

**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  
October 30, 2007, 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**

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

**3. ADOPTION OF AGENDA**

Recommendation is made that the agenda for October 30, 2007 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 September 20, 2007 be adopted 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. | Campus Security Personnel - Female                | 38-08 |
| b. | Accounting Assistant III                          | 39-08 |
| c. | School Attendance Assistant                       | 40-08 |
| d. | Campus Security Personnel – Female                | 41-08 |
| e. | Instructional Assistant/Special Education (Cover) | 42-08 |
| f. | Office Assistant III                              | 43-08 |

- g. Job Developer 44-08
- h. Teacher Assistant 45-08
- i. School Office Assistant/Office Assistant II 46-08
- j. Preschool Teacher Assistant 47-08

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

DISCUSSION/ACTION

**7. CERTIFICATION OF NEW ELIGIBILITY LISTS**

Recommendation is made that the following eligibility lists be certified.

- a. Warehouse Worker II 34-08
- b. Preschool Site Facilitator 35-08
- c. HVAC/R Technician 36-08
- d. Bus Driver 37-08
- e. Job Coach 38-08
- f. Library Media Clerk 39-08
- g. Credentials Analyst 40-08
- h. Credentials Technician 41-08
- i. Executive Assistant - Confidential 42-08
- j. Bilingual Office Assistant 43-08
- k. Occupational Therapist 44-08
- l. Nutritionist 45-08
- m. Campus Security Personnel 46-08
- n. Grounds Maintenance Worker 47-08
- o. School/Community Facilitator 48-08
- p. Teacher Assistant 49-08
- q. Inst. Asst./Extended Day Programs 50-08
- r. Inst. Asst./Special Ed. 51-08

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

DISCUSSION/ACTION

**8. APPROVE THE MODIFICATION OF LICENSE REQUIREMENT FOR THE CLASSIFICATION OF GROUNDS EQUIPMENT OPERATOR**

It is recommended that the modification of the DMV license requirement for the classification of Grounds Equipment Operator be approved to include a Class A license with no restrictions for driving with air brakes which is to be obtained within the first six months of employment with no change in salary.

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

DISCUSSION/ACTION

**9. APPROVE THE PROPOSED NEW JOB DESCRIPTION FOR EARLY LITERACY COACH**

It is recommended that the members of the Personnel Commission approve the proposed new job description for Early Literacy Coach and that it be allocated to Range 61 on the Bargaining Unit Salary Schedule as presented.

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

**10. PERSONNEL COMMISSION DESIGNATION OF HEARING OFFICER**

The Board of Education took action to suspend a classified employee. The employee has requested a hearing. It is requested that the Personnel Commission provide a hearing and recommendation for action. The Director will recommend the appointment of a hearing officer.

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

**11. CONSIDERATION OF APPEAL OF ELIMINATION FROM ELIGIBILITY LIST FOR CAMPUS SECURITY PERSONNEL**

In accordance with Personnel Commission Rule and Regulation 4.1.4.2.3, which states: *Upon receipt of an appeal, the Commission shall review all of the evidence, and render a decision. Its decision shall be transmitted in writing to the individual concerned and shall be final.* The Personnel Commission will review the decision to remove an applicant from an eligibility list.

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

**12. PERSONNEL DIRECTOR**

Informal reports; discussion only

**13. 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

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