

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 19, 2003

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

Kenneth L. Wayman, Chairperson	_____
Thomas W. Henderson, Vice Chairperson	_____
Mark Soden, Jr., Commissioner	_____
Bruce Crockard, Secretary to the Commission	_____

3. ADOPTION OF AGENDA

Recommendation is made that the agenda for June 19, 2003 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 May 8, 2003 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. CERTIFICATION OF NEW ELIGIBILITY LISTS

Recommendation is made that the following eligibility lists be certified.

- | | |
|--|-------|
| a. Custodian | 80-03 |
| b. Inst. Asst./ Special Ed. | 81-03 |
| c. Community Services Program Specialist | 82-03 |
| d. Maintenance Worker | 83-03 |

7. RATIFICATION OF VACANCY ANNOUNCEMENTS

Recommendation is made that the following vacancy announcements be ratified.

- | | |
|--|--------|
| a. Irrigation Specialist | 65-03 |
| b. Energy Manager – Extended deadline | 66-03A |
| c. Nutrition Services Assistant II | 67-03 |
| d. Athletic Equipment Attendant - Female | 68-03 |
| e. School Administrative Assistant – Elementary | 69-03 |
| f. School Attendance Technician | 70-03 |
| g. Office Assistant II (Bilingual Spanish Required) (Series) | 71-03 |
| h. Health Assistant | 72-03 |

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

8. MODIFICATION OF CLASSIFICATION FOR HUMAN RESOURCES TECHNICIAN

It is recommended the modifications to the classification of Human Resources Technician be approved as submitted. There is no recommended change in salary allocation.

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

9. MODIFICATION OF CLASSIFICATION FOR LEAD HUMAN RESOURCES TECHNICIAN AND SALARY REALLOCATION

It is recommended that the modifications for the classification of Lead Human Resources Technician be approved as submitted and that the salary be reallocated to Range 40 (\$2982-\$3653) of the Bargaining Unit Salary Schedule.

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

10. RECLASSIFICATION FROM OFFICE ASSISTANT II TO OFFICE ASSISTANT III

It is recommended that the position of Office Assistant II (Project Success) be reclassified to Office Assistant III and be approved as submitted. It is also recommended that the incumbent in this classification be reclassified with the position, effective June 19, 2003, and that the incumbent be placed on the Bargaining Unit Salary Schedule at Range 32 (\$2434 - \$2982).

Motion by _____, seconded by _____ Vote _____ DISCUSSION/ACTION

11. MODIFICATION OF CLASSIFICATION FOR VEHICLE AND EQUIPMENT MECHANIC

It is recommended that the modifications to the classification for Vehicle and Equipment Mechanic be approved as submitted. There is no recommendation to change salary allocation.

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

14. NEXT MEETING DATE: _____ ADJOURNMENT _____ p.m.