

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
September 22, 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 September 22, 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 August 18, 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 Attendance Technician | 24-06 |
| b. | School Support Secretary | 25-06 |
| c. | Instructional Assistant I – Technology | 26-06 |
| d. | Job Developer | 27-06 |
| e. | Instructional Assistant/Child Care | 28-06 |
| f. | Health Assistant | 29-06 |
| g. | Head Custodian | 30-06 |
| h. | Office Assistant III | 31-06 |
| i. | Senior Irrigation Specialist | 32-06 |
| j. | Preschool Teacher | 33-06 |
| k. | Office Assistant I/Office Assistant II/ School Office Assistant | 34-06 |

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

Recommendation is made that the following eligibility lists be certified.

| | | |
|----|--|-------|
| a. | Assessment Assistant | 18-06 |
| b. | Inst. Asst./ Special Ed. | 19-06 |
| c. | Teacher Assistant | 20-06 |
| d. | School Bus Cover Driver | 21-06 |
| e. | School/Community Facilitator | 22-06 |
| f. | Inst. Asst./ Child Care | 23-06 |
| g. | Teacher Assistant/Bilingual | 24-06 |
| h. | School Administrative Assistant – High School/Adult School | 25-06 |
| i. | School Registrar | 26-06 |
| j. | Inst. Asst./ Special Ed. | 27-06 |
| k. | Payroll Technician | 28-06 |
| l. | School Support Secretary | 29-06 |
| m. | Teacher Assistant– Will be handed out at PC Meeting | 30-06 |
| n. | Teacher Assistant – Bilingual Spanish – Will be handed out at PC Meeting | 31-06 |
| o. | Inst. Asst./ Special Ed. – Will be handed out at PC Meeting | 32-06 |
| p. | Inst. Asst./ Child Care – Will be handed out at PC Meeting | 33-06 |
| q. | School Attendance Technician – Will be handed out at PC Meeting | 34-05 |

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

8. APPROVE THE OUTREACH ADVOCACY PROGRAM PROPOSED JOB DESCRIPTIONS, TITLES AND SALARY ALLOCATIONS

It is recommended that the members of the Personnel Commission approve the proposed job descriptions, titles and salary allocations for the Outreach Advocacy Program as follows and as presented. Outreach Advocate, Coordinator of Outreach Advocacy Programs III, Coordinator of Outreach Advocacy Programs II, and Director of Outreach Advocacy Programs.

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

9. APPROVE TITLE MODIFICATION OF SCHOOL REGISTRARS AT THE HIGH SCHOOL LEVEL TO SCHOOL REGISTRAR II, JOB DESCRIPTION MODIFICATION, SALARY REALLOCATION, AND THE RECLASSIFICATION OF THE CURRENT INCUMBENTS WHO MEET THE RULES AND REGULATIONS – ALSO APPROVE THE TITLE MODIFICATION OF SCHOOL REGISTRAR TO SCHOOL REGISTRAR I AT THE MIDDLE SCHOOL LEVEL WITH NO CHANGE IN SALARY OR CLASS DESCRIPTION.

It is recommended that the members of the personnel commission approve the title modification of School Registrar at the high school level to School Registrar II with job description modifications, salary reallocation and reclassification of those incumbents who meet the personnel commission rules for reclassification. It is also recommended that the members of the personnel commission approve the title modification of School Registrar to School Registrar I at the middle school level with no change in class description and no change in salary.

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

10. PERSONNEL DIRECTOR

Informal reports; discussion only

11. 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

12. NEXT MEETING DATE: _____

ADJOURNMENT _____ p.m.