

NEWPORT-MESA UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

Regular Meeting of the Personnel Commission

Amended Agenda to Include the Public Hearing for the PC Budget – 2008-2009 School Year

2985-A Bear Street, Classified Personnel Testing Room, Costa Mesa, CA 92626

May 22, 2008, 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

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

3. ADOPTION OF AGENDA

Recommendation is made that the agenda for May 22, 2008 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 April 24, 2008 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.

Public Hearing

**Personnel Commission Budget 2008-2009 School Year
Pursuant to Education Code 45253.**

6. RATIFICATION OF VACANCY ANNOUNCEMENTS

Recommendation is made that the following vacancy announcements be ratified.

- | | | |
|----|--|-------|
| a. | Campus Security Personnel – Female | 72-08 |
| b. | Occupational Therapist | 73-08 |
| c. | Coordinator – Administrative Services | 74-08 |
| d. | Transportation Dispatcher/Scheduler | 75-08 |
| e. | Vehicle and Equipment Mechanic Supervisor | 76-08 |
| f. | Web Application Developer I | 77-08 |
| g. | Campus Security Personnel – Female – extended deadline | 78-08 |
| h. | Administrative Assistant/Confidential – Personnel Commission | 79-08 |

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

Recommendation is made that the following eligibility lists be certified.

- | | | |
|----|---|-------|
| a. | Instructional Assistant/Extended Day Programs | 91-08 |
| b. | School Administrative Assistant – Elementary/Intermediate | 92-08 |
| c. | Instructional Assistant/Special Education | 93-08 |
| d. | Bus Driver | 94-08 |
| e. | Occupational Therapist | 95-08 |
| f. | Head Custodian | 96-08 |

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

8. APPROVAL OF MODIFICATION OF CLASS DESCRIPTION FOR THE POSITION OF COORDINATOR – ADMINISTRATIVE SERVICES

It is recommended that the members of the Personnel Commission approve the modification of the class description for the position of Coordinator – Administrative Services and that the salary be reallocated to Coordinator I level.

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

9. APPROVAL OF RECLASSIFICATION OF INSTRUCTIONAL ASSISTANT – SPECIAL EDUCATION TO INSTRUCTIONAL ASSISTANT- APPLIED BEHAVIOR ANALYSIS

The employees who are being recommended for this reclassification have received specialized training and have been working with autistic students for two years or more. The employees working with the autistic students have been receiving a stipend of 7.5 percent above the Instructional Assistant/Special Education salary range of 26. *Personnel Commission Rule 3.3.3.3 - Effects on Incumbents is as follows: When a portion of the positions in a class are reclassified to a higher class, those incumbents with two or more years' service in one or more of the positions being reclassified shall be reclassified with their position(s).*

It is recommended that the members of the Personnel Commission approve the reclassification of the Instructional Assistant/Special Education employees to Instructional Assistant – Applied Behavior Analysis who have had the specialized training and experience and who have been performing in this capacity for a period of two years or more and that the salary be allocated to the Bargaining Unit Salary Range 29.

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

10. ADOPT PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2008-09

The Personnel Commission Budget for Fiscal Year 2008-09 is being presented for adoption by the Members of the Personnel Commission. The proposed budget was presented on April 24, 2008, as an information item.

It is recommended that the Members of the Personnel Commission adopt the Personnel Commission Budget for the fiscal year 2008-09 as presented.

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

**11. RECOGNITION OF RETIREMENT OF ADMINISTRATIVE ASSISTANT/
CONFIDENTIAL – PERSONNEL COMMISSION**

It is with regret that the Personnel Commission staff accepts the retirement of Marla K. Loffelmacher – Administrative Assistant/Confidential - Personnel Commission on December 30, 2008. Marla has worked for Newport-Mesa's Personnel Commission since August, 1986, and has assisted, encouraged and mentored four Directors and many staff members during that time. Her contributions have been numerous and, along with her personality and wonderful sense of humor, will be missed by all in Newport-Mesa.

12. PERSONNEL DIRECTOR

Informal reports; discussion only

13. CLOSED SESSION

The following items will be discussed; action to follow:
Public employee performance evaluation (Government code §54957)

- I. Staff
- II. Public Employee Discipline
- III. Employer – Employee Relations

14. NEXT MEETING DATE: _____ ADJOURNMENT _____ p.m.