

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

February 17, 2005

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

Mark Soden, Jr., Chairperson	_____
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 February 17, 2005 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 January 20, 2005 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. | School Attendance Technician | 62-05 |
| b. | Head Custodian | 63-05 |
| c. | Inst. Asst./ Special Ed. | 64-05 |
| d. | Director of Facilities, Maintenance and Operations | 65-05 |
| e. | School Office Assistant/Office Assistant II | 66-05 |
| f. | Accounting Assistant III | 67-05 |

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

Recommendation is made that the following eligibility lists be certified.

- | | | |
|----|---|-------|
| a. | Inst. Asst./ Special Ed. | 56-05 |
| b. | Inst. Asst./ Child Care | 57-05 |
| c. | Office Assistant II/School Office Assistant | 58-05 |
| d. | Custodian | 59-05 |
| e. | Credentials Technician | 60-05 |
| f. | Senior Irrigation Specialist | 61-05 |
| g. | Job Coach | 62-05 |
| h. | Preschool Teacher | 63-05 |
| i. | Preschool Site Facilitator | 64-05 |

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

8. APPROVE THE NEW PROPOSED CLASSIFICATION OF TECHNOLOGY SUPPORT SUPERVISOR

It is recommended that the new proposed classification for Technology Support Supervisor be approved and that the salary range be allocated to the Supervisory Salary Schedule Range 38 (\$5234 - \$6373) as submitted.

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

9. APPROVE RECOMMENDATION TO MODIFY CLASS DESCRIPTION FOR THE POSITION OF DISTRICT ASSESSMENT TECHNICIAN

It is recommended that the modifications to the classification of District Assessment Technician be approved as submitted. There is no change in salary recommended.

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

10. PERSONNEL DIRECTOR

Informal reports; discussion only

11. 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

12. NEXT MEETING DATE: _____ **ADJOURNMENT** _____ **p.m.**