

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

August 18, 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	_____
John R. Caldecott, Secretary to the Commission	_____

3. ADOPTION OF AGENDA

Recommendation is made that the agenda for August 18, 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 June 15, 2005 be approved as submitted.

Motion by _____, seconded by _____ Vote _____ DISCUSSION/ACTION

5. APPROVAL OF MINUTES

Recommendation is made that the minutes of the special meeting of June 16, 2005 be approved as submitted.

Motion by _____, seconded by _____ Vote _____ DISCUSSION/ACTION

6. 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.

7. RATIFICATION OF VACANCY ANNOUNCEMENTS

Recommendation is made that the following vacancy announcements be ratified.

a.	Nutrition Services Supervisor	91-05
b.	School/Community Facilitator	92-05
c.	Nutrition Services Assistant II	93-05
d.	School Administrative Assistant-Elementary/Intermediate	01-06
e.	Instructional Assistant I – Technology	02-06
f.	Office Assistant III	03-06
g.	Maintenance Electrician	04-06
h.	Maintenance and Operations Manager	05-06
i.	Assessment Technician	06-06
j.	Assessment Assistant	07-06
k.	Instructional Assistant II – Technology	08-06
l.	Teacher Assistant	09-06
m.	Payroll Technician	10-06
n.	Transportation Dispatcher/Scheduler	11-06
o.	School Community Facilitator	12-06
p.	Instructional Assistant I – Technology	13-06
q.	Custodian	14-06
r.	Substitute Bus Driver	15-06
s.	Bus Driver Trainee	16-06
t.	Instructional Assistant/Special Education	17-06
u.	Substitute Nutrition Services Assistant I	18-06
v.	Teacher Assistant – Bilingual/Spanish	19-06
w.	Substitute Custodian	20-06
x.	School Bus Cover Driver	21-06
y.	School Administrative Assistant – High School	22-06
z.	School Registrar	23-06

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

8. CERTIFICATION OF NEW ELIGIBILITY LISTS

Recommendation is made that the following eligibility lists be certified.

a.	School Office Assistant/Office Assistant II	01-06
b.	Nutrition Services Assistant I	02-06
c.	School/Community Facilitator	03-06
d.	Library Media Clerk	04-06
e.	College Guidance Specialist	05-06
f.	Preschool Site Facilitator	06-06
g.	Child Care Provider	07-06
h.	Health Assistant	08-06
i.	Maintenance Electrician	09-06
j.	School Administrative Assistant – Elementary/Intermediate	10-06
k.	Nutrition Services Assistant II	11-06
l.	Nutrition Services Supervisor	12-06
m.	Office Assistant III	13-06

n. Maintenance and Operations Manager (Grounds)	14-06
o. Assessment Technician	15-06
p. Transportation Dispatcher/Scheduler	16-06
q. Job Coach	17-06

Motion by _____, seconded by _____ Vote _____ DISCUSSION/ACTION

9. APPROVE PROPOSED TITLE CHANGE FOR ASSISTANT SUPERINTENDENT, BUSINESS SERVICES TO CHIEF BUSINESS OFFICIAL AND UPDATED CLASS DESCRIPTION

It is recommended that the members of the Personnel Commission approve the proposed title change for Assistant Superintendent, Business Services to Chief Business Official and the updated class description as submitted.

Motion by _____, seconded by _____ Vote _____ DISCUSSION/ACTION

10. APPROVE PROPOSED TITLE CHANGE FOR DIRECTOR OF FISCAL SERVICES TO ADMINISTRATIVE DIRECTOR I OF FISCAL SERVICES, UPDATED CLASS DESCRIPTION, SALARY REALLOCATION AND RECLASSIFICATION OF INCUMBENT WITH THE POSITION

It is recommended that the proposed title change for Director of Fiscal Services to Administrative Director I of Fiscal Services be approved along with the updated class description, and that the incumbent, Mr. Jeff Trader, be reclassified with a salary reallocation of approximately four (4) percent at Management Salary level 6012 - \$97,340 - \$118,429 as submitted, with an effective date of August 18, 2005. Mr. Trader meets the requirements of the Personnel Commission Rule and Regulation regarding reclassification.

Motion by _____, seconded by _____ Vote _____ DISCUSSION/ACTION

11. APPROVE RECLASSIFICATION OF THE POSITION OF ADMINISTRATIVE ASSISTANT I POSITION IN RISK MANAGEMENT TO RISK MANAGEMENT TECHNICIAN AND RECLASSIFY THE CURRENT INCUMBENT WITH THE CLASSIFICATION OF RISK MANAGEMENT TECHNICIAN

It is recommended that the incumbent, Ms. Ruth Anne Dorman, be reclassified with the position of Risk Management Technician as submitted as she meets the requirements of Personnel Commission Rule and Regulation regarding reclassification, with an effective date of August 18, 2005. The classification is in the Bargaining Unit Salary Range 38 (\$3007-\$3684).

Motion by _____, seconded by _____ Vote _____ DISCUSSION/ACTION

12. ANNUAL REPORT

The Annual Report for the 2004-05 school year will be presented at the Personnel Commission Meeting on August 18, 2005, as an information item only.

INFORMATION ITEM

13. PERSONNEL DIRECTOR

Informal reports; discussion only

14. 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

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