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, April 19, 2022.

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

AGENDA
Regular Meeting
Wednesday, April 20, 2022

4:30 PM Public Meeting

Join Zoom Meeting
https://maderausd.zoom.us/j/86955590541

Meeting ID: 869 5559 0541
One tap mobile
+16699009128 86955590541# US (San Jose)

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

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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 May 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, March 23, 2022, Regular Meeting

C. Consideration and approval of Eligibility List/s for:
   1. Athletic Trainer - Open/Competitive
   2. Child Nutrition Assistant II - Promotional
   3. Mechanic Specialist – Open/Competitive
   4. Paraprofessional Community Based – Open/Competitive

5. New Business

A. Discuss and approve the new job classification description and salary survey recommendation for Piano Accompanist

B. Discuss and approve the revised job classification description for Supervisor - District Warehouse

C. Discuss and approve the revised job classification description for Network Administrator

D. Discuss and approve the new job classification description and salary recommendation for Server Administrator

E. Discuss and approve the new job classification description and salary recommendation for Server Support Specialist

F. Discuss and approve the new job classification description and salary recommendation for Information Security Support Specialist

6. Informational and Reports
   A. Information on the Personnel Commission Proposed Budget for FY 2022-2023
   B. Director's Report
   C. Commissioner's Report

7. Next Regular Personnel Commission Meeting
   Wednesday, May 18, 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: April 20, 2022

Agenda Item:
Consideration to continue to hold the Personnel Commission's Board public meeting via teleconferencing in May 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 56.09% of all eligible Madera County resident have been fully vaccinated for COVID-19 (as of April 12). Holding public in-person meetings in May 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 May. 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 May 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: April 20, 2022

Agenda Item:
Consideration and approval of the Minutes from March 23, 2022 Regular Meeting

Agenda Placement:
Consent

Background:
Approval of Minutes from the Regular Meeting of March 23, 2022.

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

Attachments: March 23, 2022 Regular Meeting Minutes

The Personnel Commission of the Madera Unified School District convened at a Regular Board Meeting via Zoom, a cloud-based video communication, on Wednesday, March 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
Kee Vang, Director of Information and Technology

Other visitors attended.

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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 4:33 pm.
- Commissioner Janzen led the flag salute.

2. Adoption of Agenda

Director Barreras requested that item 6B – Assembly bill 289 be pulled from the Agenda.

- It was moved by Commissioner Hernandez and seconded by Commissioner Wheat to approve the adoption of the agenda with the deletion of Item 6B – Assembly bill 289. MOTION NO. 35-2021/22.

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 Wheat and seconded by Commissioner Hernandez to approve the Consent Agenda. MOTION NO. 36-2021/22.

Ayes:	Commissioners: Janzen, Hernandez and Wheat

Noes: None
Absent: None
Abstained: None

5. **New Business**
   A. Discuss and approve the revised job class description for Full Stack Developer

   - Director Barreras presented the revised job description for Full Stack Developer. This position was previously titled Database Administrator –Developer. Changes were made to the Distinguishing Characteristics and the Essential Functions to reflect the actual functions performed. At this time, no salary recommendation is being requested.
   - Kee Vang, Director of Information and Technology, indicated that he felt that the new title would be helpful in attracting qualified candidates. The previous recruitment was attracting many Database Administrators who could not perform all the requirements of the position.
   - It was moved by Commissioner Hernandez and seconded by Commissioner Wheat to approve to the revised class job description for Full Stack Developer. (formerly title Database Administrator- Developer) MOTION NO. 37-2021/22, DOC NO. 12-2021/22
       Ayes: Commissioners: Janzen, Hernandez and Wheat
       Noes: None
       Absent: None
       Abstained: None

6. **Information and Reports**
   A. Presentation of the Classified 2nd Quarterly Employee Award to Andrew Gonzalez- Head Custodian II at Matilda Torres High School
   - Commission Chair Janzen presented the 2nd Quarterly Employee Award to Head Custodian II, Andrew Gonzalez,
   - CSEA President, Cheri Giddens, congratulated Andrew Gonzalez and complemented him for providing excelled service to students and staff.

   C. Proposed Assembly Bill 2045
   - Director Barreras presented information on proposed Assembly Bill 2045. This bill will establish an optional alternative method of hiring for classified position in K-12 and Community College local education agencies. Director Barreras provided an example of the Banding System vs. the Rule of three ranks. Future updates will be provided as this bill makes its way through the legislature.

   D. Director's Report
   - Director Barreras reported that the PC office continues to stay busy with recruitments and filling open vacancies
   - Director Barreras and PC Specialist – Lead, Mary Siegl, presented the following workshops for classified employees:
       - March 3rd, "Focusing on Details when Filing an on-line Job Application"
       - March 16th , " Sharpen Your Interviewing Skills"
   - Director Barreras attended the CSPCA Annual Conference and was part of 4 workshops during the conference. The conference was very well attended with two Personnel Commissioners and three Board of Trustee members in attendance.

- Director Barreras, who is also the training director for CSPCA, has started working on the Merit Academy. Commissioner Hernandez will be attending.
- The Board of Trustees has approved the Core Staffing List for the 2022-2023 school year and they are adding approximately 25 new FTEs with some new job titles that will require new job descriptions. These will come before you in the next couple of months for approval.
- A classified conference employee survey has been sent out to ask classified employees which sessions they would like presented at the conference in June. We value their input as we are trying to create a conference program that they will enjoy and expand their learning.

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**
   - None were suggested.

9. **Adjournment**
   - Commissioner Janzen adjourned the meeting at 5:14 pm.

Isabel Barreras, Director of Classified HR   Date: March 24, 2022

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

REGULAR MEETING
AGENDA ITEM COVER PAGE

Meeting Date: April 20, 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. Athletic Trainer - Open/Competitive
2. Child Nutrition Assistant II - Promotional
3. Mechanic Specialist – Open/Competitive
4. Paraprofessional Community Based – 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: April 20, 2022

Agenda Item:
Discuss and approve the new job classification description and salary survey recommendation for Piano Accompanist

Agenda Placement:
Action

Background:
District Administration has brought forward the request to create a new job description with a proposed title of Piano Accompanist. The primary essential functions of this position is to accompany choral groups during rehearsals, at concerts, special events, competitions, music recitals, and traveling between school sites. The incumbents in this class must analyze, practice, and prepare assigned music for piano accompaniment prior to rehearsals and performances for multiple choral groups. Additionally, incumbents in this class must rehearse with large choral groups, vocal sections, and soloists; play full and sectional accompaniment, and provide high-level musical instruction assistance in diction, rhythm, and memorization of parts.

This classification will also help create a career ladder pathway for this department.

Salary Survey

A salary survey, attached, was conducted by using the following school districts as an external market for comparison: Central USD, Clovis USD, Fresno USD, Merced UHSD, Stockton USD and Visalia USD.

Of the six school districts surveyed, five districts yielded a reasonably close match. Regularly when conducting a salary survey for a specific job and upon finding good job matches with respective districts or agencies, the survey will identify the mid-range between the first step and the last step of the comparison districts and determine an average and median rate of pay to make a recommendation for the specific job being surveyed.

Recommendation:
It is recommended that the Personnel Commission approve the new job description of Piano Accompanist and salary recommendation as listed on the table below.

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.

JOB CLASS TITLE	NEW OR REVISED	SALARY RANGE RECOMMENDATION
Piano Accompanist	New	SR 32 on the 2021/2022 Classified Salary Schedule

Attachments:
Job Class Description: Piano Accompanist and Salary Survey
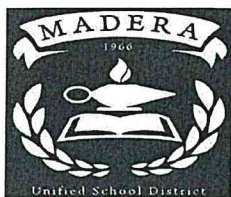
CLASSIFIED
Job Classification Description
Equal Employment Opportunity

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

NEW JOB TITLE: PIANO ACCOMPANIST

DEPARTMENT/SITE: Visual and Performing Arts or School Site	**SALARY SCHEDULE:** Classified Bargaining Unit **SALARY RANGE:** per 2020/2021 Schedule **WORK YEAR:** 10 Months (193 Days)
REPORTS TO: Director of Visual and Performing Arts or site designee	**FLSA:** Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Director of Visual and Performing Arts or site designee, the Piano Accompanist provides support to the instructional program with specific responsibilities for providing accompaniment for rehearsals and performances; assists with classroom clerical tasks; and serves as an instructional resource for students and teachers in the area of choral music. The incumbents in this classification provide the school community with specialized musical instructional support which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

The Piano Accompanist is the second-level classification in support of the Department of Visual and Performing Arts and school site choral groups, supporting choral music groups, vocal sections, and soloists during rehearsals, at performances and competitions.

The Paraprofessional Aide (Music) is the first-level classification in support of the Department of Visual and Performing Arts and school site choral groups, assisting the choir teacher in training, rehearsing, and preparation for performances.

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.

- Accompanies choral groups during rehearsals, at concerts, special events, competitions, and music recitals, travels between school sites.
- Analyzes assigned music prior to rehearsal and performances (e.g., correct tempos, challenging transitions, dynamics) to ensure efficient use of rehearsal time.
- Assists the choir teacher by providing warm-up exercises and working with small groups to learn music parts.
- Exhibits professional and stage etiquette to serve as a model of professionalism at musical productions.
- Prepares and maintains binders of current music accompaniment for each designated work site.
- Prepares for piano accompaniment outside of rehearsal time; comes prepared to rehearsals and classes to accompany musical selections.
- Provides piano accompaniment for choirs, vocal performances, soloists, and other musical productions; sight reads accompaniments in rehearsals, improvises and transposes music to other keys to fit the vocal

Piano Accompanist
Created: 2021 EH&A

Page 1 of 3

MUSD BOARD APPROVED:
Month da, Year
MOTION NO. ##-####/##
DOCUMENT NO. ##-####/##

range of individual students.

- Rehearses with large choral groups, vocal sections, and soloists; plays full and sectional accompaniment; provides high-level musical instruction assistance in diction, rhythms and memorization of parts.
- Responds to inquiries and requests for information from students, faculty and staff regarding concerts, recitals, or other events.
- Travels and participates in out-of-town music performance events, and competitions; assists teachers with student supervision while traveling to performances and competitions.
- 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:
- Advanced piano skills and working knowledge of the methods and techniques of piano accompaniment
- Musical concepts and procedures in providing accompaniment for rehearsals
- Established audition standards, voice ranges, musical theory and notation, and key transpositions.
- Principles of child development, instructional processes
- General purposes and goals of public education
- Techniques used in directing and motivating students
- Basic recordkeeping techniques
- Safety practices and procedures

Skills and Abilities to:
- Play piano proficiently and sight-read music
- Provide piano accompaniment to large groups of choral singers, vocal sections and soloists
- Transport oneself from site to site during school day or school week
- Follow the choir teacher's tempo and dynamics
- Travel and participate in out-of-town music performance events, and competitions
- Assist in planning and prioritizing learning activities to support the educational needs of students
- Perform basic clerical functions
- Use English in both written and verbal form, use correct grammar, punctuation and spelling
- Display interpersonal skills using tact, patience and courtesy with students, administration, and staff
- Understand and carry out oral and written instructions
- Maintain the confidentiality of student records
- Assume responsibilities involved in supervising and working independently with students
- Develop and maintain collegial relationships with staff
- Meet schedules and deadlines
- Read/interpret/apply rules, regulations, policies
- Rapidly learn methods and materials used in a variety of instructional situations
- Maintain safe environment for students
- Establish and maintain effective working relationships with staff, students and the public

RESPONSIBILITY:

Responsibilities include working under direct supervision using standardized procedures; 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.

MUSD BOARD APPROVED:
Month da, Year
MOTION NO. ##-####/##
DOCUMENT NO. ##-####/##

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.

College-level training in piano and music theory is desirable.

EXPERIENCE REQUIRED:
Three years of experience in playing piano and/or keyboard accompaniment, including experience in reading music.

LICENSE(S) REQUIRED:
- Valid, current California Driver's License to drive between District/school sites.

CERTIFICATIONS AND TESTING REQUIRED:
- Pass the District's applicable proficiency exam and/or audition 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)
  - Pre-employment physical exam B through District's provider

WORK ENVIRONMENT / PHYSICAL DEMANDS:
(*Must be performed with or without reasonable accommodations*)
- Work is primarily indoors and requires sitting for extended periods
- Lift objects such as boxes containing documents weighing up to 25 lbs.
- Physical abilities include fine finger dexterity, stooping/crouching, reaching/handling, bending at the waist, kneeling, crawling, reaching, handling or crouching to assist students and to retrieve and store materials
- Dexterity of hands and fingers to operate a piano and/or keyboard and maintain paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read music accompaniment and documents

Salary Comparison Survey for Piano Accompanist
(New Job Classification)

DISTRICT (Grades) Enrollment Salary steps	JOB CLASS TITLE / Purpose Statement	EDUCATION	EXPERIENCE	LICENSES & CERTIFICATES	SR (Salary Range) Step 1 (hourly)	Mid-range step	SR (Salary Range) Max (hourly)
Madera USD (K-12) 21,148 Salary Schedule contains 7 steps	**Piano Accompanist (New Job Classification)** Provides support to the instructional program with specific responsibilities for providing accompaniment for rehearsals and performances; assists with classroom clerical tasks; and serves as an instructional resource for students and teachers in the area of choral music.	High School diploma or equivalent. College-level training in piano and music theory is desirable.	Three years of experience in playing piano and/or keyboard accompaniment, including experience in reading music.	Valid, current California Driver's License to drive between District/school sites.	**SR 11** $15.00	**SR II** $17.13	**SR II** $19.26
Central USD (K-12) 15,841 Salary Schedule contains 5 steps	**Accompanist** Provides musical accompaniment for district choirs, chamber singers, soloists, recitals, drama classes and other special events.	BA/BS in music preferred.	Minimum of one year of providing piano accompaniment and music assistance. Formal training which ensures the ability necessary for successful job performance.	Possess a valid California Driver's License.	**SR 21** $17.92	$19.35	**SR 21** $20.78
Clovis USD (K-12) 43,654 Salary Schedule contains 9 steps	**Accompanist** Provides musical accompaniment (piano) for concert choir, chamber singers, recitals, and other special events. Provides one on one choral instruction for students. Provides administrative assistance to Choir Director. Accompanies choral groups to events outside of school setting.	Not listed on job description.	Minimum of three years of experience in providing piano accompaniment and music assistance required.	None listed on job description.	**SR 111** $18.16	$20.10	**SR 111** $22.04
Fresno USD (K-12) 73,381 Salary Schedule contains 5 steps	**Choral Assistant/Accompanist** Provide piano accompaniment for a variety of musical performances and rehearsals for assigned choirs to provide students access to high quality learning options and a variety of activities; lead vocal section rehearsals and assist in coaching individuals and small diverse groups of students.	Any combination equivalent to graduation from high school supplemented by private or college-level training in piano and music theory.	At least three years of experience as an accompanist.	None listed on job description.	**SR G27** $16.99	$18.89	**SR G27** $20.78
Merced UHSD (9-12) 10,748	**No comparable match**						

Salary Comparison Survey for Piano Accompanist
(New Job Classification)

District	Classification / Description	Education	Experience	Other	Salary Range		
Stockton USD (K-12) 41,679 Salary Schedule contains 5 steps	**Concert Music Assistant** Assist the classroom teacher in providing or reinforcing instruction to individual or small groups of students in a classroom or other learning environment; assist in the preparation of instructional materials, and perform related duties as assigned. Must be able to play accompaniment for beginning, intermediate, and advanced choirs.	High school graduation or GED. NCLB compliant	Any combination of education, training and experience equivalent to: Three (3) years of experience in the area of music. Candidates currently enrolled in a music education program are preferred	None listed on job description.	SR 40 $21.35	SR 40 $23.66	SR 40 $25.96
Visalia USD (K-12) 29,375 Salary schedule contains 6 steps	**Instructional – Aide – Vocal Music (Piano Accompanist)** Assist instructional personnel in the conduct of a variety of instructional activities. Assist in intensified learning experience within vocal music areas of study. Act as the accompanist for the vocal music program.	High School diploma or equivalent.	Two years of paid or volunteer experiencer working with students.	None listed on job description.	SR 46 $17.02	SR 46 $19.38	SR 46 $21.73
AVERAGE					$17.74 -18.27%	$19.75 -15.29%	$21.76 -12.97%
Positive % = Madera above the average. Negative -% = Madera below the average.							
MEDIAN					$17.47 -16.47%	$19.36 -13.03%	$21.26 -10.36%
Positive % = Madera above the median. Negative -% = Madera below the median.							

Salary Comparison Survey for Piano Accompanist
(New Job Classification)

DETAILS REGARDING THE COMPARISON AGENCIES IN THE TABLE ABOVE:

Six districts have been requested by Madera's classified bargaining unit as the minimum array of districts to be surveyed in Phase 4 of the current classification and compensation review being conducted by EH&A. These six districts are: **Central USD, Clovis USD, Fresno USD, Merced City SD, Stockton USD,** and **Visalia USD.** Please note that classified salary schedules in all districts are dated 2021-2022, except for Central USD which is dated 2020-2021, as Central USD is still in negotiations and has not updated salary schedules to current school year.

NOTES REGARDING SUGGESTED SALARY ALLOCATION FOR THE REVISED MADERA USD CLASS:

Five reasonably close matches were identified among the agencies. These were in the districts of Central, Clovis, Fresno, Stockton, and Visalia.

The mid-range step was used for primary comparison purposes due to the variability in the number of steps on the salary table at each district. The mid-range for each salary schedule is calculated by adding the first step to the maximum step and dividing by two. As shown in the table, under the "District" heading, Madera has seven steps, three districts have five steps, one has six, and the other has nine steps. With this inconsistency, using the pay rate at the middle of the range makes for the most valid comparison.

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

REGULAR MEETING
AGENDA ITEM COVER PAGE

Meeting Date: April 20, 2022

Agenda Item:
Discuss and approve the revised job classification description for Supervisor - District Warehouse

Agenda Placement:
Action

Background:
District Administration has presented the Personnel Commission with revised changes for the job classification description of Supervisor - District Warehouse. This position is under the general direction of the Director of Purchasing. The Supervisor - District Warehouse plans, organizes and participates in the operations and activities of the District's centralized warehouse, which receives and distributes all stock and non-stock items that are purchased for the district. This position assures warehouse activities meet site needs and distribution timelines; trains, supervises, and assists in the evaluation of performance of all assigned personnel.

Job Class Description Review

The Supervisor - District Warehouse is currently vacant, therefore, we are proposing revisions that are highlighted throughout the job description. 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 Experience, Work Environment sections.

Since this is an existing classification, the related external market wage survey is scheduled to be conducted in Phase 4 of the larger multi-phase classification and compensation review, as is also the case with all other filled classes that have been studied in Phases 1, 2, and 3. The final Phase 4 of the large study is currently scheduled to be completed by the end of this year for the entire classification plan.

Both a clean copy and a track changes version of the proposed revisions are attached for your information.

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 classification description for Supervisor - District Warehouse as presented.

Attachments:
Job Classification Description: Supervisor – District Warehouse
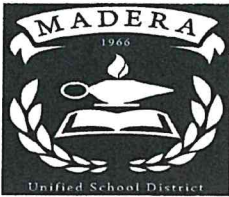
CLASSIFIED
Job Classification Description
Equal Employment Opportunity

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

CURRENT TITLE: SUPERVISOR – DISTRICT WAREHOUSE
PROPOSED TITLE: NO CHANGE

DEPARTMENT/SITE: Purchasing/Warehouse	**SALARY SCHEDULE:** Supervisory Unit **SALARY RANGE:** 9 (per 2020/2021 Schedule) **WORK YEAR:** 12 Months (261 Days)
REPORTS TO: Director—Purchasing	**FLSA:** Non-Exempt

PURPOSE STATEMENT:
Under the general direction of the Director of Purchasing, the Supervisor — District Warehouse plans, organizes and participates in the operations and activities of the District's centralized warehouse, which receives and distributes all stock and non-stock items that are purchased for the district. The Supervisor — District Warehouse assures warehouse activities meet site needs and distribution timelines; trains, supervises, and assists in the evaluation of performance of all assigned personnel.

DISTINGUISHING CHARACTERISTICS:
The Supervisor – District Warehouse is responsible for overseeing and participating in the day-to-day operation of the District's centralized supply warehouse and supervising assigned warehouse personnel. This class differs from the Warehouse Technician which is responsible for leading and participating in the day-to-day activities of the centralized supply warehouse operations and the Warehouse Assistant which is the entry-level class in the series responsible for receiving, storing, picking, and daily transport of items to and from the district warehouse. The Supervisor – District Warehouse is also distinguished from the Supervisor – Child Nutrition Warehouse which is assigned to the central food production center and work is typically performed for the Child Nutrition department to receive, store, and distribute food and related products.

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.

- Coordinates with site staff for the pickup of district permanent records and shredding; schedules warehouse staff for pick-up and storage.
- Plans, organizes, and participates in daily warehouse operations and activities, including the receipt, documentation, storage, safety, and distribution of all district supplies, such as but not limited to, technology, textbooks and any other products ordered throughout the District district.
- Recommends and assists in the implementation of department goals and objectives, and policies and procedures.
- Trains, supervises, and assists in evaluation evaluating the performances of assigned warehouse employees; assigns workloads to warehouse workers, and workers and adjusts deliveries to accommodate District district priorities.
- Supervises the processing of requistion's requisitions and requests for returns (RTVs) for all stock and non-stock items.; maintains proper stock levels to meet site needs; and responds to inquiries

Supervisor – District Warehouse————————Page 1 of 4
Updated: 2022 EH&A
Previous update: 2019

MUSD BOARD APPROVED:
Month day, Year
MOTION NO. ##-####/##
DOCUMENT NO. ##-####/##

from a variety of internal and external services.

- Establishes ~~Route~~ routes and schedules orders for delivery and pick--up for school sites, and ~~District~~ district satellite offices to ensure the optimum efficiency of warehouse services;, schedules ~~District~~ district ~~Mail~~ mail ~~Deliveries~~ deliveries;, schedules pick--ups for stock and non-stock items for ~~the purpose of~~ vendor/stock ~~items~~ returns. ~~A;~~ adjusts ~~finanical~~ financial system to reflect correct inventory.
- Operates and demonstrates use of specialized warehouse equipment as necessary~~,~~; assures proper and routine maintenance and servicing of warehouse vehicles and equipment. ~~and maintains a log of equipment usage from other District departments.~~
- Observes health and safety regulations; maintains warehouse in a clean, safe, and orderly condition.
- Prepares a variety of reports, schedules, and procedures as required; ~~Maintains~~ maintains a variety of records, logs, ~~reports,~~ documents, ~~schedules~~ and policies pertaining to storage, equipment usage and maintenance costs, inventory, and supplies.
- Identifies fixed assets for ~~the purpose of~~ bar-coding of district property and assists in inventory controls.
- Conducts physical inventories and cycle counts ~~for the purpose of~~ to verify~~ing~~ stock and identify~~ing~~ losses; ~~and making~~ makes appropriate adjustments in the system;, researches discrepancies on orders (~~exe.g..;~~ overages, shortages, duplicates~~, etc.~~) ~~for the purpose of~~ to correct~~ing~~ errors and~~/~~or~~/~~ return~~ing~~ damaged or incorrect items to vendors.
- Attends and participates in department meetings~~,~~; plans and executes on going ~~Safety~~ safety ~~Training~~ training for Warehouse personnel.
- Works on special projects as assigned.
  Operates a computer and assigned software, including the district's financial software system to perform various job duties such as shipping and receiving, stock inventory, asset compliance, vendor history and purchase order history.

- 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:
- Practices and terminology used in warehouse operations
- Warehousing, and shipping and receiving procedures
- Use and terminology of requisitions-, purchase orders, invoices, bill of lading and other warehouse documents
- Operation of equipment used in the receipt, storage, and shipping of materials, commodities, and equipment
- Use of proper storage, lifting, filing, record keeping, and reporting techniques
- General space utilization, and inventory control methods and practices
- ~~Operate a c~~ Computer, assigned software and other standard equipment ~~and assigned software~~ to perform duties of warehouse operations
- Basic health and safety regulations as it pertains to industry standards for warehouse operation
- Perform mathematical computations for an efficient operation~~;~~
- General principles and practices of supervision and training of assigned personnel
- Oral and written communication skills~~;~~, and interpersonal skills using tact, patience, and courtesy

Updated: 2022 EH&A
Previous update: 2019

Skills and Abilities to:

- Strong leadership and supervisory skills
- ~~Ability to operate a computer and use software computer systems.~~
- Plan, organize, oversee, ~~-~~and participate in the operations and activities of the ~~District's~~district's centralized warehouse~~;~~
- Train, supervise, and assist in the evaluation of ~~the~~ performance of assigned personnel, and provide clear expectations to assigned personnel
- Receive, store, ship, and deliver materials, supplies and equipment to various locations in a timely manner~~;~~
- Establish and maintain effective storekeeping procedures
- Operate a variety of warehouse material handling equipment including a forklift, pallet jack, hand truck, ~~etc.;~~etc.
- Operate a computer and~~/or~~ use assigned software proficiently~~;~~
- Utilize space efficiently and effectively~~;~~
- ~~oversee~~ Oversee and participate in maintaining and recording inventory
- Interpret, apply, and explain rules, regulations, policies, and procedures
- Work independently with little direction
- Understand and effectively resolve issues, ~~complaints~~complaints, or problems
- Prioritize and schedule workloads ~~as~~ and assignments
- Meet schedules and timelines
- Perform mathematical computations accurately
- Maintain records and files, and prepare reports
- Establish and maintain cooperative and ~~effective~~effective working relationships with others
- Communicate, understand, and follow both oral and written directions effectively
- Observe health and safety regulations
- Maintain certifications and ongoing training

RESPONSIBILITY:

Responsibilities include working under limited supervision; following standardized practices and/or methods; training, supervising, and assisting in the performance evaluation other persons within the work unit; exercising general supervision over the warehouse, central receiving, records retention, and property control; 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 the district'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.

EXPERIENCE REQUIRED:

~~Three years of progressively responsible experience performing a variety of warehouse-related duties including but not limited to order fulfillment, inventory control and analysis, order entry, and inventory accounting/ identification. One year as a warehouse lead strongly preferred.~~

Four (4) years of progressively responsible experience performing a variety of warehouse related duties in a high-volume distribution center environment involving receiving, order entry and fulfillment, inventory control and analysis, and which includes two (2) years in a lead or supervisory capacity. An equivalent combination of education, work experience, and certifications that demonstrate possession of the requisite knowledge, skills and abilities of the position may be substituted.

LICENSE(S) REQUIRED:
- Valid, current California Driver's License to participate in the activities of the district's centralized warehouse.
- Valid Forklift oOperators certificate (must obtain within 6 month from the date of hire)

CERTIFICATIONS AND TESTING REQUIRED:
- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After 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)
  o Pre-employment physical exam (D) through District's provider at District's expense

WORK ENVIRONMENT / PHYSICAL DEMANDS:
(Must be performed with or without reasonable accommodations)
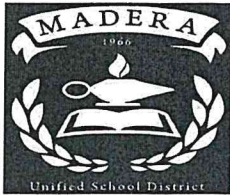
ENVIRONMENT:
- Indoor and outdoor work environment.
- Driving a vehicle to conduct work.
- Regular exposure to dust, fumes, odors, and temperature variations.

PHYSICAL DEMANDS:
- Dexterity of hands and fingers to operate a computer and a variety of equipment
- Hearing and speaking to exchange information
- Seeing to operate a computer, read a variety of materials, monitor warehouse operations, and drive a vehicle.
- Sitting or standing for extended periods of time
- Walking
- Regularly lift, carry, move, push and/or pull up to 50 pounds and occasionally lift, carry, move, push and/or pull up to 100 pounds with assistance
- Frequent climbing and balancing
- Reaching overhead, above the shoulders and horizontally
- Bending at the waist, kneeling, squatting, and crouching
- Heavy physical labor

HAZARDS:
- Working around and with machinery having moving parts

CLASSIFIED

Job Classification Description

Equal Employment Opportunity

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

CURRENT TITLE: SUPERVISOR – DISTRICT WAREHOUSE
PROPOSED TITLE: NO CHANGE

DEPARTMENT/SITE: Purchasing/Warehouse	**SALARY SCHEDULE:** Supervisory Unit **SALARY RANGE:** 9 (per 2020/2021 Schedule) **WORK YEAR:** 12 Months (261 Days)
REPORTS TO: Director – Purchasing	**FLSA:** Exempt

PURPOSE STATEMENT:

Under the general direction of the Director of Purchasing, the Supervisor – District Warehouse plans, organizes and participates in the operations and activities of the District's centralized warehouse, which receives and distributes all stock and non-stock items that are purchased for the district. The Supervisor – District Warehouse assures warehouse activities meet site needs and distribution timelines; trains, supervises, and assists in the evaluation of performance of all assigned personnel.

DISTINGUISHING CHARACTERISTICS:

The Supervisor – District Warehouse is responsible for overseeing and participating in the day-to-day operation of the District's centralized supply warehouse and supervising assigned warehouse personnel. This class differs from the Warehouse Technician which is responsible for leading and participating in the day-to-day activities of the centralized supply warehouse operations and the Warehouse Assistant which is the entry-level class in the series responsible for receiving, storing, picking, and daily transport of items to and from the district warehouse. The Supervisor-District Warehouse is also distinguished from the Supervisor – Child Nutrition Warehouse which is assigned to the central food production center and work is typically performed for the Child Nutrition department to receive, store, and distribute food and related products.

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 and participates in department meetings; plans and executes ongoing safety training for Warehouse personnel.
- Conducts physical inventories and cycle counts to verify stock and identify losses; researches discrepancies on orders (e.g., overages, shortages, duplicates) to correct errors and/or return damaged or incorrect items to vendors; makes appropriate adjustments in the system.
- Coordinates with site staff for the pickup of district permanent records and shredding; schedules warehouse staff for pick-up and storage.
- Establishes routes and schedules orders for delivery and pick-up for school sites and district satellite offices to ensure the optimum efficiency of warehouse services; schedules district mail deliveries; schedules pick-ups for stock and non-stock items for vendor/stock returns; adjusts financial system to reflect correct inventory.
- Identifies fixed assets for barcoding of district property and assists in inventory controls.

Supervisor – District Warehouse
Updated: 2022 EH&A
Previous update: 2019

Page 1 of 4

MUSD BOARD APPROVED:
Month day, Year
MOTION NO. ##-####/##
DOCUMENT NO. ##-####/##

- Observes health and safety regulations; maintains warehouse in a clean, safe, and orderly condition.
- Operates a computer and assigned software, including the district's financial software system to perform various job duties such as shipping and receiving, stock inventory, asset compliance, vendor history and purchase order history.
- Operates and demonstrates use of specialized warehouse equipment as necessary; assures proper and routine maintenance and servicing of warehouse vehicles and equipment. Plans, organizes, and participates in daily warehouse operations and activities, including the receipt, documentation, storage, safety, and distribution of all district supplies, such as but not limited to, technology, textbooks and any other products ordered throughout the district.
- Prepares a variety of reports, schedules, and procedures as required; maintains a variety of records, logs, documents, and policies pertaining to storage, equipment usage and maintenance costs, inventory, and supplies.
- Recommends and assists in the implementation of department goals and objectives, and policies and procedures.
- Supervises the processing of requisitions and requests for returns (RTVs) for all stock and non-stock items; maintains proper stock levels to meet site needs; responds to inquiries from a variety of internal and external services.
- Trains, supervises, and assists in evaluating the performance of assigned warehouse employees; assigns workloads to warehouse workers and adjusts deliveries to accommodate district priorities.
- Works on special projects as assigned.

- 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:
- Practices and terminology used in warehouse operations
- Warehousing, and shipping and receiving procedures
- Use and terminology of requisitions, purchase orders, invoices, bill of lading and other warehouse documents
- Operation of equipment used in the receipt, storage, and shipping of materials, commodities, and equipment
- Use of proper storage, lifting, filing, record keeping, and reporting techniques
- General space utilization, and inventory control methods and practices
- Computer, assigned software and other standard equipment to perform duties of warehouse operations
- Basic health and safety regulations as it pertains to industry standards for warehouse operation
- Perform mathematical computations for an efficient operation
- General principles and practices of supervision and training of assigned personnel
- Oral and written communication skills, and interpersonal skills using tact, patience, and courtesy

Skills and Abilities to:
- Strong leadership and supervisory skills
- Plan, organize, oversee, and participate in the operations and activities of the district's centralized warehouse

- Train, supervise, and assist in the evaluation of performance of assigned personnel, and provide clear expectations to assigned personnel
- Receive, store, ship, and deliver materials, supplies and equipment to various locations in a timely manner
- Establish and maintain effective storekeeping procedures
- Operate a variety of warehouse material handling equipment including a forklift, pallet jack, hand truck, etc.
- Operate a computer and use assigned software with proficiency
- Utilize space efficiently and effectively
- Oversee and participate in maintaining and recording inventory
- Interpret, apply, and explain rules, regulations, policies, and procedures
- Work independently with little direction
- Understand and effectively resolve issues, complaints, or problems
- Prioritize and schedule workloads and assignments
- Meet schedules and timelines
- Maintain records and files, and prepare reports
- Perform mathematical computations accurately
- Establish and maintain cooperative and effective working relationships with others
- Communicate, understand, and follow both oral and written directions effectively
- Observe health and safety regulations
- Maintain certifications and ongoing training

RESPONSIBILITY:

Responsibilities include working under limited supervision; following standardized practices and/or methods; training, supervising, and assisting in the performance evaluation other persons within the work unit; exercising general supervision over the warehouse, central receiving, and records retention, and property control; 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 the district'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.

EXPERIENCE REQUIRED:
Four (4) years of progressively responsible experience performing a variety of warehouse related duties in a high-volume distribution center environment involving receiving, order entry and fulfillment, inventory control and analysis, and which includes two (2) years in a lead or supervisory capacity. An equivalent combination of education, work experience, and certifications that demonstrate possession of the requisite knowledge, skills, and abilities of the position may be substituted.

LICENSE(S) REQUIRED:
- Valid, current California Driver's License to participate in the required activities of the district's centralized warehouse.
- Valid Forklift Operator certificate (must obtain within 6 month from the date of hire)

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)
  - Pre-employment physical exam (D) through District's provider at District's expense

WORK ENVIRONMENT / PHYSICAL DEMANDS:
(Must be performed with or without reasonable accommodations)

ENVIRONMENT:
- Indoor and outdoor work environment.
- Driving a vehicle to conduct work.
- Regular exposure to dust, fumes, odors, and temperature variations.

PHYSICAL DEMANDS:
- Dexterity of hands and fingers to operate a computer and a variety of equipment
- Hearing and speaking to exchange information
- Seeing to operate a computer, read a variety of materials, monitor warehouse operations, and drive a vehicle.
- Sitting or standing for extended periods of time
- Walking
- Regularly lift, carry, move, push and/or pull up to 50 pounds and occasionally lift, carry, move, push and/or pull up to 100 pounds with assistance
- Frequent climbing and balancing
- Reaching overhead, above the shoulders and horizontally
- Bending at the waist, kneeling, squatting, and crouching
- Heavy physical labor

HAZARDS:
- Working around and with machinery having moving parts

MUSD BOARD APPROVED:
Month day, Year
MOTION NO. ##-####/##
DOCUMENT NO. ##-####/##

**REGULAR MEETING
AGENDA ITEM COVER PAGE**

Meeting Date: April 20, 2022

Agenda Item:
Discuss and approve the revised job classification description for Network Administrator

Agenda Placement:
Action

Background:
District Administration has brought forward the request to reorganize the Department of Information Technology and Support Services. The role and delivery of technology services have changed significantly in the first two decades of the 21st Century, and the COVID-19 Pandemic has also created the need to support the District's goals and objectives in new ways that are challenging under an organizational design initiated some 16 years ago.

The first step of the IT departmental reorganization was addressed at the Commission's regular meeting in October 2020 with the restructuring of the Information Systems Series (now fully implemented and staffed) and the revisions to the Full Stack – Developer vacant job class position (now being recruited).

Other IT job classifications that existed prior to the reorganization were reviewed and updated during Phase 1 of the ongoing general classification review project now in Phase 3 and will be part of the market pricing wage survey (Phase 4) to be completed by December 2022 using the services of EH&A.

The objectives of the IT departmental reorganization seek to:
1. enhance the reliability, security and protection of the District's technology hardware, software, networks, and other systems;
2. improve the functioning of certain specialized systems with a dedicated position with a highly focused skill set; and
3. dedicate a level of management expertise and staff resources toward the planning, development and implementation of innovative technology hardware and applications intended to enhance the educational toolkit available to teachers and administrators in meeting site needs and student achievement goals.

A total of seven new/revised classifications were contemplated, most to be filled by promotional recruitment.
- Three of the seven classifications were new and approved by the Commission in 2021:
  - Network Support Specialist
  - Information Security Analyst
  - Educational Informational Systems Manager.

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

- One class that existed prior to the reorganization was contemplated for revision in connection with the establishment of the proposed new class of Server Administrator and comes now (April 2022) before the Commission:
  - Network Administrator
- Three additional new classes were contemplated for subsequent development by the District and come now (April 2022) before the Commission:
  - Server Administrator
  - Server Support Specialist
  - Information Security Support Specialist

A part of the evolution to achieve the second of the three objectives above, this proposal presents for the Commission's consideration and approval the revisions to the following existing job classification description:

- Network Administrator

The changes to the job description reflect the objective to improve the functioning of certain specialized systems with a dedicated position with a highly focused skill set. The previous server-related aspects of the Network Administrator will be concentrated and specialized in the proposed new job classification of Server Administrator, a classification responsible for designing, configuring, installing maintaining and repairing onsite, offsite, and cloud subsystems and servers and overseeing the District datacenter operations and environment.

Both a clean copy and a track changes version of the proposed revisions are attached for your information.

Since this is an existing classification staffed with incumbent employees, the related external market wage survey is scheduled to be conducted in Phase 4 of the larger multi-phase classification and compensation review , as is also the case with all other filled classes that have been studied in Phases 1, 2, and 3. The final Phase 4 of the large study is currently scheduled to be completed by the end of this year for the entire classification plan. This is an action consistent with all other existing classes for which revisions have been identified and approved: (i.e., the understanding that the relevant wage review and subsequent implementation of any salary range reallocations will only take place for filled positions in the context of Phase 4 of the larger study scheduled for Fall 2022).

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 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 proposed revisions to the existing job classification description of Network Administrator.

Attachments:
Job Classification Description: Network Administrator (clean copy and track changes copy)
Department of Information Technology and Support Services – Proposed Organizational Chart (informational)

REPORTING RELATIONSHIPS IN PROPOSED REORGANIZATION OF INFORMATION TECHNOLOGY & SUPPORT SERVICES DEPARTMENT

COLOR KEY FOR MGT/SUPV CLASSES
Existing Mgt/Supv class (FLSA Exempt)
Proposed Mgt/Supv class (FLSA Exempt)

KEY TO REPORTING RELATIONSHIP LINES
Solid line indicates direct reporting & supervisory relationship
Dotted line indicates non-supervisory lead/coordination relationship

COLOR KEY FOR BAGAINING UNIT CLASSES
Existing B.U. class (Non-supervisory lead/FLSA Non-Exempt)
Existing B.U. class (FLSA Non-Exempt)
Proposed new B.U. class (FLSA Non-Exempt)

TOTAL FTE **39** *(not including Admin Asst V)*
B.U. FTE   36 *(not including Admin Asst V)*
MGT/SUPV   3 + (one proposed new pending)

Director of Information Technology
1 FTE (existing)
Vang, Kee (14 direct reports)

Administrative Asst V
1 FTE (existing)

Info Security Analyst
1 FTE

Info Security Suppt Specialist
1 FTE
proposed new class Spring 2022

Data & Networks Manager
1 FTE proposed (new)
pending position approval

Server Administrator
1 FTE
proposed new class Spring 2022

Server Specialist
1 FTE
proposed new class Spring 2022

Full Stack-Developer
1 FTE (vacant)

Database Administrator
1 FTE (existing)

Network Administrator
2 FTE (1 vacant)

Network Specialist
2 FTE (1 vacant)

Network Support Specialist
1 FTE

Security Functions
Ensure reliability, redundancy, security and integrity of all IT systems, servers and cloud data

Network, Data & Server Functions
IT and programming support to student data info systems and managing all WAN/LAN systems

Ed Info Sys Mgr
1 FTE
Vacant (6 direct reports)

Technology Trainer
1 FTE (existing)

Info Sys Specialist - Lead
1 FTE
Lead, prioritize, and coordinate the workflow of day-to-day tasks, activities and projects of IS Spec II's

Info Sys Specialist II
4 FTE *

Learning & Systems Functions
Digital systems and teacher support for innovative learning technologies and systems

Info Tech Supervisor
1 FTE (existing)
(19 direct reports)

Info Sys Specialist - Lead
2 FTE (existing)
Lead, prioritize, and coordinate the workflow of day-to-day tasks, activities and projects of IS Spec I's and Techs

Info Sys Specialist I
8 FTE

Info Sys Technician
13 FTE
2 vacanct

Tech Support Functions
Help Desk, user support hardware & general apps

NETWORK ADMINISTRATOR

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

REPORTS TO: Director of Information Technology and Support Services | **SALARY SCHEDULE:** Classified Bargaining Unit
SALARY RANGE: 54 per 2020/2021 Schedule
WORK YEAR: 12 Months (261 Days)

FLSA: Non-Exempt |

PURPOSE STATEMENT:

Under the general direction of the Director of Information Technology and Support Services, the Network Administrator designs, installs, configures, maintains and troubleshoots District wide area and local area network (WAN/LAN) hardware and software, VoIP (Voice over Internet Phone) systems, wireless internet access systems, security camera systems, student LTE (Long Term Evolution telecommunications) and other devices connected to the "Internet of Things;" provides information, direction and/or recommendations regarding network installations and configurations; resolves network operational issues; and provides technical support to district and site staff. The incumbents in this classification provide the school community with robust, reliable networks, which directly supports student learning and achievement~~the Network Administrator supports the educational process with specific responsibilities for designing, configuring, installing, maintaining, and repairing WAN/LAN subsystems and servers; oversees the computer/server room operation and environment; provides information, direction and/or recommendations regarding network installations and configurations; resolves network operational issues; and provides technical support to district and site staff. The incumbents in this classification provide the school community with reliable and safe networks for interconnectivity within the District and with the Internet which directly supports student learning and achievement.~~

DISTINGUISHING CHARACTERISTICS

This is the second level in the Network Series. The Network Administrator is at an advanced level and is the primary role responsible for the effective operation of district core network equipment. This role plans, designs, tests, implements, and maintains network infrastructure that supports students, teachers, and District personnel to ensure access to a reliable and robust technology infrastructure.~~Incumbents in this class are distinguished by their responsibility for overall management of the District's computer networks including planning, designing, organizing, leading the installation of and operational support for these systems. The Network Specialist class addresses day-to-day issues with the District's computer network including installing network computers and communications equipment, ensuring that employees' computers remain connected to the District's local and wide area networks and the District's website.~~

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.

- Analyzes, evaluates, and makes recommendations to needs-design processes, configuration settings, data flow, and other system features and changes initiated to enhance platform functionality and

reliability.

~~Administers systems and servers related to district LAN and WAN (e.g., email systems, accounts, print queue, workstation ID, IP assignments, computer labs, classroom computers, VOiP, security, antivirus, spyware) for the purpose of ensuring availability of services to authorized users.~~

- Collaborates with other IT Department personnel as needed for the design, installation, and maintenance of district server hardware and software onsite or in the cloud as it relates to network infrastructure (e.g., DHCP, Active Directory, email systems, VOIP) for the purpose of ensuring availability of services to authorized users

~~Collaborates with a variety of internal and external parties (e.g., district personnel, vendors, software developers, database administrators, users) to provide and/or receive information and ensuring project success.~~

- Collaborates with a variety of District personnel and outside vendors to implement and maintain services.
- Configures, tests, and maintains onsite, offsite, and cloud-based network infrastructure hardware and software as assigned (e.g. servers, routers, switches, etc.) for the purpose of ensuring efficient operations. ~~Configures onsite network systems (e.g., servers, routers, network security, cloud confiturations, content filters) to ensure efficient operations.~~

~~Coordinates with other IT staff and may oversee work activities and/or projects as assigned in order to provide guidance and support and to ensure completion of projects within established guidelines.~~

- Creates, follows, maintains, and reviews for accuracy, a variety of written and oral procedures including technical documentation, standards, reports, training materials, and other documents as and protocols as assigned.
- Diagnoses and solves network, wireless, and VOIP problems relating to assigned networks, including logging requests, monitoring progress, tracking problem resolutions, identifying patterns of failures, and researching problem resolutions
- Ensures reliability and functioning of networks using a variety of management and diagnostic software and hardware.
- Installs and maintains end-user VOIP units and devices, wireless access points, switching equipment, District-provided student, or staff LTE devices, and other endpoint devices connected to the network as needed. ~~servers, operating systems and main applications (e.g., service packs, application software, operating software, hardware upgrades) for the purpose of upgrading and maintaining District network systems.~~

~~Maintains workstation and server functionality (e.g., installs patches and/or upgrades, supports Activity Directory) for the purpose of ensuring availability of desktop and server functionality for all users.~~

~~Monitors a variety of computer systems and functions (e.g., WAN/LAN connections, network traffic, performance, firewall, VPN, web interfaces) for the purpose of ensuring that District computer systems are secure and resources are utilized effectively.~~

- Oversees assigned work activities and/or projects for the purpose of providing guidance and support to other staff and to ensure completion of projects within established guidelines.

~~Participates in meetings, workshops and/or trainings for the purpose of conveying and/or gathering information required to perform job functions.~~

- Performs design, installation, configuration, ~~ing~~ and maintenance ~~aining of~~ network services and equipment (e.g., switches, routers, servers ~~, etc.~~) for the purpose of meeting district network systems requirements.
- Performs network system administration on network servers as needed to maintain core network services such as DHCP (Dynamic Host Configuration Protocol), DNS (domain name system), and FTP (file transfer protocol)

~~Prepares a variety of materials (e.g., procedures, system-level documentation, reports, memos, letters) for~~

- the purpose of documenting activities, providing written reference and/or conveying information.
- Provides guidance and direction for proper usage of assigned network-related equipment.
- Provides guidance for IT Department Personnel for the installation or maintenance of end user devices (e.g., VOIP phones, staff and student LTE devices) where appropriate
- Provides training and guidance to staff and users including making presentations at in-service sessions, regarding the use and application of computer and network hardware and software programs and apps.
- Repairs operating systems and network equipment (e.g., servers, data communications hardware, lines, modems, network devices, switches, routers) for the purpose of maintaining equipment in a safe and functional operating condition.
- Researches a variety of topics (e.g., trends, hardware, software) for the purpose of recommending procedures and/or purchases.
- Responds to help desk requests as required and in accordance with protocols.
- Responds to inquiries from a variety of sources (e.g., staff, administrators, school site personnel, outside vendors and service providers) for the purpose of providing technical assistance, advice, and support.
- Schedules, monitors, runs, and tests/evaluates network system and server backup and recovery processes in a reasonable and timely manner.
- Supports and troubleshoots District and site network operations and LAN/WAN management and maintenance procedures and protocols, including cable/wireless installations and maintenance.
- Serves as a technical resource to department and district staff for the purpose of providing information and/or advice regarding active or planned projects.
- Trains District personnel in the use of a variety of computer applications for the purpose of ensuring the efficient use of available technology.
- Travels to various District sites/departments to provide technical support as needed.
- Troubleshoots malfunctions of network hardware and/or software applications within the District's local and wide area networks or cloud infrastructure (e.g., servers, network connections) for the purpose of resolving operational issues and restoring services.

- 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:
- current generation and legacy application programming languages
- system design
- process and data modeling techniques
- database theory
- technologies and tools
- benefits and limitations of technology
- project management

Skills and Abilities to:
- Planning and managing projects
- Preparing and maintaining accurate records including developing and maintaining time estimates and schedules
- Reading entity- relationship diagrams
- Leading staff and project groups
- Using pertinent software applications

- Schedule activities and/or meetings
- gather, collate, and/or classify data and consider a number of factors when using equipment
- Be flexible to work with others in a wide variety of circumstances
- Work with data utilizing defined and similar processes, and utilize equipment under a variety of conditions for multiple purposes
- Work with a wide diversity of individuals
- Work with similar types of data and utilize a wide variety of types of job-related equipment
- Solve problems, analyze issues, and create action plans that may require independent interpretation
- Set priorities
- Communicate effectively with persons of varied technical background
- Meet deadlines and schedules and work with frequent interruptions

RESPONSIBILITY:

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

JOB QUALIFICATIONS / REQUIREMENTS:
(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

Either a Bachelor's degree in computer science or related field, **or**
An Associate's degree in Computer Science or a related field **and at least one** of following certifications: **CCNA** (Cisco Certified Network Administrator), **CCNP** (Cisco Certified Network Professional), or **CCIE** (Cisco Certified Internetwork Expert), or **MCSA** (Microsoft Certified Systems Administrator), **MCSE** (Microsoft Certified Systems Engineer), or **MCITP** (Microsoft Certified IT Professional).

~~Bachelor's degree in computer science, information technology, telecommunications or related field;~~
~~or~~
~~Associate's degree in computer science, information technology, telecommunications, or a related field with one of the following: Cisco certifications: CCNA, CCNP or CCIE or higher;~~
~~or~~
~~Associate's degree in computer science, information technology, telecommunications or a related field, with one of the following Microsoft Server certifications: MCSA, MCSE, MCITP or higher.~~

EXPERIENCE REQUIRED:
Three years of networking or systems administration experience.

LICENSE(S) REQUIRED:
- Valid, current California Driver's License for travel to various District sites to provide technology support.
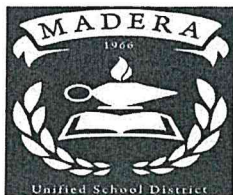
CERTIFICATIONS AND TESTING REQUIRED:
- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Work is primarily indoors and requires sitting or standing for extended periods
- Lift objects such as servers, routers, and desktop computers 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, to manipulate small hand tools, and to maintain paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read documents and computer screen

NETWORK ADMINISTRATOR

DEPARTMENT/SITE: Information Technology and Support Services	**SALARY SCHEDULE:** Classified Bargaining Unit **SALARY RANGE:** 54 per 2021/2022 Schedule **WORK YEAR:** 12 Months (261 Days)
REPORTS TO: Director of Information Technology and Support Services	**FLSA:** Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Director of Information Technology and Support Services, the Network Administrator designs, installs, configures, maintains and troubleshoots District wide area and local area network (WAN/LAN) hardware and software, VoIP (Voice over Internet Phone) systems, wireless internet access systems, security camera systems, student LTE (Long Term Evolution telecommunications) and other devices connected to the "Internet of Things;" provides information, direction and/or recommendations regarding network installations and configurations; resolves network operational issues; and provides technical support to district and site staff. The incumbents in this classification provide the school community with robust, reliable networks, which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

This is the second level in the Network Series. The Network Administrator is at an advanced level and is the primary role responsible for the effective operation of district core network equipment. This role plans, designs, tests, implements, and maintains network infrastructure that supports students, teachers, and District personnel to ensure access to a reliable and robust technology infrastructure.

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.

- Analyzes, evaluates, and makes recommendations to needs-design processes, configuration settings, data flow, and other system features and changes initiated to enhance platform functionality and reliability.
- Collaborates with other IT Department personnel as needed for the design, installation, and maintenance of district server hardware and software onsite or in the cloud as it relates to network infrastructure (e.g., DHCP, Active Directory, email systems, VOIP) for the purpose of ensuring availability of services to authorized users
- Collaborates with a variety of District personnel and outside vendors to implement and maintain services.
- Configures, tests, and maintains onsite, offsite, and cloud-based network infrastructure hardware and software as assigned (e.g. servers, routers, switches, etc.) for the purpose of ensuring efficient operations.

Network Administrator
Updated: 03/2022 EH&A
Previous update: 06/2021; 2015

Page 1 of 4

MUSD BOARD APPROVED:
Month da, Year
MOTION NO. ##-####/##
DOCUMENT NO. ##-####/##

- Creates, follows, maintains, and reviews for accuracy, a variety of written and oral procedures including technical documentation, standards, reports, training materials, and other documents as and protocols as assigned.
- Diagnoses and solves network, wireless, and VOIP problems relating to assigned networks, including logging requests, monitoring progress, tracking problem resolutions, identifying patterns of failures, and researching problem resolutions
- Ensures reliability and functioning of networks using a variety of management and diagnostic software and hardware.
- Installs and maintains end-user VOIP units and devices, wireless access points, switching equipment, District-provided student, or staff LTE devices, and other endpoint devices connected to the network as needed.
- Oversees assigned work activities and/or projects for the purpose of providing guidance and support to other staff and to ensure completion of projects within established guidelines.
- Performs design, installation, configuration, and maintenance of network services and equipment (e.g., switches, routers, servers) for the purpose of meeting district network systems requirements.
- Performs network system administration on network servers as needed to maintain core network services such as DHCP (Dynamic Host Configuration Protocol), DNS (domain name system), and FTP (file transfer protocol)
- Provides guidance and direction for proper usage of assigned network-related equipment.
- Provides guidance for IT Department Personnel for the installation or maintenance of end user devices (e.g., VOIP phones, staff and student LTE devices) where appropriate
- Provides training and guidance to staff and users including making presentations at in-service sessions, regarding the use and application of computer and network hardware and software programs and apps.
- Repairs network equipment (e.g., servers, data communications hardware, lines, modems, network devices, switches, routers) for the purpose of maintaining equipment in a safe and functional operating condition.
- Responds to help desk requests as required and in accordance with protocols.
- Responds to inquiries from a variety of sources (e.g., staff, administrators, school site personnel, outside vendors and service providers) for the purpose of providing technical assistance, advice, and support.
- Schedules, monitors, runs, and tests/evaluates network system and server backup and recovery processes in a reasonable and timely manner.
- Supports and troubleshoots District and site network operations and LAN/WAN management and maintenance procedures and protocols, including cable/wireless installations and maintenance.
- Travels to various District sites/departments to provide technical support as needed.
- Troubleshoots malfunctions of network hardware and/or software applications within the District's local and wide area networks or cloud infrastructure (e.g., network connections) for the purpose of resolving operational issues and restoring services.

- 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:
- Current generation and legacy application programming languages
- System design
- Process and data modeling techniques
- Database theory

- Technologies and tools
- Benefits and limitations of technology
- Project management

Skills and Abilities to:
- Planning and managing projects
- Preparing and maintaining accurate records including developing and maintaining time estimates and schedules
- Reading entity• relationship diagrams
- Leading staff and project groups
- Using pertinent software applications
- Schedule activities and/or meetings
- gather, collate, and/or classify data and consider a number of factors when using equipment
- Be flexible to work with others in a wide variety of circumstances
- Work with data utilizing defined and similar processes, and utilize equipment under a variety of conditions for multiple purposes
- Work with a wide diversity of individuals
- Work with similar types of data and utilize a wide variety of types of job-related equipment
- Solve problems, analyze issues, and create action plans that may require independent interpretation
- Set priorities
- Communicate effectively with persons of varied technical background
- Meet deadlines and schedules and work with frequent interruptions

RESPONSIBILITY:

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

JOB QUALIFICATIONS / REQUIREMENTS:
(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:
Either a Bachelor's degree in computer science or related field, **or**
An Associate's degree in Computer Science or a related field **and at least one** of following certifications:
CCNA (Cisco Certified Network Administrator), **CCNP** (Cisco Certified Network Professional), or **CCIE** (Cisco Certified Internetwork Expert), or **MCSA** (Microsoft Certified Systems Administrator), **MCSE** (Microsoft Certified Systems Engineer), or **MCITP** (Microsoft Certified IT Professional).

EXPERIENCE REQUIRED:
Three years of networking or systems administration experience.

LICENSE(S) REQUIRED:
- Valid, current California Driver's License for travel to various District sites to provide technology support.

CERTIFICATIONS AND TESTING REQUIRED:
- Pass the District's applicable proficiency exam for the job class with a satisfactory score

Network Administrator
Updated: 03/2022 EH&A
Previous update: 06/2021; 2015

Page 3 of 4

MUSD BOARD APPROVED:
Month da, Year
MOTION NO. ##-####/##
DOCUMENT NO. ##-####/##

- 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 A through District's provider

WORK ENVIRONMENT / PHYSICAL DEMANDS:
(Must be performed with or without reasonable accommodations)
- Work is primarily indoors and requires sitting or standing for extended periods
- Lift objects such as servers, routers, and desktop computers 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, to manipulate small hand tools, and to maintain paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read documents and computer screen

Network Administrator
Updated: 03/2022 EH&A
Previous update: 06/2021; 2015

Page 4 of 4

MUSD BOARD APPROVED:
Month da, Year
MOTION NO. ##-####/##
DOCUMENT NO. ##-####/##

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

REGULAR MEETING
AGENDA ITEM COVER PAGE

Meeting Date: April 20, 2022

Agenda Item:
Discuss and approve the new job classification description and salary recommendation for Server Administrator

Agenda Placement:
Action

Background:

District Administration has brought forward the request to reorganize the Department of Information Technology and Support Services. The role and delivery of technology services have changed significantly in the first two decades of the 21st Century, and the COVID-19 Pandemic has also created the need to support the District's goals and objectives in new ways that are challenging under an organizational design initiated some 16 years ago.

The first step of the IT departmental reorganization was addressed at the Commission's regular meeting in October 2020 with the restructuring of the Information Systems Series (now fully implemented and staffed) and the revisions to the Database Administrator – Developer vacant job class position (now being recruited). Other IT job classifications that existed prior to the reorganization were reviewed and updated during Phase 1 of the ongoing general classification review project. These classifications will be part of the market pricing wage survey (Phase 4) to be completed by December 2022 using the services of EH&A.

The objectives of the IT departmental reorganization seek to:
1. enhance the reliability, security and protection of the District's technology hardware, software, networks, and other systems;
2. improve the functioning of certain specialized systems with a dedicated position with a highly focused skill set; and
3. dedicate a level of management expertise and staff resources toward the planning, development and implementation of innovative technology hardware and applications intended to enhance the educational toolkit available to teachers and administrators in meeting site needs and student achievement goals.

A total of seven new/revised classifications were contemplated, most to be filled by promotional recruitment.
- Three of the seven classifications were new and approved by the Commission in 2021:
  - Network Support Specialist
  - Information Security Analyst
  - Educational Informational Systems Manager.

- One class that existed prior to the reorganization was contemplated for revision in connection with the establishment of the proposed new class of Server Administrator and comes now (April 2022) before the Commission:
  - Network Administrator
- Three additional new classes were contemplated for subsequent development by the District and come now (April 2022) before the Commission:
  - Server Administrator
  - Server Support Specialist
  - Information Security Support Specialist

As part of the evolution to achieve the second of the three objectives above, this proposal presents for the Commission's consideration and approval the following new job class description:

- Server Administrator

This proposed new class is part of the objective to improve the functioning of certain specialized systems with a dedicated position with a highly focused skill set. Previously the server-related functions of the department were being addressed by the same position that is responsible for administering the network. The regrouping of network and server responsibilities into two separate jobs yields a more specialized and focused job classification structure for robust capability with the concentration of central support becoming appropriately more specialized.

An external market wage survey to identify likely matches on which to make a basis for wage comparison was conducted. The market surveyed included the six districts preferred by the bargaining unit to be used in the upcoming Phase 4 salary review in Fall of 2022.

Central USD	(K-12)	Merced City SD	(K-8)
Clovis USD	(K-12)	Stockton USD	(K-12)
Fresno USD	(K-12)	Visalia USD	(K-12)

Merced Union High School District was added to supplement the information from the Merced Elementary District by obtaining the high school perspective in Merced since Madera USD is a K-12 district.

Server Administrator vs. Network Administrator

While the technology industry does recognize that Server Administration (also called System Administration) and Network Administration can both exist within the same organization as two separate specialties. There is some blurring of distinction and many organizations often use network administration as a catchall title for both areas of expertise and assign to a Network Administrator job many of the tasks and responsibilities found in a Server Administrator job. Network Administrator and System/Server Administrator are two terms that overlap each other but in reality, they are very different from each other. The main responsibilities of the network administrator are to install, configure and support the local area network (LAN), wide area network (WAN), segment of a network system or internet system of an organization. It is as though a network administrator builds and maintains the road through which the system communicates. System/Server administrators are responsible for the management, configuration & upkeep of computer systems of any business or organization. The following table further depicts the distinctions (from networkinterview.com):

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

PARAMETERS	NETWORK ADMINISTRATOR	SYSTEM ADMINISTRATOR
Role	Manages the Network	Manages the Servers and computer systems
Look After	Routing devices like switches, routers etc, Cables	Computer Systems, OS, Applications
Maintenance Window	Network	Server
Specialization	Needs the knowledge of network hardware, configuration and scripting of these devices	Needs the knowledge of software like Operating systems, patches and related platforms
networkinterview.com		
(An Initiative By ipwithease.com)		

Yet, because of the blurred overlap, and despite the distinctions between these two jobs, if an organization has both jobs, it may decide to pay the two jobs at the same range.

It is therefore suggested that the Server Administrator receive an interim allocation to the same range as the existing Madera ISD job classification Network Administrator (SR 54). A subsequent reallocation review would be considered in connection with the Phase 4 wage survey scheduled to take place in the larger study in Fall of 2022 when the Network Administrator is slated to be surveyed.

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 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 proposed new classification and attached job classification description and the recommended Salary Range allocation as presented in the table below:

JOB CLASSIFICATION TITLE	NEW OR REVISED	SALARY RANGE RECOMMENDATION
Server Administrator *(job classification description attached)*	New *(there are no staffed incumbents)*	Range 54 ($69,823 - $90,932) of the 2021/2022 Classified Salary Schedule *(a subsequent salary range reallocation may be made during Phase 4 of the larger study in order to consider internal alignment with closely related existing classes)*

Attachment:
Job Classification Description: Server Administrator
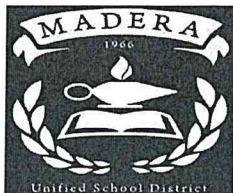
CLASSIFIED

Job Classification Description

Equal Employment Opportunity

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

PROPOSED NEW CLASSIFICATION TITLE: SERVER ADMINISTRATOR

DEPARTMENT/SITE: Information Technology Support Department	**SALARY SCHEDULE:** Classified Bargaining Unit **SALARY RANGE:** TBD **WORK YEAR:** 12 Months (261 Days)
REPORTS TO: Director of Information Technology and Support Services	**FLSA:** Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Director of Information Technology, the Server Administrator designs, configures, installs, maintains, and repairs onsite, offsite, and cloud subsystems and servers; oversees the District datacenter operations and environment; provides information, direction and/or recommendations regarding server installations and configurations; resolves server operational issues; and provides technical support to District and site staff. The incumbent in this classification provides the school community with robust and reliable server and cloud infrastructure which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

This is the second level in the Server Series. The Server Administrator is at an advanced level and plans, designs, tests, implements, and maintains server or cloud infrastructure to ensure that students, teachers, and District personnel have access to reliable and robust technology infrastructure.

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 designs systems and servers related to district services hosted onsite, offsite, or in the cloud (e.g., email systems, accounts, print queue, workstation ID, IP assignments, operating system installation, end user software management) for the purpose of ensuring availability of services to authorized users.
- Collaborates with a variety of internal and external parties (e.g., district personnel, programmers, programmers' analysts, database administrators, users,) for the purpose of providing and/or receiving information and ensuring project success.
- Designs configuration for onsite and offsite/cloud systems (e.g., servers, PaaS-Platform as a Service, IaaS-Infrastructure as a Service, and SaaS-Software as a Service) for the purpose of ensuring efficient operations.
- Designs server infrastructure, installs servers, operating systems, and main applications (e.g., service packs, application software, operating software, hardware upgrades) for the purpose of upgrading and maintaining District technology infrastructure.
- Maintains workstation and server functionality (e.g., installs patches and/or upgrades and supports Active Directory) for the purpose of ensuring availability of desktop and server functionality for all users.

Server Administrator
Proposed: 2021 EH&A
Previous update: None-New Class

Page 1 of 4

MUSD BOARD APPROVED:
Month da, Year
MOTION NO. ##-####/##
DOCUMENT NO. ##-####/##

- Monitors a variety of computer systems and functions (e.g., hypervisor health, storage capacity, compute needs, server hardware status and health, server power utilization & UPS health, web interfaces) for the purpose of ensuring that District computer systems are secure and resources are utilized effectively.
- Monitors district datacenter disaster recovery equipment and environmental controls (e.g., backup generator, datacenter HVAC, UPS equipment, chemical fire suppression) for the purposes of collaborating with district personnel responsible for maintenance of these systems to effectively mitigate disaster.
- Oversees assigned work activities and/or projects for the purpose of providing guidance and support to other staff and to ensure completion of projects within established guidelines.
- Participates in meetings, workshops and/or trainings for the purpose of conveying and/or gathering information required to perform job functions.
- Assists Network Administration staff in installation, configuring and maintenance of network services and equipment (e.g., switches, routers, servers) as it relates to server infrastructure for the purpose of meeting district network systems requirements.
- Creates, follows, and maintains written and verbal procedures; prepares written technical documentation, training material, standards, reports, and other documents as assigned; prepares and reviews reports for accuracy.
- Works with District vendors to evaluate solutions to District needs.
- Serves as a technical resource to department and district staff for the purpose of providing information and/or advice regarding active or planned projects.
- Trains and provides clear direction and guidance to staff and users as required regarding assigned programs in support of professional learning; travels to user sites as necessary to meet the needs of students and staff.
- Troubleshoots malfunctions of server hardware and/or software applications within the District's local/wide area networks and cloud infrastructure (e.g., servers, network connections) for the purpose of resolving operational issues and restoring services.
- Responds to help desk inquiries as required.
- Assists with the implementation of network equipment as needed, including but not limited to, physical installation of network equipment.

- 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:
- Configuration, management, and maintenance of network switching and routing equipment
- Monitoring and management systems typically found in server center operations
- Server hardware, operating systems, software, backup, and recovery (including Microsoft Windows Server, Unix, or Linux)
- Networking concepts, practices and troubleshooting such as firewalls, DNS, DHCP, Host Names, File and Print Services
- Scripting Languages and SQL server databases
- Methods and processes of statistical analysis and data reporting
- Interpersonal skills using tact, patience, and courtesy
- Correct English usage, grammar, spelling, punctuation, and vocabulary

Skills and Abilities to:

- Schedule self and others
- Analyze issues and resolve complex technical problems with multiple factors related to server equipment and systems
- Read, understand, and apply complex technical information and compose related documents
- Troubleshoot and repair server-related hardware, software, and operating systems
- Operate various server hardware, software, and diagnostic tools
- Install and maintain server hardware, software, and operating systems and components
- Create complex scripts
- Work in a virtualized environment and manage computers remotely
- Run and schedule application tasks
- Prepare and present various comprehensive technical materials
- Use operating systems, spreadsheets, word processing and presentation apps to prepare reports, training materials, and other documents related to assigned duties
- Establish and maintain cooperative and effective working relationships with a diverse range of people
- Work independently with little direction
- Plan, prioritize and schedule work to adhere to timelines and to meet deadlines
- Respond to support requests and unexpected needs after hours and on weekends
- Communicate, understand, and follow oral and written directions effectively
- Research and learn new or updated computer systems/software program and apply them to current work
- 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, policies, protocols, procedures, objectives, and goals

RESPONSIBILITY:

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

JOB QUALIFICATIONS / REQUIREMENTS:

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

EDUCATION REQUIRED:

Either a Bachelor's degree in computer science or related field, **or**

An Associate's degree in Computer Science or a related field **and at least one** of following certifications:
CCNA (Cisco Certified Network Administrator), **CCNP** (Cisco Certified Network Professional), or **CCIE** (Cisco Certified Internetwork Expert), or **MCSA** (Microsoft Certified Systems Administrator), **MCSE** (Microsoft Certified Systems Engineer), or **MCITP** (Microsoft Certified IT Professional).

EXPERIENCE REQUIRED:

Three years of networking or systems administration experience.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License to drive personal vehicle to various district sites to provide tech services and to attend training, seminars, and conferences both within and outside the district.

MUSD BOARD APPROVED:
Month da, Year
MOTION NO. ##-####/##
DOCUMENT NO. ##-####/##

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)
  - Pre-employment physical exam A through District's provider

WORK ENVIRONMENT / PHYSICAL DEMANDS:
(*Must be performed with or without reasonable accommodations*)
- Work is primarily indoors in a technical environment under minimal temperature variations and occasionally requires sitting and standing for extended periods
- Lift and move computer equipment and other devices weighing up to 50 pounds
- Reaching overhead, above the shoulders and horizontally
- Kneeling, bending at the waist, sitting, squatting, crawling, stretching and reaching overhead, above the shoulders and horizontally to repair equipment, check wiring, retrieve and store equipment, files, and supplies
- Dexterity of hands and fingers to hold and operate repair tools and parts, use a computer keyboard to enter data, operate other office equipment, and maintain paper files and documents
- Hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and computer screen and work on equipment, small parts, and color-coded wires
- 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
- Exposure to intermittent noise and interruptions typical of a school environment and computer server rooms
- Potential for contact with blood-borne pathogens and communicable diseases

MUSD BOARD APPROVED:
Month da, Year
MOTION NO. ##-####/##
DOCUMENT NO. ##-####/##

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

REGULAR MEETING
AGENDA ITEM COVER PAGE

Meeting Date: April 20, 2022

Agenda Item:
Discuss and approve the new job classification description and salary recommendation for Server Support Specialist

Agenda Placement:
Action

Background:
District Administration has brought forward the request to reorganize the Department of Information Technology and Support Services. The role and delivery of technology services have changed significantly in the first two decades of the 21st Century, and the COVID-19 Pandemic has also created the need to support the District's goals and objectives in new ways that are challenging under an organizational design initiated some 16 years ago.

The first step of the IT departmental reorganization was addressed at the Commission's regular meeting in October 2020 with the restructuring of the Information Systems Series (now fully implemented and staffed) and the revisions to the Database Administrator – Developer vacant job class position (now being recruited). Other IT job classifications that existed prior to the reorganization were reviewed and updated during Phase 1 of the ongoing general classification review project now in Phase 3 and will be part of the market pricing wage survey (Phase 4) to be completed by December 2022 using the services of EH&A.

The objectives of the IT departmental reorganization seek to
1. enhance the reliability, security and protection of the District's technology hardware, software, networks, and other systems;
2. improve the functioning of certain specialized systems with a dedicated position with a highly focused skill set; and
3. dedicate a level of management expertise and staff resources toward the planning, development and implementation of innovative technology hardware and applications intended to enhance the educational toolkit available to teachers and administrators in meeting site needs and student achievement goals.

A total of seven new/revised classifications were contemplated, most to be filled by promotional recruitment.
- Three of the seven classifications were new and approved by the Commission in 2021:
  - Network Support Specialist
  - Information Security Analyst
  - Educational Informational Systems Manager.
- One class that existed prior to the reorganization was contemplated for revision in connection with the establishment of the proposed new class of Server Administrator and comes now (April 2022) before the Commission:

- o   Network Administrator
- Three additional new classes were contemplated for subsequent development by the District and come now (April 2022) before the Commission:
  - o   Server Administrator
  - o   Server Support Specialist
  - o   Information Security Support Specialist

A part of the evolution to achieve the second of the three objectives above, this proposal presents for the Commission's consideration and approval the following new job classification description:

- Server Support Specialist

This proposed new classification is responsible for day-to-day duties relating to configuring, installing, maintaining, and repairing onsite, offsite, and cloud subsystems and servers; and assisting in overseeing the district datacenter operation and environment. This work is done in coordination with the Server Administrator, a higher-level position with overall responsibility for servers and server-based systems.

An external market wage survey to identify likely matches on which to make a basis for wage comparison was conducted. The market surveyed included the six districts preferred by the bargaining unit to be used in the upcoming Phase 4 salary review in Fall of 2022.

Central USD	(K-12)	Merced City SD	(K-8)
Clovis USD	(K-12)	Stockton USD	(K-12)
Fresno USD	(K-12)	Visalia USD	(K-12)

Merced Union High School District was added to supplement the information from the Merced Elementary District by obtaining the high school perspective in Merced since Madera USD is a K-12 district.

Server Support Specialist vs. Network Support Specialist/Network Specialist

A discussion is ongoing in technology regarding the differences and similarities between supporting a network and supporting servers/systems overall. The following information also appears in connection with the proposed new job classification Server Administrator and is repeated here for its relevance to the recommendation regarding server support specialist.

While the technology industry does recognize that Server Administration (also called System Administration) and Network Administration can both exist within the same organization as two separate specialties. There is some blurring of distinction and many organizations often use network administration as a catchall title for both areas of expertise and assign to a Network Administrator job many of the tasks and responsibilities found in a Server Administrator job. Network Administrator and System/Server Administrator are two terms that overlap each other but in reality, they are very different from each other. The main responsibilities of the network administrator are to install, configure and support the local area network (LAN), wide area network (WAN), segment of a network system or internet system of an organization. It is as though a network administrator builds and maintains the road through which the system communicates. System/Server administrators are responsible for the management, configuration & upkeep of computer systems of any business or organization. The following table further depicts the distinctions (from networkinterview.com):

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

PARAMETERS	NETWORK ADMINISTRATOR	SYSTEM ADMINISTRATOR
Role	Manages the Network	Manages the Servers and computer systems
Look After	Routing devices like switches, routers etc, Cables	Computer Systems, OS, Applications
Maintenance Window	Network	Server
Specialization	Needs the knowledge of network hardware, configuration and scripting of these devices	Needs the knowledge of software like Operating systems, patches and related platforms
networkinterview.com		
(An Initiative By ipwithease.com)		

Yet, because of the blurred overlap, and despite the distinctions between these two jobs, if an organization has both jobs, it may decide to pay the two jobs at the same range.

It is therefore suggested that the Server Support Specialist receive an interim allocation to the same range as the existing Madera USD job classifications Network Specialist and Network Support Specialist (i.e., SR 40). A subsequent reallocation review would be considered in connection with the Phase 4 wage survey scheduled to take place in the larger study in Fall of 2022 when the Network Administrator is slated to be surveyed.

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 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 proposed new job classification of Server Support Specialist as reflected in the attached job classification description. Any changes to the salary range allocation that may be warranted will be made in concert with the Phase 4 market survey for the entire classification plan as has been the case with all of the other existing classes that have been studied.

JOB CLASSIFICATION TITLE	NEW OR REVISED	SALARY RANGE RECOMMENDATION
Server Support Specialist *(job classification description attached)*	New *(there are no staffed incumbents)*	Range 40 ($52,116 - $68,549) of the 2021/2022 Classified Salary Schedule *(a subsequent salary range reallocation may be made during Phase 4 of the larger study in order to consider internal alignment with closely related existing classes)*

Attachment:
Job Classification Description: Server Support Specialist
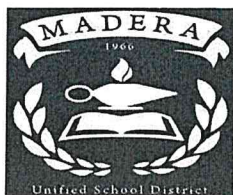
CLASSIFIED

Job Classification Description

Equal Employment Opportunity

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

PROPOSED NEW CLASSIFICATION TITLE: SERVER SUPPORT SPECIALIST

DEPARTMENT/SITE: Information Technology Support Department	**SALARY SCHEDULE:** Classified Bargaining Unit **SALARY RANGE:** TBD **WORK YEAR:** 12 Months (261 Days)
REPORTS TO: Director of Information Technology and Support Services	**FLSA:** Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Director of Information Technology and Support Services and the day-to-day work in coordination with the Server Administrator, the Server Support Specialist configures, installs, maintains, and repairs onsite, offsite, and cloud subsystems and servers; assists in overseeing the district datacenter operation and environment; provides information, direction, and/or recommendations regarding server installations and configurations; resolves server operational issues; and providing technical support to district and site staff. The incumbent in this classification provides the school community with robust and reliable server and cloud infrastructure, which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

This is the first level in the Server Series. The Server Support Specialist provides professional technical services and intermediate diagnostic response for a variety of technology-based systems that support students, teachers, and District personnel. Day-to-day work assignments, priorities, and coordination are typically provided by the Server Administrator.

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 systems and servers related to district services hosted onsite, offsite, or in the cloud (e.g., email systems, accounts, print queue, workstation ID, IP assignments, operating system installation, and end user software management), ensuring availability of services to authorized users.
- Collaborates with a variety of internal and external parties (e.g., district personnel, programmers, analysts, database administrators, end users) to provide and/or receive information and ensure project success.
- Configures onsite and offsite/cloud systems (e.g., servers, PaaS-Platform as a Service, IaaS-Infrastructure as a Service, SaaS-Software as a Service) ensuring efficient server operations.
- Installs servers, operating systems, and main applications (e.g., service packs, application software, operating software, hardware upgrades) for maintaining and improving the District's technology infrastructure.
- Maintains workstation and server functionality (e.g., installs patches and/or upgrades, supports Activity Directory) to ensure availability of desktop and server functionality for all users.
- Monitors a variety of computer systems and functions (e.g., hypervisor health, storage capacity, compute

Server Support Specialist
Proposed: 2021 EH&A
Previous update: None-New Class

Page 1 of 4

MUSD BOARD APPROVED:
Month da, Year
MOTION NO. ##-####/##
DOCUMENT NO. ##-####/##

needs, server hardware status and health, server power utilization & UPS health, web interfaces) for the purpose of ensuring that District computer systems are secure and resources are utilized effectively.

- Monitors district datacenter disaster recovery equipment and environmental controls (e.g., backup generator, datacenter HVAC, UPS equipment, chemical fire suppression) and collaborates with district personnel responsible for maintenance of these systems to mitigate disaster to the greatest extent possible.
- Participates in meetings, workshops and/or trainings convey and/or gather information required to perform server support and related job functions.
- Assists Network Administration staff as directed to install, configure, and maintain network services and equipment (e.g., switches, routers, network servers) relating to server infrastructure and meeting network systems requirements.
- Creates, follows, and maintains, written and verbal procedures; prepares written technical documentation, training material, standards, reports, and other documents as assigned; prepares and reviews reports for accuracy and completeness.
- Assists in evaluating solutions to District server and technology infrastructure current and future needs as proposed by various vendors and outside experts.
- Serves as a technical resource to department and district staff for the purpose of providing information and/or advice regarding active or planned projects.
- Trains and provides clear direction and guidance to staff and users as required regarding assigned programs in support of professional learning; travels to user sites as necessary to meet the needs of students and staff.
- Troubleshoots malfunctions of server hardware and software applications within the District's local/wide area networks and cloud infrastructure (e.g., servers, network connections) to restore services and identify/resolve operational issues.
- Responds to help desk inquiries as required.
- Assists with the implementation of network equipment as needed, both virtually and physically.

- 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:
- Configuration, management, and maintenance of network switching and routing equipment
- Monitoring and management systems typically found in server center operations
- Server hardware, operating systems, software, backup, and recovery (including Microsoft Windows Server, Unix, or Linux)
- Networking concepts, practices and troubleshooting such as firewalls, DNS, DHCP, Host Names, File and Print Services
- Scripting Languages and SQL server databases
- Methods and processes of statistical analysis and data reporting
- Interpersonal skills using tact, patience, and courtesy
- Correct English usage, grammar, spelling, punctuation, and vocabulary

Skills and Abilities to:
- Analyze and resolve complex technical problems related to server equipment and systems
- Troubleshoot and repair server-related hardware, software, and operating systems
- Operate various server hardware and software
- Install and maintain server hardware, software, and operating systems and components

Server Support Specialist
Proposed: 2021 EH&A
Previous update: None-New Class

Page 2 of 4

MUSD BOARD APPROVED:
Month da, Year
MOTION NO. ##-####/##
DOCUMENT NO. ##-####/##

- Create complex scripts
- Work in a virtualized environment and manage computers remotely
- Run and schedule application tasks
- Prepare and present various comprehensive technical materials
- Use operating systems, spreadsheets, word processing and presentation apps to prepare reports, training materials, and other documents related to assigned duties
- Establish and maintain cooperative and effective working relationships with a diverse range of people
- Work independently with little direction
- Plan, prioritize and schedule work to adhere to timelines and to meet deadlines
- Respond to support requests and unexpected needs after hours and on weekends
- Communicate, understand, and follow oral and written directions effectively
- Research and learn new or updated computer systems/software program and apply them to current work
- 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, policies, protocols, procedures, objectives, and goals

RESPONSIBILITY:

Responsibilities include working under limited supervision following standardized practices and or methods. Utilization of 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. Associate's degree in computer science preferred.

EXPERIENCE REQUIRED:
Three (03) years of experience in providing technical support to computer users in a network environment and in the maintenance, operation, and repair of computer systems, servers, networks, and software, at least two of which must have included responsibility as the primary technical support for server systems. Course work in computer science, computer engineering, or a closely related field may be substituted for up to one (01) year of the required experience on the basis of 30 semester/45 quarter units for one year of experience.

LICENSE(S) REQUIRED:
- Valid, current California Driver's License to drive personal vehicle to various district sites to provide tech services and to attend training, seminars, and conferences both within and outside the district.

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)
  - Pre-employment physical exam A through District's provider

MUSD BOARD APPROVED:
Month da, Year
MOTION NO. ##-####/##
DOCUMENT NO. ##-####/##

WORK ENVIRONMENT / PHYSICAL DEMANDS:
(Must be performed with or without reasonable accommodations)

- Work is primarily indoors in a technical environment under minimal temperature variations and occasionally requires sitting and standing for extended periods
- Lift and move computer equipment and other devices weighing up to 50 pounds
- Reaching overhead, above the shoulders and horizontally
- Kneeling, bending at the waist, sitting, squatting, crawling, stretching and reaching overhead, above the shoulders and horizontally to repair equipment, check wiring, retrieve and store equipment, files, and supplies
- Dexterity of hands and fingers to hold and operate repair tools and parts, use a computer keyboard to enter data, operate other office equipment, and maintain paper files and documents
- Hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and computer screen and work on equipment, small parts, and color-coded wires
- 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
- Exposure to intermittent noise and interruptions typical of a school environment and computer server rooms
- Potential for contact with blood-borne pathogens and communicable diseases

REGULAR MEETING
AGENDA ITEM COVER PAGE

Meeting Date: April 20, 2022

Agenda Item:
Discuss and approve the new job classification description and salary recommendation for Information Security Support Specialist

Agenda Placement:
Action

Background:
District Administration has brought forward the request to reorganize the Department of Information Technology and Support Services. The role and delivery of technology services have changed significantly in the first two decades of the 21st Century, and the COVID-19 Pandemic has also created the need to support the District's goals and objectives in new ways that are challenging under an organizational design initiated some 16 years ago.

The first step of the IT departmental reorganization was addressed at the Commission's regular meeting in October 2020 with the restructuring of the Information Systems Series (now fully implemented and staffed) and the revisions to the Database Administrator – Developer vacant job class position (now being recruited). Other IT job classifications that existed prior to the reorganization were reviewed and updated during Phase 1 of the ongoing general classification review project now in Phase 3 and will be part of the market pricing wage survey (Phase 4) to be completed by December 2022 using the services of EH&A.

The objectives of the IT departmental reorganization seek to
1.   enhance the reliability, security and protection of the District's technology hardware, software, networks, and other systems;
2.   improve the functioning of certain specialized systems with a dedicated position with a highly focused skill set; and
3.   dedicate a level of management expertise and staff resources toward the planning, development and implementation of innovative technology hardware and applications intended to enhance the educational toolkit available to teachers and administrators in meeting site needs and student achievement goals.

A total of seven new/revised classifications were contemplated, most to be filled by promotional recruitment.
-   Three of the seven classifications were new and approved by the Commission in 2021:
    o   Network Support Specialist
    o   Information Security Analyst
    o   Educational Informational Systems Manager.
-   One class that existed prior to the reorganization was contemplated for revision in connection with the establishment of the proposed new class of Server Administrator and comes now (April 2022) before the Commission:
    o   Network Administrator
-   Three additional new classes were contemplated for subsequent development by the District and come now (April 2022) before the Commission:
    o   Server Administrator
    o   Server Support Specialist
    o   Information Security Support Specialist

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

A part of the evolution to achieve the second of the three objectives above, this proposal presents for the Commission's consideration and approval the following new job class description:

- . Information Security Support Specialist

This proposed new class is part of the objective to improve the functioning of certain specialized systems with a dedicated position with a highly focused skill set. The Information Security Support Specialist assists the Information Security Analyst by facilitating and maintaining network security polices, standards, forms, and procedures to protect District information systems against unauthorized access and attacks in order to ensure a safe and reliable learning and working environment; implementing Board-approved Acceptable Use Policies for both student, parent and staff computer and network use; and ensuring that security policies and configurations are applied and maintained for routers, switches, remote access devices, firewalls, servers, desktops, laptops, and other network devices

An external market wage survey did not identify matches on which to make a basis for wage comparison. The market surveyed included the six districts preferred by the bargaining unit to be used in the upcoming Phase 4 salary review in Fall of 2022.

Central USD	(K-12)	Merced City SD	(K-8)
Clovis USD	(K-12)	Stockton USD	(K-12)
Fresno USD	(K-12)	Visalia USD	(K-12)

Merced Union High School District was added to supplement the information from the Merced Elementary District by obtaining the high school perspective in Merced since Madera USD is a K-12 district.

The recommendation to allocate the job classification at range 44 of the Bargaining Unit schedule derives from internal relationship between the Server Support Specialist and the Server Administrator, and the Network Support Specialist and the Network Administrator. Range 44 implements an interim internal relationship between the Information Security Support Specialist, the first level in the security series to the higher-level classification in the series of Information Security Analyst at range 57. As with other proposed new technology positions, a review in Phase 4 of the entire technology series, including the Information Security Support Specialist, is warranted to integrate the internal relationship of new jobs and older jobs with legacy salary range allocations pending review this Fall 2022.

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 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 proposed new class and attached job classification description and the recommended Salary Range allocation as presented in the table below:

JOB CLASSIFIATION TITLE	NEW OR REVISED	SALARY RANGE RECOMMENDATION
Information Security Support Specialist *(job class description attached)*	New *(there are no staffed incumbents)*	Range 44 ($56,439 - $73,477) of the 2021/2022 Classified Salary Schedule *(a subsequent salary range reallocation may be made during Phase 4 of the larger study in order to consider internal alignment with closely related existing classes)*

Attachments:
Job Classification Description: Information Security Support Specialist and Salary Recommendation
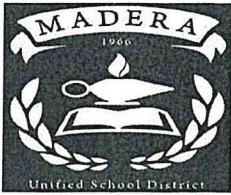
MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. ##-####/##
DOCUMENT NO. ##-####/##
DATED Mo/Da/Year

PROPOSED NEW CLASSIFICATION: INFORMATION SECURITY SUPPORT SPECIALIST

DEPARTMENT/SITE: Information Technology Support Department	**SALARY SCHEDULE:** Classified Bargaining Unit **SALARY RANGE:** TBD **WORK YEAR:** 12 Months (261# Days)
REPORTS TO: Director of Information Technology and Support Services	**FLSA:** Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Director of Information Technology and day-to-day work coordination with the Information Security Analyst, the Information Security Support Specialist, facilitates and maintains network security polices, standards, forms, and procedures to protect District information systems against unauthorized access and attacks in order to ensure a safe and reliable learning and working environment; implements Board-approved Acceptable Use Policies for both student, parent and staff computer and network use; ensures that security policies and configurations are applied and maintained for routers, switches, remote access devices, firewalls, servers, desktops, laptops, and other network devices. The incumbents in this classification provide the school community with a safe and reliable technological environment that supports, facilitates, and promotes student learning.

DISTINGUISHING CHARACTERISTICS

This is the first level in the Information Security Series. The Information Security Support Specialist provides professional technical services and intermediate diagnostic response to ensure the integrity, operation, functionality, reliability, and redundancy of all technology-supported networks, servers, systems, and data storage/retrieval capability of the district. Day-to-day work assignments, priorities, and coordination are typically provided by the Information Security Analyst.

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.

- Analyzes, recommends, and implements changes to user permissions in District systems and cloud services.
- Assists with the implementation of network equipment as needed, including physical installation of network equipment.
- Collaborates with a variety of internal and external parties (e.g., district personnel, programmers, programmers' analysts, database administrators, users) for the purpose of providing and/or receiving information and ensuring project success.
- Configures RADIUS (Remote Authentication Dial-In User Service) and similar systems to facilitate secure network authentication on wireless access points, wired Ethernet connections, web servers, routers, switches, firewalls, as well as other network devices.
- Configures, tests, updates, and monitors auditing systems and/or appliances that safeguard and maintain logs of students, teachers, outside contractors, and staff activities.

Information Security Support Specialist
Proposed: 2021 EH&A
Previous update: None-New Class

Page 1 of 4

MUSD BOARD APPROVED:
Month da, Year
MOTION NO. ##-####/##
DOCUMENT NO. ##-####/##

- Implements, troubleshoots, and maintains identity management systems that integrate with sources of authority systems, LDAP (Lightweight Directory Access Protocol) controls, and email services.
- Monitors, secures, tests, evaluates, upgrades, and maintains the District's network security infrastructures consisting of elements of networks, desktops, servers, cloud services, and other network-attached devices.
- Prepares written technical documentation, training materials, standards, reports, and other documents as assigned; reviews documents for accuracy and completeness.
- Recommends and implements security-related policies for user account creation, user password standards, access control lists, software installation and standards, hardware security standards, and network access to ensure the safety, confidentiality, and integrity of District information.
- Recommends email policies to ensure that computers and networks are used appropriately and to protect students and staff from receiving email from unapproved sources.
- Recommends, coordinates, and implements group policies as applicable to support students, conducts computer forensic investigations on District hardware, software and/or cloud services as needed.
- Responds to help desk inquiries when required.
- Tests, evaluates, implements, and maintains a variety of network equipment and configurations including, but not limited to cloud services, enterprise firewalls, content filters, core and edge routers, core and edge switches, wireless access points, network object groups, VoIP equipment, VLAN (virtual area network), NAT (Network Address Translation) addressing rulesets, RADIUS, and other access control lists in relation to network security.
- Trains and provides clear direction and guidance to staff and users as required regarding assigned programs and in support of professional learning.
- Travels to user sites as appropriate to meet the needs of students and staff.
- Works additional hours and on extended assignments, including evenings and weekends, to accommodate testing, support, maintenance, and potential call back for emergencies and project deadlines.
- Works with the Information Security Analyst to utilize complex scripts for the purpose of monitoring systems, diagnostics, and problem correction and for automating routine tasks.
- Works with vendors to evaluate solutions to District needs.

- 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:
- Principals of systems analysis
- Operating systems and scripting languages used by the District
- Mainframe and personal computers, LANs (Local Area Networks), WANs (Wide Area Networks) and convergent technologies, TCP/IP (Transmission Control Protocol/Internet Protocol), UDP (User Datagram Protocol) and ARP (Address Resolution Protocol)
- Layer 2-5 network security protocols
- Network protocol analyzers and packet decoding
- A variety of enterprise class server platforms, to include current Microsoft, Linux, VMWare, or Unix variants
- Methods of managing large enterprise network and distributed system environments
- LAN/WAN protocols and topologies
- Network routing and switching technologies (HP and Cisco preferred)
- Firewalls, remote access, QoS (Quality of Service) and traffic management
- Network and server security policy implementation

- Disaster Recovery (DR) projects or maintenance of DR environments
- Layer 2 network technologies including switches, VLANs, QoS, spanning tree/RSTP/MSTP (rapid spanning tree/multiple spanning tree protocol) and 802.1q. Wireless management and related technologies
- Interpersonal skills using tact, patience, and courtesy
- RADIUS servers and 802.1x network access protocols
- VoIP/SIP (Session Initiation Protocol) in a production environment
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Oral and written communications skills
- Operation of a computer to enter data, maintain records, and generate reports (proficiency required in Excel)
- Laws, codes, regulations, policies, procedures, and best practices applicable to network security

Skills and Abilities to:
- Script in either PowerShell or PHP (Hypertext Preprocessor).
- Effectively utilize computer security monitoring and analysis tools
- Adhere to safety practices
- Operate computer equipment and related peripherals
- Plan and manage projects
- Install and maintain electronic equipment
- Communicate, understand, and follow both oral and written directions effectively
- Analyze situations accurately and adopt an effective course of action
- Plan, prioritize and organize work to meet schedules and timelines
- Analyze system requirements and establish system procedures
- Communicate with and understand user needs and systems requirements
- Read, understand, explain, and implement technical material from manuals and journals
- Work independently with little direction
- Prepare comprehensive narrative and statistical reports
- Multitask and perform in a fast paced, critical environment
- Initiate and demonstrate flexibility in the prioritization of responsibilities
- Analyze and troubleshoot situations accurately and adopt an effective course of action
- Establish and maintain cooperative and effective working relationships with a diverse range of people
- 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, policies, objectives, and goals
- Provide technical guidance and recommendations concerning existing computer security protocols, programs, systems, and possible upgrades
- Demonstrate organizational loyalty and high ethical standards
- Think critically and creatively to assess situations and provide novel solutions
- Analyze situations accurately and adopt effective courses of action
- Communicate effectively and efficiently and understand and appropriately follow oral and written directions
- Work independently and effectively with minimum direction despite many interruptions and under time constraints
- Plan and organize work to meet schedules and deadlines

RESPONSIBILITY:
Responsibilities include: working under limited supervision following standardized practices and or methods. Utilization of 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:
Three (03) years of experience in providing technical support to computer users in a network environment and in the maintenance, operation, and repair of computer systems, networks, and software, at least two of which must have included responsibility as the primary technical support for LAN/WAN systems. Course work in computer science, information security, or a closely related field may be substituted for up to one (01) year of the required experience on the basis of 30 semester/45 quarter units for one year of experience.

LICENSE(S) REQUIRED:
- Valid, current California Driver's License to travel among District departments and sites to provide services as needed.

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)
  - Pre-employment physical exam A through District's provider

WORK ENVIRONMENT / PHYSICAL DEMANDS:
(Must be performed with or without reasonable accommodations)
- Work is primarily indoors in a technical environment under minimal temperature variations and occasionally requires sitting and standing for extended periods
- Lift and move computer equipment and other devices weighing up to 50 pounds
- Reaching overhead, above the shoulders and horizontally
- Kneeling, bending at the waist, sitting, squatting, crawling, stretching and reaching overhead, above the shoulders and horizontally to repair equipment, check wiring, retrieve and store equipment, files, and supplies
- Dexterity of hands and fingers to hold and operate repair tools and parts, use a computer keyboard to enter data, operate other office equipment, and maintain paper files and documents
- Hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and computer screen and work on equipment, small parts, and color-coded wires
- 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
- Exposure to intermittent noise and interruptions typical of a school environment and computer server rooms
- Potential for contact with blood-borne pathogens and communicable diseases

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

REGULAR MEETING
AGENDA ITEM COVER PAGE

Meeting Date: April 20, 2022

Agenda Item:
Information on the Personnel Commission Proposed Budget for FY 2022-2023.

Agenda Placement:
Informational

Background:
The PC staff is bringing for your review the proposed budget for the 2022-2023 school year. As done in the past, the District Business Office computes the figures for the salaries and benefits to include mandated personnel costs, however, salary and benefit costs have not been finalized.

The figures for the discretionary items, such as supplies, maintenance contracts, dues/membership, software license, etc., were projected based on this year's actual expenses and pre-planning for the 2022-2023 school year. We have a slight increase for next year's online software licenses for NEOGOV, Eskill, and CODESP.

Due to COVID, there was a need to create new job descriptions for the Department of Information Technology and fill open vacancies throughout the District. Therefore, this year's budget spending increased in the area of recruitment advertisements and software licenses. The Business Office did increase the PC budget with an additional $5000.00 to offset this increases for next year.

This draft budget will allow a starting point for the Commission to discuss the budget and give direction to staff prior to the regular May meeting when a budget is scheduled for adoption. Education Code 45253 requires a budget be prepared by May 30 of each year.

Recommendation:
No action needed. The next regular PC meeting is on May 18, 2022; there is a scheduled public hearing before the adoption of the 2022-2023 school budget.

Attachment: Personnel Commission Proposed Budget for FY 2022-2023

2022-23 Budget Allocation

Merit, Depts 5260 & 5261

RS 00000 - UNRESTRICTED DE 5260 - PERSONNEL COMM

Description	Account	2021/22 Adopted Budget	2021/22 Revised Budget	2021/22 Actuals with Encum	2022-23 Budget
CLERICAL & OFFI,PERSONNEL/HUMAN	(102394) 0100-00000-0-0000-7400-2460-01-260-5260	500.00	691.00	690.48	700.00
CLERICAL & OFFI,PERSONNEL/HUMAN	(071761) 0100-00000-0-0000-7400-2490-01-260-5260	2,000.00	2,000.00	1,102.79	1,800.00
Total for Object 2000		**2,500.00**	**2,691.00**	**1,793.27**	**2,500.00**
SUPPLIES,PERSONNEL/HUMAN	(020009) 0100-00000-0-0000-7400-4300-00-260-5260	744.00	744.00	439.67	925.00 (Estimate)
Total for Object 3000 (Adjusted against Supplies)		5,756.00	5,793.00	5,792.15	6,075.00
TRAVEL & CONFER,PERSONNEL/HUMAN	(076380) 0100-00000-0-0000-7400-5200-00-260-5260	8,500.00	8,065.00	3,298.80	9,000.00
DUES & MEMBERSH,PERSONNEL/HUMAN	(039482) 0100-00000-0-0000-7400-5300-00-260-5260	4,000.00	4,000.00	3,555.00	3,600.00
MAINTENANCE CON,PERSONNEL/HUMAN	(029177) 0100-00000-0-0000-7400-5650-00-260-5260	250.00	250.00	250.00	250.00
DUPLICATING-D/C,PERSONNEL/HUMAN	(039796) 0100-00000-0-0000-7400-5715-00-260-5260	150.00	150.00	0.00	50.00
PROFES'L/CONSUL,PERSONNEL/HUMAN	(004404) 0100-00000-0-0000-7400-5800-00-260-5260	5,100.00	72,536.00	61,549.07	2,000.00
LEGAL,PERSONNEL/HUMAN	(059631) 0100-00000-0-0000-7400-5840-00-260-5260	4,000.00	4,000.00	2,321.37	3,000.00
ADVERTISEMENT,PERSONNEL/HUMAN	(074244) 0100-00000-0-0000-7400-5870-00-260-5260	2,000.00	2,706.00	2,705.77	3,000.00
HARDWARE/SOFTWA,PERSONNEL/HUMAN	(036706) 0100-00000-0-0000-7400-5885-00-260-5260	10,000.00	16,465.00	16,463.10	17,600.00
Total for Object 5000		**34,000.00**	**108,172.00**	**90,143.11**	**38,500.00**
Total for Department 5260		**43,000.00**	**117,400.00**	**98,168.20**	**48,000.00**

2022-23 Base Budget $48,000.00

$5K increase approved effective 2022-23 FY (Was $43,000)

RS 00000 - UNRESTRICTED DE 5261 - CLASS CONFERNCE

Description	Account	2021/22 Adopted Budget	2021/22 Revised Budget	2021/22 Actuals with Encum	2022-23 Budget
OTHER CLASSIFIE,OTHER GENERAL A	(111642) 0100-00000-0-0000-7200-2990-01-260-5261	0.00	14,983.00	0.00	15,000.00
Total for Object 3000 (Adjusted against Supplies)		0.00	5,017.00	0.00	5,550.00 (Estimate)
SUPPLIES,OTHER GENERAL A		0.00	9,001.00	207.36	8,950.00 (Estimate)
	(111652) 0100-00000-0-0000-7200-4300-00-260-5261	0.00	10,000.00	0.00	1,000.00
	(111111) 0100-00000-0-0000-7200-5715-00-260-5261	0.00	0.00	0.00	8,500.00
	(111653) 0100-00000-0-0000-7200-5800-00-260-5261	0.00	999.00	999.00	1,000.00
	(119628) 0100-00000-0-0000-7200-5885-00-260-5261	0.00	0.00	0.00	1,000.00
Total for Object 5000		**0.00**	**10,999.00**	**999.00**	**19,450.00**
Total for Department 5261		**0.00**	**40,000.00**	**1,206.36**	**40,000.00**

2022-23 Base Budget $40,000.00

Isabel Barreras

Principal/Dept Head

Date 4/1/2022