

**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 22, 2004  
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 \_\_\_\_\_  
Mark Soden, Jr., Vice-Chairperson \_\_\_\_\_  
Kenneth L. Wayman, Commissioner \_\_\_\_\_  
Bruce Crockard, Secretary to the Commission \_\_\_\_\_

**3. ADOPTION OF AGENDA**

Recommendation is made that the agenda for April 22, 2004 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 18, 2004 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. Bus Driver Trainer              | 61-04 |
| b. Nutrition Services Assistant II | 62-04 |
| c. Summer Job Opportunities        | 63-04 |
| d. Assessment Assistant            | 64-04 |
| e. Campus Security Personnel       | 65-04 |
| f. Buyer                           | 66-04 |

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

DISCUSSION/ACTION

**7. CERTIFICATION OF NEW ELIGIBILITY LISTS**

Recommendation is made that the following eligibility lists be certified.

- |                             |       |
|-----------------------------|-------|
| a. Inst. Asst./ Child Care  | 61-04 |
| b. Inst. Asst./ Special Ed. | 62-04 |

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

DISCUSSION/ACTION

**8. REACTIVATION OF PRIOR CLASSIFICATION AND MODIFICATION OF DESCRIPTION- HUMAN RESOURCES SUPERVISOR**

It is recommended that the Human Resources Supervisor position be approved as submitted and that it be placed on the Supervisory Salary Schedule at Step 26 (\$3739-\$4556/month). This aligns with the positions of Payroll Supervisor and Accounting Supervisor.

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

DISCUSSION/ACTION

**9. PROPOSED MODIFICATION OF THE CLASS DESCRIPTION FOR DIRECTOR OF TRANSPORTATION**

It is recommended that the members of the personnel commission approve the proposed modification of the class description for Director of Transportation as submitted. There is no recommended change in salary.

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

DISCUSSION/ACTION

**10. PROPOSED MODIFICATION OF THE CLASS DESCRIPTION FOR ASSESSMENT TECHNICIAN**

It is recommended that the members of the personnel commission approve the proposed modification of the class description for Assessment Technician as submitted. There is no recommended change in salary.

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

**11. PROPOSED MODIFICATION OF THE CLASS DESCRIPTION FOR ASSESSMENT ASSISTANT**

It is recommended that the members of the personnel commission approve the proposed modification of the class description for Assessment Assistant as submitted. There is no recommended change in salary.

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

**12. PROPOSED MODIFICATION OF THE CLASS DESCRIPTION FOR PAYROLL SUPERVISOR**

It is recommended that the members of the personnel commission approve the proposed modification of the class description for Payroll Supervisor as submitted. There is no recommended change in salary.

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

**13. FIRST READING OF PROPOSED CHANGE OR PERSONNEL COMMISSION RULES AND REGULATIONS CHAPTER 3, SECTIONS 3.3.3.1, 3.3.3.2, 3.3.3.3, 3.3.3.4, RECLASSIFICATION**

INFORMATION ITEM

**14. PROPOSED PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2004-05**

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.

INFORMATION ITEM

**15. PERSONNEL DIRECTOR**

Informal reports; discussion only

**16. 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

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