

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
September 18, 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 September 18, 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 July 24, 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.	Lead Human Resources Technician	06-04
b.	Office Assistant I	07-04
c.	School Office Assistant/Office Assistant II	08-04
d.	Office Assistant III	09-04
e.	Health Assistant	10-04
f.	School Attendance Technician	11-04
g.	Energy Manager	12-04
h.	School Adm. Asst. – Elementary and Intermediate	13-04
i.	School Adm. Asst. – High School and Adult School	14-04
j.	Human Resources Technician	15-04
k.	Vehicle and Equipment Mechanic	16-04
l.	Maintenance and Operations Manager	17-04
m.	Maintenance Locksmith	18-04
n.	Job Developer	19-04
o.	Job Coach	20-04
p.	Instructional Assistant – Child Care	21-04
q.	Instructional Assistant – Special Education	22-04

7. RATIFICATION OF VACANCY ANNOUNCEMENTS

Recommendation is made that the following vacancy announcements be ratified.

a.	Maintenance and Operations Manager	12-04
b.	College Guidance Specialist	13-04
c.	Facilities Analyst	14-04
d.	Facilities Analyst – reopened for recruitment – apply by date changed	14-04 A
e.	School Support Secretary	15-04
f.	Job Coach	16-04
g.	Administrative Assistant II	17-04
h.	Preschool Teacher	18-04
i.	Preschool Teacher – Revised – Hours per day increased	18-04 A
j.	School Registrar	19-04
k.	Irrigation Specialist	20-04
l.	Job Developer – Special Education Department	21-04
m.	School/Community Facilitator	22-04
n.	Information Technology Technician I	23-04
o.	Maintenance Carpenter	24-04

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

8. PERSONNEL DIRECTOR

Informal reports; discussion only

9. CLOSED SESSION

The Commission will meet in closed session to discuss personnel matters pursuant to Government Code section 54957.1 – Public Employee Discipline/Dismissal/Release.

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

10. OPEN SESSION

The Chairperson for the Personnel Commission will report on the action taken during closed session.

11. NEXT MEETING DATE:

12. ADJOURNMENT _____ p.m.