The Personnel Commission is responsible for the management of personnel functions related to the Classified Service. These functions include recruitment, selection, classification, and rules and regulations development and administration.

The Commission consists of three citizens from the school district community who are appointed for three-year terms. One commissioner is appointed by the Board of Education, one is appointed by the employee organization and the third is appointed by the first two.

**Mr. Kenneth L. Wayman — Chair**  
District Board Appointee

Kenneth L. Wayman is an Attorney and has practiced locally for over 38 years. He has lived in the District since 1965, and all of his children and his wife graduated from district schools. He has served this district as a teacher, School Board Member, and as Representative to the California School Boards Association. Mr. Wayman was originally appointed to the Personnel Commission as the NMUSD School Board’s designee in February 1998, and has been reappointed to his current term through December 2013.

**Mr. Thomas W. Henderson — Vice Chair**  
Joint Appointee

Thomas Henderson served on the Board of Education for NMUSD from 1972—1979. He began his service on the Personnel Commission in 1979 and served through 1994. Mr. Henderson returned to the Personnel Commission in 1995 and has served as the joint appointee to this date. Mr. Henderson’s current term runs through December 2012.

**Ms. Susan G. Meyer — Member**  
Classified Employees’ Union Appointee

Susan Meyer is a resident of Costa Mesa and was reappointed to the Personnel Commission in December 2011. Ms. Meyer has served as a classified employee of the North Orange County Community College District (Cypress Campus) and currently serves as a Labor Relations Representative with the Orange Field Office of California School Employees Association. She was originally appointed as the CSEA representative to the Personnel Commission in 1996, and served through December 2002. Ms. Meyer’s current term runs through December 2014.

Once again, the Personnel Commission wishes to thank all who have supported and assisted in accomplishing the Commission’s activities during the past year. We are especially grateful to the employees who assist us by participating on Qualifications Appraisal Interview panels. Special thanks, also, to the Board of Education, the Superintendent, the Executive Staff, managers, classified employees, CSEA officers, the CSEA Labor Relations Representative and all District employees.

**Mission Statement**

The mission of the Newport-Mesa Unified School District, in partnership with the Costa Mesa – Newport Beach communities, is to graduate students who have acquired the knowledge, skills, and attitudes necessary to achieve the significant career, educational, civic, and personal goals, which will enrich our society.

The Office of the Personnel Commission for Newport-Mesa supports the goals and ideals established by the Board of Education, staff and community in providing the best education possible to the youth of our communities.

The Personnel Commission oversees a Merit System whose guidelines ensure:

- Fair and equitable employment and promotion practices on the basis of merit as shown by competitive examination
- Encouraging employees to remain with the district through training and promotional opportunities
- Maintaining a classification of positions on the basis of the duties and responsibilities actually performed
- A system that adheres to the principle of “like pay for like work”
- A system that provides the ability for the employee to appeal a disciplinary action
- A system that prohibits discrimination

Personnel Commission meetings are held every third Thursday of the month at 4:00 p.m. in the Human Resources Testing Room, 2985-A Bear Street, Costa Mesa, California. Meetings are open to the public. Agendas and past minutes are posted on the Districts public notices board and on the Districts website http://web.nmusd.us.
In promoting the Commission’s role in support of the District’s Equal Opportunity Employment hiring objectives, the greatest possible diversity in the recruitment pool was sought. Employment announcements were distributed through various internet sites, interest notifications, social networking and other publications.

The Personnel Commission is responsible for defining, categorizing and allocating positions to appropriate classes, as well as assigning classifications within occupational hierarchies, preparing written class specifications and recommending salaries. Classified employees are represented by the California School Employees Association (CSEA).

The Personnel Commission has an independent staff and budget. The Commission staff consists of a Personnel Director and support staff. The Personnel Director is responsible for the administration of the Commission’s rules and regulations and acts as the Commission’s professional expert in all areas of personnel management under the Commission’s authority.

Our Super-Star program recognizes employees who go far beyond the call of duty, doing more than expected. This year, twelve (12) classified employees were recipients of the NMUSD Super-Star Award.

We appreciated our classified employees for their many years of loyal service to our students and the District.

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Number of Recipients</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>39</td>
</tr>
<tr>
<td>15</td>
<td>31</td>
</tr>
<tr>
<td>20</td>
<td>8</td>
</tr>
<tr>
<td>25</td>
<td>10</td>
</tr>
<tr>
<td>30</td>
<td>5</td>
</tr>
<tr>
<td>40</td>
<td>1</td>
</tr>
</tbody>
</table>

The Personnel Commission remains committed to providing quality services and exemplary customer service to prospective and current employees.

### RECRUITMENT AND TESTING STATISTICS

<table>
<thead>
<tr>
<th>Period</th>
<th>Applications Received</th>
<th>Written Examinations</th>
<th>Performance Examinations</th>
<th>Qualifications Appraisal Examinations</th>
<th>Training and Experience Examinations</th>
<th>Technical Oral Examinations</th>
<th>Eligible Lists</th>
<th>New Examinations</th>
<th>New Employees in Permanent Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009-2010</td>
<td>3,288</td>
<td>35</td>
<td>9</td>
<td>35</td>
<td>0</td>
<td>6</td>
<td>51</td>
<td>16</td>
<td>83</td>
</tr>
<tr>
<td>2010-2011</td>
<td>3,288</td>
<td>49</td>
<td>16</td>
<td>52</td>
<td>20</td>
<td>6</td>
<td>107</td>
<td>28</td>
<td>112</td>
</tr>
<tr>
<td>2011-2012</td>
<td>8,041</td>
<td>50</td>
<td>19</td>
<td>46</td>
<td>41</td>
<td>8</td>
<td>56</td>
<td>37</td>
<td>80</td>
</tr>
</tbody>
</table>

**PERSONNEL COMMISSION STAFF**

Nora A. Roque  
Director, Classified Personnel

Christi Winslow  
Personnel Analyst

V-Esther Caldwell  
Administrative Assistant

Carol Carter  
Human Resources Technician

### ELIGIBILITY LISTS CREATED

Accounting Assistant - ASB  
Accounting Assistant II  
Administrative Assistant - Confidential  
Administrative Assistant II  
Auditorium Operations Assistant  
Benefits Analyst  
Bilingual Office Assistant  
Bus Driver  
Bus Driver - Substitute  
Bus Driver Trainer  
Campus Security Personnel  
Clerical Analyst  
Clerical Technician  
Custodian  
Delegated Behind the Wheel Trainer  
District Assessment Specialist  
Grounds Maintenance Worker  
Head Custodian  
Health Assistant  
HVAC/R Technician  
Instructional Assistant - Behavior Analysis Internovational  
Instructional Assistant - Extended Day Programs  
Instructional Assistant - Special Education  
Instructional Assistant I - Technology  
Instructional Assistant II - Technology  
Instructional Assistant I-Special Education - Cover  
Job Coach  
Job Developer  
Lead Behavior Analysis Internovational  
Library Media Clerk  
Maintenance & Operations Manager - Custodial Services and Facilities Use  
Night Custodial Supervisor  
Nutrition Services Assistant I  
Nutrition Services Assistant II  
Office Assistant I  
Office Assistant II  
Preschool Site Facilitator  
Preschool Teacher Assistant  
School Administrative Assistant - Elementary  
School Administrative Assistant - High School  
School Administrative Assistant - Intermediate  
School Attendance Technician  
School Bus Cover Driver  
School Office Assistant  
School Support Secretary  
Teacher Assistant  
Teacher Assistant-Bilingual  
Technology Support Technician

### EMPLOYMENT ACTIONS

<table>
<thead>
<tr>
<th></th>
<th>2009-2010</th>
<th>2010-2011</th>
<th>2011-2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promotions</td>
<td>18</td>
<td>26</td>
<td>17</td>
</tr>
<tr>
<td>Reclassification Studies</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Classification Modifications</td>
<td>20</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Transfers</td>
<td>5</td>
<td>6</td>
<td>8</td>
</tr>
<tr>
<td>Change of Assignment/ Increase or decrease in hrs.</td>
<td>32</td>
<td>34</td>
<td>26</td>
</tr>
<tr>
<td>Voluntary Demotions</td>
<td>11</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>Accelerated Hiring Rates</td>
<td>11</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>Reemployment from Layoff/ Voluntary Demotion</td>
<td>3/4</td>
<td>3/7</td>
<td></td>
</tr>
<tr>
<td>Athletic Assistants</td>
<td>173</td>
<td>213</td>
<td>244</td>
</tr>
<tr>
<td>Substitutes</td>
<td>85</td>
<td>47</td>
<td>103</td>
</tr>
<tr>
<td>Provisional Assignments</td>
<td>1</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Reimbursements</td>
<td>8</td>
<td>8</td>
<td>10</td>
</tr>
<tr>
<td>Layoff</td>
<td>12</td>
<td>10</td>
<td>9</td>
</tr>
<tr>
<td>Resignations/Retirements</td>
<td>92</td>
<td>76/28</td>
<td>83/42</td>
</tr>
<tr>
<td>Leaves of Absence</td>
<td>112</td>
<td>142</td>
<td>150</td>
</tr>
</tbody>
</table>

### CLASSIFIED WORKFORCE DATA

### PROFESSIONAL ORGANIZATIONS

Commissioners and staff are proud members of the following professional organizations:

- California School Personnel
- California Employees Association (CSPA)
- Personnel Commissioners Association of Southern California (PCASC)
- Cooperative Organization for the Development of Employee Selection Procedures (CODESP)
- Association of California School Administration (ACSA)