

Personnel Commission Annual Report

2008 – 2009

Mission Statement

The mission of the Newport-Mesa Unified School District, in partnership with the Costa Mesa - Newport Beach communities, is to graduate students who have acquired the knowledge, skills, and attitudes necessary to achieve the significant career, educational, civic, and personal goals, which will enrich our society.

The Office of the Personnel Commission for Newport-Mesa supports the goals and ideals established by the Board of Education, staff and community in providing the best education possible to the youth of our communities.

The Personnel Commission oversees a Merit System whose guidelines ensure:

- Fair and equitable employment and promotion practices on the basis of merit as shown by competitive examination
- Encouraging employees to remain with the district through training and promotional opportunities
- Maintaining a classification of positions on the basis of the duties and responsibilities actually performed
- A system that adheres to the principle of “like pay for like work”
- A system that provides the ability for the employee to appeal a disciplinary action
- A system that prohibits discrimination

The 2008-2009 school year brought significant changes to the Personnel Commission office. Devoted long-time employee Marla Loffelmacher retired and though her expertise was missed, she was succeeded by Christi Winslow who brought a wide variety of District experience as well as technical knowledge to the assignment. It was also a year when the economic downturn changed the volume of District classified job opportunities while at the same strengthened the pool of applicants. Though the Commission staff has not hired as many employees as in the past, hiring authority supervisors have been very positive about the caliber of new employees they are seeing.

The strong working relationship enjoyed between the District and our classified union, CSEA (California School Employees' Association), has continued to grow. Director John Caldecott and CSEA President Cindy Means have held regular meetings this year with a variety of departments and sites to strengthen areas such as customer service and teamwork. Mr. Caldecott has spoken at Union meetings and both have visited schools to give employees a comfortable atmosphere in which to express concerns or ask questions. And for the third year, CSEA and the Personnel Commission staff collaborated on the ACE (Appreciating Classified Employees) program. This celebration of the good work and skills classified employees exhibit every day is thoroughly enjoyed by management and bargaining unit employees alike. Managers volunteer to shadow classified employees for a morning and then all gather to enjoy lunch together and share – often very humorous – stories about their time together. Another successful collaboration between CSEA and Personnel was with the Orange County Department of Education's 'Classified Employee of the Year' program. One of our nominees was selected as the County's Child Nutrition Employee of the Year!

Midway through the fiscal year, staff fully implemented NeoGov, the online recruitment and selection system. The system has allowed for more accurate record keeping, quicker communication with candidates, strategic planning and has practically eliminated postage expense and paper use!

The 2008-09 Classified Staff Development Day was both informative and enjoyable. Staff arranged for speakers through United Behavioral Health, CSEA, PERS, The East Company, as well as some of our own management staff. Approximately 300 bargaining unit staff members participated by choosing two classes from the list of more than 20 offerings. John Caldecott also participated in staff development by speaking

to the supervisor group at three meetings during the year.

Programs that continue to be successful include the Super Stars program of recognizing outstanding classified employees who are recommended by their peers, students, parents or community members. This year over 80 outstanding individuals were honored by the Board of Education and cheering groups of co-workers and family.

Once again, the Personnel Commission wishes to thank all who have supported and assisted in accomplishing the Commission's activities during the past year. We are especially grateful to the employees who assist us by participating on Qualifications Appraisal Interview panels. Special thanks, also, to the Board of Education, the Superintendent, the Executive Staff, managers, classified employees, CSEA officers, the CSEA Labor Relations Representative and all District employees.

STATISTICS	2007-2008	2008-2009
Vacancy Announcements	87	51
Ad Cost	\$4,682.	\$500.
Applications Reviewed	3,953	3,348
Written Examinations	93	57
Performance Examinations	31	13
Qualifications Appraisal Interviews (QAI)	89	56
Training and Experience Examinations	22	7
Technical Oral Examinations	7	0
N-MUSD Panelists	179	90
Panelists – Outside District	43	19
Eligible Lists	104	65
New Examinations	28	24
New Employees in Permanent Positions	346	137
Promotions	56	55
Reclassification Studies	8	6
Classification Modifications	4	3
Transfers	16	14
Change of Assignment – increase/decrease in hours	66	62
Voluntary Demotions	5	17
Accelerated Hiring Rates	16	14
Athletic Assistants	212	204
Substitutes	78	60
Provisional Assignments	0	3
Reinstatements	11	6
Layoff	0	2
Resignations	213	168
Leaves of Absence	146	115