

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

October 17, 2024 – 4:00 p.m.

AGENDA

1. OPENING CEREMONIES:

The meeting will open with a moment of reflection followed by the Pledge of Allegiance to the flag.

2. ROLL CALL:

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

3. ADOPTION OF AGENDA:

Recommendation is made that the agenda for October 17, 2024, 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 September 19, 2024, 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. Campus Safety Facilitator | 25-25 |
| b. Warehouse Worker II – Delivery Driver | 26-25 |
| c. Coordinator III Purchasing and Contracts | 27-25 |
| d. Information Technology Technician | 28-25 |
| e. Technology Support Technician | 29-25 |

f.	Administrative Assistant-Confidential	30-25
g.	Bus Monitor	31-25
h.	Administrative Assistant I	32-25
i.	Delegated Behind the Wheel Trainer	33-25

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.	Office Assistant-Bilingual	38-25
b.	Manager, Custodial Services	39-25
c.	Instructional Assistant-Special Education	40-25
d.	Administrative Assistant II	41-25
e.	Student Supervision Assistant	42-25
f.	Instructional Assistant	43-25
g.	Office Assistant II	44-25
h.	Nutrition Services Assistant I	45-25
i.	Instructional Assistant-Extended Day Program	46-25
j.	Nutrition Services Assistant I Cover	47-25
k.	Instructional Assistant	48-25
l.	Instructional Assistant-Early Learning	49-25
m.	Instructional Assistant-Behavior Intervention	50-25
n.	Instructional Assistant-Extended Day Program	51-25
o.	Supervisor, Payroll	52-25
p.	Student Supervision Assistant	53-25
q.	Instructional Assistant-Special Education	54-25
r.	Human Resources Technician - REVISED	10-25

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

8. PERSONNEL DIRECTOR:

Informal reports; discussion only.

9. COMMISSIONERS' REMARKS:

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.