAL LABORER JOB CLASSIFICATION

Based on the needs of the District, it is recommended that the modification of the job description for the classification of Casual Laborer in the Maintenance and Operations Department, be approved. This modification has no additional pay allocation.

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

10. APPROVAL OF MODIFICATION OF THE SCHOOL COMMUNITY FACILITATOR JOB CLASSIFICATION

Based on the needs of the District, it is recommended that the modification of the job description for the classification of School Community Facilitator in the Elementary Education Department, be approved. This modification has no additional pay allocation.

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

11. PERSONNEL DIRECTOR

Informal reports; discussion only

12. CLOSED SESSION

The following item will be discussed:

Public Employee Discipline/Dismissal/Release – Review of Report from Hearing Officer
(Pursuant to Government Code Section §54957)

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.