

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

July 24, 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 July 24, 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 June 19, 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. | Irrigation Specialist | 01-04 |
| b. | Transportation Parts Assistant | 02-04 |
| c. | Nutrition Services Assistant I | 03-04 |
| d. | Nutrition Services Assistant II | 04-04 |
| e. | Athletic Equipment Attendant | 05-04 |

7. RATIFICATION OF VACANCY ANNOUNCEMENTS

Recommendation is made that the following vacancy announcements be ratified.

- | | | |
|----|--|-------|
| a. | Teacher Assistant – Open and Continuous | 01-04 |
| b. | Teacher Assistant – Bilingual – Open and Continuous | 02-04 |
| c. | Inst. Asst./ Special Ed. – Open and Continuous | 03-04 |
| d. | Nutrition Services Assistant I – Open and Continuous | 04-04 |
| e. | Custodian – Open and Continuous | 05-04 |
| f. | Substitute Bus Driver – Open and Continuous | 06-04 |
| g. | Bus Driver Trainee – Open and Continuous | 07-04 |
| h. | Bus Driver – Open and Continuous | 08-04 |
| i. | Maintenance Locksmith | 09-04 |
| j. | Job Developer – Special Education Department | 10-04 |
| k. | Job Coach | 11-04 |

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

8. PROPOSED NEW CLASSIFICATION OF FACILITIES ANALYST

It is recommended that the proposed new classification of Facilities Analyst be approved as submitted and that the salary be allocated to the Management Salary Schedule, salary range of Coordinator III, (\$64,489 - \$78,461 annually).

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

9. MODIFICATION OF CLASSIFICATIONS FOR PRESCHOOL DIRECTOR, PRESCHOOL SITE FACILITATOR AND PRESCHOOL TEACHER.

It is recommended that the modifications for the classifications of Preschool Director, Preschool Site Facilitator and Preschool Teacher be approved as submitted. There is no recommendation to change salary allocations.

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

10. PERSONNEL DIRECTOR

Informal reports; discussion only

11. 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

12. NEXT MEETING DATE: _____ **ADJOURNMENT** _____ **p.m.**