

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.

MINUTES

1. OPENING CEREMONIES:

Charlene J. Metoyer, Chairperson, called the meeting to order with a moment of reflection followed by the Pledge of Allegiance.

2. ROLL CALL:

Commission roll call was taken, and the following were present:

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

Staff present:

V-Esther Caldwell, Administrative Assistant-Confidential
Luz Gonzalez, Associate Human Resources Analyst
Elizabeth Peterson, Human Resources Technician

Visitors present:

Amy Ching, CSEA Chapter 18 President
Amber Schumacher, CSEA Chapter 18
Eleanor Rebard, CSEA Chapter 18
Valeria Martinez-Soria, Human Resources Technician

3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for October 17, 2024.

Motion made by: Tristan Aley

Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

4. APPROVAL OF MINUTES:

It was recommended that the Commission adopt the minutes of the regular meeting of September 19, 2024, be adopted as submitted.

Motion made by: Susan Meyer
Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION:

No public comment cards were submitted, or presentations made.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS:

It was recommended 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 made by: Tristan Aley
Seconded by: Susan Meyer

Eleanor Rebard questioned the scheduled hours for the 6.b Warehouse Worker II – Delivery Driver, and Director Kristen Clark explained that the schedule came from the department.

She also asked about the supplemental questions on 6.c Coordinator II, Purchasing and Contracts and 6.i Delegated Behind the Wheel Trainer to which Director Clark explained that the supplemental questions are part the screening process to determine which candidates move forward to be interviewed.

Susan Meyer noted that the posting dates of the item 6.c were incorrect. Director Clark explained that the correction had been made, and the opening date was changed from June 11, 2024 to September 27, 2024 and the position is posted for one month.

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

7. CERTIFICATION OF NEW ELIGIBILITY LISTS:

It was recommended 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

Susan Meyer commented positively on the promotional opportunities for classified employees on item 7.d – Administrative Assistant II.

Commissioner Meyer also asked for clarification on item 7.r - Human Resources Technician – Revised. Director Clark explained that there was a slight glitch in communication between the input of test scores and NeoGov and someone's score was not read correctly and subsequently they were added to the eligibility list.

Motion made by: Susan Meyer

Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

8. PERSONNEL DIRECTOR:

Ms. Clark highlighted the following items:

- Reminded the Commission that the Public Hearing for the selection of the Joint Appointee to the Personnel Commission will be held at the November meeting.
- Since September 19, 2024, the Personnel Commission staff have made 70 offers for positions; 52 offers were accepted, 6 are still pending and 12 declined. We have filled 49 classified positions, of which 31 were new hires, 5 were promotions, 2 substitutes were hired for permanent positions and several transfers. There were also 8 individuals added to the Bus Driver Trainee Program.

- Director Clark spoke about the quick turn-around for the Supervisor, Payroll position made possible through close collaboration with the hiring department. The position was posted on August 19, 2024, and as of today, October 17, 2024, a very qualified candidate has accepted the position.

9. COMMISSIONERS' REMARKS:

- Commissioner Tristan Aley shared that a former employee, now a Commissioner with the Fullerton School District, was amazed at the amount of work performed by our Commission Staff.
- Commissioner Charlene Metoyer shared that Superintendent Smith commented on how the well the turn-around time was for filling classified positions.

Commissioner Metoyer also complimented Amy Ching, President, CSEA Chapter 18 for her speech at the State of the Schools' Breakfast.

10. NEXT MEETING DATE: Thursday, November 21, 2023, at 4:00 p.m., Board Room.

11. ADJOURNMENT: 4:21 p.m.