

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

June 15, 2005

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

Mark Soden, Jr., Chairperson _____
Kenneth L. Wayman, Vice-Chairperson _____
Thomas W. Henderson, Commissioner _____
Bruce Crockard, Secretary to the Commission _____

3. ADOPTION OF AGENDA

Recommendation is made that the agenda for June 15, 2005 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 May 19, 2005 be approved 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. | School Office Assistant | 86-05 |
| b. | College Guidance Specialist | 87-05 |
| c. | Preschool Site Facilitator | 88-05 |
| d. | Job Coach | 89-05 |
| e. | Child Care Provider | 90-05 |

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

Recommendation is made that the following eligibility lists be certified.

- | | | |
|----|----------------------------------|-------|
| a. | Bilingual Office Assistant | 96-05 |
| b. | Inst. Asst./ Child Care | 97-05 |
| c. | Administrative Assistant II | 98-05 |
| d. | Director of Classified Personnel | 99-05 |

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

8. APPROVAL OF PROPOSED NEW CLASSIFICATION OF SCHOOL BUS COVER DRIVER

It is recommended that the members of the Personnel Commission approve the new proposed classification of School Bus Cover Driver with the salary being allocated to Range 35 (\$2733 - \$3348) on the Classified Bargaining Unit Salary Schedule as submitted.

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

9. APPROVAL OF MODIFICATION OF BUS DRIVER LICENSING REQUIREMENTS

It is recommended that the members of the Personnel Commission approve the classification of Bus Driver be modified to reflect current licensing requirements as submitted. No change in salary recommended.

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

10. APPROVAL OF PROPOSED TITLE CHANGE, CLASSIFICATION MODIFICATION AND SALARY REALLOCATION FOR TRANSPORTATION DISPATCHER/SCHEDULER -- FORMER TITLE OF TRANSPORTATION DISPATCHER

It is recommended that the members of the Personnel Commission approve the proposed title change, classification modification and salary reallocation for the position of Transportation Dispatcher/Scheduler (former title of Transportation Dispatcher) – salary to be reallocated to Bargaining Unit Salary Range 37 (\$2875 - \$3523) from Range 35 (\$2733 – \$3348) as submitted.

It is also recommended that the incumbent in the current position be reclassified with the new classification as she meets the two (2) year rule of the Personnel Commission Rules and Regulations regarding a demonstrated gradual accretion of duties effective June 15, 2005, as submitted.

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

11. APPROVAL OF PROPOSED TITLE CHANGE, CLASSIFICATION MODIFICATION AND SALARY REALLOCATION FOR THE POSITION OF VEHICLE AND EQUIPMENT MECHANIC SUPERVISOR – FORMER TITLE OF VEHICLE MAINTENANCE SUPERVISOR

It is recommended that the members of the Personnel Commission approve the proposed title change, classification modification and salary reallocation for the position of Vehicle and Equipment Mechanic Supervisor (former title of Vehicle Maintenance Supervisor) – salary to be reallocated to the Supervisory Salary Schedule at Range 27 (\$3987 - \$4859) from Range 14 (\$2892 – \$3525) as submitted.

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

12. PERSONNEL DIRECTOR

Informal reports; discussion only

13. CLOSED SESSION

The following items will be discussed; no action will be taken:

Public employee performance evaluation (Government code §54957)

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

14. NEXT MEETING DATE: _____

ADJOURNMENT _____ p.m.