

Employee Recognition

Employee Service Awards

NMUSD honors classified and certificated employees for their years of service to students and the district.

Years of Service	Number of Recipients
10	73
15	28
20	100
25	40
30	5
35	9
40	3
45	1

Appreciating Classified Employees

Since 2007, members of the Board of Education, Personnel Commission, and district administration have participated in a job shadow experience alongside classified employees. During the 2024–2025 school year, Commission staff hosted the 18th Annual ACE Day, providing leaders the opportunity to observe firsthand the dedication, skill, and service our classified employees bring to their roles each day. The event continued to highlight the essential contributions of classified staff across the district and was made possible through the time and engagement of all participants.



Classified Employee Of The Year



Kelly Davis

Administrative Assistant
Back Bay High School



Yesenia Rosales

Lead Instructional Assistant-
Extended Day Program
College Park Elementary

Professional Development

- **Employee Orientations:**
 - 2 sessions: December & April
 - 183 invitees
- **Presentation:**
 - Personnel Commissions Association of Southern California – Kristen Clark and Susan Meyer
 - Hiring, Evaluating, & Supervising the Personnel Commission Director
- **Technology Skills Online Software Training:**
 - 12 classes
 - 60 participants



Personnel Commission Staff

Kristen Clark

Administrative Director I, Classified Personnel

Christi Winslow

Human Resources Analyst

Luz Gonzalez

Associate Human Resources Analyst

Theresa Nguyen-Lorenzo

Associate Human Resources Analyst

Victoria Villa

Administrative Assistant-Confidential

Elizabeth Peterson

Human Resources Technician

Valeria Martinez

Human Resources Technician

PERSONNEL COMMISSION ANNUAL REPORT 2024-2025

The Personnel Commission is an independent body composed of three community members appointed to staggered three-year terms. One commissioner is appointed by the Board of Education, one by the employee representative organization, and one is jointly selected by the two appointed commissioners. Together, the Commissioners provide impartial oversight of the merit system and ensure its integrity.

The Commission is responsible for maintaining a fair and effective merit system for classified employees and supporting the development of a strong career service within the district. The Commission ensures that employment practices are based on merit and equity, while providing due process protections for employees.

In fulfilling this role, the Commission classifies positions, recommends salary structures, hears appeals related to disciplinary actions and employment procedures, and establishes rules governing personnel practices. These responsibilities support consistency, transparency, and fairness across the classified workforce.

As a strategic partner with the district, the Office of Classified Personnel supports the Commission by administering recruitment, selection, and retention systems for the classified workforce. The staff remains committed to providing high-quality, responsive service to both prospective and current employees.

Personnel Commission meetings are held on the third Thursday of each month at 4:00 p.m. Meetings are open to the public, with agendas and approved minutes posted on the Personnel Commission page of the district's website.

The Personnel Commission oversees a merit system guided by the following principles:

- Fair and equitable employment and promotional practices based on merit demonstrated through competitive examination.
- Equal pay for equal work through consistent job classification and compensation practices.
- Classification of positions based on duties and responsibilities actually performed.
- Opportunities for training and career advancement that support employee retention.
- Due process protections, including the right to appeal disciplinary actions.
- A system that prohibits discrimination.



Newport-Mesa
Unified School District



Charlene Metoyer
District Board
Appointee



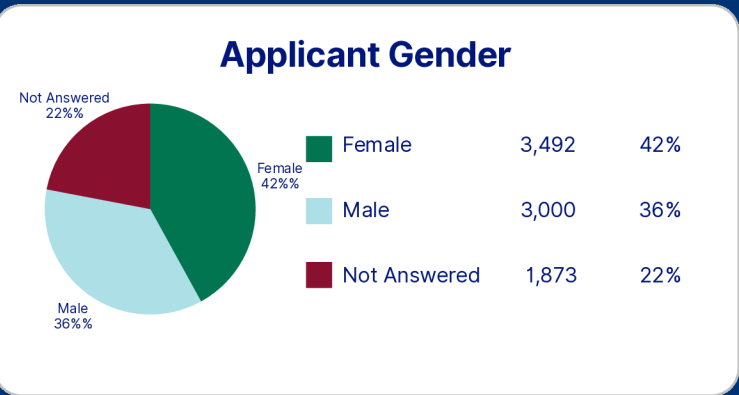
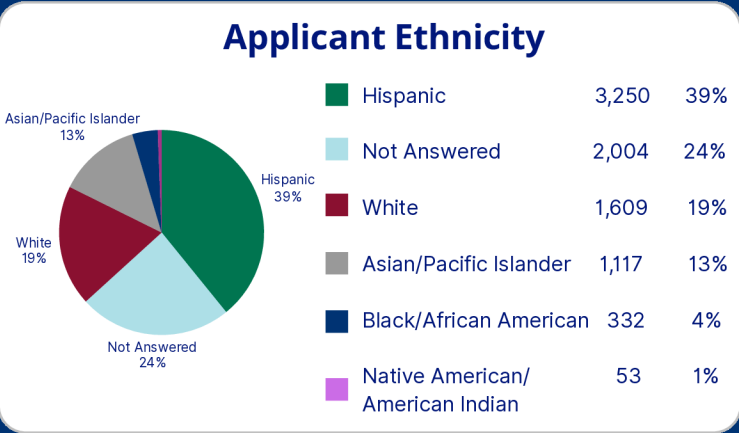
Susan Meyer
Classified Employees'
Union Appointee



Tristan Aley
Joint Appointee

Recruitment and Selection Activity Data

Recruitment and Testing Statistics	
Applications Received	8,365
Written Examinations	171
Performance Examinations	15
Technical Oral Examinations	1
Qualifications Appraisal Interviews (QAI)	178
Eligibility Lists Created	184
New Exams Created	25
Panelists (NMUSD Employees)	316
Panelists (Outside District)	38

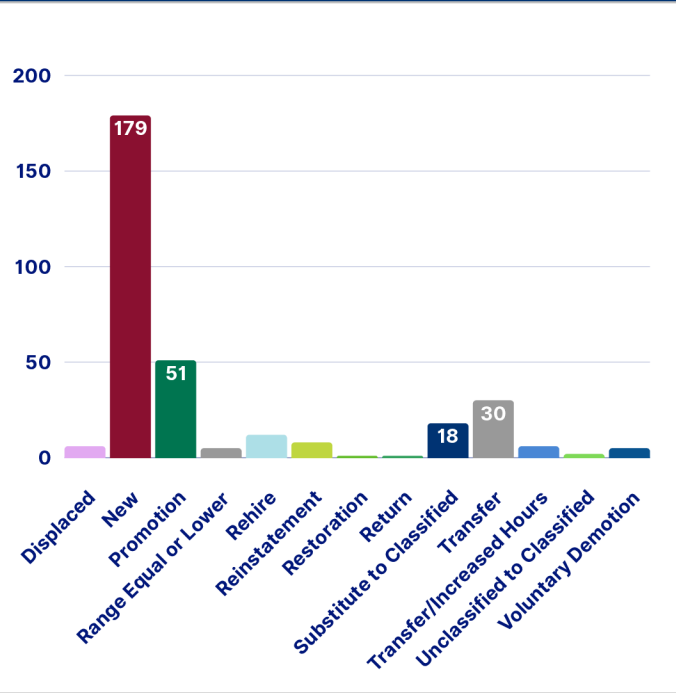


Eligibility Lists Created

Accountant
Accounting Assistant III
Administrative Assistant-Confidential
Administrative Assistant I
Administrative Assistant II (2)
Assistant Director, Maintenance & Operations
Bus Driver (3)
Bus Monitor (5)
Campus Safety Facilitator (2)
Computer Software Analyst II
Coordinator III, Purchasing and Contract(s) (2)
Credential Specialist
Custodian
Custodian - Substitutes Only (3)
Delegated Behind the Wheel Trainer
District Translator
Grounds Maintenance Worker
Head Custodian
Health Assistant (2)
Health Assistant Cover
Human Resources Technician (2)
Information Technology Technician
Instructional Assistant (8)
Instructional Assistant-Extended Day Program (15)
Instructional Assistant-Behavior Intervention (16)
Instructional Assistant-Behavior Intervention Cover
Instructional Assistant-Bilingual (3)
Instructional Assistant-Early Learning (14)
Instructional Assistant-Special Education (13)
Instructional Assistant-Technology II
Job Transition Coach
Job Transition Specialist
Lead Grounds Maintenance Worker
Lead Instructional Assistant-Extended Day Program
Lead Technology Support Technician
Lead Warehouse Worker-Delivery Driver
Library Media Technician I
Maintenance and Operations Manager
Maintenance Technician
Manager Custodial Services
Manager Nutrition Services Operations Distribution
Nutrition Services Assistant I (13)
Nutrition Services Assistant I Cover (4)
Nutrition Services Assistant II (2)
Nutrition Services Assistant III
Occupational Therapist
Office Assistant II
Office Assistant III
Office Assistant-Bilingual (2)
Payroll Technician
Preschool Teacher (2)
Receptionist
School Administrative Assistant-Elementary (2)
School Administrative Assistant-High School Alternative Campus
School Attendance Assistant
School Attendance Technician
School Bus Cover Driver
School Community Facilitator
School Office Assistant (2)
School Registrar II
Student Supervision Assistant (21)
Supervisor Custodial Operations
Supervisor Payroll
Supervisor Transportation Operations
Technology Support Technician
Vehicle Mechanic
Warehouse Worker-Delivery Driver
Warehouse Worker II-Delivery Driver

Employment Actions

Action	Number
Displaced	6
New	179
Promotion	51
Range Equal or Lower	5
Rehire	12
Reinstatement	8
Restoration	1
Return	1
Substitute to Classified	18
Transfer	30
Transfer/Increased Hours	6
Unclassified to Classified	2
Voluntary Demotion	5
	324



Classified Positions Filled

Replacement Positions	254
New Postitions	70
Total Classified Positions Filled	324

Classification Actions

The Commission reviewed classifications with District Administration to better align with workforce complexity

New	0
Modifications	17

- Accompanist
 - Administrative Assistant-Confidential PC
 - Coordinator Credentials
 - Data Network Technician
 - Delegated Behind the Wheel Trainer
 - Instructional Assistant-Behavior Intervention
 - Maintenance Plumber
 - Manager Ground Maintenance
- Manager Maintenance and Operations
 - Office Assistant Bilingual
 - Receptionist
 - School Bus Cover Driver
 - Supervisor Central Kitchen
 - Supervisor Nutrition Services
 - Supervisor Transportation Operations
 - Vehicle Mechanic
 - Warehouse Worker II

Unclassified Positions Filled

Bus Driver Trainee	18
Substitute IA-Extended Day Program	7
Substitute IA-Special Education	2
Substitute Bus Driver	14
Substitute Custodian	15
Substitute IA-Behavior Intervention	3
Substitute IA-Early Learning	1
Substitute Manager M&O	1
Substitute Summer Bus Driver	1
Substitute Campus Safety Facilitator	1
Total Unclassified/Substitute	63