

NEWPORT-MESA UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

Regular Meeting of the Personnel Commission
2985-A Bear Street, Personnel Commission Testing Room, Costa Mesa, CA 92626
5:30 p.m.
January 19, 2006

MINUTES

1. OPENING CEREMONIES

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

2. COMMISSIONERS PRESENT

Kenneth L. Wayman, Chairperson
Thomas W. Henderson, Vice-Chairperson
Katherine Infantino, Commissioner

STAFF PRESENT

John R. Caldecott, Secretary to the Commission
Marla K. Loffelmacher, Administrative Assistant III – PC - Confidential
Andi Rohrer, Personnel Analyst

VISITORS PRESENT

Cindy Means, President, CSEA
Sandy Welch, Treasurer, CSEA

3. ADOPTION OF AGENDA

Mr. Henderson moved to adopt the agenda for January 19, 2006 as submitted. Ms. Infantino seconded the motion and it carried.

4. APPROVAL OF MINUTES

Ms. Infantino moved to approve the minutes of the regular meeting of December 15, 2005 as submitted. Mr. Henderson seconded the motion 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.
Ms. Infantino seconded the motion and it carried.

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|----|--|-------|
| a. | Systems Engineer | 61-06 |
| b. | Technology Support Technician | 62-06 |
| c. | Grounds Maintenance Worker | 63-06 |
| d. | Senior Systems Engineer | 64-06 |
| e. | High School Plant Supervisor | 65-06 |
| f. | Bus Monitor | 66-06 |
| g. | Lead Instructional Assistant – Extended Day Programs | 67-06 |
| h. | Library Media Clerk | 68-06 |
| i. | Senior Maintenance Worker | 69-06 |

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

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

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|----|---|-------|
| a. | Bus Driver | 67-06 |
| b. | Inst. Asst./ Special Ed. | 68-06 |
| c. | School Office Assistant/Office Assistant II | 69-06 |
| d. | Office Assistant III | 70-06 |
| e. | Office Assistant I | 71-06 |
| f. | Inst. Asst./ Extended Day Program | 72-06 |
| g. | Health Assistant | 73-06 |
| h. | Custodian | 74-06 |

8. APPROVAL OF THE PROPOSED NEW JOB DESCRIPTIONS FOR BENEFITS ANALYST AND WORKERS' COMPENSATION ANALYST

Ms. Infantino moved to approve the proposed new job descriptions of Benefits Analyst and Workers' Compensation Analyst with the salary to be allocated to the Supervisory Unit at Range 26 as submitted. Mr. Henderson seconded the motion and it carried. Mr. Caldecott stated that the vacancy announcements for both positions would be opened as Dual Certification.

9. PERSONNEL DIRECTOR

Mr. Caldecott thanked the Personnel Commissioners for approving the attendance at the California State Personnel Commissioners Conference in February, 2006.

10. CLOSED SESSION

Closed Session was not held.

11. NEXT MEETING DATE: February 16, 2006 @ 5:30 p.m. ADJOURNMENT 5:52 p.m.

The Personnel Commission Meeting will be held in the Classified Personnel Testing Room, at 2985-A Bear Street, Costa Mesa, California 92626.