

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
5:30 p.m.
April 22, 2004
MINUTES

1. OPENING CEREMONIES

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

2. COMMISSIONERS PRESENT

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

STAFF PRESENT

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

VISITORS PRESENT

Cindy Means, CSEA, Second Vice-President

3. ADOPTION OF AGENDA

Mr. Soden, Jr., moved to adopt the agenda for April 22, 2004 as submitted. Mr. Wayman seconded the motion as amended and it carried.

4. APPROVAL OF MINUTES

Mr. Wayman moved to approve the minutes of the regular meeting of March 18, 2004 as submitted. Mr. Soden, Jr., 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. Wayman moved to ratify the following vacancy announcements. Mr. Soden Jr., seconded the motion and it carried.

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|------------------------------------|-------|
| a. Bus Driver Trainer | 61-04 |
| b. Nutrition Services Assistant II | 62-04 |
| c. Summer Job Opportunities | 63-04 |
| d. Assessment Assistant | 64-04 |
| e. Campus Security Personnel | 65-04 |
| f. Buyer | 66-04 |

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

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

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|-----------------------------|-------|
| a. Inst. Asst./ Child Care | 61-04 |
| b. Inst. Asst./ Special Ed. | 62-04 |

8. REACTIVATION OF PRIOR CLASSIFICATION AND MODIFICATION OF DESCRIPTION- HUMAN RESOURCES SUPERVISOR

Mr. Wayman moved to approve the recommendation that the members of the Personnel Commission approve the reactivation and modification of the Human Resources Supervisor position as submitted and that it be placed on the Supervisory Salary Schedule at Step 26 (\$3739-\$4556/month). Mr. Soden, Jr., seconded the motion and it carried.

9. PROPOSED MODIFICATION OF THE CLASS DESCRIPTION FOR DIRECTOR OF TRANSPORTATION

Mr. Soden, Jr., moved to approve the recommendation that the members of the Personnel Commission approve the proposed modification of the class description for Director of Transportation as submitted. There is no recommended change in salary. Mr. Wayman seconded the motion and it carried.

10. PROPOSED MODIFICATION OF THE CLASS DESCRIPTION FOR ASSESSMENT TECHNICIAN

Mr. Wayman moved to approve the recommendation that the members of the Personnel Commission approve the proposed modification of the class description for Assessment Technician as submitted. There is no recommended change in salary. Mr. Soden, Jr., seconded the motion and it carried.

11. PROPOSED MODIFICATION OF THE CLASS DESCRIPTION FOR ASSESSMENT ASSISTANT

Mr. Wayman moved to approve the recommendation that the members of the Personnel Commission approve the proposed modification of the class description for Assessment Assistant with a minor modification to the class description. There is no recommended change in salary. Mr. Soden, Jr., seconded the motion and it carried as amended.

12. PROPOSED MODIFICATION OF THE CLASS DESCRIPTION FOR PAYROLL SUPERVISOR

Mr. Soden, Jr., moved to approve the recommendation that the members of the Personnel Commission approve the proposed modification of the class description for Payroll Supervisor as submitted. There is no recommended change in salary. Mr. Wayman seconded the motion and it carried.

13. FIRST READING OF PROPOSED CHANGE OR PERSONNEL COMMISSION RULES AND REGULATIONS CHAPTER 3, SECTIONS 3.3.3.1, 3.3.3.2, 3.3.3.3, 3.3.3.4, RECLASSIFICATION

This item will be placed on the May 2004 agenda for a second reading with a recommendation for approval.

14. PROPOSED PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2004-05

The proposed budget is being presented as an information item only. The public hearing for the Proposed Personnel Commission Budget will be held at the next Personnel Commission Meeting in May.

15. PERSONNEL DIRECTOR

Mr. Crockard welcomed and introduced Cindy Means to the members of the Personnel Commission. Ms. Means will be attending the Personnel Commission meetings on behalf of the California School Employees Association. Welcome back, Cindy!

Mr. Crockard informed the members of the Personnel Commission that Marla Loffelmacher will be receiving an award from the Orange County Teachers Federal Credit Union, Saturday, April 24th. This is the 2004 Member Advocate Award – Marla is the only single recipient of this award – William Habermehl, County Superintendent of Schools, will be accepting the same award on behalf of the Orange County Department of Education. This event is being held at the Anaheim Hilton Hotel and will be attended by 1,000 members and guests. This event won't happen again until the year 2009.

16. CLOSED SESSION – A closed session was not held

17. NEXT MEETING DATE AND ADJOURNMENT: 6:05 p.m.

The next scheduled meeting of the Personnel Commission will be Thursday, May20, 2004, at 5:30 p.m., in the Classified Personnel Testing Room.