

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 26, 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 August 26, 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 June 24, 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.	Administrative Assistant II	01-05
b.	Office Assistant Series	02-05
c.	Preschool Teacher	03-05
d.	Job Developer	04-05
e.	School Community Facilitator	05-05
f.	Job Coach – Open and Continuous	06-05
g.	Custodian – Open and Continuous	07-05
h.	Bus Driver – Open and Continuous	08-05
i.	Substitute Bus Driver – Open and Continuous	09-05
j.	Bus Driver Trainee – Open and Continuous	10-05
k.	Nutrition Services Assistant I – Open and Continuous	11-05
l.	HVAC/R Technician	12-05
m.	Inst. Asst./ Special Ed.	13-05
n.	Teacher Assistant – Bilingual/Spanish	14-05
o.	Teacher Assistant	15-05
p.	Irrigation Specialist	16-05
q.	Transportation Operations Supervisor	17-05
r.	Inst. Asst./ Special Ed.	18-05
s.	Preschool Site Facilitator	19-05
t.	Office Assistant Series	20-05
u.	Administrative Assistant II – Confidential	21-05
v.	Occupational Therapist	22-05
w.	Library Media Clerk	23-05
x.	Small Engine Mechanic	24-05
y.	School Attendance Technician	25-05
z.	School Attendance Assistant	26-05
a.1	Bilingual Office Assistant – Spanish	27-05
a.2	Maintenance Locksmith	28-05

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

Recommendation is made that the following eligibility lists be certified.

a.	Payroll Supervisor	01-05
b.	Warehouse Worker I	02-05
c.	Head Custodian	03-05
d.	Human Resources Technician	04-05
e.	Campus Security Personnel	05-05
f.	School Adm. Assistant - Elementary/Intermediate	06-05
g.	Inst. Asst./ Special Ed.	07-05
h.	School Support Secretary	08-05
i.	Preschool Teacher	09-05
j.	School Registrar	10-05
k.	Office Assistant III	11-05
l.	School Office Assistant/Office Assistant II	12-05
m.	Office Assistant I	13-05
n.	Custodian	14-05
o.	Transportation Operations Supervisor	15-05

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

8. PERSONNEL DIRECTOR

Informal reports; discussion only

9. 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

10. NEXT MEETING DATE: _____

ADJOURNMENT _____ **p.m.**