

In accordance with Assembly Bill 361 (2021-2022), this meeting will be held via Zoom, a cloud-based video conference in which Commissioners, staff and the public can join via a link or by phone as listed below on the agenda. It is advisable to test your electronic devices to ensure you are able to access the link. If you have concerns or issues accessing the link prior to this meeting, email marysiegl@maderausd.org by 3:00 pm on Tuesday, March 22, 2022.

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

AGENDA
Regular Meeting
Wednesday, March 23, 2022

4:30 PM Public Meeting

Join Zoom Meeting
<https://maderausd.zoom.us/j/86082443586>

Meeting ID: 860 8244 3586
One tap mobile
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OUR MISSION
Highest Student Achievement
A Safe and Orderly Learning Environment
Financially Sound and Effective Organization

1. Pledge of Allegiance, Opening and Acknowledgement of Visitors and Media

2. 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 prior to adoption of the agenda.

3. Communications

Public Hearing for visitors who wish to speak on a subject not on 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. If you wish to address the Commission, you may do so in two ways:

- Prior to the meeting: you may email your comments to marysiegl@maderausd.org at least 24 hours prior to the meeting. Include your full name and city of residence and public comment in your email. Your comment will be read during this portion of the meeting.
- While in the Zoom meeting:
 1. Click on the **Participants** icon located at the bottom of the screen.
 2. On the new window, click on the Raise Hand icon and wait for your name to be called.
 3. State your name and city of residence prior to your comment.

4. 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 prior to the Commission's vote unless a member of the Commission, staff or public requests specific items be considered and discussed separately and/or removed from the Consent Agenda prior to the adoption of 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. Consideration to continue to hold the Personnel Commission's Board public meeting via teleconferencing in April 2022 to safeguard the health of attendees amid the emergency of the COVID-19 Pandemic
- B. Approval of minutes:
 - 1. Approve the minutes from Wednesday, February 23, 2022, Regular Meeting
- C. Consideration and approval of Eligibility List/s for:
 - 1. Child Nutrition Assistant I - Open/Competitive
 - 2. Head Custodian I - Promotional
 - 3. Parent Resource Center Assistant – Open/Competitive and Promotional
 - 4. Parent Resource Center Assistant-Lead – Open/Competitive
 - 5. Secretary Attendance Spanish Required - Open/Competitive and Promotional
 - 6. Software Developer - Open/Competitive

5. New Business

- A. Discuss and approve the revised job class description for Full Stack Developer

6. Informational and Reports

- A. Presentation of the Classified 2nd Quarterly Employee Award to Andrew Gonzalez – Head Custodian II at Matilda Torres High School
- B. Assembly Bill 289
- C. Proposed Assembly Bill 2045
- D. Director's Report
- E. Commissioner's Report

7. Next Regular Personnel Commission Meeting

Wednesday, April 20, 2022 at 4:30 pm
Madera Unified School District Office –Virtually through Zoom
1902 Howard Road
Madera, California 93637

8. Suggested Future Agenda Items

9. Adjournment

Board Room Accessibility: The Madera Unified School District encourages those with disabilities to participate fully in the public meeting process. If you need a disability related modification or accommodation to participate in the public meeting, please contact the Personnel Commission Office at 559-675-4500 extension 294 at least 48 hours before the scheduled Personnel Commission meeting so that we may make every reasonable effort to accommodate you. (Government code 54954.2)



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: March 23, 2022

Agenda Item:

Consideration to continue to hold the Personnel Commission's Board public meeting via teleconferencing in April 2022 to safeguard the health of attendees amid the emergency of the COVID-19 Pandemic

Agenda Placement:

Action

Background:

On March 4, 2020, Governor Gavin Newsom proclaimed a State of Emergency in California due to the COVID-19 pandemic. This declaration remains active.

On March 17, 2020, the governor issued Executive Order N-29-20, which authorized the holding of public meetings via teleconferencing during the pandemic and suspended requirements of the Bagley-Keen Act and the Brown Act that members of a legislative body and the public be present in person.

Since April 16, 2020, public meetings of the Personnel Commission Board have been held via online video conferencing due to pandemic health concerns.

On June 11, 2021, the governor issued Executive Order N-08-21, which set an ending of September 30, 2021, to the public meeting rules in Executive Order N-29-20.

On September 16, 2021, the governor signed Assembly Bill (AB) 361 (2021-2022), which enables teleconferencing for public meetings during a proclaimed state of emergency under certain conditions. AB 361 will sunset on January 1, 2024.

The state and county departments of Public Health publicly report local COVID-19 data and only 55.70% of all Madera County resident have been fully vaccinated for COVID-19 (as of March 14). Holding public in-person meetings in April could thus pose a potential health risk to the public.

Given the situation stated above, it seems our district's circumstances would satisfy the requirements of the state to hold public meetings via teleconferencing in January. The Personnel Commission will need to review this decision and make findings every 30 days regarding the need to meet via teleconferencing.

Recommendation:

The Personnel Commission discuss and consider holding their Personnel Commission's Board public meeting via teleconferencing in April 2022 to safeguard the health of attendees amid the emergency of the COVID-19 Pandemic.



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: March 23, 2022

Agenda Item:

Consideration and approval of the Minutes from February 23, 2022 Regular Meeting

Agenda Placement:

Consent

Background:

Approval of Minutes from the Regular Meeting of February 23, 2022.

Recommendation:

It is recommended that the Personnel Commission approve the Minutes from February 23, 2022 Regular Meeting.

**Minutes Record of MUSD Personnel Commission Meeting
Regular Meeting held on Wednesday, February 23, 2022 at 4:30 PM**

The Personnel Commission of the Madera Unified School District convened at a Regular Board Meeting via Zoom, a cloud-based video communication, on Wednesday, February 23, 2022 at 4:30 p.m.

Roll Call

Philip Janzen, Personnel Commission Chair
David Hernandez, Personnel Commissioner Vice-Chair
Fran Wheat, Personnel Commissioner

Isabel Barreras, Director Classified Human Resources
Mary Siegl, Personnel Specialist Lead

Lucy Osuna, Executive Administrative Assistant to Joseph Aiello, Assistant Superintendent,
Human Resources
Cheri Giddens, CSEA President
Vicky Zamora, CSEA 1st Vice – President
Jan Brannen, Eric Hall & Associates
Lawrence Fernandez, Safety and Security Manager

Other visitors attended.

1. Call to Order of Public Meeting Pledge of Allegiance, Opening and Acknowledgement of Visitors and Media

- Chair Janzen called the meeting to order at 4:30 pm.
- Commissioner Wheat led the flag salute.

2. Adoption of Agenda

- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the adoption of the agenda. MOTION NO. 31-2021/22.
Ayes: Commissioners: Janzen, Hernandez and Wheat
Noes: None
Absent: None
Abstained: None

3. Communications

- No comments were made.

4. Consent Agenda

- It was moved by Commissioner Hernandez and seconded by Commissioner Wheat to approve the Consent Agenda. MOTION NO. 32-2021/22.
Ayes: Commissioners: Janzen, Hernandez and Wheat
Noes: None
Absent: None
Abstained: None

5. New Business

A. Discuss and approve Initial Salary Placement for Warehouse Assistant

Director Barreras presented the request that a new Warehouse Assistant employee with 9 years of work experience be placed Range 25, Step 4 (\$21.74 hourly) of the regular Classified Salary Schedule.

- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve to the initial salary step placement for a new Warehouse Assistant employee at Range 25, Step 4 (\$21.74 hourly) of the regular Classified Salary Schedule. MOTION NO. 33-2021/22, DOC NO. 10-2021/22
Ayes: Commissioners: Janzen, Hernandez and Wheat
Noes: None
Absent: None
Abstained: None

B. Discuss and approve the revised job class description with a new title of Director of Safety and Security and the Salary Compensation Recommendation

- Director Barreras presented the revised job class description for Director of Safety and Security.
- Jan Brennan, Consultant for Eric Hall and Associates, presented the salary compensation survey. A salary recommendation of Range 27 on the Classified Management Salary Schedule was recommended.
- It was moved by Commissioner Hernandez and seconded by Commissioner Wheat to approve to the revised job class description, Director of Safety and Security, and the salary recommendation of Range 27 on the Classified Management Salary Schedule. MOTION NO. 34-2021/22, DOC NO. 11-2021/22
Ayes: Commissioners: Janzen, Hernandez and Wheat
Noes: None
Absent: None
Abstained: None

6. Information and Reports

A. Director's Report

- Director Barreras reported that the PC office will be part of the Madera Superintendent of School's Virtual job fair to be held on Wednesday, February 24, 2022.
- The PD office continues to stay busy with recruitments and filling open vacancies.
- The PC office just sent out the "Save the Date" email to all classified staff and District Administration for the Virtual Classified Conference being held on June 6. More information will be forthcoming.
- The PC office will start the virtual workshops for the classified employees and management. On March 3, 2022, we will present, "Focusing on Details when Filing an on-line job application. On March 16, 2022 we will present, "Sharpen Your Interviewing Skills." On April 21, 2022 we will present, "So I Filed My Job Applications, What's Next?"

- The CSPCA Annual Conference in Monterey will take place from March 6-8. We look forward to seeing the Commissioners there. Mary Siegl will be in contact with the Commissioners to provide their hotel and conference registration information.

B. Commissioner's Report

- No reports were presented.

7. Next Regular Personnel Commission Meeting

- Wednesday, March 23, 2022 at 4:30 pm
Madera Unified School District Office –Virtually through Zoom
1902 Howard Road
Madera, California 93637

8. Suggested Future Agenda Items

- None was suggested.

9. Adjournment

- Commissioner Janzen adjourned the meeting at 4:58 pm.



Isabel Barreras, Director of Classified HR

Date: February 28, 2022



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: March 23, 2022

Agenda Item:

Consideration and Approval of the following Eligibility Lists for Open/Competitive and Promotional Opportunities

Agenda Placement:

Consent

Background:

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

1. Child Nutrition Assistant I - Open/Competitive
2. Head Custodian I - Promotional
3. Parent Resource Center Assistant – Open/Competitive and Promotional
4. Parent Resource Center Assistant-Lead – Open/Competitive
5. Secretary Attendance Spanish Required - Open/Competitive and Promotional
6. Software Developer - Open/Competitive

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: March 23, 2022

Agenda Item: Discuss and approve the revised job class description for Full Stack Developer

Agenda Placement:
Action

Background:

District Administration has brought forward the request to review and revise the job class description of Database Administrator – Developer. This job description was reviewed during Phase I of the Classification and Compensation Study with the previous Director of Information Technology. However, over the last six months we have had a difficult time in recruiting qualified candidates to fill a current vacancy. We also have a new Director of Information Technology who has made additional changes to the job description.

Job Class Description Review

The Database Administrator – Developer job description was reviewed and revised to incorporate the revised title of Full Stack Developer. We have added the Distinguishing Characteristics section and the Essential functions were revised to accurately reflect the actual functions performed. Additionally, edits were made to the Purpose Statement, Knowledge, Skills and Abilities, Licenses Required, Work Environment and Physical Demands sections. At this time no salary recommendation is being requested.

This information and proposal have been compiled in accordance with 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 which state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees.

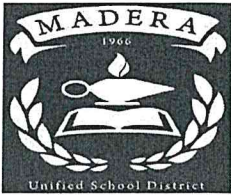
Recommendation:

It is recommended that the Personnel Commission approve the revised job class description with a new title of Full Stack Developer as listed on the table below.

<u>JOB TITLE</u>	<u>NEW OR REVISIED</u>	<u>PROPOSED NEW TITLE</u>
Database Administrator - Developer	Revised	Full Stack Developer

Attachments:

Job Class Descriptions: Full Stack Developer (Recommended title change from Database Administrator-Developer)



CLASSIFIED
Job Class Description
 Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
 PERSONNEL COMMISSION
 APPROVED MOTION NO. ##-####/##
 DOCUMENT NO. ##-####/##
 DATED Mo/Da/Year

<u>CURRENT TITLE: DATABASE ADMINISTRATOR – DEVELOPER</u>	
<u>PROPOSED TITLE: FULL STACK DEVELOPER</u>	
DEPARTMENT/SITE: Information Technology Support Services REPORTS TO: Director of Information Technology and Support Services	SALARY SCHEDULE: Classified Bargaining Unit SALARY RANGE: 65 per 2020/2021 Schedule WORK YEAR: 12 Months (261 Days) FLSA: Non-Exempt

PURPOSE STATEMENT:

The job of Full Stack Developer was established for the purpose/s of managing, supporting, and developing front and back end software for the district’s Student Information System and connected systems; building, managing, and troubleshooting databases and/or operational data stores; creating process and establishing formal relations, authority, and ownership among connected database systems and web applications; developing software to integrate the District’s systems with internal and external systems, and to implement process automation where appropriate; developing queries and reports ; and developing software that improves the experience and utilization of district databases to improve district processes. The incumbents in this classification provide the school community with reliable, efficient, and safe database maintenance and utilization which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in this class ensure the accuracy and integrity of District databases and that the database systems perform as they should so that Data Analysts, Technicians, and others can easily use the databases to find the information they need. This class is distinguished from the lower class of Database Administrator which is not typically responsible for identifying and developing new databases and the front end and back-end software for the systems that improve the experience and utilization of District databases.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

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

- Administers and maintains user permissions, group permissions, and passwords for the Student Information System.
- Analyzes potential Database Management System applications to determine their feasibility, hardware and other implementation requirements, and cost effectiveness in support of providing students and staff high quality and up-to-date technology services.
- Assists technology staff and operations personnel in solving programming problems in a reasonable, timely manner; makes effective use of computer hardware and software to support the effective operation of the school district.
- Collaborates with other departments throughout the school district as needed.
- Consults and provides recommendations in the development of proposals, designs, programming, and

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implementation phases of applications added to database systems to ensure that those systems adhere to MUSD data governance standards.

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

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Methods and skills involved in establishing and maintaining an effective Relational Database Management System, including tuning, design, network communications, backup/recovery, security, and administration, and maintenance
- Computer hardware and peripherals
- Database management system technologies, including but not limited to Microsoft SQL Server.
- Programming languages, including but not limited to JavaScript, Node.js, Python and other Object-oriented programming languages
- Web development technologies such as but not limited to PHP, HTML5, CSS; experience with front-end frameworks such as Vue, Angular, and React is a plus
- Design and development of REST API
- K-12 student information systems and K-12 processes and functions including but not limited to registration, class schedules, attendance, discipline, and gradebooks
- Oral and written communication skills
- Ability to visualize a proposed system; design, build and implement the system
- Correct English usage, grammar, spelling, punctuation, and vocabulary

Skills and Abilities to:

- Utilize pertinent network, application, database monitoring, and troubleshooting software
- Adhere to safety practices
- Plan and manage projects
- Prepare and maintain accurate records
- Programming knowledge sufficient to learn new programming languages as needed
- Operate standard office equipment, including computers and related software
- Staying up to date with developments programming languages, database management and web development technologies
- Perform a variety of specialized duties in programming, development, maintenance, and analysis of computer applications, databases, and systems in support of assigned systems, programs, and functions
- Prepare, organize, document, and control source code revisions to new and existing applications and features using standard source control systems
- Research, design, develop, and implement new system applications as appropriate
- Design applications to meet district needs, enhance job performance, and provide for system enhancements
- Develop and maintain source code for new and existing software applications
- Understand legacy code sufficiently to reengineer new applications
- Modify existing programs to enhance database operations and functions
- Design programming solutions for application defects
- Facilitate the computerized collection, management, manipulation, and distribution of data used for analysis
- Design programming solutions, troubleshoot, and resolve application defects
- Establish and maintain cooperative and effective working relationships with a diverse range of people
- Train and provide clear direction to others
- Plan, prioritize, and schedule work to meet the schedule and timelines
- Read, understand, explain, and implement technical material from manuals and journals

- Maintain accurate records
- Apply and explain rules, regulations, policies, and procedures
- Analyze and troubleshoot situations accurately and adopt effective courses of action
- Communicate using patience and courtesy in a manner that reflects positively on the organization
- Understand and follow both oral and written directions effectively
- Actively participate in meeting district goals and outcomes
- Have and demonstrate integrity and honesty in all situations
- Learn district operations, policies, objectives, and goals

RESPONSIBILITY:

Responsibilities include working under limited supervision using standardized practices and/or methods; managing a team; and monitoring budget expenditures. Utilization of significant resources from other work units is sometimes required to perform the job functions. There is a continual opportunity to 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 equivalency. Bachelor’s degree in Information Systems, Computer Science, or related field from an accredited college or university is highly desirable.

EXPERIENCE REQUIRED:

Any equivalent combination of education and work experience that sufficiently demonstrate proficiency in data analysis, database administration/management, or programming. Experience working with Student Information Systems and/or in a K-12 environment is preferred.

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 offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

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



CLASSIFIED
Job Class Description
 Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
 PERSONNEL COMMISSION
 APPROVED MOTION NO. ##-####/##
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<u>CURRENT TITLE: DATABASE ADMINISTRATOR – DEVELOPER</u>	
<u>PROPOSED TITLE: FULL STACK DEVELOPER</u>	
DEPARTMENT/SITE: Information Technology Support Services REPORTS TO: Director of Information Technology and Support Services	SALARY SCHEDULE: Classified SALARY RANGE: 65 per 2020/2021 Schedule WORK YEAR: 12 Months (261 Days) FLSA: Non-Exempt

PURPOSE STATEMENT:
 The job of Full Stack Developer ~~Database Administrator Developer~~ was established for the purpose/s of managing, supporting, and developing front and back end software for the district’s Student Information System and connected systems and web applications; building, managing and troubleshooting databases and/or operational data stores; creating process and establishing formal relations, authority, and ownership among connected database systems; developing software to integrate the District’s systems with internal and external systems, and to implement process automation where appropriate; developing queries and reports ; and developing software that improves the experience and utilization of district databases to improve district processes. The incumbents in this classification provide the school community with reliable, efficient, and safe database maintenance and utilization which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS
Positions in this class ensure the accuracy and integrity of District databases and that the database systems perform as they should so that Data Analysts, Technicians and others can easily use the databases to find the information they need. This class is distinguished from the lower class of Database Administrator which is not typically responsible for identifying and developing new databases and the front end and back end software for the systems that improve the experience and utilization of District databases.

- 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.
- ~~Manages, maintains, and supports the district's Student Information System.~~
 - ~~Create to maintain data cleanliness and correctness in the District's Student Information, execute processes System, and connected systems.~~
 - Develops migration software as needed to consolidate duplicative record systems with the aim of single system authority, such as in cases where record system migrations are incomplete.
 - Sets up, manages, and troubleshoots features within the Student Information System in support of critical educational processes such as registration, course scheduling and grading.
 - Administers and maintains user permissions, group permissions and passwords for the Student Information System.
 - Scopes and creates sources of authority, data ownership, and data security in database systems by

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establishing database and/or application level security policies.

- Develops SQL queries and associated scripts, software, or processes to facilitate integration between the district's Student Information Systems, or other critical systems, and other internal or external systems.
- Develops and maintains back end software to automate account management between the District's Student Information System, HR System, and connected database systems.
- Develops and maintains front-end software to augment the functionality of database applications as needed to improve district processes.
- Develops new and/or change existing database structures, application programs, and web designs in response to bugs reports and/or management requests following a formal MUSD change management process.
- Documents problems and solutions in MUSD help desk system.
- Follows MUSD standards for source code control, software design, and data governance.
- Develops and maintains API implementations in software to establish connections with external data providers in order to enable the data duties of this position on external connected systems.
- Creates reports using complex SQL procedures to facilitate data-driven improvements to business and educational processes.
- Performs administration of multiple databases and/or data warehouses.
- Analyzes potential Database Management System applications to determine feasibility, requirements, and cost effectiveness in support of providing students and staff high quality and up-to-date technology services.
- Designs, develops, maintains, and controls the data governance standards for database information and its usage; to ensure database security, integrity, reliability and availability; monitors performance and capacity requirements.
- Develops and maintains written procedures and documentation to support the effective and efficient operation of the department.
- Consults and provides recommendations in the development of proposals, designs, programming, and implementation phases of applications added to database systems to ensure that those systems adhere to MUSD data governance standards.
- Designs the overall structural design of database systems at both the logical and physical levels, working with users and programming staff.
- Develops, designs, coordinates, and writes necessary programs, tasks and documentation providing for backups, reloads, recovery, reorganization, timely updates and restructuring of database systems.
- Debugs, troubleshoots, and corrects problems in a reasonable, timely manner and provides solutions to resolve issues to meet the needs of users.
- Interacts with vendor support to obtain information for the efficient operations of system applications and other related equipment or programs.
- Establishes and maintains data dictionary systems.
- Maintains and ensures data integrity in the District's Student Information systems as well as other connected systems.
- Supports the District with timely and accurate responses to technical questions and issues concerning database systems and structures.
- Installs, tests, maintains, upgrades, reorganizes, and patches software related to database systems to ensure effective and reliable operation of various, related programs.
- Assists technology staff and operations personnel in solving programming problems in a reasonable, timely manner; makes effective use of computer hardware and software to support the effective operation of the school district.
- Trains and provides clear direction and guidance to others as required in support of professional learning.
- Collaborates with other departments throughout the school district as needed.
- Participates in and/or leads projects, teams and meetings.
- ~~Perform related duties as assigned.~~

• Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District.

OTHER FUNCTIONS

~~Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.~~

KNOWLEDGE, SKILLS AND ABILITIES

(At time of application)

Knowledge of:

- Methods and skills involved in establishing and maintaining an effective Relational Database Management System, including tuning, design, network communications, backup/recovery, security and administration; maintenance and administration of Relational Database Management Systems.
- Computer hardware, peripherals
- Database management system technologies, including but not limited to Microsoft SQL Server.
- Programming languages, including but not limited to Javascript, Node.js, Python and other Object-oriented programming languages
- Web development technologies such as but not limited to PHP, HTML5, CSS; experience with front-end frameworks such as Vue, Angular, and React is a plus
- Design and development of REST API
- ~~Web applications; QL and other programming environments such as Visual Studio, ASP, NET, C#, EJB, Python, C++, PHP, PowerShell, PL/SQL, Java, and/or the programming knowledge sufficient to learn new programming languages as needed.~~
- K-12 student information systems and K-12 processes and functions including but not limited to: registration, class schedules, attendance, discipline and gradebooks
- Oral and written communication skills
- ~~Database administration tools~~
- Ability to visualize a proposed system: design, build and implement the system
- Correct English usage, grammar, spelling, punctuation and vocabulary.

Skills and Abilities to:

- Utilize pertinent network, application, database monitoring, and troubleshooting software
- Adhere to safety practices
- Plan and manage projects
- Prepare and maintain accurate records
- Programming knowledge sufficient to learn new programming languages as needed
- Operate standard office equipment, including computers and related software-
- Staying up to date with developments programming languages, database management and web development technologies
- Perform a variety of specialized duties in programming, development, maintenance and analysis of computer applications, databases, and systems in support of assigned systems, programs and functions-
- Prepare, organize, document, and control source code revisions to new and existing applications and features using standard source control systems-
- Research, design, develop and implement new system applications as appropriate-
- Design applications to meet district needs, enhance job performance and provide for system enhancements-

- Develop and maintain source code for new and existing software applications-
- Understand legacy code sufficiently to reengineer new applications-
- Modify existing programs to enhance database operations and functions-
- Design programming solutions for application defects-
- Facilitate the computerized collection, management, manipulation, and distribution of data used for analysis-
- Train and provide clear direction to others-
- Plan, prioritize and schedule work to meet the schedule and timelines-
- Read, understand, explain and implement technical material from manuals and journals-
- Maintain accurate records-
- Apply and explain rules, regulations, policies and procedures-
- Analyze and troubleshoot situation accurately and adopt an effective course of action-
- Communicate using patience and courtesy in a manner that reflects positively on the organization-
- Understand and follow both oral and written directions effectively-
- Actively participate in meeting district goals and outcomes-
- Have [and demonstrate](#) integrity and honesty in all situations.
- Learn district operations, policies, objectives and goals-

RESPONSIBILITY:

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

WORKING ENVIRONMENT

~~The usual and customary methods of performing the job functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking and 10% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.~~

JOB QUALIFICATIONS / REQUIREMENTS:

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

EDUCATION REQUIRED:

High School diploma or equivalency. Bachelor’s degree in Information Systems, Computer Science or related field from an accredited college or university is highly desirable.

EXPERIENCE REQUIRED:

Any equivalent combination of education and work experience that sufficiently demonstrate proficiency in data analysis, database administration/management or programming. Experience working with Student Information Systems and/or in a K-12 environment is preferred.

LICENSE(S) REQUIRED:

- Valid [current](#) ~~Class C~~ 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 offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance

- Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

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



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: March 23, 2022

Agenda Item:

Presentation of the Classified 2nd Quarterly Employee Award to Andrew Gonzalez – Head Custodian II at Matilda Torres High School

Agenda Placement:

Informational

Background:

The Personnel Commission will present the Classified 2nd Quarterly Employee Award to Andrew Gonzalez – Head Custodian II at Matilda Torres High School.

Recommendation:

Presentation of the Classified 2nd Quarterly Employee Award.



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: March 23, 2022

Agenda Item: Assembly Bill 289

Agenda Placement:
Information and Reports

Background:

This item is being presented as an informational item for the purpose of providing an update to the Commission on Assembly Bill 289. Personnel Commission staff will provide an update and allow for discussion on the status.

Assembly Bill No. 289

CHAPTER 88

An act to amend Sections 45221, 45319, 88051, and 88138 of the Education Code, relating to school employees.

[Approved by Governor July 16, 2021. Filed with Secretary of State July 16, 2021.]

LEGISLATIVE COUNSEL'S DIGEST

AB 289, Calderon. Classified school employees: merit system: adoption and termination.

Existing law authorizes both the adoption and termination of a merit system in a school district or community college district by a majority vote of its classified employees or by a majority of the voting electors of the school district or community college district, as provided. Upon the filing of a petition for the adoption or for the termination of the merit system for classified employees of a school district or community college district, existing law requires the governing board of the district to perform specified activities in response, including, among others, devising an identification system to ensure against fraud in the balloting process and forming a tabulation committee.

This bill would require the devised identification system to also ensure ballot secrecy and would prohibit a representative of the district from making any marks upon the ballot envelope or ballot of any employee, except the bill would allow the tabulation committee to adopt a system of uniformly stamping in a consistent manner and in the same location on all ballots received or all ballots counted, or both of those, to help ensure an accurate count. The bill would require at least one member of the tabulation committee to be a classified employee designated by the largest exclusive representative of classified employees within the district. If a district communicates with classified employees in opposition to adopting the merit system or in favor of terminating that system, the bill would require the district to provide at least equal time and equal access to any exclusive representative of classified employees within the district to communicate its position on adopting or terminating that system, as applicable. The bill would require all election procedures not specified for an election to adopt or terminate a merit system for a district pursuant to those provisions to be within the scope of representation for purposes of the Educational Employment Relations Act, including the rules for campaigning, the election date, time, and place, translation of the ballot, electioneering near the polls, and balloting methods. To the extent the bill would impose additional duties on local educational entities, the bill would impose a state-mandated local program.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that, if the Commission on State Mandates determines that the bill contains costs mandated by the state, reimbursement for those costs shall be made pursuant to the statutory provisions noted above.

The people of the State of California do enact as follows:

SECTION 1. Section 45221 of the Education Code is amended to read:

45221. (a) (1) The classified employees of a school district whose average daily attendance is 3,000 or greater, may, in accordance with this article, petition the governing board of the school district to make the provisions of Article 6 (commencing with Section 45240) applicable to the school district. That petition shall read substantially as follows:

“We, the undersigned classified employees of the _____ (name of school district), constituting 15 percent or more of the classified personnel entitled to vote, request the governing board to submit to election the question of whether or not the merit (civil service) system shall become applicable to this district.

NAME POSITION CLASSIFICATION”

(2) “Classified employee,” as used in this section, shall be construed to include all personnel who are a part of the classified service, as defined in Section 45103.

(b) Within 120 days after receipt of the petition the governing board of the school district shall do all of the following:

(1) Obtain the services of competent and qualified persons to present the pros and cons of the issue. Notwithstanding this paragraph, the classified employees who submitted the petition may select the person or persons to present the proponent position on the issue.

(2) Provide adequate and ample opportunity for all of its classified personnel to attend one or more meetings at which the issue is presented.

(3) (A) Having complied with paragraphs (1) and (2), conduct an election by secret ballot of its classified personnel to determine whether or not they desire to make the merit system applicable to the school district. The ballot shall read:

“Shall the merit (civil service) system for classified employees be applicable in the _____ (name of school district)?

- Yes
- No”

(B) Although the ballot shall not require the employees' signatures or other personal identifying requirements, the governing board of the school district shall devise an identification system to ensure against fraud in the balloting process while also ensuring ballot secrecy.

(c) (1) The governing board of the school district shall appoint a three- or five-person tabulation committee, at least one member of which shall be a member of the governing board of the school district and at least one member of which shall be a classified employee designated by the largest exclusive representative of classified employees within the school district, to canvass the ballots and present the results to the governing board of the school district. No representative of the school district shall make any marks upon the ballot envelope or ballot of any employee, except that the tabulation committee may adopt a system of uniformly stamping in a consistent manner and in the same location on all ballots received or all ballots counted, or both of those, to help ensure an accurate count. If a simple majority votes in favor of the merit system, that system shall become applicable in the school district.

(2) The tabulation committee shall certify the results of the election to the governing board of the school district at the next regular or special meeting of the governing board of the school district following the date the committee completes tabulation of the votes. If the tabulation committee completes the tabulation on the same day that the governing board of the school district meets in regular or special session, the committee shall certify the results of the election to the governing board of the school district at that meeting.

(d) If the school district communicates with classified employees in opposition to adopting the merit (civil service) system, it shall provide at least equal time and equal access to any exclusive representative of classified employees within the school district to communicate in favor of that system. Nothing in this chapter shall be construed as limiting the rights of an exclusive representative under the Educational Employment Relations Act (Chapter 10.7 (commencing with Section 3540) of Division 4 of Title 1 of the Government Code) for access to communicate its position on adopting the system.

(e) All election procedures not specified above for an election pursuant to this section shall be within the scope of representation of an exclusive representative under Section 3543.2 of the Government Code, including the rules for campaigning, the election date, time, and place, translation of the ballot, electioneering near the polls, and balloting methods.

SEC. 2. Section 45319 of the Education Code is amended to read:

45319. (a) A merit (civil service) system within a school district may be terminated by one of the following methods:

(1) (A) If the governing board of a school district, or a county board of education, receives a written petition of qualified electors not less in number than 10 percent of the number voting in the last election for a member of the board calling for the termination of the merit (civil service) system and the system has been in operation for not less than five years or has been

imposed pursuant to the terms of Section 45119 or 45120, the board shall order the county superintendent of schools to place the question of termination of the system on the ballot at the next regular governing board member election, or county board of education member election, or the next primary or general election in a general election year, whichever is the earlier after receipt by the county superintendent of schools.

(B) The statement of purpose of the election shall read:

“Shall the merit (civil service) system for school employees not requiring certification qualifications, as provided for in Article 6 (commencing with Section 45240) of Chapter 5 of Part 25 of Division 3 of Title 2 of the Education Code of the State of California, and which has been in operation for at least five years, be terminated by the ____ School District of ____ County (or counties, where appropriate), or by the County Office of Education of ____ County on ____ (date to be specified by board)?”

(C) The petition calling for the election, to be valid, shall contain the statement of purpose for the election as contained in this section.

(2) (A) If the governing board of a school district, or the county board of education, receives a written petition from 40 percent of the classified employees entitled to vote calling for the termination of the merit (civil service) system and the system has been in operation for not less than five years or has been imposed pursuant to the terms of Section 45119 or 45120, the governing board of the school district shall conduct an election by secret ballot of its classified personnel to determine whether or not they desire to have the merit system terminated within the school district. The ballot shall read: “Shall the merit (civil service) system for classified employees be terminated in the ____ (name of school district, or county office of education) as of ____ (termination date)?”

(B) As used in this subdivision, “classified employees” means all personnel who are a part of the classified service who are appointed in accordance with Section 45272.

(C) In order to be valid, the petition calling for the termination of the merit (civil service) system shall be submitted to the governing board of the school district within 90 days after the date that the notice for the circulation of the petition was filed with the governing board of the school district. The election shall be held during the regular school year and shall be held no earlier than 45 days and no later than 180 days after the date that the petition was submitted to the governing board of the school district.

(D) If the merit system was adopted pursuant to Section 45224.5, classified employees entitled to vote in an election pursuant to this paragraph shall be limited to those classified employees who reside in the school district.

(E) The governing board of the school district shall devise an identification system designed to protect against fraud in the balloting process while also ensuring ballot secrecy. In addition, the governing board of the school district shall appoint a three-member tabulation committee consisting of one member of the governing board of the school district, one member of the personnel commission of the school district, and one member

who shall be a classified employee of the school district designated by the largest exclusive representative of classified employees within the school district. It shall be the responsibility of the tabulation committee to canvass the election ballots and to certify the results of the election to the governing board of the school district at the next regular meeting of the governing board of the school district following the completion of the tabulation of the election ballots by the committee. No representative of the school district shall make any marks upon the ballot envelope or ballot of any employee, except that the tabulation committee may adopt a system of uniformly stamping in a consistent manner and in the same location on all ballots received or all ballots counted, or both of those, to help ensure an accurate count.

(F) Notwithstanding any other law, the governing board of the school district shall not be required to provide release time for classified personnel to vote in an election conducted pursuant to this paragraph. The governing board of the school district shall not conduct an election under this paragraph more than once in any two-year period.

(G) Members of the classified service shall be provided an adequate and ample opportunity to be informed of the arguments in favor of and in opposition to the termination of the merit (civil service) system before the conducting of an election called pursuant to this paragraph. That opportunity shall include an open forum during which proponents of, and opponents to, the termination of the merit (civil service) system shall be permitted to debate the issue.

(b) If the school district communicates with classified employees in favor of terminating the merit (civil service) system, it shall provide at least equal time and equal access to any exclusive representative of classified employees within the school district to communicate against terminating that system. Nothing in this chapter shall be construed as limiting the rights of an exclusive representative under the Educational Employment Relations Act (Chapter 10.7 (commencing with Section 3540) of Division 4 of Title 1 of the Government Code) for access to communicate its position on terminating the system.

(c) (1) It shall be unlawful for a public school employer and the exclusive representative of the classified employees of a school district to include the subject of the termination of the merit (classified service) system within the scope of representation.

(2) Notwithstanding paragraph (1) or any other law, all election procedures not specified above for an election pursuant to this section shall be within the scope of representation of an exclusive representative under Section 3543.2 of the Government Code, including the rules for campaigning, the election date, time, and place, translation of the ballot, electioneering near the polls, and balloting methods.

SEC. 3. Section 88051 of the Education Code is amended to read:

88051. (a) (1) On or after November 8, 1967, the classified employees of a community college district whose full-time equivalent student is 3,000 or greater, in accordance with this article, may petition the governing board

of the community college district to make Article 3 (commencing with Section 88060) applicable to the community college district. That petition shall read substantially as follows:

“We, the undersigned classified employees of the _____ (name of community college district), constituting 15 percent or more of the classified personnel entitled to vote, request the governing board to submit to election the question of whether or not the merit (civil service) system shall become applicable to this district.

NAME _____

POSITION CLASSIFICATION _____”

(2) “Classified employee,” as used in this section, shall be construed to include all personnel who are a part of the classified service, as defined in Section 88003.

(b) Within 120 days after receipt of the petition the governing board of the community college district shall do all of the following:

(1) Obtain the services of competent and qualified persons to present the pros and cons of the issue. Notwithstanding this paragraph, the classified employees who submitted the petition may select the person or persons to present the proponent position on the issue.

(2) Provide adequate and ample opportunity for all of its classified personnel to attend one or more meetings at which the issue is presented.

(3) (A) Having complied with paragraphs (1) and (2), conduct an election by secret ballot of its classified personnel to determine whether or not they desire to make the merit system applicable to the community college district. The ballot shall read:

“Shall the merit (civil service) system for classified employees be applicable in the _____ (name of community college district)?

- Yes
- No”

(B) Although the ballot shall not require the employees’ signatures or other personal identifying requirements, the governing board of the community college district shall devise an identification system to ensure against fraud in the balloting process while also ensuring ballot secrecy.

(c) (1) The governing board of the community college district shall appoint a three- or five-person tabulation committee, at least one member of which shall be a member of the governing board of the community college district and at least one member of which shall be a classified employee designated by the largest exclusive representative of classified employees within the community college district, to canvass the ballots and present the results to the governing board of the community college district. No representative of the community college district shall make any marks upon

the ballot envelope or ballot of any employee, except that the tabulation committee may adopt a system of uniformly stamping in a consistent manner and in the same location on all ballots received or all ballots counted, or both of those, to help ensure an accurate count. If a simple majority votes in favor of the merit system, that system shall become applicable in the community college district.

(2) The tabulation committee shall certify the results of the election to the governing board of the community college district at the next regular or special meeting of the governing board of the community college district following the date the committee completes tabulation of the votes. If the tabulation committee completes the tabulation on the same day that the governing board of the community college district meets in regular or special session, the committee shall certify the results of the election to the governing board of the community college district at that meeting.

(d) If the community college district communicates with classified employees in opposition to adopting the merit (civil service) system, it shall provide at least equal time and equal access to any exclusive representative of classified employees within the community college district to communicate in favor of that system. Nothing in this chapter shall be construed as limiting the rights of an exclusive representative under the Educational Employment Relations Act (Chapter 10.7 (commencing with Section 3540) of Division 4 of Title 1 of the Government Code) for access to communicate its position on adopting the system.

(e) All election procedures not specified above for an election pursuant to this section shall be within the scope of representation of an exclusive representative under Section 3543.2 of the Government Code, including the rules for campaigning, the election date, time, and place, translation of the ballot, electioneering near the polls, and balloting methods.

SEC. 4. Section 88138 of the Education Code is amended to read:

88138. (a) A merit (civil service) system within a community college district may be terminated by one of the following methods:

(1) (A) If the governing board of a community college district receives a written petition of qualified electors not less in number than 10 percent of the number voting in the last election for a member of the governing board of the community college district calling for the termination of the merit (civil service) system and the system has been in operation for not less than five years, the governing board of the community college district shall order the county superintendent of schools to place the question of termination of the system on the ballot at the next regular governing board member election, or the next primary or general election in a general election year, whichever is the earlier after receipt by the county superintendent of schools.

(B) The statement of purpose of the election shall read:

“Shall the merit (civil service) system for school employees not employed as faculty or educational administrators, as provided for in Article 3 (commencing with Section 88060) of Chapter 4 of Part 51 of Division 7 of Title 3 of the Education Code of the State of California, and which has been

in operation for at least five years, be terminated by the _____ Community College District of _____ County (or counties, where appropriate) on _____ (date to be specified by board)?”

(C) The petition calling for the election, to be valid, shall contain the statement of purpose for the election as contained in this section.

(2) (A) If the governing board of a community college district receives a written petition from 40 percent of the classified employees entitled to vote calling for the termination of the merit (civil service) system and the system has been in operation for not less than five years or has been imposed pursuant to the terms of Section 45119 or 45120, the governing board of the community college district shall conduct an election by secret ballot of its classified personnel to determine whether or not they desire to have the merit system terminated within the community college district. The ballot shall read: “Shall the merit (civil service) system for classified employees be terminated in the _____ (name of community college district) as of _____ (termination date)?”

(B) As used in this subdivision, “classified employees” means all personnel who are a part of the classified service who are appointed in accordance with Section 88091.

(C) In order to be valid, the petition calling for the termination of the merit (civil service) system shall be submitted to the governing board of a community college district within 90 days after the date that the notice for the circulation of the petition was filed with the governing board of the community college district. The election shall be held during the regular academic year and shall be held no earlier than 45 days and no later than 180 days after the date that the petition was submitted to the governing board of the community college district.

(D) If the merit system was adopted pursuant to Section 88057, classified employees entitled to vote in an election pursuant to this paragraph shall be limited to those classified employees who reside in the district.

(E) The governing board of a community college district shall devise an identification system designed to protect against fraud in the balloting process while also ensuring the secrecy of the ballot. In addition, the governing board of the community college district shall appoint a three-member tabulation committee consisting of one member of the governing board, one member of the personnel commission of the community college district, and one member who shall be a classified employee of the community college district designated by the largest exclusive representative of classified employees within the community college district. It shall be the responsibility of the tabulation committee to canvass the election ballots and to certify the results of the election to the governing board of the community college district at the next regular meeting of the governing board of the community college district following the completion of the tabulation of the election results by the committee. No representative of the community college district shall make any marks upon the ballot envelope or ballot of any employee, except that the tabulation committee may adopt a system of uniformly stamping in a consistent manner and in the same

location on all ballots received or all ballots counted, or both of those, to help ensure an accurate count.

(F) Notwithstanding any other law, the governing board of a community college district shall not be required to provide release time for classified personnel to vote in an election conducted pursuant to this paragraph. The governing board of the community college district shall not conduct an election under this paragraph more than once in any two-year period.

(G) Members of the classified service shall be provided an adequate and ample opportunity to be informed of the arguments in favor of and in opposition to the termination of the merit (classified service) system before the conducting of an election called pursuant to this paragraph. That opportunity shall include an open forum during which proponents of, and opponents to, the termination of the merit (civil service) system shall be permitted to debate the issue.

(b) If the community college district communicates with classified employees in favor of terminating the merit (civil service) system, it shall provide at least equal time and equal access to any exclusive representative of classified employees within the community college district to communicate against terminating that system. Nothing in this chapter shall be construed as limiting the rights of an exclusive representative under the Educational Employment Relations Act (Chapter 10.7 (commencing with Section 3540) of Division 4 of Title 1 of the Government Code) for access to communicate its position on terminating the system.

(c) (1) It shall be unlawful for a public school employer and the exclusive representative of the classified employees of a community college district to include the subject of the termination of the merit (classified service) system within the scope of representation.

(2) Notwithstanding paragraph (1) or any other law, all election procedures not specified above for an election pursuant to this section shall be within the scope of representation of an exclusive representative under Section 3543.2 of the Government Code, including the rules for campaigning, the election date, time, and place, translation of the ballot, electioneering near the polls, and balloting methods.

SEC. 5. The provisions of this act shall be deemed to establish minimum working conditions for the purposes of Section 3543.8 of the Government Code. This section does not constitute a change in, but is declaratory of, existing law.

SEC. 6. If the Commission on State Mandates determines that this act contains costs mandated by the state, reimbursement to local agencies and school districts for those costs shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code.



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: March 23, 2022

Agenda Item: Proposed Assembly Bill 2045

Agenda Placement:
Information and Reports

Background:

This item is being presented as an informational item for the purpose of providing an update to the Commission on the Proposed Assembly Bill 2045. Personnel Commission staff will provide an update and allow for discussion on the status.



AB-2045 School district and community college district employees: personnel commissions: ranked gro

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Date Published: 02/14/2022 09:00 PM

CALIFORNIA LEGISLATURE— 2021–2022 REGULAR SESSION

ASSEMBLY BILL

NO. 2045

Introduced by Assembly Member Jones-Sawyer

February 14, 2022

An act to add Sections 45272.5 and 88091.5 to the Education Code, relating to classified employees.

LEGISLATIVE COUNSEL'S DIGEST

AB 2045, as introduced, Jones-Sawyer. School district and community college district employees: personnel commissions: ranked groups.

Existing law requires all vacancies in the classified service of a school district or community college district that has adopted the merit system to be filled from applicants on eligibility lists that are made up, wherever practicable, from promotional examinations or by appointments made by means of transfer, demotion, reinstatement, or reemployment, as provided. Existing law requires the personnel commission to place applicants on the eligibility lists in the order of their relative merit as determined by competitive examinations. Existing law requires the final score of candidates to be rounded to the nearest whole percent. Existing law requires that if a vacancy is filled from applicants on an eligibility list, the appointment be made from the eligible candidates having the first 3 ranks on the list who are ready and willing to accept the position.

This bill would require, upon majority vote of the personnel commission of the school district or community college district, applicants to instead be placed on eligibility lists in ranked groups according to their relative merit as determined by competitive examinations. The bill would require candidates' final examination scores to be rounded to the nearest whole percent and assembled into 5 distinct groups with fixed percentage ranges, as provided. The bill would require all appointments to be made from the highest ranking group on an eligibility list, except when that group includes fewer than 5 persons who are ready and willing to accept the position, in which case an appointment would be made from combining the next highest group or groups to include at least 5 persons ready and willing to accept the position. The bill would authorize an eligibility list with fewer than 5 viable candidates to be considered exhausted if the appointing authority requests additional eligible candidates be certified for hiring consideration.

Vote: majority Appropriation: no Fiscal Committee: no Local Program: no

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. Section 45272.5 is added to the Education Code, to read:

45272.5. (a) Upon majority vote of the commission, applicants shall be placed on eligibility lists in ranked groups according to their relative merit as determined by competitive examinations, in lieu of the individual ranking system prescribed in subdivision (a) of Section 45272.

(b) The passing candidates' final examination scores shall be rounded to the nearest whole percent and assembled into distinct groups with the following equivalent fixed ranges:

(1) Group 1: 95 percent to 100 percent.

(2) Group 2: 89 percent to 94 percent.

(3) Group 3: 83 percent to 88 percent.

(4) Group 4: 77 percent to 82 percent.

(5) Group 5: 76 percent or below.

(c) All appointments shall be made from the highest ranking group described in subdivision (b) of an eligibility list, except when that group includes fewer than five persons who are ready and willing to accept the position. When a group includes fewer than five persons who are ready and willing to accept the position, an appointment shall be made from combining the next highest group or groups to include at least five persons ready and willing to accept the position.

(d) An eligibility list with fewer than five viable candidates may be considered exhausted if the appointing authority requests additional eligible candidates be certified for hiring consideration.

SEC. 2. Section 88091.5 is added to the Education Code, to read:

88091.5. (a) Upon majority vote of the commission, applicants shall be placed on eligibility lists in ranked groups according to their relative merit as determined by competitive examinations, in lieu of the individual ranking system prescribed in subdivision (a) of Section 88091.

(b) The passing candidates' final examination scores shall be rounded to the nearest whole percent and assembled into distinct groups with the following equivalent fixed ranges:

(1) Group 1: 95 percent to 100 percent.

(2) Group 2: 89 percent to 94 percent.

(3) Group 3: 83 percent to 88 percent.

(4) Group 4: 77 percent to 82 percent.

(5) Group 5: 76 percent or below.

(c) All appointments shall be made from the highest ranking group described in subdivision (b) of an eligibility list, except when that group includes fewer than five persons who are ready and willing to accept the position. When a group includes fewer than five persons who are ready and willing to accept the position, an appointment shall be made from combining the next highest group or groups to include at least five persons ready and willing to accept the position.

(d) An eligibility list with fewer than five viable candidates may be considered exhausted if the appointing authority requests additional eligible candidates be certified for hiring consideration.

Reginald Byron Jones-Sawyer, Sr.
59th Assembly District



AB 2045: Classified Positions Hiring Flexibility Act

SUMMARY

AB 2045 will establish an optional alternative method of hiring for classified positions in K-12 and Community College local education agencies (LEAs).

BACKGROUND

Since 1975, California LEAs have used the "Rule of 3 Ranks" to hire candidates based upon their scores from the employment examination process. Classified positions are any positions that do not require credential. This system rounds each candidate's score from the examination process to the nearest percentage point and ranks those scores by one percent intervals. For example, only the top three candidates would be eligible for hire if candidates score 97%, 95%, 94%, and 93%. If there is a tie among the three top scores, any candidates that have a score in the top three would be eligible for hire. Until the top ranks are exhausted, no one else on the list may be considered.

While intended to prevent nepotism or bias in hiring, this current system has its own set of challenges. The 1% distinction between ranks is so narrow that it limits the ability for hiring committees to select well-qualified candidates that may excel in other job-related factors along with high test scores that are not within the top three ranks.

The "Rule of 3 Ranks" system also causes confusion for candidates, as their rank can shift wildly throughout the life of a hiring list. This 1% distinction also increases the effects of unconscious bias in hiring by denying access to candidates based on unreasonably small differences between scores in the testing process. This unconscious bias is similar to that observed in standardized tests like the SAT or ACT for college admissions. Other civil service systems have begun allowing for a more flexible ranking of candidates, such as the Banding system used by the County of Los Angeles since 1988.

THIS BILL

AB 2045 will allow LEAs to opt into a banding system that groups candidates by 6% intervals in place of the "Rule of 3 Ranks." Specifically, this bill will allow for a grouping tier system that would have candidates that score in the range of 100% - 95% to be placed in Group 1, 94% - 89% to be included in Group 2, and the rest of the list would follow the same format.

Additionally, this version of a merit system creates a minimum of five people that can be considered for hire. If there are not five candidates in Group 1, the list will add the entirety of Group 2 and continue adding the next group until there are at least five eligible candidates.

This flexible merit system will allow LEAs to hire from a more diverse and inclusive list of candidates. If enacted, AB 2045 will help alleviate the issue of staff shortages as well combat the lack of adequate representation in the education system.

SUPPORT

Los Angeles County Office Education (Sponsor)

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