

**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

April 27, 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 April 27, 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 March 16, 2006 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. Maintenance and Operations Manager – Building Trades 85-06
- b. Speech and Language Pathology Assistant – date revised before it was sent out. 86-A-06
- c. Job Coach 87-06
- d. Summer School Openings 88-06
- e. HVAC/R Technician 89-06
- f. School Support Secretary 90-06
- g. Director of Purchasing and Warehousing 91-06
- h. Lead Custodian 92-06

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_ DISCUSSION/ACTION

- 7. CERTIFICATION OF NEW ELIGIBILITY LISTS** – Addendum Item – the following eligibility list was added to the Agenda after it was mailed. Item r. – Workers’ Compensation Analyst. Recommendation is made that the following eligibility lists be certified with the addendum, Item r.

a.	Health Assistant	94-06
b.	Preschool Site Facilitator	95-06
c.	Preschool Teacher	96-06
d.	Library Media Clerk	97-06
e.	Plant Supervisor	98-06
f.	Bus Driver	99-06
g.	Inst. Asst./ Extended Day Programs	100-06
h.	Warehouse Worker III	101-06
i.	Teacher Assistant	102-06
j.	Teacher Assistant – Bilingual	103-06
k.	Senior Systems Engineer	104-06
l.	College Guidance Specialist	105-06
m.	School Support Secretary	106-06
n.	Technology Support Technician	107-06
o.	Systems Engineer	108-06
p.	Athletic Equipment Attendant	109-06
q.	Senior Maintenance Worker	110-06
r.	Workers’ Compensation Analyst	111-06

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_

**DISCUSSION/ACTION**

**8. PROPOSED PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2006-07**

The proposed budget is being presented as an information item only. The public hearing for the Proposed Personnel Commission Budget will be held at the next Personnel Commission Meeting in May. This item will be available to the public at the Personnel Commission Meeting.

**INFORMATION ITEM**

**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.**