NEWPORT-MESA UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

Regular Meeting of the Personnel Commission
Board Room
2985 Bear Street, Building A, Costa Mesa, CA 92626

July 20, 2023 – 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:

Susan G. Meyer, Chairperson _____
Charlene J. Metoyer, Vice-Chair _____
Tristan Aley, Commissioner _____
Kristen M. Clark, Secretary to Personnel Commission _____

3. ADOPTION OF AGENDA:

Recommendation is made that the agenda for July 20, 2023, 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 15, 2023, 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.	School Office Assistant	82-23
b.	School Registrar II – High School	83-23
c.	Administrative Assistant II	84-23
d.	Student Supervision Assistant	1-24
e.	Instructional Assistant-Early Learning	2-24
f.	Instructional Assistant-Bilingual	3-24
g.	Administrative Assistant Confidential	4-24
h.	Executive Assistant Confidential	5-24
i.	Secondary Office Support Specialist	6-24
j.	Instructional Assistant-Extended Day Program	7-24
k.	Instructional Assistant-Behavior Intervention	8-24
l.	Nutrition Services Assistant I	9-24
m.	Nutrition Services Assistant Cover	10-24
n.	Bus Driver Trainee	11-24
o.	Bus Driver	12-24
p.	Maintenance Glazier	13-24
q.	Health Assistant Cover	14-24
r.	Instructional Assistant-Special Education	15-24
s.	Instructional Assistant-Behavior Intervention	16-24
t.	Instructional Assistant	17-24

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.	Instructional Assistant-Special Education	214-23
b.	Student Supervision Assistant	215-23
c.	Bus Driver	216-23
d.	Instructional Assistant	217-23
e.	Instructional Assistant-Extended Day Program	218-23
f.	Theater Support Technician	219-23
g.	Accounting Assistant III	220-23
h.	Executive Assistant-Confidential	221-23
i.	Systems Engineer	1-24
j.	Technology Support Technician	2-24

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

8. APPROVAL OF NEW JOB CLASSIFICATION OF COORDINATOR III, DISTRICT SAFETY

It is recommended that the members of the Personnel Commission approve the proposed new job classification of Coordinator III, District Safety and that the salary for this class be placed on the Management Salary Schedule, Range 6001.

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

9. PERSONNEL DIRECTOR:

Informal reports; discussion only.

10. NEXT MEETING DATE: _____ TIME: _____

11. 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 Number: 714-424-5047, Fax Number: 714-424-7572. Notification not later than noon on the day preceding the Commission meeting will enable the Commission to make reasonable arrangements to assure accessibility to this meeting.