

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
October 16, 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 October 16, 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 September 18, 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. APPROVAL OF NEW CLASSIFICATION – ASSISTANT DIRECTOR, MAINTENANCE AND OPERATIONS

It is recommended that the approval of the new classification Assistant Director, Maintenance and Operations be approved as submitted with a recommendation that the salary be placed on the Administrative Salary Schedule at Range 6001 – Coordinator III (\$64,489 - \$78,461).

Motion by _____, seconded by _____ Vote _____ DISCUSSION/ACTION

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

Recommendation is made that the following eligibility lists be certified.

- | | |
|--------------------------------|-------|
| a. Administrative Assistant II | 23-04 |
| b. School Registrar | 24-03 |
| c. Job Coach | 25-03 |
| d. Preschool Teacher Assistant | 26-03 |
| e. College Guidance Specialist | 27-03 |
| f. Preschool Teacher | 28-03 |

Motion by _____, seconded by _____ Vote _____ DISCUSSION/ACTION

8. RATIFICATION OF VACANCY ANNOUNCEMENTS

Recommendation is made that the following vacancy announcements be ratified.

- | | |
|------------------------------|-------|
| a. Preschool Teacher | 25-04 |
| b. Maintenance Plumber | 26-04 |
| c. Transportation Dispatcher | 27-04 |
| d. Occupational Therapist | 28-04 |
| e. Child Care Provider | 29-04 |

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: _____ ADJOURNMENT _____ p.m.