

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

August 15, 2002

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

Susan G. Meyer, Chairperson _____
Kenneth L. Wayman, Vice Chairperson _____
Thomas W. Henderson, Commissioner _____
Bruce Crockard, Secretary to the Commission _____

3. ADOPTION OF AGENDA

Recommendation is made that the agenda for August 15, 2002 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 July 18, 2002 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. | Athletic Equipment Attendant | 02-03 |
| b. | Teacher Assistant | 03-03 |
| c. | Inst. Asst./ Special Ed. | 04-03 |
| d. | Job Developer | 05-03 |
| e. | Office Assistant I | 06-03 |
| f. | School Office Assistant/Office Assistant II | 07-03 |
| g. | Office Assistant III | 08-03 |
| h. | School/Community Facilitator | 09-03 |
| i. | Administrative Assistant II | 10-03 |
| j. | Teacher Assistant – Bilingual/Spanish | 11-03 |
| k. | Instructional Assistant I – Technology | 12-03 |
| l. | Health Assistant | 13-03 |

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

7. RATIFICATION OF VACANCY ANNOUNCEMENTS

Recommendation is made that the following vacancy announcements be ratified.

- | | | |
|----|---|---------|
| a. | Receptionist – Revised (change in typing speed) | 07-03-A |
| b. | Office Assistant Series – Open and Continuous | 08-03 |
| c. | Teacher Assistant-Bilingual/Spanish - Open and Continuous | 09-03 |
| d. | Teacher Assistant – Open and Continuous | 10-03 |
| e. | Inst. Asst./ Special Ed. – Open and Continuous | 11-03 |
| f. | Custodian – Open and Continuous | 12-03 |
| g. | Nutrition Services Assistant I – Open and Continuous | 13-03 |
| h. | Bus Driver – Open and Continuous | 14-03 |
| i. | Administrative Assistant III | 15-03 |
| j. | Administrative Assistant III – Revised | 15-03-A |
| k. | School Support Secretary | 16-03 |

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

8. MODIFICATION OF CLASSIFICATION – RECEPTIONIST

It is recommended that typing requirement for the classification of Receptionist be modified from 45 net words per minute to 30 net words per minute.

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

9. PERSONNEL DIRECTOR

Informal reports; discussion only

10. 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

11. NEXT MEETING DATE:

12. ADJOURNMENT _____ p.m.