

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

5:00 p.m.

July 24, 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 Absent
Katherine Infantino, Commissioner

STAFF PRESENT

John R. Caldecott, Secretary to the Commission
Marla K. Loffelmacher, Administrative Assistant – Confidential
Personnel Commission
Andrea Rohrer, Personnel Analyst

VISITOR PRESENT

Cindy Means, President, CSEA

3. ADOPTION OF AGENDA

Ms. Infantino moved to adopt the agenda for July 24, 2006 as submitted. Mr. Wayman seconded the motion and it carried.

4. APPROVAL OF MINUTES

Ms. Infantino moved to approve the minutes of the regular meeting of June 15, 2006, as presented. Mr. Wayman 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

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

- | | | |
|----|---|--------|
| a. | Job Coach | 107-06 |
| b. | Health Assistant | 108-06 |
| c. | Technology Support Technician | 109-06 |
| d. | Maintenance Carpenter | 110-06 |
| e. | Health Assistant – Bilingual Spanish Required | 111-06 |
| f. | Vehicle and Equipment Mechanic | 112-06 |
| g. | Executive Assistant – Confidential | 01-07 |
| h. | District Translator | 02-07 |
| i. | Administrative Assistant II | 03-07 |

| | | |
|----|---|-------|
| j. | Student Services Program Support Specialist | 04-07 |
| k. | Accounting Assistant – ASB | 05-07 |
| l. | Student Records Technician | 06-07 |
| m. | Senior Maintenance Worker | 07-07 |
| n. | Library Media Clerk | 08-07 |
| o. | Financial Analyst | 09-07 |

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

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

| | | |
|----|---------------------------------------|--------|
| a. | Teacher Assistant | 132-06 |
| b. | Teacher Assistant – Bilingual Spanish | 133-06 |
| c. | Preschool Teacher | 134-06 |
| d. | Inst. Asst./ Extended Day Program | 135-06 |
| e. | Vehicle and Equipment Mechanic | 136-06 |
| f. | Office Assistant III | 01-07 |
| g. | School Community Facilitator | 02-07 |
| h. | Inst. Asst./ Special Ed. | 03-07 |
| i. | Lead Grounds Maintenance Worker | 04-07 |

8. APPROVE THE MODIFICATIONS TO THE CLASS DESCRIPTION OF DIRECTOR OF PURCHASING AND WAREHOUSING

Ms. Infantino moved to approve the modifications to the job description of Director of Purchasing and Warehousing as presented. The change consisted mainly of the reporting lineup. No change in salary was recommended. Mr. Wayman seconded the motion and it carried.

9. PROPOSED NEW JOB CLASSIFICATION OF DIRECTOR I, ALTERNATE DISPUTE RESOLUTION

Ms. Infantino moved to approve the proposed new job classification of Director I, Alternate Dispute Resolution to be placed on the Management Salary Schedule Range 6010 as amended – the salary had been stated as 6011 when it should be 6010. Mr. Wayman seconded the motion as amended and it carried.

10. APPROVE PROPOSED NEW JOB CLASSIFICATION OF DIRECTOR OF FACILITIES DEVELOPMENT – PLANNING AND DESIGN

Ms. Infantino moved to approve the proposed new job classification of Director of Facilities Development – Planning and Design and that it be placed on the Management Salary Schedule at Range 6011 as presented. Mr. Wayman seconded the motion and it carried.

11. APPROVE THE PROPOSED NEW JOB CLASSIFICATION OF SAFETY/SECURITY PROGRAMS SUPERVISOR

Ms. Infantino moved to approve the proposed new classification of Safety/Security Programs Supervisor and that it be placed on the Supervisory Salary Schedule at Range 30 as presented. Mr. Wayman seconded the motion and it carried.

12. APPROVE THE PROPOSED NEW JOB CLASSIFICATION OF MAINTENANCE AND OPERATIONS MANAGER - GROUNDS

Ms. Infantino moved to approve the proposed new job classification of Maintenance and Operations Manager-Grounds and that the salary for this class as well as all Maintenance and Operations Managers will remain at Range 30 on the Supervisory Salary Schedule as presented. Mr. Wayman seconded the motion and it carried

13. APPROVE THE PROPOSED NEW JOB CLASSIFICATION OF LEAD OCCUPATIONAL THERAPIST

Ms. Infantino moved to approve the proposed new job classification of Lead Occupational Therapist and that the salary be set on the Bargaining Unit Salary Schedule at Range 62 as presented. Mr. Wayman seconded the motion and it carried.

14. APPROVE THE PROPOSED NEW JOB CLASSIFICATION OF ELECTRONICS TECHNICIAN

Ms. Infantino moved to approve the proposed new job classification of Electronics Technician to be placed on the Bargaining Unit Salary Schedule at Range 44 as presented. Mr. Wayman seconded the motion and it carried.

15. APPROVE THE MODIFICATION FOR THE JOB DESCRIPTION OF RISK MANAGEMENT TECHNICIAN

Ms. Infantino moved to approve the modification in the reporting lineup as presented for the job description of Risk Management Technician. There are no changes in the duties or in the salary of the position. Mr. Wayman seconded the motion and it carried.

16. APPROVE THE PROPOSED NEW JOB CLASSIFICATION OF WEB APPLICATIONS DEVELOPER I

Ms. Infantino moved to approve the proposed new job classification of Web Applications Developer I and that it be placed on the Bargaining Unit Salary Schedule at Range 51 as presented. Mr. Wayman seconded the motion and it carried.

17. APPROVE THE JOB DESCRIPTION MODIFICATION FOR WEB APPLICATION DEVELOPER WITH A TITLE CHANGE TO WEB APPLICATION DEVELOPER II

Ms. Infantino moved to approve the title change of Web Application Developer to Web Application Developer II and approve the modifications to the class description with the current incumbent's title change effective July 24, 2006, with no change in salary as presented. Mr. Wayman seconded the motion and it carried.

18. PERSONNEL DIRECTOR

The Department has been extremely busy recruiting and testing for positions that need to be filled prior to the new school year or shortly after.

The Assistant Superintendent, Human Resources recruitment is in progress. There will be two panel interviews and then the finalist will be interviewed by the cabinet members.

Our next Job Fair is scheduled for Saturday, July 29, from 9:30 until 2 p.m. So far the job fairs have been successful and it is anticipated this will be no exception.

19. NEXT MEETING DATE: August 17, 2006 @ 5:30 p.m. ADJOURNMENT 5:50 p.m.

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