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 15, 2009 5:30 p.m.

AGENDA

The meeting will be called to order by the presiding Chairperson at _____ p.m.

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 _____
Katherine Infantino, Commissioner _____
John R. Caldecott, Secretary to the Commission _____

3. ADOPTION OF AGENDA

Recommendation is made that the agenda for July 15, 2009 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 18, 2009 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 his 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 announcements be ratified.

a.	Job Coach	46-09
b.	Health Assistant	47-09
c.	Head Custodian	48-09
d.	Instructional Assistant / Extended Day Programs	49-09
e.	Job Developer	50-09
f.	Library Media Clerk	51-09

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

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

Recommendation is made that the following eligibility lists be certified.

a.	Accounting Supervisor	60-09
b.	High School Plant Supervisor	61-09
c.	Preschool Site Facilitator	62-09
d.	Instructional Assistant / Applied Behavior Analysis	63-09
e.	Instructional Assistant / Special Education	64-09
f.	Warehouse Worker I	65-09
g.	Nutrition Services Assistant I	01-10
h.	School Support Secretary	02-10

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

8. APPROVAL OF NEW CLASSIFICATIONS OF LEAD TECHNOLOGY SUPPORT TECHNICIAN

Based on the needs of the department, it is recommended that the new classification of Lead Technology Support Technician with a salary allocation at the Classified Salary Schedule Range 47, be approved. This new classification has no additional FTE allocation.

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

9. APPROVAL OF NEW CLASSIFICATION OF ASSISTANT DIRECTOR OF INFORMATION TECHNOLOGY

Based on the needs of the department, it is recommended that the new classification of Assistant Director of Information Technology with a salary allocation at Management Salary Schedule Range 6004, be approved. This new classification has no additional FTE allocation.

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

10. APPROVAL OF CLASSIFICATION MODIFICATION OF NUTRITION SERVICES ASSISTANT II

Based on the need to comply with regulation changes, it is recommended that the classification of Nutrition Services Assistant II be modified.

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

11. APPROVAL OF CLASSIFICATION MODIFICATION OF NUTRITION SERVICES ASSISTANT III

Based on the need to comply with regulation changes, it is recommended that the classification of Nutrition Services Assistant III be modified.

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

12. PERSONNEL DIRECTOR

Informal reports; discussion only

13. CLOSED SESSION

The following items will be discussed; no action will be taken:
Public employee performance evaluation (Government code §54957)

I. Staff Evaluation
II. Public Employee Discipline
III. Employer – Employee Relations

14. NEXT MEETING DATE: _____ ADJOURNMENT _____ P.M.