

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

May 20, 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 May 20, 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 April 22, 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. Preschool Teacher Assistant | 67-04 |
| b. Accounting Assistant III | 68-04 |
| c. Payroll Supervisor | 69-04 |
| d. Warehouse Worker I | 70-04 |
| e. Student Assistant – Summer School | 71-04 |
| f. Head Custodian | 72-04 |
| g. Student Worker | 73-04 |

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

Recommendation is made that the following eligibility lists be certified.

- | | |
|--|-------|
| a. Nutrition Services Assistant III | 63-04 |
| b. Preschool Teacher Assistant | 64-04 |
| c. Nutrition Services Assistant I | 65-04 |
| d. School Office Assistant/Office Assistant II | 66-04 |
| e. Office Assistant III | 67-04 |
| f. Occupational Therapist | 68-04 |

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

8. PROPOSED MODIFICATION OF THE CLASS DESCRIPTION FOR SENIOR MAINTENANCE WORKER

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

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

9. SECOND 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

It is recommended that the members of the personnel commission approve the proposed change of the Personnel Commission Rules and Regulations as it pertains to the chapter and sections listed above.

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

10. ADOPTION OF PROPOSED PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2004-05

It is recommended that the members of the Personnel Commission adopt the proposed budget as submitted.

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

11. PERSONNEL DIRECTOR

Informal reports; discussion only

12. 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

13. NEXT MEETING DATE: _____

ADJOURNMENT _____ **p.m.**