

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

November 18, 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 November 18, 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 October 28, 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. Office Assistant III 46-05
- b. School Office Assistant/Office Assistant II 47-05

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

Recommendation is made that the following eligibility lists be certified.

- a. Teacher Assistant 36-05
- b. Teacher Assistant – Bilingual Spanish 37-05
- c. School Administrative Assistant- High School/Adult School *(PH) 38-05
- d. Instructional Assistant – Child Care (PH) 39-05
- e. Instructional Assistant I – Technology (PH) 40-05
- f. School Office Assistant – Spanish Required (PH) 41-05
- g. Small Engine Mechanic (PH) 42-05
- h. School Administrative Assistant Elementary/Intermediate (PH) 43-05
- i. Health Assistant (PH) 44-05

*(PH – Place Holder)

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

8. APPROVAL OF RECLASSIFICATION REQUEST – FROM IRRIGATION SPECIALIST TO SENIOR IRRIGATION SPECIALIST

It is recommended that the members of the Personnel Commission approve the reclassification request from Irrigation Specialist to Senior Irrigation Specialist. This reclassification involves three incumbents – two of whom meet Personnel Commission Rules and Regulations pertaining to reclassification – one incumbent has been with the district less than two years and would be required to take a qualifying examination in order to be reclassified with the position.

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
- III. Employer – Employee Relations

11. NEXT MEETING DATE: _____ ADJOURNMENT _____ p.m.