

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

4:34 p.m.

June 15, 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. CLOSED SESSION

Mr. Kenneth Wayman, Chairperson, called the regular meeting to adjourn to go immediately into closed session. The purpose of the closed session was to discuss a Public employee performance evaluation (Government code §54957) - Title: Director of Classified Personnel. No action taken.

3. REGULAR MEETING

The regular meeting moved forward to Open Session at 5:30 p.m.

4. 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
Andi Rohrer, Personnel Analyst

VISITORS PRESENT

Cindy Means, CSEA, President
Kevin Nelson, CSEA, 2nd Vice-President
Sandy Welch, CSEA, Treasurer

5. ADOPTION OF AGENDA

Ms. Infantino moved to adopt the agenda for June 15, 2006 as submitted. Mr. Henderson seconded the motion and it carried.

6. APPROVAL OF MINUTES

Ms. Infantino moved to approve the minutes of the regular meeting of May 25, 2006, not April 27, 2006, as amended. Mr. Henderson seconded the motion and it carried.

7. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION

There were no presentations to the personnel commission.

8. 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. | Library Media Technician | 101-06 |
| b. | Campus Security Personnel - Male | 102-06 |
| c. | Transportation Dispatcher/Scheduler | 103-06 |
| d. | Risk Management Technician | 104-06 |
| e. | Instructional Assistant II – Technology | 105-06 |
| f. | School Attendance Assistant | 106-06 |

9. 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 | 124-06 |
| b. | School Support Secretary | 125-06 |
| c. | Campus Security Personnel | 126-06 |
| d. | Job Coach | 127-06 |
| e. | Occupational Therapist | 128-06 |
| f. | Lead Custodian | 129-06 |
| g. | Nutrition Services Assistant I | 130-06 |
| h. | Maintenance and Operations Manager | 131-06 |

10. APPROVE THE PROPOSED NEW JOB DESCRIPTION FOR DISTRICT TRANSLATOR

Mr. Henderson moved to approve that the proposed new job description of District Translator and that it be allocated to Range 37 in the Bargaining Unit as presented. Ms. Infantino seconded the motion and it carried.

11. APPROVE THE JOINT/CALIFORNIA SCHOOL EMPLOYEES' ASSOCIATION/N-MUSD AGREEMENT AND REALLOCATIONS – TO BECOME EFFECTIVE JANUARY 1, 2007.

Ms. Infantino moved to approved that the Joint/California School Employee's Association/N-MUSD Agreement and salary reallocations to be effective January 1, 2007, as presented. Mr. Henderson seconded the motion and it carried.

12. APPROVE THE JOINT SUPERVISOR-CONFIDENTIAL EMPLOYEES' ASSOCIATION/N-MUSD AGREEMENT AND REALLOCATIONS – TO BECOME EFFECTIVE JANUARY 1, 2007.

Mr. Henderson moved to approve that the Joint Supervisor- Confidential Employee's Association/N-MUSD Agreement and salary reallocations to be effective January 1, 2007, as presented. Ms. Infantino seconded the motion and it carried.

13. APPROVE THE PROPOSED NEW TITLE, MODIFICATION TO THE JOB DESCRIPTION OF ADMINISTRATIVE ASSISTANT III – CONFIDENTIAL TO EXECUTIVE ASSISTANT - CONFIDENTIAL, AND REALLOCATION OF THE INCUMBENTS

Ms. Infantino moved to approve that the proposed new title, modification to the job description of Administrative Assistant III – Confidential to Executive Assistant – Confidential, and reallocation to Confidential Range 24 (salary reallocation to be effective 1/1/07) as presented. Mr. Henderson seconded the motion and it carried.

14. APPROVE THE PROPOSED NEW TITLE, MODIFICATION TO THE JOB DESCRIPTION OF ADMINISTRATIVE ASSISTANT II - CONFIDENTIAL TO ADMINISTRATIVE ASSISTANT – CONFIDENTIAL, AND REALLOCATION OF THE INCUMBENTS

Mr. Henderson moved to approve that the proposed new title, modification to the job description of Administrative Assistant II – Confidential to Administrative Assistant – Confidential, and reallocation to Confidential Range 22 (salary reallocation to be effective 1/1/07), as presented. Ms. Infantino seconded the motion and it carried.

15. APPROVE THE TITLE CHANGE AND MODIFICATION FOR THE ADMINISTRATIVE ASSISTANT III – PERSONNEL COMMISSION - CONFIDENTIAL TO ADMINISTRATIVE ASSISTANT – CONFIDENTIAL-PC

Ms. Infantino moved to approve that the proposed new title, modification to the job description of Administrative Assistant III – Personnel Commission-Confidential to Administrative Assistant – Confidential - PC, with no change in salary recommended. Mr. Henderson seconded the motion and it carried.

16. APPROVE THE MODIFICATION TO THE JOB DESCRIPTION OF DIRECTOR OF NUTRITION SERVICES AND RECLASSIFICATION OF THE INCUMBENT

Mr. Henderson moved to approve the modified job description, and that the Director of Nutrition Services be reclassified with the position, salary set at Director (1) on the Management Salary Schedule, with an effective date of June 15, 2006, per Personnel Commission Rules and Regulations, as presented. Ms. Infantino seconded the motion and it carried.

17. PERSONNEL DIRECTOR

The Director thanked Cindy Means and the CSEA team for their hard work with the contract and salary negotiations. It was much appreciated.

18. NEXT MEETING DATE: July 24, 2006 @ 5:30 p.m. ADJOURNMENT 6:05 p.m.

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