

# 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

September 21, 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 September 21, 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 August 24, 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. Supervisor, Budget                | 26-24 |
| b. Associate Human Resources Analyst | 27-24 |
| c. Lead Grounds Maintenance Worker   | 28-24 |

- |                                     |       |
|-------------------------------------|-------|
| d. Grounds Equipment Operator       | 29-24 |
| e. School Community Facilitator     | 30-24 |
| f. Bus Monitor                      | 31-24 |
| g. Warehouse Worker/Delivery Driver | 32-24 |

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. Student Supervision Assistant                 | 25-24 |
| b. Coordinator, Facilities Planning              | 26-24 |
| c. Instructional Assistant-Extended Day Program  | 27-24 |
| d. Nutrition Services Assistant I Cover          | 28-24 |
| e. Nutrition Service Assistant I                 | 29-24 |
| f. Instructional Assistant-Special Education     | 30-24 |
| g. Instructional Assistant                       | 31-24 |
| h. Executive Assistant-Confidential              | 32-24 |
| i. School Registrar II – High School             | 33-24 |
| j. Instructional Assistant-Behavior Intervention | 34-24 |
| k. Administrative Assistant II                   | 35-24 |
| l. Instructional Assistant-Early Learning        | 36-24 |
| m. Health Assistant                              | 37-24 |
| n. Student Supervision Assistant                 | 38-24 |
| o. Maintenance Glazier                           | 39-34 |
| p. Job Transition Coach                          | 40-34 |
| q. Instructional Assistant                       | 41-24 |
| r. Instructional Assistant-Special Education     | 42-24 |
| s. Instructional Assistant-Behavior Intervention | 43-24 |

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_ Vote \_\_\_\_\_ DISCUSSION/ACTION

## 8. PERSONNEL DIRECTOR:

Informal reports; discussion only.

## 9. NEXT MEETING DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

## 10. 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](http://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.