

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 19, 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

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 September 19, 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 August 15, 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 | 14-03 |
| b. Inst. Asst./ Special Ed. | 15-03 |
| c. Credentials Analyst | 16-03 |
| d. Library Media Technician | 17-03 |
| e. Grounds Maintenance Worker | 18-03 |
| f. Receptionist | 19-03 |
| g. Campus Security Personnel | 20-03 |
| h. Community Service Program Specialist | 21-03 |
| i. Job Developer | 22-03 |

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

7. RATIFICATION OF VACANCY ANNOUNCEMENTS

Recommendation is made that the following vacancy announcements be ratified.

- | | |
|---|-------|
| a. Human Resources Technician | 17-03 |
| b. Accounting Assistant II | 18-03 |
| c. School Administrative Assistant - Elementary | 19-03 |
| d. High School Plant Supervisor | 20-03 |
| e. Instructional Assistant – Child Care | 21-03 |
| f. Accounting Supervisor | 22-03 |
| g. Job Coach | 23-03 |

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

8. NEW PROPOSED CLASSIFICATION – COORDINATOR, OUTREACH COUNSELING PROGRAM

It is recommended that the new proposed classification of Coordinator, Outreach Counseling Program be approved as submitted and that the salary be allocated to the Management Salary Schedule, Coordinator III, \$5,218 - \$6,345.

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.