

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.

June 19, 2003

MINUTES

1. OPENING CEREMONIES

Mr. 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
Mark Soden, Jr., Commissioner

STAFF PRESENT

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

VISITORS PRESENT

Jared Vieyra, CSEA, President

3. ADOPTION OF AGENDA

Mr. Soden, Jr., moved to adopt the agenda for June 19, 2003 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 8, 2003 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. CERTIFICATION OF NEW ELIGIBILITY LISTS

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

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|----|---------------------------------------|-------|
| a. | Custodian | 80-03 |
| b. | Inst. Asst./ Special Ed. | 81-03 |
| c. | Community Services Program Specialist | 82-03 |
| d. | Maintenance Worker | 83-03 |

7. RATIFICATION OF VACANCY ANNOUNCEMENTS

Mr. Henderson moved to ratify the following vacancy announcements. Mr. Soden, Jr., seconded the motion and it carried.

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|----|---|--------|
| a. | Irrigation Specialist | 65-03 |
| b. | Energy Manager – Extended deadline | 66-03A |
| c. | Nutrition Services Assistant II | 67-03 |
| d. | Athletic Equipment Attendant - Female | 68-03 |
| e. | School Administrative Assistant – Elementary | 69-03 |
| f. | School Attendance Technician | 70-03 |
| g. | Office Assistant II (Bilingual Spanish Required) (Series) | 71-03 |
| h. | Health Assistant | 72-03 |

8. MODIFICATION OF CLASSIFICATION FOR HUMAN RESOURCES TECHNICIAN

Mr. Mark Soden, Jr., moved to approve the modifications to the classification of Human Resources Technician. Mr. Henderson seconded the motion and it carried.

9. MODIFICATION OF CLASSIFICATION FOR LEAD HUMAN RESOURCES TECHNICIAN AND SALARY REALLOCATION

Mr. Mark Soden, Jr., moved to approve that the modifications for the classification of Lead Human Resources Technician and that the salary be reallocated to Range 40 (\$2982-\$3653) of the Bargaining Unit Salary Schedule. Mr. Henderson seconded the motion and it carried.

10. RECLASSIFICATION FROM OFFICE ASSISTANT II TO OFFICE ASSISTANT III

Mr. Henderson moved to approve that the position of Office Assistant II (Project Success) be reclassified to Office Assistant III and that the incumbent in this classification be reclassified with the position, effective June 19, 2003, and that the incumbent be placed on the Bargaining Unit Salary Schedule at Range 32 (\$2434 - \$2982). Mr. Soden, Jr. seconded the motion and it carried.

11. MODIFICATION OF CLASSIFICATION FOR VEHICLE AND EQUIPMENT MECHANIC

Mr. Henderson moved to approve the modifications to the classification for Vehicle and Equipment Mechanic. Mr. Soden, Jr., seconded the motion and it carried.

12. PERSONNEL DIRECTOR

Mr. Crockard discussed the District budget process and the situation with the State of California.

Mr. Crockard also informed the members of the Personnel Commission that the Employee of the Year Awards will be presented at one of the Board Meetings in September. The District also honored approximately twenty-five employees at the last quarterly PRIDE Award event for the 2002-03 school year. This event was held at the June 10, 2003 Board of Education Meeting.

13. CLOSED SESSION

There was no closed session.

14. ADJOURNMENT: 6:00 p.m.

The next scheduled meeting of the Personnel Commission will be Thursday, July 24, 2003, at 5:30 p.m., in the Classified Personnel Testing Room.