

**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 24, 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 June 24, 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 May 20, 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                  | 74-04 |
| b. | Human Resources Supervisor                   | 75-04 |
| c. | Campus Security Personnel                    | 76-04 |
| d. | Inst. Asst./ Child Care                      | 77-04 |
| e. | Unused Number                                | 78-04 |
| f. | Human Resources Technician                   | 79-04 |
| g. | School Administrative Assistant – Elementary | 80-04 |
| h. | School Support Secretary                     | 81-04 |
| i. | Instructional Assistant/Special Education    | 82-04 |
| j. | Teacher Assistant                            | 83-04 |
| k. | Teacher Assistant – Bilingual                | 84-04 |
| l. | Maintenance Locksmith                        | 85-04 |
| m. | School Registrar                             | 86-04 |
| n. | Inst. Asst./Child Care                       | 87-04 |

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 II | 70-04 |
| b. | Campus Security Personnel       | 71-04 |
| c. | Assessment Assistant            | 72-04 |
| d. | Buyer                           | 73-04 |
| e. | Preschool Teacher Assistant     | 74-04 |
| f. | Human Resources Supervisor      | 75-04 |
| g. | Inst. Asst./Child Care          | 76-04 |
| h. | Accounting Assistant III        | 77-04 |

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

**DISCUSSION/ACTION**

**8. APPROVAL OF REALLOCATION OF SALARY AND MODIFICATION OF CLASS DESCRIPTION FOR TRANSPORTATION PARTS ASSISTANT**

It is recommended that the members of the personnel commission approve the proposed salary reallocation and modifications of the class description for Transportation Parts Assistant, salary range reallocation from (Bargaining Unit) Range 34 to 36 (\$2722-\$3334) as submitted.

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

**DISCUSSION/ACTION**

**9. APPROVAL OF DELETION OF TWO CLASSIFICATIONS WITHIN THE DEPARTMENT OF TRANSPORTATION – MECHANIC’S ASSISTANT AND BUS DRIVER TRAINER**

It is recommended that the members of the personnel commission approve the deletion of two positions with the Transportation Department – Mechanic’s Assistant and Bus Driver Trainer, due to the reorganization of the department, as submitted.

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

**DISCUSSION/ACTION**

**10. APPROVAL TO REINSTATE FORMER CLASSIFICATION OF SMALL ENGINE MECHANIC WITH MODIFICATIONS**

It is recommended that the members of the personnel commission approve the reinstatement of Small Engine Mechanic with modifications to be placed on the Bargaining Unit Salary Range of 39 (\$3025 – \$3705), as submitted.

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

**DISCUSSION/ACTION**

**11. APPROVAL OF REALLOCATION OF SALARY FOR OCCUPATIONAL THERAPIST**

It is recommended that the members of the personnel commission approve the proposed salary reallocation for the classification of Occupational Therapist, from Bargaining Unit Range 52 to 60 (\$56,683-\$69,441) as submitted.

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.**