

NEWPORT-MESA UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

Regular Meeting of the Personnel Commission
2985-A Bear Street, Superintendent's Conference Room, Costa Mesa, CA 92626
5:32 p.m.
June 15, 2005
MINUTES

1. OPENING CEREMONIES

Mr. Soden Jr. Chairperson, called the meeting to order with a silent invocation followed by the Pledge of Allegiance to the flag.

2. COMMISSIONERS PRESENT

Mark Soden, Jr., Chairperson
Kenneth L. Wayman, Vice-Chairperson
Thomas W. Henderson, Commissioner

STAFF PRESENT

Bruce Crockard, Secretary to the Commission
Marla K. Loffelmacher, Administrative Assistant III – PC
Andi Rohrer, Personnel Analyst

VISITORS PRESENT

Cindy Means, 2nd Vice-President
Anita Blanchard, Transportation
Lucy Linden, Transportation
Marilyn Mandell, Transportation
Teresa Leon, Transportation
Denise Garcia, Transportation
Danny Lesser, Transportation
Pete Meslin, Director of Transportation
Rebecca Christenson, Transportation
Greg Kruly, Transportation

3. ADOPTION OF AGENDA

Mr. Wayman moved to adopt the agenda for June 15, 2005 as submitted. Mr. Henderson seconded the motion and it carried.

4. APPROVAL OF MINUTES

Mr. Henderson moved to approve the minutes of the regular meeting of May 19, 2005 as submitted. Mr. Wayman seconded the motion as amended and it carried.

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION

There were no presentations to the Personnel Commission.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS

Mr. Henderson moved to ratify the following vacancy announcements as submitted.
Mr. Wayman seconded the motion and it carried.

- | | | |
|----|-----------------------------|-------|
| a. | School Office Assistant | 86-05 |
| b. | College Guidance Specialist | 87-05 |
| c. | Preschool Site Facilitator | 88-05 |
| d. | Job Coach | 89-05 |
| e. | Child Care Provider | 90-05 |

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

Mr. Wayman moved to approve the certification of the following eligibility lists. Mr. Henderson seconded the motion and it carried.

- | | | |
|----|----------------------------------|-------|
| a. | Bilingual Office Assistant | 96-05 |
| b. | Inst. Asst./ Child Care | 97-05 |
| c. | Administrative Assistant II | 98-05 |
| d. | Director of Classified Personnel | 99-05 |

8. APPROVAL OF PROPOSED NEW CLASSIFICATION OF SCHOOL BUS COVER DRIVER

Mr. Wayman moved to approve the new proposed classification of School Bus Cover Driver with the salary being allocated to Range 35 (\$2733 - \$3348) on the Classified Bargaining Unit Salary Schedule as submitted. Mr. Henderson seconded the motion and it carried.

9. APPROVAL OF MODIFICATION OF BUS DRIVER LICENSING REQUIREMENTS

Mr. Henderson moved to approve the classification of Bus Driver be modified to reflect current licensing requirements as submitted. No change in salary recommended. Mr. Wayman seconded the motion and it carried.

10. APPROVAL OF PROPOSED TITLE CHANGE, CLASSIFICATION MODIFICATION AND SALARY REALLOCATION FOR TRANSPORTATION DISPATCHER/SCHEDULER -- FORMER TITLE OF TRANSPORTATION DISPATCHER

Mr. Wayman moved to approve the proposed title change, classification modification and salary reallocation for the position of Transportation Dispatcher/Scheduler (former title of Transportation Dispatcher) – salary to be reallocated to Bargaining Unit Salary Range 37 (\$2875 - \$3523) from Range 35 (\$2733 – \$3348) as submitted. Mr. Henderson seconded the motion and it carried.

Mr. Wayman moved to approve that the incumbent in the current position be reclassified with the new classification as she meets the two (2) year rule of the Personnel Commission Rules and Regulations regarding a demonstrated gradual accretion of duties effective June 15, 2005, as submitted. Mr. Henderson seconded the motion and it carried.

11. APPROVAL OF PROPOSED TITLE CHANGE, CLASSIFICATION MODIFICATION AND SALARY REALLOCATION FOR THE POSITION OF VEHICLE AND EQUIPMENT MECHANIC SUPERVISOR – FORMER TITLE OF VEHICLE MAINTENANCE SUPERVISOR

Mr. Henderson moved to approve the proposed title change, classification modification and salary reallocation for the position of Vehicle and Equipment Mechanic Supervisor (former title of Vehicle Maintenance Supervisor) – salary to be reallocated to the Supervisory Salary Schedule at Range 27 (\$3987 - \$4859) from Range 14 (\$2892 – \$3525) as amended. Under Basic Function we will retain the journey level language and remove ...a variety of skilled and semi-skilled automobile repair... Mr. Wayman seconded the motion as amended and it carried.

9. PERSONNEL DIRECTOR

Mr. Crockard thanked all who attended the Personnel Commission Meeting. Mr. Crockard handed out the “Breeze” newsletter from CSEA – there were pictures of the personnel commissioners attending the Ice Cream Social held by CSEA!

10. CLOSED SESSION – The regular meeting adjourned to closed session at 5:56 p.m. and reconvened to open session at 6:35 p.m.; no action was taken.

11. NEXT MEETING DATE AND ADJOURNMENT: 6:35 p.m.

The next scheduled meeting of the Personnel Commission will be Thursday, July 21, 2005, at 5:30 p.m., in the Classified Personnel Testing Room.