

**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, 2006

**AGENDA**  
**CLOSED SESSION**

**4:30 p.m.**

Public employee performance evaluation (Government code §54957)  
Title: Director of Classified Personnel

**REGULAR MEETING TO START AT 5:30 P.M.**

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 June 15, 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 April 27, 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. Library Media Technician                | 101-06 |
| b. Campus Security Personnel - Male        | 102-06 |
| c. Transportation Dispatcher/Scheduler     | 103-06 |
| d. Risk Management Technician              | 104-06 |
| e. Instructional Assistant II – Technology | 105-06 |
| f. School Attendance Assistant             | 106-06 |

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	124-06
b.	School Support Secretary	125-06
c.	Campus Security Personnel	126-06
d.	Job Coach	127-06
e.	Occupational Therapist	128-06
f.	Lead Custodian	129-06
g.	Nutrition Services Assistant I	130-06
h.	Maintenance and Operations Manager	131-06

**8. APPROVE THE PROPOSED NEW JOB DESCRIPTION FOR DISTRICT TRANSLATOR**

It is recommended that the members of the Personnel Commission approve the proposed new job description of District Translator and that it be allocated to Range 37 in the Bargaining Unit as presented.

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

**9. APPROVE THE JOINT/CALIFORNIA SCHOOL EMPLOYEES' ASSOCIATION/N-MUSD AGREEMENT AND REALLOCATIONS – TO BECOME EFFECTIVE JANUARY 1, 2007.**

It is recommended that the members of the Personnel Commission approve the Joint/California School Employee's Association/N-MUSD Agreement and salary reallocations to be effective January 1, 2007, as presented.

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

**10. APPROVE THE JOINT SUPERVISOR-CONFIDENTIAL EMPLOYEES' ASSOCIATION/N-MUSD AGREEMENT AND REALLOCATIONS – TO BECOME EFFECTIVE JANUARY 1, 2007.**

It is recommended that the members of the Personnel Commission approve the Joint Supervisor- Confidential Employee's Association/N-MUSD Agreement and salary reallocations to be effective January 1, 2007, as presented.

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

**11. APPROVE THE PROPOSED NEW TITLE, MODIFICATION TO THE JOB DESCRIPTION OF ADMINISTRATIVE ASSISTANT III – CONFIDENTIAL TO EXECUTIVE ASSISTANT - CONFIDENTIAL, AND REALLOCATION OF THE INCUMBENTS**

It is recommended that the members of the Personnel Commission approve the proposed new title, modification to the job description of Administrative Assistant III – Confidential to Executive Assistant – Confidential, and reallocation to Confidential Range 24 (salary reallocation to be effective 1/1/07) as presented.

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

**12. APPROVE THE PROPOSED NEW TITLE, MODIFICATION TO THE JOB DESCRIPTION OF ADMINISTRATIVE ASSISTANT II - CONFIDENTIAL TO ADMINISTRATIVE ASSISTANT – CONFIDENTIAL, AND REALLOCATION OF THE INCUMBENTS**

It is recommended that the members of the Personnel Commission approve the proposed new title, modification to the job description of Administrative Assistant II – Confidential to Administrative Assistant – Confidential, and reallocation to Confidential Range 22 (salary reallocation to be effective 1/1/07), as presented.

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

**13. APPROVE THE TITLE CHANGE AND MODIFICATION FOR THE ADMINISTRATIVE ASSISTANT III – PERSONNEL COMMISSION - CONFIDENTIAL TO ADMINISTRATIVE ASSISTANT – CONFIDENTIAL-PC**

It is recommended that the members of the Personnel Commission approve the proposed new title, modification to the job description of Administrative Assistant III – Personnel Commission-Confidential to Administrative Assistant – Confidential - PC, with no change in salary recommended.

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

**14. APPROVE THE MODIFICATION TO THE JOB DESCRIPTION OF DIRECTOR OF NUTRITION SERVICES AND RECLASSIFICATION OF THE INCUMBENT**

It is recommended that the members of the Personnel Commission approve the modified job description, and that the Director of Nutrition Services be reclassified with the position, salary set at Director (1) on the Management Salary Schedule, with an effective date of June 15, 2006, per Personnel Commission Rules and Regulations, as presented.

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

**15. PERSONNEL DIRECTOR**

Informal reports; discussion only

**16. NEXT MEETING DATE: \_\_\_\_\_ ADJOURNMENT \_\_\_\_\_ p.m.**