

NEWPORT-MESA UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission
Regular Meeting of the Personnel Commission
2985-A Bear Street, Classified Personnel Testing Room, Costa Mesa, CA 92626
July 19, 2007, 5:30 p.m.

AGENDA

The meeting will be called to order by the presiding Chairperson at _____ p.m.

1. OPENING CEREMONIES

The meeting will open with a silent invocation followed by the Pledge of Allegiance to the flag.

2. ROLL CALL

Thomas W. Henderson, Chairperson _____
Katherine Infantino, Vice-Chairperson _____
Kenneth L. Wayman, Commissioner _____
John R. Caldecott, Secretary to the Commission _____

3. ADOPTION OF AGENDA

Recommendation is made that the agenda for July 19, 2007 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 21, 2007 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 his 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 announcements be ratified.

- a. Health Assistant 117-07
- b. Teacher Assistant-Bilingual/Spanish 118-07
- c. Bus Monitor 119-07
- d. School Bus Cover Driver 120-07

- e. Maintenance Carpenter 01-08

- | | | |
|----|---|-------|
| f. | HVAC/R Technician | 02-08 |
| g. | Bilingual Office Assistant | 03-08 |
| h. | Child Care Provider | 04-08 |
| i. | Accompanist | 05-08 |
| j. | School Office Assistant/Office Assistant II | 06-08 |

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

Recommendation is made that the following eligibility lists be certified.

- | | | |
|----|---|-------|
| a. | Director of Facilities Development, Planning & Design | 01-08 |
| b. | Teacher Assistant | 02-08 |
| c. | Preschool Teacher | 03-08 |
| d. | Instructional Assistant/Special Education | 04-08 |
| e. | Job Developer | 05-08 |

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

8. APPROVE THE MODIFICATION OF DUTIES OF CONTRACTING AND PROCUREMENT ANALYST, TITLE CHANGE TO LEAD CONTRACTING AND PROCUREMENT ANALYST AND RECLASSIFICATION OF THE INCUMBENT

It is recommended that the modification of duties for the classification of Contracting and Procurement Analyst be approved and that the title be changed to Lead Contracting and Procurement Analyst and that the salary be allocated to the Bargaining Unit Salary Schedule at Range 50.

It is also recommended that the incumbent be reclassified with the position pursuant to Personnel Commission Rule and Regulation 3.3.3.1, **Effects on Incumbents...***For an employee to be reclassified to a higher class with his position the reclassification must have been occasioned by a gradual accretion of duties and not by a sudden change resulting from reorganization or the assignment of completely new duties or responsibilities. The commission shall decide at the time the reclassification occurs as to whether the reclassification meets this rule.*

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

9. PERSONNEL DIRECTOR

Informal reports; discussion only

10. CLOSED SESSION

The following items will be discussed; no action will be taken:
Public employee performance evaluation (Government code §54957)

- I. Staff Evaluation - Director of Classified Personnel
- II. Public Employee Discipline
- III. Employer – Employee Relations

11. NEXT MEETING DATE: _____ **ADJOURNMENT** _____ **p.m.**