

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

January 19, 2006

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

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

3. ADOPTION OF AGENDA

Recommendation is made that the agenda for January 19, 2006 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 December 15, 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. Systems Engineer | 61-06 |
| b. Technology Support Technician | 62-06 |
| c. Grounds Maintenance Worker | 63-06 |
| d. Senior Systems Engineer | 64-06 |
| e. High School Plant Supervisor | 65-06 |
| f. Bus Monitor | 66-06 |
| g. Lead Instructional Assistant – Extended Day Programs | 67-06 |
| h. Library Media Clerk | 68-06 |

- i. Senior Maintenance Worker 69-06

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

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

Recommendation is made that the following eligibility lists be certified.

- a. Bus Driver 67-06
- b. Inst. Asst./ Special Ed. 68-06
- c. School Office Assistant/Office Assistant II 69-06
- d. Office Assistant III 70-06
- e. Office Assistant I 71-06
- f. Inst. Asst./ Extended Day Program 72-06
- g. Health Assistant 73-06
- h. Custodian 74-06

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

8. APPROVAL OF THE PROPOSED NEW JOB DESCRIPTIONS FOR BENEFITS ANALYST AND WORKERS' COMPENSATION ANALYST

It is recommended that the Members of the Personnel Commission approve the proposed new job descriptions of Benefits Analyst and Workers' Compensation Analyst with the salary to be allocated to the Supervisory Unit at Range 26.

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

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