

**MADERA UNIFIED SCHOOL DISTRICT
Personnel Commission
1902 Howard Road, Madera, CA 93637**

**AGENDA
Regular Meeting
Wednesday, January 24, 2024
4:30 PM Public Meeting
District Board Room**

**OUR MISSION
Highest Student Achievement
A Safe and Orderly Learning Environment
Financially Sound and Effective Organization**

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

4. Adoption of Agenda

Action to add or delete items from any portion of the agenda or to discuss any consent agenda items must be taken before adopting the agenda.

5. Public Comment

Public Hearing for visitors who wish to speak on a subject outside the Commission agenda. Fifteen minutes of this portion of the meeting are reserved for members of the public to address the Commission on items not listed on the agenda and within the jurisdiction of the Commission. Speakers are limited to three (3) minutes. The Commission is prohibited by law from taking action on matters discussed that are not on the Agenda, and no adverse conclusions should be drawn if the Commission does not respond to public comment at this time. The Chair will recognize speakers.

6. Consent Agenda

Items listed under the Consent Agenda are considered routine and are acted on by the Commission in one motion. There is no discussion of these items before the Commission's vote unless a member of the Commission, staff, or public requests specific items be considered and discussed separately and removed from the Consent Agenda before adopting the Agenda. It is understood that the Administration recommends approval on all consent items. Each item on the Consent Agenda approved by the Commission shall be deemed to have been considered in full and adopted as recommended.

A. Approval of minutes:

1. Consideration and approval of the minutes from Wednesday, December 13, 2023 Regular Meeting

B. Consideration and approval of Eligibility List/s for:

1. Administrative Assistant VI - Open Competitive/Promotional
2. Behavioral Health Clinician I - Open Competitive
3. Behavioral Intervention Technician - Open Competitive
4. District Mail Clerk – Open Competitive
5. Information Security Specialist – Open Competitive
6. Paraprofessional Math - Open Competitive
7. Spanish Translator - Open Competitive

7. New Business

- A. Discuss and approve the Initial Salary Placement for (S. Ojeda), candidate for District Mail Clerk
- B. Discuss and approve the revised job classification for the Community Support Specialist
- C. Discuss and approve the revised job classification for the Database Administrator
- D. Discuss and approve the revised job classification for the Director of Health and Wellness

8. Information and Reports

- A. Director's Report
- B. Commissioner's Report

9. Next Regular Personnel Commission Meeting

Wednesday, February 21, 2024 at 4:30 pm
Madera Unified School District Office – Board Room
1902 Howard Road
Madera, California 93637

10. Suggested Future Agenda Items

11. Adjournment



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: January 24, 2024

Agenda Item:

Consideration and approval of the minutes from Wednesday, December 13, 2023, Regular Meeting

Agenda Placement:

Consent

Background:

Consideration and approval of the minutes from Wednesday, December 13, 2023, Regular Meeting.

Recommendation:

It is recommended that the Personnel Commission approve the minutes from Wednesday, December 13, 2023, Regular Meeting.

Minutes Record of MUSD Personnel Commission
Regular Meeting held on Wednesday, December 13, 2023 at 4:30 PM

The Personnel Commission of the Madera Unified School District convened in a Regular Board Meeting in the District Office Conference Room, 1902 Howard Road, Madera, California, on Wednesday, December 13, 2023, at 4:30 p.m.

1. Call to Order

- Commissioner Hernandez called the meeting to order at 4:33 p.m.

2. Pledge of Allegiance

- Commissioner Janzen led the flag salute.

3. Roll Call

- Mary Siegl, Personnel Specialist Lead, took the roll call

- **Roll Call**

The following were in attendance:

David Hernandez, Personnel Commission Chair

Fran Wheat, Personnel Commission Vice-Chair

Philip Janzen, Personnel Commissioner

Isabel Barreras, Director of Classified Human Resources

Mary Siegl, Personnel Specialist Lead

Mary Jane Falcon, Administrative Assistant V

Joe Aiello, Assistant Superintendent of Human Resources

Cheri Giddens, CSEA President

There were others in attendance.

4. Swearing in of Commissioners' Joint Appointment – David Hernandez

- Director Barreras administered the Oath of Office to the Personnel Commission Joint Appointee, David Hernandez.

5. Consideration of the Personnel Commission Organization:

2024 Personnel Commission Officers: Chairperson, Vice-Chairperson, and Secretary

- This item was moved to item "L" under New Business on the Agenda.

6. Adoption of Agenda

- It was moved by Commissioner Wheat and seconded by Commissioner Janzen to approve the adoption of the Agenda. MOTION NO. 41 -2023/24.

Ayes: Commissioners: Hernandez, Janzen, and Wheat

Noes: None

Absent: None

Abstained: None

7. Public Comment

- No comments were made.

8. Consent Agenda

- It was moved by Commissioner Janzen and seconded by Commissioner Wheat to approve the adoption of the Consent Agenda. MOTION NO. 42 -2023/24.

Ayes: Commissioners: Hernandez, Janzen, and Wheat

Noes: None

Absent: None

Abstained: None

9. New Business

A. Discuss and approve the Initial Salary Placement for J. Barriga, candidate for Behavioral Analyst

- Director Barreras presented the District's request to place candidate J. Barriga for Behavioral Analyst on an initial salary step placement at Range 58, Step 7 (\$51.76 hourly rate) of the classified salary schedule. The candidate has over seven years of experience completing comprehensive functional behavior assessments, behavior therapy, and behavior support plans, including two years of supervisory experience.
- It was moved by Commissioner Janzen and seconded by Commissioner Wheat to approve the initial salary placement of Range 58, Step 7 (\$51.76 hourly rate) of the classified salary schedule for J. Barriga, candidate for Behavior Analyst. MOTION NO. 43 -2023/24, DOC. NO. 34-2023/24

Ayes: Commissioners: Hernandez, Janzen, and Wheat

Noes: None

Absent: None

Abstained: None

B. Discuss and approve the Initial Salary Placement for T. Smith, candidate for Scenic Specialist

- Director Barreras presented the District's request to place candidate T. Smith for Scenic Specialist on an initial salary step placement at Range 40, Step 6 (\$34.62 hourly rate) of the classified salary schedule. The candidate has seven years of experience working as a Senior SPFX Technician at Walt Disney Imagineering.
- It was moved by Commissioner Janzen and seconded by Commissioner Wheat to approve the initial salary placement of Range 40, Step 6 (\$34.62 hourly rate) of the classified salary schedule for T. Smith, candidate for Scenic Specialist. MOTION NO. 44 -2023/24, DOC. NO. 35-2023/24

Ayes: Commissioners: Hernandez, Janzen, and Wheat

Noes: None

Absent: None

Abstained: None

C. Discuss and approve the Initial Salary Placement for C. Chapman, a candidate for School Safety Officer

- Director Barreras presented the District's request to place candidate C. Chapman for School Safety Officer on an initial salary step placement at Range 28, Step 5 (\$26.52 hourly rate) of the classified salary schedule. The candidate has thirteen years of experience working as a Security Officer for various employers.

- It was moved by Commissioner Wheat and seconded by Commissioner Janzen to approve the initial salary placement of Range 28, Step 5 (\$26.52 hourly rate) of the classified salary schedule for C. Chapman, candidate for School Safety Officer.

MOTION NO. 45 -2023/24, DOC. NO. 36-2023/24

Ayes: Commissioners: Hernandez, Janzen, and Wheat
 Noes: None
 Absent: None
 Abstained: None

D. Discuss and approve the Initial Salary Placement for J. Pinder, candidate for the School Safety Dispatcher

- Director Barreras presented the District's request to place candidate J. Pinder for School Safety Dispatcher on an initial salary step placement at Range 28, Step 6 (\$27.68 hourly rate) of the classified salary schedule. The candidate has twenty-five years of experience working as a Juvenile Correctional Officer I for the Fresno County District Probation Department and has completed 131 college units.

- It was moved by Commissioner Janzen and seconded by Commissioner Wheat to approve the initial salary placement of Range 28, Step 6 (\$27.67 hourly rate) of the classified salary schedule for J. Pinder, candidate for School Safety Officer. MOTION NO. 46 -2023/24, DOC. NO. 37-2023/24

Ayes: Commissioners: Hernandez, Janzen, and Wheat
 Noes: None
 Absent: None
 Abstained: None

E. Discuss and approve the Initial Salary Placement for V. Patlan, candidate for School Safety Officer

- Director Barreras presented the District's request to place candidate V. Patlan for School Safety Officer on an initial salary step placement at Range 28, Step 7 (\$28.97 hourly rate) of the classified salary schedule. The candidate has eight years of experience working as a Senior Criminal Investigator for the Madera County District Attorney's office and eleven years of experience working as a police officer in Firebaugh, three of the 11 years as a School Resource Officer.

- It was moved by Commissioner Janzen and seconded by Commissioner Wheat to approve the initial salary placement of Range 28, Step 7 (\$28.97 hourly rate) of the classified salary schedule for V. Patlan, candidate for School Safety Officer. MOTION NO. 47 -2023/24, DOC. NO. 38-2023/24

Ayes: Commissioners: Hernandez, Janzen, and Wheat
 Noes: None
 Absent: None
 Abstained: None

F. Discuss and approve the revised job classification of Communications Technician

- Director Barreras presented the revised job classification, Communications Technician.
- It was moved by Commissioner Janzen and seconded by Commissioner Wheat to approve the revised job classification Communications Technician. MOTION NO. 48 -2023/24, DOC. NO. 39-2023/24

Ayes: Commissioners: Hernandez, Janzen, and Wheat
 Noes: None
 Absent: None

Abstained: None

G. Discuss and approve the revised job classification of Communications Technician – Spanish Bilingual

- Director Barreras presented the revised job classification, Communication Technician - Spanish Bilingual.
- It was moved by Commissioner Janzen and seconded by Commissioner Wheat to approve the revised job classification Communications Technician- Spanish Bilingual. MOTION NO. 49 -2023/24, DOC. NO. 40-2023/24

Ayes: Commissioners: Hernandez, Janzen, and Wheat
Noes: None
Absent: None
Abstained: None

H. Discuss and approve the title change and revisions for the job classification of District Mail Clerk

- Director Barreras presented the revised job classification, District Mail Clerk.
- It was moved by Commissioner Janzen and seconded by Commissioner Wheat to approve the revised job classification District Mail Clerk. MOTION NO. 50 -2023/24, DOC. NO. 41-2023/24

Ayes: Commissioners: Hernandez, Janzen, and Wheat
Noes: None
Absent: None
Abstained: None

I. Discuss and approve the revised job classification of Parent Resource Center Assistant

- Director Barreras presented the revised job classification, Parent Resource Center Assistant.
- It was moved by Commissioner Wheat and seconded by Commissioner Janzen to approve the revised job classification Parent Resource Center Assistant. MOTION NO. 51 -2023/24, DOC. NO. 42-2023/24

Ayes: Commissioners: Hernandez, Janzen, and Wheat
Noes: None
Absent: None
Abstained: None

J. Discuss and approve the revised job classification of Parent Resource Center Assistant - Lead

- Director Barreras presented the revised job classification, Parent Resource Center Assistant-Lead.
- It was moved by Commissioner Wheat and seconded by Commissioner Janzen to approve the revised job classification Parent Resource Center Assistant. MOTION NO. 52 -2023/24, DOC. NO. 43-2023/24

Ayes: Commissioners: Hernandez, Janzen, and Wheat
Noes: None
Absent: None
Abstained: None

K. Consideration and Adoption of the 2024 Personnel Commission Regular Meeting Calendar

- Director Barreras presented the proposed Personnel Commission meeting calendar for 2024.
- It was moved by Commissioner Janzen and seconded by Commissioner Wheat to approve the 2024 Personnel Commission Meeting Calendar. MOTION NO. 53 -2023/24, DOC. NO. 44-2023/24

Ayes: Commissioners: Hernandez, Janzen, and Wheat
 Noes: None
 Absent: None
 Abstained: None

L. Consideration of MUSD Personnel Commission Organization: Election of Officers

- Director Barreras stated that the Officers are rotated each year in accordance with Personnel Commission Rule 2.1.5. For the year 2024, Fran Wheat will be the Personnel Commission Chairperson, and Philip Janzen will be the Personnel Commission Vice-Chair.
- It was moved by Commissioner Janzen and seconded by Commissioner Wheat to approve the 2024 Personnel Commission Officers, Fran Wheat, Personnel Commission Chairperson, and Philip Janzen, Personnel Commission Vice-Chairperson. MOTION NO. 54 -2023/24

Ayes: Commissioners: Hernandez, Janzen, and Wheat
 Noes: None
 Absent: None
 Abstained: None

10. Information and Reports

A. Presentation of the Classified 1st Quarterly Employee Award to Suzana Perez-Cardenas, Millview Elementary School

- Personnel Commissioner David Hernandez presented the 1st Quarterly Employee Award to Suzana Perez-Cardenas, Cafeteria Playground Aide, at Millview Elementary School.

B. Director's Report

- The Personnel Commission Office has secured District Title II funding to send four (4) Classified staff to the CSEA 27th Annual Para Educators Conference from March 12 through March 14, 2024, in Ontario, CA. This is thanks to Mary Jane, who made this idea happen.
- On December 5th, Director Barreras co-presented a workshop, "Classification and Compensation Study Preparation," with Randy Perez, Director of PC from San Mateo COE to the San Diego Region. There were 16 participants. The session was well received by the group
- The PC and HR office met on Monday to discuss the new classified hiring process. This is due to the projected state budget deficit. We are freezing some classified vacancies to see if we can fill them with current transfers. PC will check in with Mr. Aiello before moving forward on filling vacancies. PC and HR will meet every Monday to determine the filling of classified vacancies.
- Director Barreras continues to stay busy with the vendor planning for the 2024 CSPCA conference and the classified conference preparations.

C. Commissioner's Report

- Commissioner Janzen mentioned that we need to make sure the Seniority list is up to date, in case of future layoffs.
- Commissioner Wheat thanked the Personnel Commission staff for their hard work in bringing in excellent candidates and putting MUSD on the map.

11. Next Regular Personnel Commission Meeting

- Wednesday, January 24, 2023 at 4:30 pm
Madera Unified School District Office – Board Room
1902 Howard Road
Madera, California 93637

12. Suggested Future Agenda Items

- Commissioner Janzen suggested a performance evaluation for the Director of Classified Personnel should be completed.

13. Adjournment

- Commissioner Hernandez adjourned the meeting at 5:00 p.m.


Isabel Barreras, Director of Classified Personnel

Date: December 18, 2023



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: January 24, 2024

Agenda Item:

Consideration and Approval of the following Eligibility Lists for Open Competitive and Promotional job opportunities

Agenda Placement:

Consent

Background:

Eligibility Lists have been placed on the agenda as a Consent Item. If, for some reason, any Commissioner would like to pull a list for further discussion, it can be done.

1. Administrative Assistant VI - Open Competitive/Promotional
2. Behavioral Health Clinician I - Open Competitive
3. Behavioral Intervention Technician - Open Competitive
4. District Mail Clerk – Open Competitive
5. Information Security Specialist – Open Competitive
6. Paraprofessional Math - Open Competitive
7. Spanish Translator - Open Competitive

Recommendation:

It is recommended that the Personnel Commission approve the Eligibility Lists as presented.

No attachment:



**MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

**REGULAR MEETING
AGENDA ITEM COVER PAGE**

Meeting Date: January 24, 2024

Agenda Item:

Discuss and approve the Initial Salary Placement for (S. Ojeda), candidate for District Mail Clerk

Agenda Placement:

Action

Background:

The Director of Purchasing has presented the Personnel Commission with a request for an initial salary placement for the District Mail Clerk candidate (S. Ojeda). The Personnel Commission staff requests approval to place the candidate with an initial salary placement at Range 20, Step 4 (\$21.89 hourly rate) of the classified salary schedule.

The candidate has thirteen years of experience performing clerical functions in office and inventory positions. Seven and a half of the 13 years of experience were duties assisting in a Print shop, which is a valuable experience for this position. The candidate's work experience far exceeds the minimum qualification of six months of general office and clerical experience, including sorting and distributing mail.

This recommended proposed action has been compiled as provided under the authority of California Education Code section 45260-45261 and Personnel Commission Rule 8.2.1.1: for initial salary placement based on additional qualifying experience for entry into the class and PC Rule 8.2.1.4 – The additional skills or qualifications of the candidate that make him/her especially qualified for the position.

Recommendation:

The Personnel Commission is recommended to approve the Initial Salary Placement for the candidate of District Mail Clerk at Range 20, Step 4 (\$21.89 hourly rate) of the classified salary schedule.

No attachment:



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: January 24, 2024

Agenda Item:

Discuss and approve the revised job classification for the Community Support Specialist

Agenda Placement:

Action

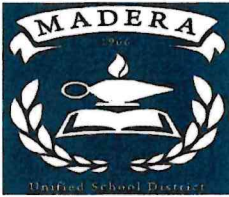
Background:

The Assistant Superintendent of Student and Family Support Services presented the Personnel Commission with revisions to the Community Support Specialist job classification. The proposed revisions are highlighted in blue with a strikeout language highlighted in red in the following areas of the job classification: Reports To, Purpose Statement, Distinguishing Characteristics, and the Essential Functions, Duties and Tasks, Education, and Experience sections. These changes will bring the job classification up to date.

This recommended proposed action has been compiled as provided under the authority of California Education Code section 45276 and the Personnel Commission Rules 3.2.1. through 3.2.5.5 and 3.2.9. Review of positions that state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees.

Recommendation:

The Personnel Commission is recommended to approve the revised Community Support Specialist job classification.



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO.
DOCUMENT NO.
DATED :

COMMUNITY SUPPORT SPECIALIST

DEPARTMENT/SITE: Health and Wellness

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 50

WORK CALENDAR: 218 Days

REPORTS TO: Director of Health and Wellness
Behavioral Health Supervisor

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the direction of the **Behavioral Health Supervisor** Director of Health and Wellness, the Community Support Specialist provides case management and wraparound services for at-risk students and their families. These services are intended to provide the necessary support for the student with the goal of ensuring his or her educational success. This support may include providing coordination for appropriate social services by drawing on community organizations and agencies and by assisting site personnel and district personnel with behavior problems (e.g., home problems, violence abuse, police/probation/gang affiliation/association, family dynamics, parenting challenges, and/or safety matters). Provides family, community, and gang counseling as well as in-service trainings for District staff, site staff, and community organizations. Incumbents in this classification provide the school community with supplemental resources targeted to the specific needs of an identified population which in turn directly support student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in this class carry a caseload of students with the highest "at risk" factors for continuing their education. ~~This will include the presence of substance abuse (drugs and/or alcohol), gang-related issues, and/or that require specialized training and experience (e.g., Certified Alcohol and Drug Counselor Level I or higher).~~ This class has the responsibility for addressing a direct caseload of students with the greater complications presented by these more severe risk factors that distinguish this class from similar wraparound-services classes such as the Family Liaison for Student Services & Attendance or the Student Advocate.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Advocates for high-at-risk and gang-affiliated students and families.
- Assists families as they enroll their child in or exit their child from school.
- Assists parents in establishing contacts and making appointments for services in the community including arranging for transportation; accompanies parents when necessary.
- Compiles resources and maintains files related to services for high-at-risk and gang-affiliated or association students.
- Coordinates, establishes collaborative relationships and enhances communication between school sites, families, and community agencies.
- Develops recommendations and follow-ups with students and their families to assess and report progress.
- Identifies quickly problem areas and situations by effectively analyzing causes of problems, and takes appropriate action to resolve such issues and problems through the appropriate and effective use and

- application of wraparound services.
- Maintains a high level of up-to-date knowledge and expertise regarding gang issues, drugs, alcohol, and anger management.
- Maintains complete, accurate, and legible case records and other related documents according to established protocol.
- Makes contacts and establishes rapport and trust with families to determine whether additional assistance is needed.
- **Facilitates classes and/or groups on topics such as substance use, social skills, anger management, and others identified by the school.**
- Participates in identifying and resolving school issues and connecting families with wraparound services in order to improve student attendance, academics, social skills, and emotional stability.
- Prepares and presents progress reports on assigned cases.
- Provides support to parents in the areas of education and outside supportive resources so that their child may succeed in school.
- Releases information to outside agencies and law enforcement in accordance with, and to the extent permitted by, **Health Insurance Portability Act (HIPAA)**, and the Family Educational Rights and Privacy Act (FERPA).
- Responds to a variety of inquiries relating to laws governing the sharing of health and education records of high-at-risk and gang-affiliated or association students.
- Serves as a communication link/case manager in using wraparound services between home and school by meeting with parents and families of students to help mediate complaints, misunderstandings, discipline issues, and sensitive gang counseling sessions; ensures confidentiality and provides referrals for community resources based on family needs.
- Uses word processing, database, and spreadsheet software applications programs in the course of assigned duties.
- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- District attendance and registration policies procedures and terminology
- Modern office practices and procedures
- Basic accounting procedures
- Current applicable sections of the State Education Code and other applicable laws
- Accurate record-keeping techniques
- Operation of a computer and data entry techniques
- Telephone techniques and etiquette
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Interpersonal skills using tact, patience, and courtesy
- Current office practices, procedures, and equipment
- The legal rights or release and sharing of information in the area of education under FERPA and confidentiality when working with multiple agencies
- Use and maintenance of computerized and manual indexing, and filing systems
- Telephone techniques, proper report writing, and document construction
- Proper English usage, composition, spelling, grammar, vocabulary, and punctuation

Skills and Abilities to:

- Prepare and maintain accurate student attendance records, and submit reports for local, County, State, and other ADA purposes
- Communicate, understand, and follow both oral and written directions effectively.

- Perform timely and accurate accounting clerical work involving independent judgment and requiring speed and accuracy
- Type and enter data accurately
- Establish and maintain cooperative and effective working relationships with a diverse range of people
- Operate a variety of office equipment
- Communicate effectively, both orally and in writing
- Meet schedules and timelines
- Operate a computer terminal to enter data, maintain records and generate reports
- Learn new or updated computer systems/programs to apply to current work
- Communicate using patience and com lesy in a manner that reflects positively on the organization
- Actively participate in meeting District goals and outcomes
- Apply integrity and trust in all situations
- Learn district organization, operations, procedures, policies, objectives, and goals
- Adhere to safety practices and standards
- Operate standard office equipment including computer hardware and software
- Prepare and maintain accurate records
- Communicate effectively and work cooperatively with parents, children, certificated and classified staff members, and community and agency representatives
- Work effectively without immediate supervision
- Relate to a variety of behaviors in children and parents and establish rapport and trust with a wide variety of individuals
- Maintain accurate records and files
- Identify quickly and accurately problem areas or situations and take appropriate action to implement resolution
- Exercise tact, diplomacy, and sensitivity to changing situations and needs
- Prepare reports and correspondence
- Establish and maintain effective work relationships with those contacted in the performance of required duties

RESPONSIBILITY:

Responsibilities include working under limited supervision following standardized practices and/or methods, providing information, and /or advising others. Utilization of some resources from other work units or agencies is often required to perform the job's functions. There is a continual opportunity to affect the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

~~High School diploma or equivalent.~~ Bachelor's degree with a major in criminology, psychology, sociology, social work, or criminal justice ~~or a related field~~ from an accredited college or university ~~required.~~ **preferred.**

EXPERIENCE REQUIRED:

Two (2) years of working with community, educational, and/or social service organizations, preferably working with "high-at-risk" and/or gang-affiliated students, parents, and or community members. ~~This experience requirement is for a time other than the training/service related hours required to qualify for the professional certification listed below.~~ Experience with strategic program planning, contract oversight, collaboration compliance, coalition development, and working with government entities and community organizations that focus on gang-related issues, LGBTQ, and/or opioid community awareness is ~~required.~~ **preferred.**

LICENSE(S) REQUIRED:

- Valid, current California Driver's License to drive a personal vehicle to various sites in the District and to community agencies, other government offices, trainings, workshops, seminars, and conferences outside

of the District

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After an offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam B through the District's provider

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Work is generally performed in an indoor office environment, requiring extensive sitting and some walking, and standing
- Light lifting, carrying, pushing, and/ or pulling
- Some stooping, kneeling, and crouching to access files
- Manual dexterity to operate a computer keyboard and handle paperwork in the office
- Hearing and speaking to exchange information in person or on the telephone
- Elevated potential for risk of harm/injury while working with students and/or families where substance abuse and/or gang-related associations are present



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: January 24, 2024

Agenda Item:

Discuss and approve the revised job classification for the Database Administrator

Agenda Placement:

Action

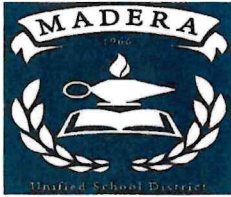
Background:

The Director of Information Technology presented the Personnel Commission with revisions to the Database Administrator job classification. Three years ago, this position was reviewed in Phase 1 of the class study. We are having difficulty recruiting and attracting a pool of candidates. Therefore, we are proposing revisions highlighted in blue with a strikeout language highlighted in red in the following areas of the job classification: Knowledge Skills and Abilities (KSAs), Education, and Experience sections. These changes will help in our recruitment efforts.

This recommended proposed action has been compiled as provided under the authority of California Education Code section 45276 and the Personnel Commission Rules 3.2.1. through 3.2.5.5 and 3.2.9. Review of positions that state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees.

Recommendation:

The Personnel Commission is recommended to approve the revised Database Administrator job classification.



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO.
DOCUMENT NO.
DATED :

DATABASE ADMINISTRATOR

DEPARTMENT/SITE: Information Technology
and Support Services

REPORTS TO: Director of Information
Technology and Support
Services

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 60

WORK CALENDAR: 261 Days

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Director of Information Technology and Support Services, the Database Administrator manages, supports, and develops front- and back-end software for the District's Student Information System and connected systems; builds, manages, and troubleshoots databases and/or operational data stores; creates processes and establishes formal relations, authority, and ownership among connected database systems; develops software to integrate the District's systems with internal and external systems implementing process automation where appropriate; develops district databases to improve District processes. The incumbents in this classification provide the school community with reliable, efficient, and safe database maintenance and utilization, which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in this class ensure the accuracy and integrity of District databases and that the database systems perform as they should so that Data Analysts, Technicians, and others can easily use the databases to find the information they need. This class is distinguished from the higher-class Database Administrator – Developer, which is also responsible for identifying and developing new databases and the front-end and back-end software for the systems.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Administers and maintains user permissions, group permissions, and passwords for the Student Information System.
- Analyzes potential Database Management System applications to determine feasibility requirements and cost effectiveness in support of providing students and staff high quality and up-to-date technology services.
- Assists technology staff and operations personnel in solving programming problems in a reasonable, timely manner; makes effective use of computer hardware and software to support the effective operation of the school district.
- Collaborates with other departments throughout the school district as needed.
- Consults and provides recommendations in the development of proposals, designs, programming, and implementation phases of applications added to database systems to ensure that those systems adhere to MUSD data governance standards.
- Creates and executes processes to maintain data cleanliness and correctness in the District's Student Information System and connected systems.

- Creates reports using complex SQL procedures to facilitate data-driven improvements to business and educational processes.
- Debugs, troubleshoots and corrects problems in a reasonable, timely manner and provides solutions to resolve issues to meet the needs of users.
- Designs the overall structure of database systems at both the logical and physical levels, working with users and programming staff.
- Designs, develops, maintains, and controls the data governance standards for database information and its usage; database security, integrity, reliability, and availability; monitors performance and capacity requirements.
- Develops and maintains API implementations in software to establish connections with external data providers in order to enable the data duties of this position on external connected systems.
- Develops and maintains back-end software to automate account management between the District's Student Information System, HR System, and connected database systems.
- Develops and maintains front-end software to augment the functionality of database applications as needed to improve district processes.
- Develops and maintains written procedures and documentation to support the effective and efficient operation of the department.
- Develops migration software as needed to consolidate duplicative record systems with the aim of single system authority, such as in cases where record system migrations are incomplete.
- Develops new and/or changes existing database structures, application programs, and web designs in response to bugs reports and/or management requests following a formal MUSD change management process.
- Develops SQL queries and associated scripts, software, or processes to facilitate integration between the District's Student Information Systems or other critical systems, and other internal or external systems.
- Develops, designs, coordinates, and writes necessary programs, tasks, and documentation providing for backups, reloads, recovery, reorganization, timely updates, and restructuring of database systems.
- Documents problems and solutions in the MUSD help desk system.
- Establishes and maintains data dictionary systems.
- Follows MUSD standards for source code control, software design, and data governance.
- Installs, tests, maintains, upgrades, reorganizes, and patches software related to database systems to ensure effective operation of programs.
- Interacts with vendor support to obtain information for the efficient operations of system applications and other related equipment or programs.
- Maintains and supports multiple databases and/or data warehouses.
- Manages, maintains, and supports the District's Student Information System.
- Participates in and/or leads projects, teams, and meetings.
- Performs administration of multiple databases and/or data warehouses.
- Performs related duties as assigned.
- Reviews, recommends, and assists in the development of proposals, designs, and programming and implementation phases of applications added to database systems in support of providing students and staff with a variety of high-quality technical options.
- Scopes and creates sources of authority, data ownership, and data security in database systems by establishing database and/or application-level security policies.
- Sets up, manages, and troubleshoots features within the Student Information System in support of critical educational processes such as registration, course scheduling, and grading.
- Supports the District with timely and accurate responses to technical questions and issues concerning database systems and structures.
- Trains and provides clear direction and guidance to others as required in support of professional learning.

- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Database administration tools
- Methods and skills involved in establishing and maintaining an effective Relational Database Management System (RDBMS), including tuning, design, network communications, backup/recovery, security, and administration
- Maintenance and administration of Relational Database Management Systems
- Computer hardware and peripherals
- Web applications
- QL and other programming environments such as Visual Studio, ASP, NET, C#, EJB, Python, C++, PHP, PowerShell, PL/SQL, and/or Java
- K-12 student information systems and K-12 processes and functions including but not limited to registration, class schedules, attendance, discipline, and grade books
- Oral and written communication skills
- Database administration tools
- [Data migration processes; including Extract, Transform, and Load \(ETL\)](#)
- Correct English usage, grammar, spelling, punctuation, and vocabulary

Skills and Abilities to:

- Utilize pertinent network, application, database monitoring, and troubleshooting software
- Adhere to safety practices
- Plan and manage projects
- Prepare and maintain accurate records
- Programming knowledge sufficient to learn new programming languages as needed
- Operate standard office equipment, including computers and related software
- Perform a variety of specialized duties in programming, development, maintenance, and analysis of computer applications, databases, and systems in support of assigned systems, programs, and functions
- Prepare, organize, document, and control source code revisions to new and existing applications and features using standard source control systems
- Research, design, develop, and implement new system applications as appropriate
- Design applications to meet district needs, enhance job performance, and provide for system enhancements
- Develop and maintain source code for new and existing software applications
- Understand legacy code sufficiently to re-engineer new applications
- Modify existing programs to enhance database operations and functions
- Design programming solutions for application defects
- Facilitate the computerized collection, management, manipulation, and distribution of data used for analysis
- Design programming solutions, troubleshoot and resolve application defects
- Establish and maintain cooperative and effective working relationships with a diverse range of people
- Train and provide clear direction to others
- Plan, prioritize, and schedule work to meet deadlines and timelines
- Read, understand, explain, and implement technical material from manuals and journals
- Read, apply, and explain rules, regulations, policies, and procedures
- Analyze and troubleshoot situations accurately and adopt an effective course of action
- Communicate, understand, and follow both oral and written directions effectively
- Communicate using patience and courtesy in a manner that reflects positively on the organization

- Actively participate in meeting district goals and outcomes
- Have and demonstrate integrity and honesty in all situations
- Display at all times a customer-service orientation during interaction with users and in responding to requests for help
- Learn district operations, policies, objectives, and goals

RESPONSIBILITY:

Responsibilities include working under limited supervision using standardized practices and/or methods, managing a team, and monitoring budget expenditures. Utilization of significant resources from other work units is sometimes required to perform the job functions. There is a continual opportunity to impact the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

High School diploma or equivalency. Bachelor's degree in Information Systems, Computer Science, or a related field supplemented by college-level courses in Systems Analysis, Database Management, and/or programming from an accredited college or university is highly desirable.

EXPERIENCE REQUIRED:

~~Four (4)~~ Two (2) years of recent, progressively responsible experience in data analysis, database administration/management or programming. Experience working with Student Information Systems and/or in a K-12 environment is preferred.

Possession of; or the ability and qualifications to obtain Microsoft Certified Solutions Associate; SQL Server; **OR**; equivalent or ability to obtain within six (6) months of appointment; and failure to do so will result in termination.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License to drive personal vehicle to various sites in the District to provide technology user support services.
- Microsoft Certified Solutions (SQL)

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After an offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam A through the District's provider

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Work is primarily indoors and requires sitting for extended periods
- Lift and move equipment and other objects weighing up to 35 pounds
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment and to maintain paper files and documents
- Use hands and fingers to grasp, hold, and manipulate objects
- Kneeling, bending at the waist, sitting, squatting
- Hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and computer screen
- Operation of a personal vehicle, and occasional operation of a District vehicle, to travel within and outside the district for meetings, training sessions, and assisting staff at school sites



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: January 24, 2024

Agenda Item:

Discuss and approve the revised job classification for the Director of Health and Wellness

Agenda Placement:

Action

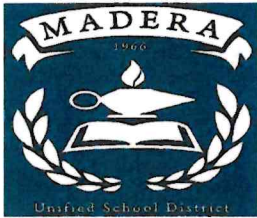
Background:

The Assistant Superintendent of Student and Family Support Services presented the Personnel Commission with revisions to the Director of Health and Wellness job classification. The proposed revisions are highlighted in blue with a strikeout language highlighted in red in the following areas of the job classification: Reports To, Salary Range, Work Year, Purpose Statement, Essential Functions, Duties and Tasks, Education, Experience, and License requirement sections. The salary range was changed from Range 30 to Range 31 to reflect the Wage Salary Study recommendation from Eric Hall & Associates. These changes will help in our recruitment efforts. This position is currently vacant, and these changes will help attract a robust and qualified pool of candidates as we move forward in filling the vacancy.

This recommended proposed action has been compiled as provided under the authority of California Education Code section 45276 and the Personnel Commission Rules 3.2.1. through 3.2.5.5 and 3.2.9. Review of positions that state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees.

Recommendation:

The Personnel Commission is recommended to approve the revised Director of Health and Wellness job classification and salary placement recommendation of Range 31 of the Classified Management Salary Schedule.



CLASSIFIED
Job Class Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO.
DOCUMENT NO.
DATED:

DIRECTOR OF HEALTH AND WELLNESS

DEPARTMENT/SITE: Health and Wellness	SALARY SCHEDULE: Classified Management SALARY RANGE: 30-31 WORK YEAR: 12 Months (261 Days)
REPORTS TO: Executive Director Assistant Superintendent of Student and Family Support Services	FLSA: Exempt

PURPOSE STATEMENT:

Under the general direction of the ~~Executive Director~~ Assistant Superintendent of Student and Family Support Services, the Director of Health and Wellness, plans, organizes, coordinates, and directs the activities and operations of the department, which consists of behavioral, emotional, and physical health programs. Provide training oversight for district behavior health and wellness staff; oversee district-wide roll-outs, trainings, and implementation, of behavior and social-emotional related topics such as de-escalation, and trauma-informed practices. The incumbent in this classification provides the school community with behavioral, emotional, and physical health support which directly supports student learning and achievement.

ESSENTIAL FUNCTIONS, DUTIES AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Conducts and/or attends various public meetings to represent the interest of MUSD and the department; builds and maintains positive working relationships with state departments, local community-based organizations, County agencies and the public using principles of good customer service.
- Coordinates and collaborates with social service agencies and community-based organizations to connect students to services.
- Direct(s) the preparation, analysis, processing, and distribution of departmental correspondence, forms, and documents and maintenance of a variety of narrative and statistical reports, records, and files related to personnel and assigned activities.
- Directs all operations of the department in a manner that maximizes revenue, minimizes costs, and eliminates duplication of services, assuring a high level of integration within the District; receives and responds to staff and public input concerning related needs.
- Employs principles and practices of leadership; recommends the appointment of personnel; provides or coordinates staff training; conducts performance evaluations; develops and implements performance improvement plans as requested; maintains high standards necessary for the efficient and professional operation of the Department.
- Plans, organizes, coordinates, and directs activities and operations of the Department; confers with the ~~Executive Director~~ Assistant Superintendent regarding the development and implementation of long and short- and long-term goals, objectives, policies, and priorities, as well as policies and operating processes; reviews, evaluates and

recommends changes in policies, programs, and operations; mentors and coaches subordinates to implement the direction of the District; identifies emerging issues; assesses alternative strategies and action plans, and solves complex operational issues and other problems.

- Prepares the department budget; assists in budget implementation; participates in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administers the approved budget.
- Support the coordination of staff development activities, including but not limited to behavioral health staff, administration, and classroom staff to identify areas of improvement and to develop procedures for enhancements in support of professional learning; provide training to parents and community agencies.
- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the District.

KNOWLEDGE, SKILLS AND ABILITIES

(At time of application)

Knowledge of:

- Principles and practices of policy development and implementation
- Principles and practices of organization, administration, and personnel management
- Principles of financial administration, including budgeting, reporting, and health care reimbursement and alternative funding sources and strategies
- Principles of leadership, supervision, training, and performance evaluation
- Principles and practices of business correspondence and report writing
- Legislative process and current developments related to health and social programs
- Principles, techniques, and trends in counseling, psychotherapy, and various treatment modalities
- Biological, behavioral, and environmental aspects of emotional disturbances, mental disability, or substance abuse
- Physical, intellectual, social, and emotional growth patterns of students
- The scope and activities of public and private health and welfare agencies and other available community resources
- Principles and techniques of mental health consultation, education, and prevention within the community

Skills and Abilities to:

- Successfully develop, control, and administer divisional budget and expenditures
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Identify and respond to sensitive community and organizational issues, concerns, and needs
- Coordinate and integrate program components in a cohesive and effective service delivery system
- Interpret and apply MUSD policies, procedures, rules, and regulations
- Communicate clearly and concisely, both orally and in writing
- Work with various cultural and ethnic groups with humility, respect, and an effective manner

RESPONSIBILITY:

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives. There is a continual opportunity to affect the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

Master's degree from an accredited university and/or college with major coursework in clinical social work, psychology, and counseling or a closely related field required. ~~Must be licensed with the Board of Behavioral Sciences and in good standing or Master's Degree in Education, School Counseling, Social Work, or Clinical/Counseling Psychology.~~

EXPERIENCE REQUIRED:

Four years of experience in supervision and provision of mental health services, social services, case management, and counseling with children, youth, and families, **preferably in the school setting.**

OR

Three (3) years of successful administrative experience as a site administrator or higher in a school district of at least 10,000 students.

LICENSE(S) REQUIRED:

- Licensed Clinical Social Worker (LCSW) or Marriage and Family Therapist (MFT) **is preferred**
- Valid, current California Driver's License to drive to meetings, **other agencies**, training sessions, and conferences away from the office such as at school sites.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After an offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- This job is performed in an indoor office environment
- Significant amount of time sitting, with some walking and standing
- Occasional lifting, carrying, pushing, and/or pulling objects such as files and boxes
- Manual dexterity to operate a keyboard, handle paperwork, and use other office equipment
- hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and computer screen