

**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  
July 24, 2006

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 July 24, 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 June 15, 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. | Job Coach                                     | 107-06 |
| b. | Health Assistant                              | 108-06 |
| c. | Technology Support Technician                 | 109-06 |
| d. | Maintenance Carpenter                         | 110-06 |
| e. | Health Assistant – Bilingual Spanish Required | 111-06 |
| f. | Vehicle and Equipment Mechanic                | 112-06 |
| g. | Executive Assistant – Confidential            | 01-07  |
| h. | District Translator                           | 02-07  |
| i. | Administrative Assistant II                   | 03-07  |
| j. | Student Services Program Support Specialist   | 04-07  |
| k. | Accounting Assistant – ASB                    | 05-07  |
| l. | Student Records Technician                    | 06-07  |
| m. | Senior Maintenance Worker                     | 07-07  |

- n. Library Media Clerk 08-07
- o. Financial Analyst 09-07

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

**7. CERTIFICATION OF NEW ELIGIBILITY LISTS**

Recommendation is made that the following eligibility lists be certified.

- a. Teacher Assistant 132-06
- b. Teacher Assistant – Bilingual Spanish 133-06
- c. Preschool Teacher 134-06
- d. Inst. Asst./ Extended Day Program 135-06
- e. Vehicle and Equipment Mechanic 136-06
- f. Office Assistant III 01-07
- g. School Community Facilitator 02-07
- h. Inst. Asst./ Special Ed. 03-07
- i. Lead Grounds Maintenance Worker 04-07

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

**8. APPROVE THE MODIFICATIONS TO THE CLASS DESCRIPTION OF DIRECTOR OF PURCHASING AND WAREHOUSING**

It is recommended that the members of the Personnel Commission approve the modifications to the job description of Director of Purchasing and Warehousing as presented. No change in salary recommended.

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

**9. PROPOSED NEW JOB CLASSIFICATION OF DIRECTOR I, ALTERNATE DISPUTE RESOLUTION**

It is recommended that the members of the Personnel Commission approve the proposed new job classification of Director I, Alternate Dispute Resolution and placed on the Management Salary Schedule Range 6011 as presented.

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

**10. APPROVE PROPOSED NEW JOB CLASSIFICATION OF DIRECTOR OF FACILITIES DEVELOPMENT – PLANNING AND DESIGN**

It is recommended that the members of the Personnel Commission approve the proposed new job classification of Director of Facilities Development – Planning and Design and that it be placed on the Management Salary Schedule at Range 6011 as presented.

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

**11. APPROVE THE PROPOSED NEW JOB CLASSIFICATION OF SAFETY/SECURITY PROGRAMS SUPERVISOR**

It is recommended that the members of the Personnel Commission approve the proposed new classification of Safety/Security Programs Supervisor and that it be placed on the Supervisory Salary Schedule at Range 30 as presented.

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

**12. APPROVE THE PROPOSED NEW JOB CLASSIFICATION OF MAINTENANCE AND OPERATIONS MANAGER - GROUNDS**

It is recommended that the members of the Personnel Commission approve the proposed new job classification of Maintenance and Operations Manager-Grounds and that the salary for this class as well as all Maintenance and Operations Managers will remain at Range 30 on the Supervisory Salary Schedule as presented.

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

**13. APPROVE THE PROPOSED NEW JOB CLASSIFICATION OF LEAD OCCUPATIONAL THERAPIST**

It is recommended that the members of the Personnel Commission approve the proposed new job classification of Lead Occupational Therapist and that the salary be set on the Bargaining Unit Salary Schedule at Range 62 as presented.

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

**14. APPROVE THE PROPOSED NEW JOB CLASSIFICATION OF ELECTRONICS TECHNICIAN**

It is recommended that the members of the Personnel Commission approve the proposed new job classification of Electronics Technician and placed on the Bargaining Unit Salary Schedule at Range 44 as presented.

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

**15. APPROVE THE MODIFICATION FOR THE JOB DESCRIPTION OF RISK MANAGEMENT TECHNICIAN**

It is recommended that the members of the Personnel Commission approve the modification in the reporting lineup as presented. There are no changes in the duties or in the salary of the position.

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

**16. APPROVE THE PROPOSED NEW JOB CLASSIFICATION OF WEB APPLICATIONS DEVELOPER I**

It is recommended that the members of the Personnel Commission approve the proposed new job classification of Web Applications Developer I and that it be placed on the Bargaining Unit Salary Schedule at Range 51 as presented.

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

**17. APPROVE THE JOB DESCRIPTION MODIFICATION FOR WEB APPLICATION DEVELOPER WITH A TITLE CHANGE TO WEB APPLICATION DEVELOPER II**

It is recommended that the members of the Personnel Commission approve the title change of Web Application Developer to Web Application Developer II and approve the modifications to the class description with the current incumbent's title change effective July 24, 2006, with no change in salary as presented.

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

**18. PERSONNEL DIRECTOR**

Informal reports; discussion only

**19. 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

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