

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

**AGENDA**  
**Regular Meeting**  
**Wednesday, February 21, 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, January 24, 2024, Regular Meeting

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

1. Bus Driver - Open Competitive
2. Information Systems Specialist I – Promotional
3. Paraprofessional Special Needs - Open Competitive

4. Paraprofessional Special Needs Preschool - Open Competitive
5. School Office Technician – Promotional

C. Consideration and approval of Initial Salary Placements for:

1. S. Carreno, candidate for Behavioral Health Clinician I
2. C. Mosqueda, candidate for Paraprofessional – Special Needs Preschool
3. A. Sanghera, candidate for Behavioral Health Clinician I

**7. New Business**

- A. Discuss and approve the revised job classification for the Ag Farm Operator
- B. Discuss and approve the proposed new job class description and salary survey recommendation for the Athletics and Community Events Supervisor
- C. Discuss and approve the revised job classification for the Bus Driver Trainer/ Dispatcher
- D. Discuss and approve the revised job classification for the CALPADS Data Technician and Salary Survey Recommendation
- E. Discuss and approve the title change and revised job classification for the Data and Policy Analyst and Salary Survey Recommendation
- F. Discuss and approve the revised job classification for the Head Custodian III
- G. Discuss and approve the revised job classification for the Head Custodian IV
- H. Discuss and approve the title change and revised job classification for the Information Systems Specialist - Digital Curriculum Lead
- I. Discuss and approve the title change and revised job classification for the Payroll Specialist – Lead
- J. Discuss and approve the revised job classification for the Transportation Operations Assistant

**8. Information and Reports**

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

**9. Next Regular Personnel Commission Meeting**

Wednesday, March 20, 2024 at 4:30 pm  
Madera Unified School District Office – Board Room  
1902 Howard Road  
Madera, California 93637

**10. Suggested Future Agenda Items**

**11. Closed Session**

- A. Public Employee Performance Evaluation: Director of Classified Personnel  
[Government Code Section 54957]

**12. Reconvene To Open Session**

- A. Report of Actions Taken in Closed Session

**13. Adjournment**



# **MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

## **REGULAR MEETING AGENDA ITEM COVER PAGE**

**Meeting Date:** February 21, 2024

**Agenda Item:**

Consideration and approval of the minutes from Wednesday, January 24, 2024, Regular Meeting

**Agenda Placement:**

Consent

**Background:**

Consideration and approval of the minutes from Wednesday, January 24, 2024, Regular Meeting.

**Recommendation:**

It is recommended that the Personnel Commission approve the minutes from Wednesday, January 24, 2024, Regular Meeting.

**Minutes Record of MUSD Personnel Commission**  
**Regular Meeting held on Wednesday, January 24, 2024 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, January 24, 2024, at 4:30 p.m.

**1. Call to Order**

- Commissioner Wheat called the meeting to order at 4:30 p.m.

**2. Pledge of Allegiance**

- Commissioner Hernandez led the flag salute.

**3. Roll Call**

- Mary Siegl, Personnel Specialist Lead, took the roll call
- **Roll Call**

The following were in attendance:

Fran Wheat, Personnel Commission Chair

Philip Janzen, Personnel Commission Vice-Chair

David Hernandez, Personnel Commissioner

Isabel Barreras, Director of Classified Human Resources

Mary Siegl, Personnel Specialist Lead

Joe Aiello, Assistant Superintendent of Human Resources

Joetta Fleak, Trustee, Madera Unified School District

**4. Adoption of Agenda**

- It was moved by Commissioner Janzen and seconded by Commissioner Hernandez to approve the adoption of the Agenda. MOTION NO. 55 -2023/24.

Ayes: Commissioners: Hernandez, Janzen, and Wheat

Noes: None

Absent: None

Abstained: None

**5. Public Comment**

- No comments were made.

**6. Consent Agenda**

- It was moved by Commissioner Janzen and seconded by Commissioner Hernandez to approve the adoption of the Consent Agenda. MOTION NO. 56 -2023/24.

Ayes: Commissioners: Hernandez, Janzen, and Wheat

Noes: None

Absent: None

Abstained: None



## **7. New Business**

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

- Director Barreras presented the District's request to place candidate S. Ojeda for District Mail Clerk on an initial salary step placement at Range 20, Step 4 (\$21.89 hourly rate) of the classified salary schedule. The candidate has over thirteen years of experience performing clerical functions in office and inventory positions. Seven and a half years of the 13 years of experience were duties assisting in a Print shop, which is a valuable experience for this position.
- It was moved by Commissioner Janzen and seconded by Commissioner Hernandez to approve the initial salary placement of Range 20, Step 4 (\$21.89 hourly rate) of the classified salary schedule for S. Ojeda, candidate for District Mail Clerk. MOTION NO. 57 -2023/24, DOC. NO. 45-2023/24

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

### **B. Discuss and approve the revised job classification for the Community Support Specialist**

- Director Barreras presented the revised job description for Community Support Specialist. Changes were proposed in the following areas: 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.
- It was moved by Commissioner Hernandez and seconded by Commissioner Janzen to approve the revised job classification Community Support Specialist. MOTION NO.58 - 2023/24, DOC. NO. 46-2023/24

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

### **C. Discuss and approve the revised job classification for the Database Administrator**

- The Director of Classified Personnel presented the revised job classification, Database Administrator. Changes were proposed in the following areas: Knowledge Skills and Abilities (KSAs), Education, and Experience sections. These changes will help in our recruitment efforts.
- It was moved by Commissioner Hernandez and seconded by Commissioner Janzen to approve the revised job classification Database Administrator. MOTION NO.59 - 2023/24, DOC. NO. 47-2023/24

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

### **D. Discuss and approve the revised job classification for the Director of Health and Wellness**

- The Director of Classified Personnel presented the revised job classification, Director of Health and Wellness. 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.
- It was moved by Commissioner Janzen and seconded by Commissioner Wheat to approve the revised job classification Director of Health and Wellness. MOTION NO. 60 -2023/24, DOC. NO. 48-2023/24

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

## 8. Information and Reports

### A. Director's Report

- The Personnel Commission Office (PC) keeps busy with recruitment.
- We are still working with the HR office to monitor and vet the job openings before posting recruitments. This is to ensure there are no future classified layoffs.
- Director Barreras continues to stay busy planning the classified conference, the CSPCA conference, and the classified teaching grant. Lots of work with these three projects.
- The Core Staffing list for the fiscal year 2024/2024 was approved last night, and there are 15 new special education paraprofessional positions, among other classified positions, to recruit and fill.
- The PC office has worked with the Madera Adult Ed administration to secure an instructor for the Paraprofessional Aide (ESSA) Testing. This workshop will be offered during the spring to those individuals who want to be certified to become paraprofessionals.
- The PC office will also start conducting the Paraprofessional Testing for applicants who want to work with MUSD as paraprofessionals and do not meet the current educational requirements of an A.A. degree or 48 college units or Paraprofessional Certification.
- The PC office will attend the MSOS job fair on February 28 from 2:00 to 6:00 pm.
- Director Barreras is working on creating a Classification Maintenance Plan to keep job classifications updated, especially those in IT that seem to change more frequently.
- Director Barreras has created an evaluation tool for the Director of Classified Personnel for the Commissioners to review and provide feedback. It will be included in a closed session on the next PC agenda.

### B. Commissioner's Report

- Commissioner Wheat stated she was very proud of the hard work being completed by the Personnel Commission Office.

## 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**

- None were suggested

**11. Adjournment**

- Commissioner Wheat adjourned the meeting at 4:48 p.m.



Isabel Barreras, Director of Classified HR

Date: January 29, 2024



## **MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

### **REGULAR MEETING AGENDA ITEM COVER PAGE**

**Meeting Date:** February 21, 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. Bus Driver - Open Competitive
2. Information Systems Specialist I – Promotional
3. Paraprofessional Special Needs - Open Competitive
4. Paraprofessional Special Needs Preschool - Open Competitive
5. School Office Technician – Promotional

**Recommendation:**

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



**MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**REGULAR MEETING  
AGENDA ITEM COVER PAGE**

**Meeting Date:** February 21, 2024

**Agenda Item:**

Consideration and approval of Initial Salary Placement for S. Carreno, candidate for Behavioral Health Clinician I

**Agenda Placement:**

Consent

**Background:**

The Supervisor of Behavioral Health has presented the Personnel Commission with a request for an initial salary placement for the Behavioral Health Clinician I candidate (S. Carreno). The Personnel Commission staff requests approval to place the candidate with an initial salary placement at Range 58, Step 4 (\$45.34 hourly rate) of the classified salary schedule.

The candidate has two (2) years of clinical counseling experience working with children and families referred for treatment by the Department of Child Welfare Services and the Department of Probation, Juvenile Division. The candidate's work experience far exceeds the minimum qualification of one year of work experience in providing mental health services, social services, case management, and counseling with children. She also far exceeds the minimum education requirement of a Master's degree from an accredited university and college with significant coursework in clinical social work, psychology, counseling, or a closely related field. The candidate has 40 hours of Domestic Violence Counselor Training, 8 hours of Batterer Intervention Program Facilitator training, Perinatal Mood and Anxiety Disorders Training, and Suicide Risk Assessment and Intervention Training. This is a difficult recruitment, and the additional training is beneficial to the work she will be performing at MUSD.

This recommended proposed action has been compiled as provided under the authority of California Education Code sections 45260-45261 and Personnel Commission Rule 8.2.1.1: for initial salary placement based on additional qualifying experience; PC Rule 8.2.1.3: difficulty experience in the recruitment of candidates to meet the vacancy needs of the course; 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 Behavioral Health Clinician I candidate (S. Carreno) at Range 58, Step 4 (\$45.34 hourly rate) of the classified salary schedule.

**No attachment:**



**MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**REGULAR MEETING  
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**Meeting Date:** February 21, 2024

**Agenda Item:**

Consideration and approval of Initial Salary Placement for C. Mosqueda, candidate for Paraprofessional – Special Needs Preschool

**Agenda Placement:**

Consent

**Background:**

The Director of Special Services has presented the Personnel Commission with a request for an initial salary placement for the Paraprofessional - Special Needs Preschool candidate (C. Mosqueda). The Personnel Commission staff requests approval to place the candidate with an initial salary placement at Range 28, Step 7 (\$28.97 hourly rate) of the classified salary schedule.

The candidate has over 11 years of experience working with children with mild to moderate disabilities at Central Unified School District. The candidate's work experience far exceeds the minimum qualification of one year of experience in working with children in a specialized learning environment. This is a difficult recruitment, and MUSD is excited to continue attracting highly qualified candidates.

This recommended proposed action has been compiled as provided under the authority of California Education Code sections 45260-45261 and Personnel Commission Rule 8.2.1.1: for initial salary placement based on additional qualifying experience; and PC Rule 8.2.1.3: difficulty experience in the recruitment of candidates to meet the vacancy needs of the course; 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 Paraprofessional – Special Needs Preschool candidate (C. Mosqueda) at Range 28, Step 7 (\$28.97 hourly rate) of the classified salary schedule.

**No attachment:**





**MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**REGULAR MEETING  
AGENDA ITEM COVER PAGE**

**Meeting Date:** February 21, 2024

**Agenda Item:**

Consideration and approval of Initial Salary Placement for A. Sanghera, candidate for Behavioral Health Clinician I

**Agenda Placement:**

Consent

**Background:**

The Supervisor of Behavioral Health has presented the Personnel Commission with a request for an initial salary placement for the Behavioral Health Clinician I candidate (A. Sanghera). The Personnel Commission staff requests approval to place the candidate with an initial salary placement at Range 58, Step 4 (\$45.34 hourly rate) of the classified salary schedule.

The candidate has three additional years of experience working as a School Psychologist. The candidate's work experience far exceeds the minimum qualification of one year of work experience in providing mental health services, social services, case management, and counseling with children. She also far exceeds the minimum education requirement of a Master's degree from an accredited university and college with significant coursework in clinical social work, psychology, counseling, or a closely related field. The candidate possesses a Valid and Clear Pupil Personnel Services Credential and an additional Master of Science in School Psychology. This is a difficult recruitment, and MUSD is excited to continue attracting highly qualified candidates.

This recommended proposed action has been compiled as provided under the authority of California Education Code sections 45260-45261 and Personnel Commission Rule 8.2.1.1: for initial salary placement based on additional qualifying experience; PC Rule 8.2.1.2 – Additional education at the college level limited to no more than one step for each two years of education related to the position, but beyond the educational requirements established for entry into the class; PC Rule 8.2.1.3: difficulty experience in the recruitment of candidates to meet the vacancy needs of the course; 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 Behavioral Health Clinician I candidate (A. Sanghera) at Range 58, Step 4 (\$45.34 hourly rate) of the classified salary schedule.

**No attachment:**



## **MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

### **REGULAR MEETING AGENDA ITEM COVER PAGE**

**Meeting Date:** February 21, 2024

**Agenda Item:**

Discuss and approve the revised job classification for the Ag Farm Operator

**Agenda Placement:**

Action

**Background:**

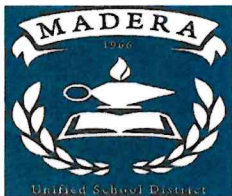
The Director of Maintenance and Operation has requested revisions to the Ag Farm Operator job classification. The proposed changes are highlighted in blue in the job classification's Essential Functions, Duties, Task, Skills, Abilities, and License(s) Required sections. These changes will bring the job 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 Ag Farm Operator job classification.





**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

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

**AG FARM OPERATOR**

**DEPARTMENT/SITE:** School Site

**SALARY SCHEDULE:** Classified Bargaining Unit

**SALARY RANGE:** 28

**WORK CALENDAR:** 261 Days

**REPORTS TO:** Vice Principal

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Vice Principal, the Ag Farm Operator oversees the operation of the school farm, as directed; performs a variety of semi-skilled tasks independently in the production of crops and care of livestock; assists in the maintenance and repair of structures, related physical facilities, and equipment; performs general custodial and grounds maintenance duties to ensure students have a safe, attractive, comfortable, and clean place in which to learn and develop. The incumbents in this classification provide the school community with activities in support of the school farm which directly supports student learning and achievement.

**DISTINGUISHING CHARACTERISTICS:**

Positions in this class operate the school farm, performing specialized duties in the production of crops, care of livestock, and maintenance of farm facilities. This class differs from the Head Custodian classes that are responsible for overseeing the general custodial duties on a school campus.

**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.*

- Assists agriculture instructors in the pick-up and delivery of livestock, feed, and supplies.
- Assists agriculture staff in the maintenance of livestock barns/areas, horticulture facilities, pasture grounds, and storage areas.
- Assists classroom teachers in agricultural laboratory situations, including supervision and/or transportation of students.
- Assists with the operation and repair of various systems, including irrigation, feed delivery, and environmental controls.
- Irrigates trees and row crops, sugar testing of fruit.
- Lives in District-owned mobile home located on school farm site; watches over the farm to prevent vandalism and/or destruction of property.
- Maintains a record of time accounting, work completed, practices and services performed, and materials used for various projects.
- Maintains appropriate confidentiality related to the status of students and program activities.
- Manages the farm in the absence of students and/or agricultural staff.
- Manages the feed and health care of all species of livestock; handles livestock in a husbandry-like manner.
- Operates a forklift or pallet jack for loading, unloading, shipping, and receiving warehouse items or materials.
- Operates and performs light general maintenance on equipment including tractors, power mowers,

sprayers, and other labor-saving devices; coordinates with district personnel to ensure regular maintenance or repair is performed on department vehicles/trailers.

- Operates power tools and standard farming equipment, and pressure washes buildings.
- Participates in weekly agriculture department meetings to plan and develop duty lists and present reports on duties performed or required.
- Perform semi-skilled labor in the production of row, vine, tree, and horticultural crops; cultivates, plants, fertilizes, and harvests annual and perennial crops; applies pesticides, herbicides, fungicides, and performs pest control, including chemical and cultural control of pests; maintain records related to practices/services performed.
- Reads and interprets blueprints and designs.
- Repairs, maintains, and assists in the construction of farm fencing, livestock structures, and buildings.
- Weekly work schedule may be flexed during seasonal farm crop spraying to ensure safety on school grounds.
- 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:**

- Methods, practices, techniques, and materials used in diversified farming operations, including cultivating, planting, irrigating, fertilizing, and harvesting crops, and raising a variety of livestock
- Methods and materials used in chemical and cultural control and eradication of diseases and pests
- General custodial, grounds maintenance, and a variety of trade skills related to farming equipment and structures (e.g., carpentry, plumbing, electrical, welding)
- Use and operation of a variety of hand tools, power tools, and heaving equipment used in farming
- Repair, maintenance, and construction of fencing, livestock facilities, and buildings
- Basic operation of a computer and assigned software
- Basic math, including calculations using fractions, percentages, and/or ratios
- Health and safety practices and procedures used in farming operations, including proper lifting techniques

#### **Skills and Abilities to:**

- Operate heavy farming equipment, such as trucks, tractors, implements, loaders/backhoes, forklifts, and other labor-saving devices
- Operate hand tools, power tools, and other standard equipment
- Determine facility maintenance problems, and complete semi-skilled repairs utilizing a variety of trade skills (e.g., carpentry, plumbing, electrical, welding)
- Read, write, and communicate clearly in English
- Understand, follow, implement, and give oral and written directions in English
- Establish and maintain cooperative working relationships with staff, students, administration, parents, and the public
- Plan and organize work, and adapt to changing work priorities
- Operate a computer and assigned software
- Maintain accurate record of time and materials used,
- Work independently and exercise sound judgment
- Learn, appropriately apply, and adhere to district policies, procedures, and other regulations related to the position, and contribute to the successful fulfillment of the District Mission
- Learn and apply current technology to assigned duties
- Maintain timely, regular, and consistent attendance at work



- Physical stamina sufficient to maintain a strenuous work schedule
- Observe health and safety regulations
- Maintain certifications and ongoing training

### **RESPONSIBILITY:**

Responsibilities include working under general direction, using standardized methods and/or procedures, providing information and/or advising others, and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on 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.

### **EXPERIENCE REQUIRED:**

Two (2) years of progressively responsible work in the management of a farm.

### **LICENSE(S) REQUIRED:**

- Valid, current California Driver's License to drive to various locations and transport equipment and materials.
- Qualified Applicator License (QAL) - must be obtained within 6 months from date of hire
- **Valid Forklift Operator Certificate (must be obtained within six (6) months of employment)**

### **CERTIFICATIONS AND TESTING REQUIRED:**

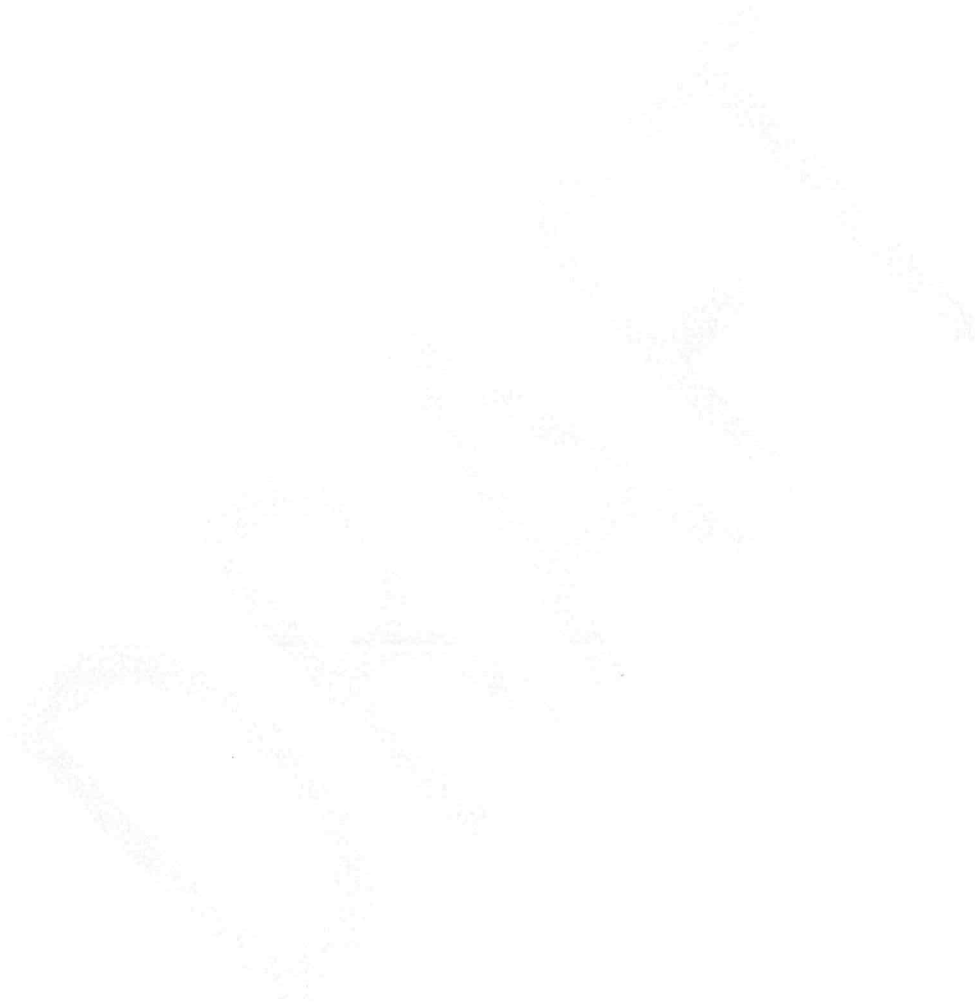
- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After an offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)
  - Pre-employment physical exam (C) through the District's provider at the District's expense
  - Enrollment in the Department of Motor Vehicles Employer Pull Notice Program and submission of a current DMV driving record printout

### **WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- The job is performed indoors and outdoors under extreme temperature variations and hazards such as driving a vehicle, working with small and large farm animals, a variety of heavy-duty farm equipment, and power tools, and regular exposure to fertilizers, fungicides, herbicides, pesticides and other hazardous materials, dirt, dust, fumes, unpleasant odors, and/or loud noises
- Visual acuity to see to drive, view a computer screen and read a variety of materials
- Distinguish colors and odors.
- Significant dexterity of hands and fingers to operate a computer, a variety of office and farming equipment, power tools, and manipulate objects (fine manipulation, simple grasping, and power grasping)
- Normal manual dexterity and eye-hand coordination to operate power and motorized equipment using both hands.
- Hearing and speaking to exchange information on the radio, by phone, or in person
- Sitting, standing, or walking for extended periods of time
- Regular lifting, carrying, pushing, pulling, and/or moving moderate to heavy objects
- Reaching overhead, above the shoulders, and horizontally to retrieve and store athletic equipment and supplies
- Bending at the waist, kneeling, crouching, and crawling

- Climbing, balancing, and working at heights
- Heavy manual labor





## MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

### REGULAR MEETING AGENDA ITEM COVER PAGE

**Meeting Date:** February 21, 2024

**Agenda Item:**

Discuss and approve the proposed new job class description and salary survey recommendation for the Athletics and Community Events Supervisor

**Agenda Placement:**

Action

**Background:**

District Administration has requested the creation of a new job classification title of Athletics and Community Events Supervisor. This job is under the general direction of the Director of Athletics and Community Activities. The Athletics and Community Events Supervisor is responsible for developing, planning, supervising, and participating in the day-to-day operations of various community recreational activities and programs. The incumbent in this classification performs at the supervisory level and is responsible for monitoring sports and recreation activities to ensure the general welfare of participants; and works within established program guidelines and is expected to perform the full range of recreation activities skills, including organizing, coordinating, and participating in activities and monitoring program effectiveness.

This job classification is part of the department's organization and will assist the Director of Athletics and Community Activities in supporting the department.

**Salary Survey**

A salary survey, attached, was conducted by using the following organizations as an external market for comparison:

Central USD	Modesto City School District
City of Madera	Stockton USD
Clovis USD	University of CA, Merced
Fresno USD	Visalia USD
Merced City SD	

Of the nine organizations surveyed, six had positions that were reviewed to establish an external salary comparison. All positions were considered good comparisons for the Athletics and Community Events Supervisor position and were sufficient matches to base a salary recommendation on the peer market comparison.

In determining the recommended allocation, the mid-range step of the median for the peer market was used for primary salary comparison purposes. This practice allows for the most valid comparison when



## MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

the number of steps of comparison districts varies from that of MUSD's salary schedule structure. Based on that, in comparing the externally calculated hourly amounts to Madera's salary schedule, the closest match is Salary Range 9 (\$34.96- \$44.51 hourly rate) on the 2023/2024 Classified Supervisory Salary Schedule.

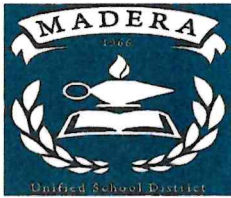
This recommended proposed action has been compiled as provided under the authority of California Education Code section 45276 and the Personnel Commission Rules 3.2.1. through 3.2.5.5 and 3.2.9. Review of positions that state that it is the responsibility of the Personnel Commission to classify duties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

### **Recommendation:**

It is recommended that the Personnel Commission approve the proposed job class description with the title of Athletics and Community Events Supervisor and salary recommendation as listed in the table below.

<b><u>JOB CLASS TITLE</u></b>	<b><u>NEW OR REVISED</u></b>	<b><u>SALARY RANGE RECOMMENDATION</u></b>
Athletics and Community Events Supervisor	New	SR 9 (\$34.96- \$44.51 hourly rate) on the 2023/2024 Classified Supervisory Salary Schedule





**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

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

**PROPOSED TITLE:**  
**ATHLETICS AND COMMUNITY EVENTS SUPERVISOR**

**DEPARTMENT/SITE:** Athletics and Community  
Activities

**REPORTS TO:** Director of Athletics and  
Community Activities

**SALARY SCHEDULE:** Classified Supervisory

**SALARY RANGE:** TBD

**WORK CALENDAR:** 261

**FLSA:** Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Director of Athletics and Community Activities, the Athletics and Community Events Supervisor, is responsible for developing, planning, supervising, and participating in the day-to-day operations of a variety of community recreational activities and programs. The incumbent in this classification performs at the supervisory level and is responsible for monitoring sports and recreation activities to ensure the general welfare of participants; and works within established program guidelines and is expected to perform the full range of recreation activities skills, including organizing, coordinating, and participating in activities and monitoring program effectiveness. The incumbent in this classification provides the school community with behavior support services that directly benefit 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.*

- Attends all standing meetings with direct supervisor.
- Coordinates all facilities with district office and school sites.
- Develops and monitors District procedures to ensure compliance with governmental regulations, codes, restrictions, and reporting and maintains records for the program.
- Develops media releases, fliers, and other promotional materials for the program activities.
- Oversees equipment maintenance and assembly of new equipment.
- Performs various administrative and essential budget duties, e.g., collects, counts, tracks, and secures funds for recreation programs. Assists with budget management.
- Plans, organizes, implements, participates, and evaluates a variety of youth recreation and sports programs and activities across the district.
- Prepares reports and processes forms necessary for program administration.

- Prepares periodic reports detailing the status of recreation program activities.
- Prepares work schedules and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Provides leadership in implementing short and long-range plans; coordinates department activities with other departments and agencies as needed.
- Recruits, trains, and supervises recreation staff and volunteers.
- Schedules the use of parks, playgrounds, and school facilities for program activities.
- Works a flex schedule that will include weekends and evening hours due to the needs of the department.
- Works directly with the Administrative Assistant on all budgets.
- Works with local agencies and service organizations to coordinate activities.
- Performs other related duties as assigned to ensure the efficient and effective functioning of the work union and the district, including various mandatory District Training.

## **KNOWLEDGE, SKILLS AND ABILITIES**

*(At the time of application)*

### **Knowledge of:**

- Correct English usage, grammar, punctuation, spelling, and vocabulary
- District organization, operation, policies, and objectives
- Operation of standard office equipment and health and safety regulations
- Recreational and leisure sports programming development, administration, and delivery principles and practices
- Considerable knowledge of pertinent federal, state, and local rules, regulations, ordinances, and other regulatory standards applicable to the work
- Objectives and ideals of public recreation, with a thorough understanding of activities applicable to a demographically and culturally diverse community

### **Skills and Abilities to:**

- Establish and maintain cooperative and effective working relationships with a diverse range of people
- Communicate effectively, both orally and in writing
- Meet schedules and timelines
- Operates a computer terminal to enter data, maintain records and generate reports
- Communicate using patience and courtesy 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
- Maintain and monitor sports and recreation activities independently
- Understand and follow District policies, procedures, rules, and regulations
- Orient and train sports and recreation staff

## **RESPONSIBILITY:**

Responsibilities include working under direct supervision using industry-standardized procedures, leading, guiding, and/or coordinating others, and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.



**JOB QUALIFICATIONS / REQUIREMENTS:**

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

**EDUCATION REQUIRED:**

Associate's Degree or equivalency (60 college units) in liberal studies, social service, recreation, public administration, or sports management from an accredited university and or college or a closely related field is required.

**EXPERIENCE REQUIRED:**

Three (3) years of work experience and supervision with TK - 6th-grade student-athletes in organizing, recruiting, and running tournaments and athletic camps; experience in recruiting, managing, and hiring coaches and volunteers. Must have experience in ordering athletic equipment and uniforms. Experience in working cooperatively with the community and the City's recreational program is preferred.

**LICENSE(S) REQUIRED:**

- Valid, current California Driver's License to drive to various work locations

**CERTIFICATIONS AND TESTING REQUIRED:**

- California Interscholastic Federation (CIF) Coaching Certificate or ability to obtain within 12 months of employment. Failure to do so will result in termination
- CPR First Aid or ability to obtain within 12 months of employment. Failure to do so will result in termination
- Concussion and Heat Illness certificate or ability to obtain within 12 months of employment. Failure to do so will result in termination
- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After an offer of employment, obtain:
  - o Criminal Justice and FBI Fingerprint Clearance
  - o 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 and outdoor environment
- Work is performed indoors and outdoors in an office environment, performance venues, and non-performance venues (such as gymnasiums). Requires work in the evenings and on the weekends
- Stand for extended periods and walk up to 100 yards
- Lift, carry, and move weights of up to 25 pounds and push, pull, and guide materials over 25 pounds
- Climb (e.g., ladders), stoop, kneel, and crouch regularly
- Hand-eye coordination, hand and finger dexterity, including ability to grasp and operate shop equipment
- Near and far visual acuity to read printed materials, notice moving objects, observe activities in progress
- Speaking ability to carry on ordinary conversations
- Use standard sports and recreation equipment



# Salary Comparison Survey for ATHLETICS AND COMMUNITY EVENTS SUPERVISOR Madera Unified School District

DISTRICT	JOB TITLE	EDUCATION	EXPERIENCE	LICENSES/CERTIFICATES	STEP 1 (HOURLY)	MAX STEP (HOURLY)
<b>Madera USD</b> (K-12) 21,148	<b>Athletics and Community Events Supervisor</b>	Associate's Degree or equivalency (60 college units) in liberal studies, social service, recreation, public administration, or sports management from an accredited university and or college or a closely related field is required	Three (3) years of work experience and supervision with TK - 6th-grade student-athletes in organizing, recruiting, and running tournaments and athletic camps; experience in recruiting, managing, and hiring coaches and volunteers. Must have experience in ordering athletic equipment and uniforms. Experience in working cooperatively with the community and the City's recreational program is preferred	Valid California Driver's license	\$34.96/hour  Recommendation Range 9 – Classified Supervisory	\$44.51/hour
<b>Central USD</b> (K-12) 15,841	No similar class to review					
<b>City of Madera</b>	<b>Recreation/Community Programs Coordinator</b>	Bachelor's degree from an accredited college or university with major work in social service, recreation, public administration, or a related field	Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Recreation/Community Program Coordinator. A typical way is to possess the equivalent of three years of progressively responsible supervisory experience in recreational, aquatic, leisure, and/or senior citizen services activities in programs	Valid California Driver's license	\$20.26/hour	\$25.85/hour
<b>Clovis USD</b> (K-12) 43,654	<b>Recreation Supervisor</b>	Bachelor's degree	Experience in staff supervision and scheduling preferred; or an equivalent combination of education, training, and experience	CPR/ First Aid, California Driver's license	\$36.40/hour Classified Mg Salary Grade 31	\$44.19/hour
<b>Fresno USD</b> (K-12) 73,381	<b>Coordinator I, Extended Learning</b>	Bachelor's degree	Three years of increasingly responsible supervisory and/or management or related experience in the area of specialty, experience in pupil personnel services and teaching experience preferred	Valid California driver's license.	\$40.64/hour Classified Mgt 260 days	\$49.40/hour
<b>Merced City SD</b> (K-8) 11,400	<b>Supervisor, Expanded Learning</b>	Bachelor's Degree in Liberal Studies or education-related field	Over two years of increasingly responsible experience working with school-age children in an organized	Requires a valid California Driver's license, the minimum	\$38.18/hour/ Classified Mgt	\$56.40/hour



**Salary Comparison Survey for ATHLETICS AND COMMUNITY EVENTS SUPERVISOR  
Madera Unified School District**

	Opportunities Program		setting) including one (1) year in a leadership capacity. Bilingual English/Spanish or English/Hmong competency is preferred	amount of liability insurance required by law, and DMV H-6 printout. First Aid and CPR Certification		
<b>Modesto City School District (K-12) 30,000</b>	<b>Expanded Learning Program Site Coordinator</b>	High School Diploma or General Education Development (GED) Certificate or California High School Proficiency Examination (CHSPE) Certificate	Two years of successful experience working with youth in a social, educational, or organizational environment	Valid California driver's license	\$40.88/hour Classified Mgt	\$45.52/hour
<b>Stockton USD (K-12) 36,190</b>	<b>No similar class to review</b>					
<b>University of California, Merced 8,344</b>	<b>Athletic Game Operations Coordinator</b>	Bachelor's degree in a related area from an accredited institution. Advanced degree in Sports Management, Athletic Management, or related field	Minimum three years' experience. Seven years of combined equivalent experience /training in lieu of a Bachelor's degree	Valid California driver's license	\$23.47/hour Classified	\$27.30/hour
<b>Visalia USD (K-12) 32,000</b>	<b>No similar class to review</b>					
				<b>AVERAGE</b>	<b>\$33.31/hour</b>	<b>\$41.44/hour</b>
				<b>MEDIAN</b>	<b>\$37.29/hour</b>	<b>\$44.86/hour</b>



## **MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

### **REGULAR MEETING AGENDA ITEM COVER PAGE**

**Meeting Date:** February 21, 2024

**Agenda Item:**

Discuss and approve the revised job classification for the Bus Driver Trainer/ Dispatcher

**Agenda Placement:**

Action

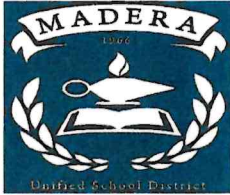
**Background:**

The Director of Transportation has requested revisions to the Bus Driver/Trainer Dispatcher job classification. The proposed revisions are highlighted in blue with a strikeout of old language in red in the job classification's Essential Functions, Duties, Task, Skills, and Abilities, and License(s) Required sections. These changes will bring this 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 revisions for the Bus Driver Trainer/Dispatcher job classification.



**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

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

**BUS DRIVER TRAINER / DISPATCHER**

**DEPARTMENT/SITE:** Transportation

**SALARY SCHEDULE:** Classified Bargaining Unit

**SALARY RANGE:** 36

**WORK CALENDAR:** 261 Days

**REPORTS TO:** Director of Transportation

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Director of Transportation, the Bus Driver Trainer/Dispatcher supports the educational process with specific responsibilities for providing classroom instruction and behind-the-wheel training of applicants and Bus Drivers; addresses school bus regulations and safety procedures; identifies training requirements; and maintains required documentation for audit in compliance with state certification and District/State/federal requirements. Persons in this classification are frequently required to perform the functions of a school Bus Driver. The incumbents in this classification provide the school community with student transportation services which directly support student learning and achievement.

**DISTINGUISHING CHARACTERISTICS**

Positions in the Bus Driver Trainer/Dispatcher classification are distinguished from other classifications in Transportation Services in their assignment to plan and conduct training activities for prospective, substitute, and current Bus Drivers that adhere to State requirements and perform the duties of a Dispatcher or Bus Driver as assigned.

The Transportation Dispatcher is responsible for planning, coordinating, dispatching, and overseeing assigned school bus fleet activities and performs the duties of a Bus Driver as assigned.

The Transportation Router is responsible for developing and maintaining computerized bus routes and schedules for District bus routes; and performs the duties of a Bus Driver as assigned.

The Bus Driver is responsible for safely transporting students along designated routes, ensuring proper student behavior and vehicle safety.

The Relief Bus Driver is responsible for safely transporting students along designated routes. The primary difference between this classification and the Bus Driver classification is that the Relief Bus Driver does not have a regularly scheduled route.

**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 classroom and behind-the-wheel Bus Driver training, including riding along with Bus Drivers, to present, reinforce, and/or develop Bus Driver skills including State Department of Education requirements; conducts regular in-service safety training meetings to inform Bus Drivers of changes in laws, regulations, and procedures.
- Confers with Supervisor – Transportation Operations regarding dispatching problems in developing routes and schedules (e.g., routes, workload, special trips, driver training) to determine Bus Driver and equipment requirements.
- Dispatches buses and Bus Drivers to meet District student transportation needs
- Drives a school bus over designated routes in emergency situations; performs pre-trip and post-trip inspections and maintains order and proper discipline of student passengers according to District policy.
- Evaluates the performance of Bus Drivers and driver applicants to ensure that basic skill levels are met and in compliance with State certification requirements.
- Informs Bus Drivers and driver applicants of rules, regulations, laws, and procedures to provide information, request follow-up action, and/or implement procedures.
- Maintains manual and electronic documents, files, and records to document activities and/or provide an up-to-date reference, audit trail, and data for State-mandated reports.
- Oversees Bus Driver licensing and training requirements. and certificate status (e.g., driver's licenses, physicals, drug screenings, CPR/First Aid certification) to ensure compliance with regulatory requirements.
- Participates in coordinating assignments of field trips, extra-curricular activities, and special events; processes and maintains field trip requests and information; logs requests and prepares related records; assists in the coordination of charter vehicles; assures proper coverage of field trips and special events.
- Participates in developing routing procedures and uses computer programs to ensure efficient transportation of students; assists Transportation Router with student routing changes.
- Participates in unit meetings, in-service training, and workshops to convey and/or gather information required to perform job functions.
- Provides information to parents and school sites concerning bus routes and schedules as needed.
- Resolves problems that arise from bus driver absences, school bus breakdowns, school bus scheduling, and issues with other District vehicles.
- Prepares a variety of documents and reports (e.g., activity reports, training handouts, safety information guidelines, driver evaluations) to provide information and/or training materials to Bus Drivers, other district personnel, and outside agencies as required by established policies and/or regulatory guidelines.
- Schedules training and testing of original applicants to ensure compliance with District policies and established regulatory requirements.
- Serves as a secondary Transportation Dispatcher when a primary Transportation Dispatcher is unavailable.
- Works a flex schedule and overtime that will include morning and evening hours and weekend rotational coverage due to the needs of the department. The flex schedule and/or overtime will be discussed with the employee in advance.
- 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:**

- Proper operation of school buses and school transportation vehicles
- Safe and defensive driving methods and techniques
- All applicable provisions of the California Vehicle Code, California Code of Regulations, and Education Code relating to student transportation
- Methods and procedures used in the instruction of Bus Drivers in all phases of the classroom, First Aid, and behind-the-wheel training as outlined in the instructor's manual for California Bus Drivers' Training Course
- Principles of training and providing work direction
- Basic maintenance requirements
- District geographic areas
- Appropriate Health and Safety regulations, safety precautions and procedures
- Standard first aid procedures
- Proper lifting techniques
- Record-keeping and report preparation techniques

**Skills and Abilities to:**

- Operate school buses and school transportation vehicles in a safe manner
- Communicate clearly and concisely in both oral and written forms
- Evaluate schedules and meet deadlines
- Plan and organize activities
- Administer first aid
- Interpersonal skills using tact, patience, and courtesy with students, administration, and staff
- Prepare and maintain records and reports
- Use English in both written and verbal form
- Use standard office equipment; operate computer and applicable software
- Plan classes, events, renewal classes, and in-service safety training and set annual calendar
- Communicate with State agencies governing school bus driving
- Learn and observe legal and defensive driving practices
- Learn and follow designated routes
- Maintain a safe discipline level among passengers
- Conduct safety inspections and perform routine preventive maintenance
- Maintain bus in clean and proper working condition
- Comprehend and follow equipment instructions for student assistive devices such as wheelchairs
- Assist in loading and unloading students with special needs
- Establish and maintain cooperative working relationships with staff, students, and the public
- Create a safe environment for students
- Understand and carry out oral and written instructions
- Work independently
- Make common sense decisions in potentially critical situations
- Apply integrity and trust in all situations
- Learn district organization, operations, procedures, policies, objectives, and goals
- Communicate clearly in English and a second language (usually Spanish) may be required
- Demonstrate leadership qualities, ensuring the efficient and effective functioning of the work unit

**RESPONSIBILITY:**



Responsibilities include working under limited supervision following standardized practices and/or methods, providing information and /or advising others, and operating within a defined budget. Utilization of some resources from other work units 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.

### **EXPERIENCE REQUIRED:**

Five (5) years of responsible school bus driving experience.

### **LICENSE(S) REQUIRED:**

- Possession of a valid California Class A or B Commercial Driver's License with appropriate endorsements and remain insurable at the District's standard insurance market rate. Current DMV report
- Valid California Special Driver's Certificate for School Bus
- U.S. Department of Transportation DL-51 Medical Examiner's Certificate
- ~~Valid School Bus Driver Instructor's Certificate~~
- Valid First Aid Certification (as required to maintain valid and current CA Special Driver's Certificate for School Bus)
- Possession of, or ability and qualifications to obtain a School Bus Driver Instructor's Certificate(s) listed below within 12 months of appointment, and failure to do so may result in termination
- Valid School Bus Driver Instructor's Certificate preferred

### **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 F through the District's provider at the District's expense
  - Post-employment random drug screen testing, as currently required under DOT regulations, to maintain a California Commercial Driver's License through the District's provider at the District's expense

### **WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Work takes place indoors and outdoors, and requires sitting, standing, or walking for extended periods of time
- Lift or carry students or items up to 50 lbs.
- Physical abilities include stooping/crouching, reaching/handling, bending at the waist, kneeling, crawling, or crouching to assist students and to retrieve and store materials
- Hearing and speaking to exchange information



- Visual acuity near/far to instruct Bus Drivers, to see streets, roadways, and traffic, and to supervise students
- Drives a school transportation vehicle



## MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

### REGULAR MEETING AGENDA ITEM COVER PAGE

**Meeting Date:** February 21, 2024

**Agenda Item:**

Discuss and approve the revised job classification for the CALPADS Data Technician and Salary Survey Recommendation

**Agenda Placement:**

Action

**Background:**

The Director of Continuous Improvement is reorganizing his department and presented the Personnel Commission with revisions to the CALPADS Data Technician job classification. This position was last reviewed in September of 2022; we have a new director since then. The proposed revisions are highlighted in blue with a strikethrough language highlighted in red in the following areas of the job classification: Salary Range, Work Year, Distinguishing Characteristics, Essential Functions, Duties and Tasks, Education, Knowledge, Skills, and Abilities (KSAs), Experience, and License(s) requirement sections.

**Salary Survey**

A salary survey, attached, was conducted by using the following school districts and county offices as an external market for comparison:

Central USD	San Leandro USD
Clovis USD	Stockton USD
Fresno USD	Visalia USD
Merced City School District	
Modesto City School District	

Four positions were reviewed to establish an external salary comparison of the eight school districts surveyed. It was found that this job classification is competitive among these organizations.

All positions were considered good comparisons for the CALPADS Data Technician position and were sufficient matches to base a salary recommendation on the peer market comparison.

In determining the recommended allocation, the mid-range step of the median for the peer market was used for primary salary comparison purposes. This practice allows for the most valid comparison when the number of steps of comparison districts varies from that of



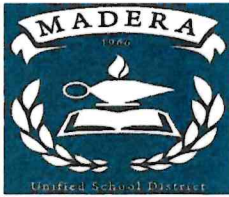
## **MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

MUSD's salary schedule structure. The District and CSEA will meet to review the salary survey recommendation.

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 CALPADS Data Technician job classification.



**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

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

**CALPADS DATA TECHNICIAN**

**DEPARTMENT/SITE:** Continuous Improvement

**SALARY SCHEDULE:** Classified Bargaining Unit

**SALARY RANGE:** 35 ~~per 2022/2023-~~

**WORK YEAR:** ~~12 Months~~ (261 Days)

**REPORTS TO:** Director of Continuous  
Improvement

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

Under the supervision of the Director of Continuous Improvement, the CALPADS Data Technician plans, coordinates, and performs activities related to the support and operation of the District's Student Information Services (SIS) system and the California Longitudinal Pupil Achievement Data System (CALPADS). Confers with administrators and staff to provide support, documentation, training, data extraction, and reporting to District staff and governmental agencies; and performs related work as assigned. The incumbents in this classification provide the school community with accurate data and data analysis and reporting for evidence-based decisions which directly supports student learning and achievement.

**DISTINGUISHING CHARACTERISTICS**

This is the **entry**-technical level in the student information systems (SIS) and data analysis group of classes. The CALPADS Data Technician audits and ensures that accurate information has been entered into the SIS system and related systems in accordance with established standards, procedures, and guidelines. This class also serves as a technical resource to answer questions about the SIS from a variety of users.

**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.*

- Aligns District and site student data to California Department of Education (CDE), Madera County Office of Education (COE), and CALPADS and California Dashboard standards and requirements.
- Assigned to compile and complete data for a variety of Federal and State reports.
- Assists in the development and maintenance of a library of District SOPs for data entry and retrieval for students and other information systems (e.g., LCAP, CALPADS, CBEDS, discipline, and attendance).
- Attends District-, County Office-, and State-mandated training and retraining programs.
- Audits for, finds, and corrects data anomalies with the SIS data gate; certifies to California Basic Educational Data System (CBEDS) or the successor system to it, enrollment totals to be reported to the CDE.



- Conducts, as directed and including travel to District sites, user training sessions; and annual updates to CALPADS processes for site and department staff to keep current their skills with SIS and other data information systems.
- **Conducts quality review audits to determine adherence to SOPs and policies.**
- Coordinates routine collaborative inter-departmental meetings for exchanging information and planning projects
- Creates and clears data import/export between SIS and secondary data systems.
- Designs and prepares reports to meet the needs of users and governmental agencies.
- Establishes, enforces, and maintains data entry and security standards.
- Identifies, analyzes, and resolves problems with administrative software and interacts effectively with users to solve problems and advise on best practices for maintaining data.
- Interprets state and federal mandates regarding data and communicates mandates to appropriate department and school site personnel.
- **Leads the program of student data collection specifically required for CALPADS and similar systems for mandated reporting.**
- Maintains confidentiality of sensitive employee and student information.
- Maintains knowledge of current state and governmental agencies reporting requirements.
- Manages data requirements for CALPADS with existing SIS.
- Manages the student data collection specifically required for the California Longitudinal Pupil Achievement Data System (CALPADS) and similar systems for mandated reporting.
- Monitors database for accuracy and data integrity.
- Operates and applies to assigned work areas various computer software programs such as SQL Server, SQL reporting service, Excel, Access, and other related programs and tools.
- Provides required information extracts to governmental and other outside agencies.
- Provides technical support for the District's Student Information Services (SIS) application and database.
- Provides training and information to office staff on the new policies related to state reporting.
- Provides user training and may travel to school sites in support of related duties.
- ~~May~~ **R**epresents the District to state and local governmental agencies relative to CALPADS and CBEDS.
- 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:**

- Computer hardware systems, software applications, and languages utilized by the District (e.g., Microsoft Office, Word, Excel, Access, Google Suites and its bundled apps, SQL Server Management Studio and reporting services, ~~Parent-Square~~, Sales**F**orce)
- Interpersonal skills using tact, patience, and courtesy
- Basic statistics and analytical and problem-solving techniques
- Oral and written communication skills
- Principles and practices of management
- Applicable laws, codes, regulations, policies, and procedures
- District organization, operations, policies, objectives, and goals
- Enterprise computer applications
- PC applications
- School operations
- Work process analysis techniques

- Database management systems, concepts, and usage

### **Skills and Abilities to:**

- Periodically upgrade skills in order to meet changing job conditions, State data reporting requirements, and technology hardware and software
- Operating standard office equipment and assigned computer
- Solve problems, identify issues, create action plans, and apply logical thinking and reasoning processes, and analytical skills to develop solutions
- Plan and manage projects
- Prepare and maintain accurate records
- Schedule activities
- Utilize pertinent District-standard and assigned software applications
- Gather, collate, and/ or classify data
- Work with a diversity of individuals and/or groups flexibly and in a variety of circumstances
- Analyze data utilizing defined but different processes
- Operate equipment using a variety of standardized methods
- Work with a variety of data
- Problem-solving with data requires independent interpretation of guidelines, and problem-solving with equipment is limited to moderate
- Communicating with persons of varied technical knowledge and backgrounds
- Establish and maintain effective working relationships and work as part of a team
- Set priorities and adapt to changing and evolving situations
- Meet deadlines and schedules
- Work with detailed information/data

### **RESPONSIBILITY:**

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

### **JOB QUALIFICATIONS / REQUIREMENTS:**

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

### **EDUCATION REQUIRED:**

Bachelor's degree in Business Administration, Communications, Computer Science, Data Analytics, Information Technology, or a closely related field. An Associate's degree with two additional years of the required experience can substitute for the Bachelor's degree.

### **EXPERIENCE REQUIRED:**

~~Three~~ **Two (2)** years of advanced clerical/technical data management experience working with complex data systems applications including data input, utilizing programs like CBEDS and CALPADS or other complex data sets. Must be skilled in District-standard productivity software such as Microsoft Office Suite (Excel, Word, and Access). Web-based tools, Standard Query Language (SQL), and Aeries. Experience in a California school district is preferred.

~~Four (4) years of additional qualifying experience may be substituted for the required education on the basis of one year experience for 24 semester/45 quarter units of education.~~



**LICENSE(S) REQUIRED:**

- Valid, current California Driver's License to drive a personal vehicle to various sites in the District to gather information, attend meetings, and participate in training sessions.

**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 of time
- Lift objects such as boxes containing documents weighing up to 35 pounds
- Bending at the waist, kneeling, or crouching to file materials or access equipment, carrying, pushing, and/or pulling
- Dexterity of hands and fingers to operate a computer keyboard and maintain paper files and documents
- Use hands and fingers to grasp, hold, and manipulate objects
- Kneeling, bending at the waist, sitting, squatting, stretching, and reaching overhead, above the shoulders, and horizontally to retrieve and store equipment, files, and supplies
- Hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and computer screen
- Occasional operation of a personal vehicle to travel within and outside the district for meetings, training sessions and assisting staff at school sites

## Salary Comparison Survey for CALPADS DATA TECHNICIAN Madera Unified School District

DISTRICT	JOB TITLE	EDUCATION	EXPERIENCE	LICENSES/ CERTIFICA TES	STEP 1 (HOURLY)	MAX STEP (HOURLY)
<b>Madera USD</b> (K-12) 21,148	<b>CALPADS DATA TECHNICIAN</b>	Bachelor's degree in Business administration, Communications, Computer Science, Data Analytics, Information Technology, or a closely related field. An Associate's degree with two additional years of the required experience can substitute for the Bachelor's degree	Two (2) years of advanced clerical/technical data management experience working with complex data systems applications, including data input, utilizing programs like CBEDS and CALPADS or other complex data sets. Must be skilled in District-standard productivity software such as Microsoft Office Suite (Excel, Word, and Access); web-based tools, Standard Query Language (SQL), and Aeries. Experience in a California school district is preferred. Four (4) years of additional qualifying experience may be substituted for the required education on the basis of one year of experience for 24 semester/45 quarter units of education	Valid California Driver's license	\$**	\$**
<b>Central USD</b> (K-12) 15,841	<b>There is no similar class to review</b>					
<b>Clovis USD</b> (K-12) 43,654	<b>Data Control Specialist</b>	High School Diploma or G.E.D.	Three (3) years of data entry experience, including data control, supplemented by at least one (1) year of clerical experience in admissions, registration, or records required. Any equivalent combination of education, training, and experience	May require a driver's license	\$22.75/hour Classified Range 13	\$27.62/hour
<b>Fresno USD</b> (K-12) 73,381	<b>Technical Specialist II</b>	Any combination equivalent to two years of college-level with emphasis on quantitative coursework or related field	Three (3) years of experience in data processing, research, and report design	None	\$32.72/hour Classified Grade G51	\$39.79/hour
<b>Merced City SD</b> (K-8) 11,400	<b>There is no similar class to review</b>					



## Salary Comparison Survey for CALPADS DATA TECHNICIAN Madera Unified School District

<b>Modesto City School District</b> (K-12) 30,000	<b>Data Analyst Technician</b>	Graduation from high school or General Education Development (GED) Certificate or California High School Proficiency Examination (CHSPE) Certificate	Two (2) years of experience creating and manipulating digital spreadsheets and data, including generating charts, running queries, and sorting, filtering, or developing pivot tables. Two (2) years of college coursework (60 semester or 90 quarter units) in computer science, business administration, or other fields closely related to the job classification may substitute for the required experience	None	\$26.96/hour Classified Range 39	\$37.89/hour
<b>San Leandro USD</b> (K-12) 8,712	<b>Database Support Technician</b>	High school diploma or equivalent	Job-related experience with increasing levels of responsibility is required	Valid Driver's License and evidence of Insurability	\$31.10/hour Classified Range 46	\$42.53/hour
<b>Stockton USD</b> (K-12) 36,190	<b>There is no similar class to review</b>					
<b>Visalia USD</b> (K-12) 32,000	<b>There is no similar class to review</b>					
				<b>AVERAGE</b>	<b>\$28.88</b>	<b>\$36.96</b>
				<b>MEDIAN</b>	<b>\$29.03</b>	<b>\$38.84</b>

\*\*MUSD currently has this position at Range 35 (\$25.14 - \$33.03)



## MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

### AGENDA ITEM COVER PAGE

**Meeting Date:** February 21, 2024

**Agenda Item:**

Discuss and approve the title change and revised job classification for the Data and Policy Analyst and Salary Survey Recommendation

**Agenda Placement:**

Action

**Background:**

The Director of Continuous Improvement is reorganizing his department. He presented the Personnel Commission with revisions and a title change from Student Data Systems and Procedures Analyst to Data and Policy Analyst. This position was reviewed three years ago during Phase 1 of the class study. The proposed revisions are highlighted in blue with a strikeout language highlighted in red in the following areas of the job classification: Title, Purpose Statement, Distinguishing Characteristics, Essential Functions, Duties and Tasks, Education, Knowledge, Skills, and Abilities (KSAs), Experience sections.

**Salary Survey**

A salary survey, attached, was conducted by using the following school districts and county offices as an external market for comparison:

Central USD	Stockton USD
Clovis USD	Visalia USD
Fresno USD	
Merced City School District	
Modesto City School District	

Three positions were reviewed to establish an external salary comparison of the seven school districts surveyed. It was found that this job classification is competitive among these organizations.

All positions were considered good comparisons for the Data and Policy Analyst position and were sufficient matches on which to base a salary recommendation on the peer market comparison.

In determining the recommended allocation, the mid-range step of the median for the peer market was used for primary salary comparison purposes. This practice allows for the most valid comparison when the number of steps of comparison districts varies from that of



## MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

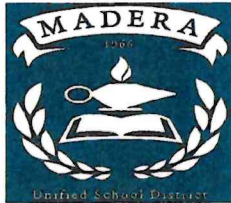
MUSD's salary schedule structure. The District and CSEA will meet to review the salary survey recommendation.

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 Data and Policy Analyst job classification.





**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

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

**STUDENT DATA SYSTEMS AND PROCEDURES POLICY ANALYST**

**DEPARTMENT/SITE:** Continuous Improvement

**SALARY SCHEDULE:** Classified Bargaining Unit

**SALARY RANGE:** 40

**WORK CALENDAR:** 261 Days

**REPORTS TO:** Director of Continuous Improvement

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Director of Continuous Improvement, the **Systems and Procedures Data and Policy** Analyst performs complex technical and analytical work assisting the District in the development of standard operating procedures (SOPs) to ensure data integrity and accuracy that forms a foundation for data-driven management decisions District-wide; develops and **delivers** **assists in** trainings to departmental and site staff in the application of the SOP's; creates and maintains a library of data quality rules and other assets for alerting and reporting data exceptions **utilizing SQL**. The incumbents in this classification provide the school community with accurate, extensive, and reliable data about students and programs which directly support student learning and achievement.

**DISTINGUISHING CHARACTERISTICS**

This is the **advanced intermediate** level in the student information systems (SIS) and data analysis group of classes. The **Systems and Procedures Data and Policy** Analyst ensures that policies and procedures relating to data systems that integrate with SIS function together accurately and reliably. This class provides program leadership to support the interrelationship of the systems as well as the accuracy and reliability of individual systems (e.g., currently Aeries, **Parent Square**, **Tableau**, and **Salesforce**, and **Escape**) and frequently writes queries for many of the current supporting reports. **The overarching purpose is to ensure through data and policy, the efficient and effective functioning of the department and the District by leveraging data for informed decision-making and fostering a culture of continuous improvement.**

**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.*

- **Applies creative problem-solving and attention to detail within a Continuous Improvement team.**
- ~~Assists as assigned in compiling data for schools/departments for grant writing.~~
- Assigned to compile and complete data for a variety of Federal and State reports.
- Assists in determining methods for carrying out the broad overall policies (such as those from the California Department of Education (CDE)) applicable to the department and provides lead expertise to school site staff to assist them in completing their work within compliance standards.



- Assists in developing written reports and presentations, summarizing findings for various audiences.
- Assists in the program of student data collection specifically required for CALPADS and similar systems for mandated reporting.
- ~~Attends workshops, meetings, and other gatherings including online platforms related to assigned area.~~
- Attends conferences, workshops, meetings, and training events to keep up to date on trends and developments in assigned areas in-person and virtually.
- Conducts data collection, clean-up, and analysis to prepare periodic reports for management, districts, and state/funders utilizing SQL or other database languages.
- Conducts quality review audits to determine adherence to SOPs and policies.
- Confers with and advises the department head and other management personnel on general departmental administrative policies and procedures.
- Develops, reviews, updates, and evaluates standard operating policies and procedures which include adherence to data entry protocols; discovers new requirements for additional standard operating procedures by creation and inspection of exception reports and data sources that include but are not limited to the student information system and closely related systems (currently Aeries, ParentSquare, Escape, Salesforce, or others that may be installed in future).
- Develops and designs assessment, accountability, achievement, and demographic reports using data visualization tools (e.g., Tableau, Salesforce, or others that may be installed in the future).
- Ensures data privacy and integrity while preparing qualitative and quantitative data reports, visualizations, and presentations.
- Leads the deployment of system requirements and new District-wide programs as assigned (such as Tableau Parent Square) including understanding and learning the new application in order to assist other users.
- ~~Leads the program of student data collection specifically required for CALPADS and similar systems for mandated reporting.~~
- Makes recommendations based on statistically significant data, trends, and key data points to assigned department heads and other management personnel.
- Develops and maintains a library of District SOPs for data entry and retrieval for student and other information systems (e.g., LCAP, CALPADS, CBEDS, discipline, and attendance).
- Develops standard operating procedures and updates user manuals and guides to assist departments and school sites in accurately using the knowledge-based gallery for data storage and retrieval processes.
- Operates and understands various computer software programs, tools, and systems, including SQL Server, SQL reporting services, Excel, Access, and other District-standard software applications to curate, review, and analyze data sets.
- Prepares technical documents/SOPs and reviews for data accuracy to support administrators and ensure the integrity and credibility of the District reports and dashboards; coordinates the structuring, collection, and dissemination of data through computer-generated methods; composes correspondence and maintains records.
- Creates Supports in creating training materials related to the student information system that complies with District, State, and Federal policies to ensure that staff correctly identify and enter student data accurately and efficiently.
- Supports program evaluation and grants by providing data for reporting and participating in evaluation activities.



- ~~Trains departmental and non-departmental personnel on specific issues related to assigned areas and in coordination with the Technology Trainer in the Information Technology Support Services Department.~~
- May be assigned to directly to support another department/division/pyramid in the district.
- Performs other related duties as assigned for the purpose of 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:**

- Proficiency in utilizing computer hardware systems, software applications, and languages utilized by the District (~~currently including the apps bundled into Google Suites~~ e.g., Microsoft Office, Word, Excel, Access, Google Suites, and its bundled apps)
- Interpersonal skills using tact, patience, and courtesy
- Basic statistics and analytical and problem-solving techniques
- Oral and written communication skills
- Principles and practices of management
- Applicable laws, codes, regulations, policies, and procedures
- District organization, operations, policies, objectives, and goals
- Enterprise computer applications
- PC applications
- School operations
- Work process analysis techniques
- Database management systems, concepts, and usage

### **Skills and Abilities to:**

- Create assessment, accountability, achievement, and demographic reports using data visualization tools such as Tableau, Salesforce, Excel, or similar applications
- Update continually current knowledge of trends in the assigned field
- Operate computers and peripheral equipment properly and efficiently
- Establish and maintain effective and productive working relationships with a diverse range of people
- Think outside the box and develop new methods or solutions inspiring others to reach a common goal
- Communicate, understand, and follow both oral and written directions effectively
- Interpret, comprehend, apply, and explain rules, regulations, policies, and procedures
- Analyze situations accurately and adopt an effective course of action
- Learn independently in self-teaching mode a variety of new or updated computer systems and/or software programs to apply to current work
- Work independently and effectively with minimum direction
- Prepare comprehensive narrative and statistical reports
- Write queries using SQL and other query languages to support ongoing and one-time report needs using SQL Server Management Studio, or similar applications
- Plan and organize work to meet schedules and timelines
- Communicate effectively using patience and courtesy in a manner that reflects positively on the

- organization
- Actively participate in meeting District goals and outcomes

**RESPONSIBILITY:**

Responsibilities include working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

**JOB QUALIFICATIONS / REQUIREMENTS:**

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

**EDUCATION REQUIRED:**

Bachelor's degree in Computer Information Systems, Business Administration, Organizational Management, Communications (with significant coursework in Computer Information Systems and Information Management), or closely related field.

**EXPERIENCE REQUIRED:**

Four (4) years of increasingly responsible professional experience in the development of operational policies and procedures, analyzing operational needs, and/or recommending organizational improvements.

**LICENSE(S) REQUIRED:**

- Valid, current California Driver's License or ability to provide transportation to meetings, events, and trainings associated with essential functions, duties, and tasks.

**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 of time
- Lift objects such as boxes containing documents weighing up to 35 pounds
- Bending at the waist, kneeling or crouching to file materials or access equipment, carrying, pushing, and/or pulling
- Dexterity of hands and fingers to operate a computer keyboard and maintain paper files and documents
- Use hands and fingers to grasp, hold, and manipulate objects
- Kneeling, bending at the waist, sitting, squatting, stretching, and reaching overhead, above the shoulders, and horizontally to retrieve and store equipment, files, and supplies
- Hearing and speaking to exchange information in person or on the telephone



- Visual acuity to see/read documents and computer screen
- Occasional operation of a personal vehicle to travel within and outside the district for meetings, training sessions and assisting staff at school sites.

**Salary Comparison Survey for DATA AND POLICY ANALYST**  
**Madera Unified School District**

DISTRICT	JOB TITLE	EDUCATION	EXPERIENCE	LICENSES/CERTIFICATES	STEP 1 (HOURLY)	MAX STEP (HOURLY)
<b>Madera USD</b> (K-12) 21,148	<b>Data and Policy Analyst</b>	Bachelor's degree in Computer Information Systems, Business Administration, Organization Management, Communications (with significant coursework in Computer Information Systems and Information Management), or a closely related field	Four (4) years of increasingly responsible professional experience in the development of operational policies and procedures, analyzing operational needs, and/or recommending organizational improvements	Valid California Driver's license	\$ **	\$ **
<b>Central USD</b> (K-12) 15,841	<b>There is no similar class to review</b>					
<b>Clovis USD</b> (K-12) 43,654	<b>Network Analyst III</b>	Associate's degree in computer science or related technical field	Four (4) years of experience in network operations, network administration database design and administration	Valid California Driver's license	Classified Range 31 \$36.40/hour	\$44.19/hour
<b>Fresno USD</b> (K-12) 73,381	<b>No similar class to review*</b>					
<b>Merced City SD</b> (K-8) 11,400	<b>Information Systems Specialist</b>	A 4-year degree from a college in a computer-related discipline is preferred, or the equivalent job experience and industry certifications	At least (2) two years of experience in programming in SQL and HTML, as well as experience in a public K-12 education environment, is highly desirable	None	Classified Range "O" \$28.26/hour	\$48.33/hour
<b>Modesto City School District</b> (K-12) 30,000	<b>There is no similar class to review</b>					

## Madera Unified School District

Stockton USD (K-12) 36,190	There is no similar class to review					
Visalia USD (K-12) 32,000	Data Analyst	BA/BS with major coursework in information systems, computer science, software engineering, electronics engineering, or a related field	Increasing responsible experience in information systems integration, management, administration, installation, and support, including at least five (5) years of directly applicable experience in addition to meeting education requirements. Experience in California public school district environment and with Powerschool SIS is preferred	Valid California Driver's license	Classified Range 100 \$33.87/hour	\$46.29
				AVERAGE	\$32.84	\$46.27
				MEDIAN	\$33.87	\$46.29

\*\*MUSD currently has this position at Range 40 (\$27.52 - \$36.19)

Fresno Unified has an Analyst II (General) position that is classified under Management positions, which is exempt. The salary is \$35.12 - \$42.67 per hour.





## **MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

### **REGULAR MEETING AGENDA ITEM COVER PAGE**

**Meeting Date:** February 21, 2024

**Agenda Item:**

Discuss and approve the revised job classification for the Head Custodian III

**Agenda Placement:**

Action

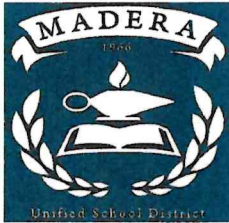
**Background:**

The Director of Maintenance and Operation has requested revisions to the Head Custodian III job classification. The proposed changes are highlighted in blue in the job classification's Essential Functions, Duties, Task, Skills, Abilities, and License(s) Required 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 Head Custodian III job classification.



**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

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

**HEAD CUSTODIAN III**

**DEPARTMENT/SITE:** Maintenance and  
Operations

**SALARY SCHEDULE:** Classified Bargaining Unit  
**SALARY RANGE:** 34  
**WORK CALENDAR:** 261 Days

**REPORTS TO:** Principal/Custodial Supervisor

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Principal and Custodial Supervisor, the Head Custodian III plans, organizes, leads, and participates in a variety of special cleaning operations and the preparation of facilities for classroom activities and campus events; ensures an attractive, sanitary, and safe environment for students, staff and visitors by performing, trains and provides work guidance to assigned custodians in the performance of their assignments and ensures that assignments are completed in a safe, proper and timely manner. The incumbents in this classification provide the school community with leadership in custodial services at an assigned site, which directly supports student learning and achievement.

**DISTINGUISHING CHARACTERISTICS:**

This job is distinguished from similar jobs by the following characteristics: the Head Custodian is distinguished from other custodian positions by their responsibility for planning, organizing, and leading the work of all custodians and related positions at a school site. The Head Custodian III job class is assigned to the comprehensive high school sites where the complexity of duties increases due to more varied class and program schedules, increased coordination of assigned personnel, and a more complex school campus. The Head Custodian II job class is assigned to junior high schools, whereas Head Custodian I is assigned to elementary, K-8 schools, Alternative Education schools, or other District sites with smaller student populations, fewer assigned personnel, and less complex school campus needs.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all 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.*

- Assist with seasonal maintenance (e.g., strip/wax floors, shampoo carpet, move furniture) to complete and/or facilitate summer projects.
- Completes all responsibilities of the custodian in a manner that sets the standard of quality at the site for maintaining a sanitary, safe, and attractive environment.
- Conducts a variety of training and drills with students and staff (e.g., fire, intruder, earthquake, health, and safety) to ensure that emergency procedures are in order, alarm systems are operational, and /or established procedures are effective.
- Consults with administrative personnel to plan, prioritize, and schedule custodial activities and achieve site maintenance objectives.



- Inspects facilities to ensure the site is suitable for safe operations, maintained in an attractive and clean condition, and identifies necessary repairs to facilities and/or equipment.
- Leads and provides work guidance to assigned custodial personnel; trains assigned personnel to develop and/or improve professional trade and safety awareness skills.
- Maintains, cleans, and performs minor servicing and repairs to all custodial equipment.
- Operates a computer and assigned software to perform various job duties (e.g., work orders, supply orders, monitor custodial budget, timesheets).
- Operates a forklift or pallet jack for loading, unloading, shipping, and receiving warehouse items or materials.
- Oversees facility maintenance activities and assigned custodial personnel to ensure functions are performed efficiently and in compliance with site requirements and established standards.
- Participates in meetings, workshops, trainings, and seminars to convey and/or gather information required to perform job functions.
- Prepares the site for daily operations (e.g., unlocks and opens gates, raises flags, picks up trash, blows/sweeps walkways) to ensure facilities are operational and hazard-free.
- Prepares written materials (e.g., supply requisitions, safety inspections, work orders, inventory records, and timesheets) to document activities and/or relate activities to administration for action.
- Requisitions equipment, supplies, and materials to maintain the availability of required items and complete jobs efficiently.
- Responds to immediate safety and/or operational concerns (e.g., facility damage, vandalism, alarms) and take appropriate action or notify appropriate personnel for resolution.
- 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:**

- Proper methods, techniques, materials, tools, and equipment used in industrial cleaning, including basic methods of cleaning floors, carpets, furniture, walls, and fixtures
- Proper use and care of equipment, materials, and supplies
- Principles and practices of training, leading, and providing work direction to others
- Requirements of maintaining schools and buildings in a safe, clean, secure, and orderly condition
- Perform basic math, including calculations using fractions, percentages, and/ or ratios
- Read a variety of manuals; write documents following prescribed formats, and/or present information to others
- Basic tools for minor repairs
- Use and care of supplies and equipment
- Safety practices, procedures, and precautions, including proper lifting techniques

### **Skills and Abilities to:**

- Operate a variety of equipment and materials used in industrial maintenance, including electrical cleaning equipment and basic repair tools (e.g., vehicle, forklift/pallet jack, floor washer/buffer, backpack blower, scissor lift, boom lift, pressure washer, small hand/power tools)
- Interpret, apply, and explain rules, regulations, policies, and procedures
- Train, lead, and provide work guidance to assigned custodial personnel
- Perform minor non-technical repairs
- Prepare and maintain accurate records

- Work cooperatively with others in a variety of circumstances
- Understand complex, multi-step written and oral instructions
- Operate a computer and assigned software needed to accomplish assigned duties (e.g., spreadsheets, databases, word processing, and email)
- Problem-solve to identify issues and select appropriate action plan
- Read, write, speak, and understand English, and follow verbal and written directions
- Adapt to changing work priorities
- Meet schedules and timelines and plan and organize work effectively
- Work confidentially with discretion and work independently with minimal supervision
- Work flexible hours
- Establish and maintain effective working relationships with all those encountered in the course of work
- Analyze situations accurately and adopt an effective course of action or improve procedures
- Adhere to safety practices
- Physical stamina sufficient to maintain a strenuous work schedule
- Maintain certifications and ongoing training

### **RESPONSIBILITY:**

Responsibilities include working under limited supervision, following standardized practices and/or methods, providing information and/or advising others, and operating within a defined budget. Utilization of some resources from other work units 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.

### **EXPERIENCE REQUIRED:**

Three (3) years of experience as a school custodian, with at least two (2) years of experience as a head custodian.

### **LICENSE(S) REQUIRED:**

- Valid, current California Driver's License to drive a vehicle to perform job duties as assigned.
- **Valid Forklift Operator Certificate (must be obtained within six (6) months of employment)**

### **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 the following:
  - 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 (C) through the District's provider at the District's expense
  - Enrollment in the Department of Motor Vehicles Employer Pull Notice Program and submission of a current DMV driving record printout within six months of employment

### **WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations.)*

- The job is performed both indoors and outdoors under extreme temperature variations and hazards such as driving a vehicle, working with a variety of custodial equipment and power tools, and regular exposure to biohazardous waste, hazardous materials, dirt, dust, fumes, unpleasant odors, and/or loud noises

- Employees are required to work irregular shifts depending on the season
- Drive a vehicle/golf cart to conduct work
- Visual acuity to see, to drive, view a computer screen, and read a variety of materials
- Significant dexterity of hands and fingers to operate custodial equipment, power tools, and manipulate objects
- Hearing and speaking to exchange information on the radio, by phone, or in person
- Sitting, standing, or walking for extended periods of time and on uneven ground
- Regular lifting, carrying, pushing, pulling, and/or moving moderate to heavy objects
- Reaching overhead, above/below the shoulders, and horizontally to retrieve and store equipment and supplies
- Bending at the waist, kneeling, crouching, and crawling
- Neck flexion/rotation
- Climbing, balancing, and working at heights
- Heavy manual labor



## **MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

### **REGULAR MEETING AGENDA ITEM COVER PAGE**

**Meeting Date:** February 21, 2024

**Agenda Item:**

Discuss and approve the revised job classification for the Head Custodian IV

**Agenda Placement:**

Action

**Background:**

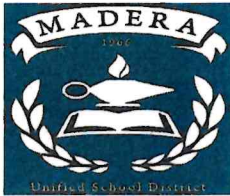
The Director of Maintenance and Operation has requested revisions to the Head Custodian IV job classification. The proposed changes are highlighted in blue in the job classification's Essential Functions, Duties, Task, Skills, Abilities, and License(s) Required sections. These changes will bring the 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 Head Custodian IV job classification.





**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

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

**HEAD CUSTODIAN IV**

**DEPARTMENT/SITE:** Maintenance and  
Operations

**SALARY SCHEDULE:** Classified Bargaining Unit

**SALARY RANGE:** 39

**WORK CALENDAR:** 261 Days

**REPORTS TO:** Director/Custodial Supervisor

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Director – Maintenance and Operations and supervision of the Custodial Supervisor, the Head Custodian IV oversees, supports, leads, and provides work guidance to custodians in the performance of a variety of special cleaning operations during evening/night shifts at all school sites; ensures an attractive, sanitary, and safe environment for students, staff, and visitors; drives a District vehicle to District sites to inspect work and ensure that assignments are completed in a safe, proper, and timely manner. The incumbents in this classification provide the school community with leadership in evening/night custodial services at all District sites which directly supports student learning and achievement.

**DISTINGUISHING CHARACTERISTICS**

This job is distinguished from similar jobs by the following characteristics: the Head Custodian IV is a District roving position responsible for overseeing, supporting, and providing work guidance to custodians during evening/night shifts at all sites. This classification differs from the Head Custodian job classes, which are lead classifications in the bargaining unit and facilitate work coordination at an assigned site, and the Custodial Supervisor classification, which plans, schedules, coordinates, and supervises District-wide custodial operations.

**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.*

- Completes all responsibilities of the custodian in a manner that sets the standard of quality at the site to maintain a sanitary, safe, and attractive environment in urgent or absentee situations requiring immediate attention.
- Consults with administrative personnel to assist in planning, prioritizing and scheduling custodial activities and achieving site maintenance objectives.
- Drives a District vehicle to District sites and ensures campus buildings and adjacent grounds areas are maintained in a clean, orderly, and secure condition.
- Inspects facilities and work of night custodians to ensure that functions are performed efficiently in compliance with site requirements and established standards, and the site is suitable for safe operations; identifies and reports necessary repairs to facilities and/or equipment.
- Keeps supervisor informed of daily activities and reports incidents of vandalism, damages, accidents, unsafe conditions, items needing repair, and other issues.
- Operates a forklift or pallet jack for loading, unloading, shipping, and receiving warehouse items or materials.
- Participates in meetings, workshops, trainings, and seminars to convey and/or gather information required to perform job functions.

- Prepares written materials (e.g., supply requisitions, safety inspections, work orders, inventory records, timesheets) to document activities and/or related activities to administration for action; operates a computer and assigned software to perform various job duties (e.g., work orders, supply orders, timesheets).
- Remains on call for emergency custodial needs, as assigned.
- Requisitions equipment, supplies, and materials to maintain the availability of required items and complete jobs efficiently.
- Responds to immediate safety and/or operational concerns (e.g., facility damage, vandalism, alarms) and take appropriate action or notify appropriate personnel for resolution.
- Trains and provides work guidance to custodial personnel; assists with scheduling substitute staff on assigned shifts; provides ongoing feedback on employee performance and communicates any identified performance deficiencies to assigned supervisor(s); may serve as supervisor in the absence of the supervisor, as assigned.
- Transports various items (e.g., tools, equipment, supplies, furniture) to ensure the availability of materials required at school sites.
- 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:**

- Proper methods, techniques, materials, tools, and equipment used in industrial cleaning, including basic methods of cleaning floors, carpets, furniture, walls, and fixtures
- Proper use and care of equipment, materials, and supplies
- Principles and practices of training, leading, and providing work direction to others
- Requirements of maintaining schools and buildings in a safe, clean, secure, and orderly condition
- Perform basic math, including calculations using fractions, percentages, and/ or ratios
- Read a variety of manuals; write documents following prescribed formats, and/or present information to others
- Understand and effectively communicate complex, multi-step written and oral instructions
- Basic tools for minor repairs
- Use and care of supplies and equipment
- Safety practices, procedures, and precautions, including proper lifting techniques
- Effective time-management techniques and process improvements
- Principles and practices of leading the work of others and applicable work rules
- Safe use and handling of chemicals and products used in cleaning, sanitizing, and maintenance of facilities
- Hazards and safety practices related to custodial work to train and lead the work of custodians

### **Skills and Abilities to:**

- Operate and train others in a variety of equipment and materials used in industrial maintenance, including electrical cleaning equipment and basic repair tools (e.g., vehicle, [forklift/pallet jack](#), floor washer/buffer, backpack blower, scissor lift, boom lift, pressure washer, small hand/power tools)
- Perform minor non-technical repairs on custodial equipment
- Interpret, apply, and explain rules, regulations, policies, and procedures
- Observe the work of assigned custodial personnel and make recommendations for improvements to assist in achieving the maximum quality and efficiency of custodial operations
- Address performance concerns and/or report concerns to the supervisor
- Operate a computer and assigned software needed to accomplish assigned duties (e.g., spreadsheets, databases, word processing, email)



- Prepare and maintain accurate records
- Work cooperatively with others in a variety of circumstances
- Problem-solve to identify issues and select appropriate action plan
- Read, write, speak, and understand English, and follow verbal and written directions
- Adapt to changing work priorities
- Meet schedules and timelines, and plan and organize work effectively
- Work confidentially with discretion, and work independently with minimal supervision
- Work flexible hours
- Establish and maintain effective working relationships with all those encountered in the course of work
- Analyze situations accurately, and adopt an effective course of action or improve procedures
- Observe and report safety hazards and need for maintenance and repair
- Adhere to safety practices
- Physical stamina sufficient to maintain a strenuous work schedule
- Maintain certifications and ongoing training

### **RESPONSIBILITY:**

Responsibilities include working under direct supervision using standardized routines, providing information and/or advising others, and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on 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.

#### **EXPERIENCE REQUIRED:**

Four (4) years of experience as a school custodian, with at least two (2) years of experience as a head custodian.

#### **LICENSE(S) REQUIRED:**

- Valid, current California Driver's License to drive a vehicle to District sites to perform and/or inspect work and facilities.
- **Valid Forklift Operator Certificate (must be obtained within six (6) months of employment)**

#### **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 (C) through the District's provider at the District's expense
  - Enrollment in the Department of Motor Vehicles Employer Pull Notice Program and submission of a current DMV driving record printout within six months of employment

### **WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- The job is performed both indoors and outdoors under extreme temperature variations and hazards such as driving a vehicle, working with a variety of custodial equipment and power tools, and regular exposure to biohazardous waste, hazardous materials, dirt, dust, fumes, unpleasant odors, and/or loud noises



- Employees are required to work irregular shifts depending on the season
- Frequent operation of a personal vehicle, and occasionally a District vehicle, to travel within and outside the district for meetings, training sessions, and assisting staff at school sites.
- Visual acuity to see to drive, view a computer screen and read a variety of materials
- Significant dexterity of hands and fingers to operate custodial equipment, power tools, and manipulate objects
- Hearing and speaking to exchange information on the radio, by phone, or in person
- Sitting, standing, or walking for extended periods of time and on uneven ground
- Regular lifting, carrying, pushing, pulling, and/or moving moderate to heavy objects
- Reaching overhead, above/below the shoulders, and horizontally to retrieve and store equipment and supplies
- Bending at the waist, kneeling, crouching, and crawling
- Neck flexion/rotation
- Climbing, balancing, and working at heights
- Heavy manual labor



## MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

### REGULAR MEETING AGENDA ITEM COVER PAGE

**Meeting Date:** February 21, 2024

**Agenda Item:**

Discuss and approve the title change and revised job classification for the Information Systems Specialist - Digital Curriculum Lead

**Agenda Placement:**

Action

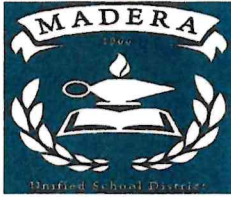
**Background:**

District Administration and CSEA have presented the Personnel Commission with revisions and a title change for one incumbent in the Information Systems Specialist – Lead job classification. The new recommended title will be Information Security Specialist – Digital Curriculum Lead. Three years ago, this position was reviewed in Phase 1 of the class study; however, one incumbent worked out of class during the COVID period. The District and CSEA have met to discuss and make recommendations for this incumbent. The proposed revisions are highlighted in blue with a strikeout language highlighted in red in the following areas of the job classification: Title, Reports To, Purpose Statement, Distinguishing Characteristics, Essential Functions, Duties and Tasks, Education, Knowledge, Skills, and Abilities (KSAs), and Experience Required sections. The District and CSEA will negotiate a new range in salary.

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 title change and revisions to the Information Security Specialist - Digital Curriculum Lead job classification.



**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

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

**INFORMATION SYSTEMS SPECIALIST – DIGITAL CURRICULUM LEAD**

**DEPARTMENT/SITE:** Information Technology  
and Support Services

**SALARY SCHEDULE:** Classified Bargaining Unit

**SALARY RANGE:** ~~45~~ TBD

**WORK CALENDAR:** 261 Days

**REPORTS TO:** Information Technology  
~~Supervisor~~ Manager

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Information Technology Manager, the Information Systems Specialist – Digital Curriculum Lead is for the purpose/s of supporting the educational process and will assign, review, and coordinate the work of other Information Systems Specialists I/II and Technicians. Duties include acting as an escalation point for other Information Systems Specialists I/II and Technicians as it relates to help desk support; coordinating teams of Information Systems Specialists and Technicians for the purposes of Information Technology projects; assisting administrators and staff in personal computer-related needs; basic scripting and querying in SQL or application layer languages and serving as a technical liaison or escalation point for technical liaisons in district-wide cross-departmental projects. The incumbents in this classification provide the school community with user support for technology hardware and software, including digital curriculum applications and related systems, which directly support student learning and achievement.

**DISTINGUISHING CHARACTERISTICS**

~~This is the fourth level in the Information Systems Series.~~ The Information Systems Specialist – Digital Curriculum Lead is a lead worker position and will be responsible for performing day-to-day duties similar to other Information Systems Specialists I/II, ~~and~~ Technicians, ~~and~~ Leads. The incumbent in this position will also support the digital curriculum applications and processes by providing oversight and direction in the identification, planning, design, and implementation of effective technologies to be available to teachers and administrators to enhance 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.*

- Collaborates with a variety of internal and external parties (e.g., District personnel, vendors) for the purpose of implementing and/or maintaining services, including large-scale interdepartmental district projects and systems including but not limited to educational technology, digital curriculum, and student achievement.
- Creates, troubleshoots, and runs queries in SQL or application layer languages against a variety of data (e.g., student data, personnel data) for providing requested information and/or evaluating the accuracy of the data.
- Gathers, analyzes, and evaluates information from multiple sources; breaks high-level information into implementable detail and summarizes low-level information into a general understanding from which implementation decisions can be made.



- Leads, assigns, reviews, and coordinates the work of Information Systems Specialists I/II and Technicians by providing technical guidance, coordinating technical and help desk support, and serving as a representative of the team to site administrators, department directors, and other groups.
- **Manages the overall digital learning platform to ensure digital applications are available and accessible for student learning and achievement.**
- Oversees and coordinates projects to ensure completion of all tasks and project milestones.
- Oversees the maintenance of an accurate inventory of electronic devices throughout the District.
- Participates in and assists in the implementation of duties assigned to other levels of the Information Systems Series.
- Participates in educational seminars and meetings for the purpose of maintaining and upgrading job knowledge, skills, and resolutions to safety issues.
- **Participates in meetings and collaboration teams that plan, review, and implement educational technology initiatives.**
- ~~Participates in meetings (e.g., school site, departmental) for the purpose of providing and/or gathering information.~~
- Prepares a variety of reports regarding the needs, trends, and problems at sites for communicating information to other parties.
- Provides input to the department's supervisor and director regarding staff issues and performance.
- Receives and responds to calls and personal inquiries regarding questions and problems with usage of advanced personal computers and software, input and output of documents, data, and telecommunications to and from computer hardware (examples of software include, but are not limited to, education, industry special programs, accounting systems, word processing, spreadsheets, graphics, desktop publishing, bibliographic research, internet, and electronic mail).
- Responds to a variety of inquiries (e.g., students, teachers, District personnel, Help Desk inquiries) for providing information and technical assistance.
- Responsible for reviewing the District's Help Desk and project management systems to facilitate timely completion of all requests and assigned tasks.
- **Reviews, maintains and creates SOPs (Standard Operating Procedures) to document educational technology applications and processes.**
- Supports and trains other team members in the proper procedures and functions of their jobs and provides leadership/mentoring to team members.
- **Supports the operational and technical functionality of the district-wide instructional technology program.**
- Tests application software for ensuring that the product matches defined requirements and expected functionality.
- Trains and participates in the creation of training material for teachers, administrators, staff, etc., to ensure their ability to use new and/or existing electronic equipment, operating systems, and application software.
- **Works collaboratively with the Curriculum, Instructions, and Assessment department to assist with planning, developing, and implementing existing or new digital applications or initiatives and related processes.**
- 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:**

- English language, grammar, spelling, and punctuation
- Oral and written communication skills
- Interpersonal skills using tact, patience, and courtesy
- Document creation and preparation following prescribed formats and/or present information to others
- Practical problem-solving methods and techniques
- Standard operating procedures for personal computers and related peripheral equipment

- Advanced technical knowledge of computer hardware, software, and electronic components attached or found within, including the corresponding terminology
- ~~Cloud-based software as a service platform (G-suite, O365, etc.), Student Information Systems SSO, and~~ In-depth knowledge of computer hardware, application support, and cloud-based Software as a Service (SaaS) systems related to education, student learning, student achievement, and educational accountability
- ~~Digital Curriculum rostering platforms~~ In-depth understanding of digital learning platforms (i.e., Clever or similar digital rostering platforms) as they relate to digital curriculum
- Basic scripting and SQL or application layer queries.
- District organization, operations, policies, objectives, and goals
- Basic project management and leadership skills
- Laws, codes, regulations, policies, procedures, and best practices applicable to technology systems that support student learning and achievement

#### **Skills and Abilities to:**

- Reason at the level of algebra and/or geometry
- Read a variety of manuals and understand/apply the concepts to job assignments
- Perform multiple technical tasks with a need to periodically upgrade skills in order to meet changing job conditions
- Adhere to safety practices
- Operate computer equipment and related peripherals
- Plan and manage projects
- Install and maintain electronic equipment
- Schedule activities and/or meetings
- Gather and/or collate data and consider a number of factors when using equipment
- Work with others using flexibility in a wide variety of circumstances
- Work with data utilizing defined and similar processes
- Operate equipment using a variety of standardized methods
- Work with a diversity of individuals and/or groups
- Work with similar types of data
- Utilize a variety of types of job-related equipment
- Solving problems with data that may require independent interpretation
- Read, understand, and apply information from technical manuals or documentation
- Document in writing, clearly and concisely, the steps used to troubleshoot and solve hardware or software-related issues
- Clean and improve the quality of existing data and manipulate large, complex data sets into clear and easily understandable reports and systems for end users
- Communicate technical information to non-technical users
- Communicate, understand, and follow both oral and written directions effectively
- Solve problems with data that require independent interpretation of guidelines and with the specific ability to perform the functions of the job
- Set priorities, meeting deadlines and schedules while working with frequent interruptions
- Apply integrity and trust in all situations
- Communicate effectively and courteously with contacts within and outside the District
- Present a positive image of Madera Unified School District

#### **RESPONSIBILITY:**

Responsibilities include working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.



**JOB QUALIFICATIONS / REQUIREMENTS:**

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

**EDUCATION REQUIRED:**

Associate's degree in computer science, information technology, or a related field from an accredited college or university.

**EXPERIENCE REQUIRED:**

Four (4) years of work experience in the overseeing of systems programming or network administration for computers; **and managing digital curriculum platforms**, **OR**; An equivalent combination of education, work experience, and certifications that demonstrate relevant possession of the requisite knowledge, skills, and abilities of the position may be substituted.

**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

**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 occasionally requires sitting for extended periods
- Lift and move equipment and other objects weighing up to 50 pounds
- Dexterity of hands and fingers to operate hand tools, 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, crawling, stretching,
- and reaching overhead, above the shoulders, and horizontally to place equipment and wiring and retrieve and store files and supplies
- Climb ladders
- Hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and computer screen
- Frequent 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
- Exposure to intermittent noise and interruptions typical of a school environment
- Potential for contact with blood-borne pathogens and communicable diseases





## **MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

### **REGULAR MEETING AGENDA ITEM COVER PAGE**

**Meeting Date:** February 21, 2024

**Agenda Item:**

Discuss and approve the title change and revised job classification for the Payroll Specialist – Lead

**Agenda Placement:**

Action

**Background:**

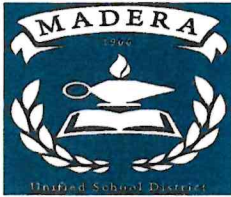
The Chief Financial Officer has requested revisions and revised the job classification title from Payroll Accounting Specialist - Lead to Payroll Specialist - Lead. This job classification is currently vacant but must be filled for the 2024-2025 school year.

The proposed revisions are highlighted in blue with a strikeout of old language highlighted in red in the job classifications' Title, Reports To, Purpose Statement, Distinguishing Characteristics, Essential Functions, Duties, and Task sections of the job classification. These changes align with the Supervisor of Payroll job classification and the career ladder pathway in the Business Department.

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 title change and revisions for the Payroll Specialist - Lead job classification.



**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

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

**PAYROLL ~~ACCOUNTING~~ SPECIALIST - LEAD**

**DEPARTMENT/SITE:** Fiscal Services

**SALARY SCHEDULE:** Classified Bargaining Unit

**SALARY RANGE:** 40

**WORK CALENDAR:** 261 Days

**REPORTS TO:** ~~Business Manager or Chief~~  
~~Financial Officer~~ Supervisor of  
Payroll

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Supervisor of Payroll, Business Manager, or Chief Financial Officer, the Payroll ~~Accounting~~ Specialist – Lead, processes all phases of payroll; responds to complex and unusual payroll problems and computational questions; ensures compliance with mandated requirements; maintains confidential employee records/ and provides day-to-day lead oversight to other payroll staff. The incumbents in this classification provide the school community with employee payroll services, which directly support student learning and achievement.

**DISTINGUISHING CHARACTERISTICS**

This class provides leadership and support to lower-level payroll positions and handles the more complex payroll problems. It is the highest level, non-supervisory, position in payroll. This class differs from the lower-level Payroll ~~Technician~~ Specialist class, which does not have “lead” responsibilities. This class will assist the Supervisor of Payroll with communications and training to the payroll staff and ~~also differs from the Position Control Technician class, which is in the Confidential unit and ensures the accuracy of preliminary and final payroll reports, and~~ serves as the liaison between the Payroll and Human Resources Departments.

**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.*

- Assists in assigning, reviewing, coordinating, and leading the work of other payroll staff and functions in the Payroll System.
- Assists auditors for the purpose of providing supporting documentation and/or information on internal processes that ~~is~~ are required for audit.
- Assists with preparing reports (e.g., state labor reports, benefit, gross to net calculations) for the purpose of providing written support and/or conveying information.
- Communicates with staff and outside agencies (e.g., HR, CalPERS/STRS, Madera County Supt. Of Schools) regarding procedural requirements to verify payroll and/or retirement information for employees.
- Assists in compiling payroll information related to work assignments for the purpose of providing required payroll documentation and/or processing information.
- Distributes payroll and other documents (e.g., sub-tracking, new/change forms, flyers).
- Assists team members in acquiring necessary skills and performance attributes in line with business development needs.
- ~~— Informs other staff and/or outside parties regarding procedural requirements.~~
- Maintains a variety of payroll information, files, and records for the purpose of ensuring the availability



- of documentation and compliance with established policies and regulatory guidelines.
- Monitors assigned payroll activities and/or components (e.g., leave time, work location) for the purpose of ensuring compliance with established financial, legal, and/or administrative requirements.
- Participates in unit meetings, in-service training, and workshops
- Prepares written materials and electronic payroll information
- Processes payroll-related data (e.g., timesheets, withholding information) to update information, authorize timely payment, and/or comply with established payroll practices.
- **Assists in Provides providing** training on practices/procedures/software for employees new to the department.
- **Provides excellent customer service and communicates with District personnel to obtain and provide information and correct errors in a timely manner.**
- **Reconcile payroll account balances.**
- **Reconciles payroll account balances to maintain accurate account balances and comply with established guidelines.**
- Researches discrepancies in payroll information and/or documentation (e.g., timesheets, leave time) for the purpose of ensuring accuracy and adherence to procedures prior to processing.
- Reconciling discrepancies with payroll and/or benefit information and/or documentation (e.g., payroll, benefit provider/s, withholding versus W4, salary status).
- Responds to inquiries regarding payroll procedures (e.g., wage levies and garnishments, savings, contributions, direct deposits) for the purpose of providing necessary information for making decisions, assisting employees, taking appropriate action, and/or complying with established fiscal guidelines.
- 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:**

- Basic math, including calculations using fractions, percentages, and/or ratios
- English usage, grammar, punctuation, and spelling
- Personnel processes and practices
- Codes/laws/rules/regulations/policies related to accounting and payroll Accounting and bookkeeping processes and procedures
- Relevant software applications, including advanced spreadsheet applications

### **Skills and Abilities to:**

- Communicate effectively in written documents following prescribed formats
- Communicate and present information orally to others, including with diverse groups
- Solve practical payroll problems
- Read and understand complex, multi-step written and oral instructions
- Prepare and maintain written reports and accurate records
- Plan and manage projects
- Develop and maintain effective working relationships
- Gather, collate, classify and/or analyze data
- Work with a wide diversity of individuals
- Problem-solving is required to identify issues and create action plans
- Meet deadlines and schedules
- Handle frequent interruptions



- Work as part of a team
- Maintain confidentiality
- Show attention to detail
- Provide quality customer service

**RESPONSIBILITY:**

Responsibilities include working under limited supervision following standardized practices and/or methods, directing other persons within a small work unit, and monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on 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.

**EXPERIENCE REQUIRED:**

Four (4) years of increasing responsibility in accounting, bookkeeping, or other areas as appropriate, which requires computer applications, including one year of payroll experience.

Equivalency - Twelve (12) units in college-level study in business administration, accounting, bookkeeping, and related fields which require computer applications from an accredited college or university can be substituted for one (1) year of experience.

**LICENSE(S) REQUIRED:**

- None required

**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)*

- This job is performed in an indoor office environment.
- May require extensive sitting, and includes moderate amounts of walking, and standing
- Some lifting, carrying, pushing, and/or pulling of boxes, supplies, etc.
- Manual dexterity in order to operate a computer keyboard and handle documents and other office equipment and materials
- Kneeling, bending at the waist, sitting, squatting, crawling, stretching, and reaching overhead, above the shoulders and horizontally to retrieve and store equipment, files and supplies



## **MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

### **REGULAR MEETING AGENDA ITEM COVER PAGE**

**Meeting Date:** February 21, 2024

**Agenda Item:**

Discuss and approve the revised job classification for the Transportation Operations Assistant

**Agenda Placement:**

Action

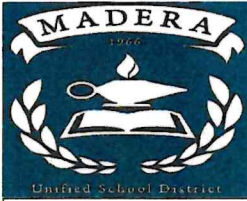
**Background:**

The Director of Transportation has requested revisions to the Transportation Operations Assistant job classification. The proposed revisions are highlighted in blue with a strikeout of old language in red in the job classification's Distinguishing Characteristics, Essential Functions, Duties, Task, Skills, and Abilities, and License(s) Required, and Certifications and Testing Required sections. These changes will bring this 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 revisions for the Transportation Operations Assistant job classification.



**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

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

**TRANSPORTATION OPERATIONS ASSISTANT**

<b>DEPARTMENT/SITE:</b> Transportation	<b>SALARY SCHEDULE:</b> Classified Bargaining Unit <b>SALARY RANGE:</b> 25 <b>WORK CALENDAR:</b> 261 Days
<b>REPORTS TO:</b> Director of Transportation or designee	<b>FLSA:</b> Non-Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Director of Transportation and the Supervisor of Transportation Operations, the Transportation Operations Assistant performs a variety of technical duties in support of the operations and activities of the Transportation Department with specific responsibilities for the processing, recording, updating, and reconciling of payroll information, and generating periodic reports in accordance with established financial practices; assists with developing and maintaining computerized bus routes and schedules; assists with dispatch responsibilities of the Transportation Department. The incumbents in this classification provide the school community with student transportation services which directly support student learning and achievement.

**DISTINGUISHING CHARACTERISTICS**

Positions in the Transportation Operations Assistant classification are distinguished from other classifications in their assignment to perform technical duties in support of fiscal payroll operations and activities of the Transportation Department, ~~assisting with routing and dispatching, and perform the duties of a Bus Driver as assigned.~~

The Transportation Dispatcher is responsible for planning, coordinating, dispatching, and overseeing assigned school bus fleet activities and performs the duties of a Bus Driver as assigned.

The Transportation Router is responsible for developing and maintaining computerized bus routes and schedules for District bus routes and performs the duties of a Bus Driver as assigned.

**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.*

- ~~Assists with developing routing procedures utilizing computer programs to ensure efficient transportation of students.~~
- ~~Assists with dispatch functions as needed; assists with coordinating special transportation needs with school site personnel.~~
- Assists in providing information to parents and school sites concerning bus routes and schedules



- in the absence of the Transportation Dispatcher.
- Collects Bus Driver time sheets; inputs time into applicable software applications; checks missing timesheets; monitors trip reports and receipts for meals; reports timekeeping discrepancies to Bus Drivers; maintains payroll processing for field trips and weekend trips; confers and interacts with the Payroll Department to ensure accurate and timely Bus Driver pay warrants.
- Participates in department meetings, in-service training, and workshops for the purpose of conveying and/or gathering information required to perform job functions.
- Perform general clerical functions (e.g., faxing, scanning, copying, filing, answering phones) to support the needs of the Transportation Department.
- Researches discrepancies in fiscal payroll information and/or documentation to ensure the accuracy and adherence to established procedures prior to processing.
- Responds to inquiries of staff and administration regarding fiscal payroll procedures for providing information, direction, and/or referral for addressing inquiries.
- Responsible for the distribution of Traversa (Ride 360) bus rider cards to eligible individuals; which includes managing the issuance process, verifying eligibility criteria, and ensuring accurate record-keeping.
- Proficient in the use of Traversa Software to effectively manage transportation-related tasks, including completing trips when processing timesheets; and stays updated on software updates and enhancements to optimize its use in daily operations.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District training.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

### **Knowledge of:**

- Basic math, including calculations using fractions, percentages, and/or ratios
- Accounting/bookkeeping principles
- Procedures, methods, and techniques for dispatching and scheduling buses
- Proper operation of school buses and school transportation vehicles
- District organization, operations, policies, and objectives
- District geographic areas
- Basic record-keeping and report preparation techniques
- Operation of a computer and assigned software

### **Skills and Abilities to:**

- Operate standard office equipment including using a variety of software applications; database management, computer-based routing systems, and software applications
- Apply District and other applicable rules and regulations pertaining to pupil transportation
- Analyze situations to define issues and draw conclusions
- Prepare and maintain accurate records
- Adapt to changing work priorities
- Work with a diversity of individuals and/or groups
- Exercise sound judgment
- Understand and carry out oral and written instructions
- Work independently with little direction

- Make common sense decisions in potentially critical situations
- Communicate with diverse groups including school-age riders; displaying tact and courtesy; establishing and maintaining effective working relationships
- Maintain an understanding of the special needs of students and their parents
- Maintain student confidentiality
- Work with constant distractions
- Communicate clearly in English and a second language (usually Spanish) is required

### **RESPONSIBILITY:**

Responsibilities include working under limited supervision following standardized practices and/or methods, providing information and /or advising others, and operating within a defined budget. Utilization of some resources from other work units 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.

### **EXPERIENCE REQUIRED:**

Two (2) years of work experience in general clerical work in which one (1) year is in financial record keeping and/or accounting.

### **LICENSE(S) REQUIRED:**

- ~~Possession of a valid California Class A or B Commercial Driver's License with appropriate endorsements and remain insurable at the District's standard insurance market rate. Current DMV report.~~
- ~~Valid California Special Driver's Certificate for School Bus~~
- ~~U.S. Department of Transportation DL-51 Medical Examiner's Certificate~~
- ~~Valid First Aid Certification (as required to maintain valid and current CA Special Driver's Certificate for School Bus)~~
- Valid, current California Driver's License or ability to provide transportation to meetings, events, and training associated with essential functions, duties, and tasks

### **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
- ~~After 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 F through District's provider at District's expense~~



- ~~○ Post-employment random drug screen testing, as currently required under DOT regulations, to maintain California Commercial Driver's License through District's provider at District's expense~~

### **WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Work is primarily indoors and requires sitting for extended periods
- Lift objects such as boxes containing documents weighing up to 35 pounds
- Bending at the waist, kneeling or crouching to file materials or access equipment, carrying, pushing, and/or pulling
- Dexterity of hands and fingers to operate a computer keyboard and maintain paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read documents and computer screen





## **MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

### **REGULAR MEETING AGENDA ITEM COVER PAGE**

**Meeting Date:** February 21, 2024

**Agenda Item:**

Public Employee Performance Evaluation: Director of Classified Personnel [Government Code Section 54957]

**Agenda Placement:**

Closed Session