

This meeting will be held as an online video conference in which Commissioners, staff and the public can join via a link or by phone as listed at the bottom of 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 July 15, 2020.

MADERA UNIFIED SCHOOL DISTRICT

Personnel Commission Meeting AGENDA

Regular Meeting

Thursday, July 16, 2020

**Meeting will be held via Zoom, a cloud-based video communication to hold virtual meetings.
For the 4:30 PM Public Meeting, see access below.**

Topic: Personnel Commission Meeting

Time: July 16, 2020 04:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://maderausd.zoom.us/j/85422684712>

Meeting ID: 854 2268 4712

Password: 7AfB3d

One tap mobile

+16699009128,,85422684712#,,,,0#,,776490# US (San Jose)

+12532158782,,85422684712#,,,,0#,,776490# US (Tacoma)

Madera Unified School District Board Room

1902 Howard Road, Madera, CA 93637

4:30 PM – Open Session

OUR MISSION

Highest Student Achievement

A Safe and Orderly Learning Environment

Financially Sound and Effective Organization

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

2. Adoption of Agenda

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

3. Communications

Public Hearing for visitors who wish to speak on a subject not on the Commission agenda. Fifteen minutes of this portion of the meeting are reserved for members of the public to address the Commission on items not listed on the agenda and within the jurisdiction of the Commission. Speakers are limited to three (3) minutes. The Commission is prohibited by law from taking action on matters discussed that are

not on the Agenda, and no adverse conclusions should be drawn if the Commission does not respond to public comment at this time. If you wish to address the Commission, you may do so in two ways:

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

4. Consent Agenda

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

A. Approval of minutes:

1. Approve minutes from Thursday, May 21, 2020, Regular Meeting.

B. Consideration and approval of Eligibility Lists for:

1. Administrative Assistant II
2. Child Welfare and Attendance Liaison
3. Custodian
4. Equipment Manager
5. Groundsperson II
6. Human Resource Officer
7. Human Resources Specialist
8. Licensed Vocational Nurse
9. Maintenance Journeymen
10. Mechanic Specialist - Lead
11. Paraprofessional – Special Needs 3.5 Hours
12. Receptionist
13. School Safety Officer – Lead
14. Secretary - Attendance

5. New Business

- ##### **A. Discuss and approve the revised classified job description for Assistant Director of Child Nutrition**

- B. Discuss and approve the new classified job description for CASAS Technician (Supplemental Help) and Salary Recommendation
- C. Discuss and approve the new classified job description for Migrant Student Advocate (7th-12th Grades) and Salary Recommendation
- D. Discuss and approve the new classified job description for Student Mentor-Robotics (Supplemental Help) and Salary Recommendation
- E. Discuss and approve the following new and revised job descriptions: Purchasing Technician, Buyer II, Senior Buyer, Print Shop Technician and Print Shop Technician Lead and Salary Survey Recommendations

6. Information and Reports

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

7. Next Regular Personnel Commission Meeting

Thursday, August 20, 2020 at 4:30 pm
Madera Unified School District Office - Virtually on Zoom Meeting
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 295 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: July 16, 2020

Agenda Item:
Approval of the Minutes of the Regular Meeting of May 21, 2020.

Agenda Placement:
Consent

Background:
Approval of Minutes from the Regular Meeting of May 21, 2020.

Recommendation:
It is recommended that the Personnel Commission approve the Minutes from the Regular Meeting of May 21, 2020.

| |
|---|
| <p style="text-align: center;">Minute Record of MUSD Personnel Commission Meeting Regular Meeting held on Thursday, May 21, 2020 at 4:30 PM</p> |
|---|

The Personnel Commission of the Madera Unified School District convened a Regular Board Meeting via Zoom, a cloud-based video communication, on Thursday, May 21, 2020 at 4:30 p.m.

Roll Call

Bruce Koch, Personnel Commission Chairperson
Fran Wheat, Personnel Commission Vice – Chair
Philip Janzen, Personnel Commissioner

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

Kent Albertson, Chief Human Resource Officer
Cheri Giddens, CSEA President

Other visitors were in attendance.

1. 4:33 PM – Call to Order of Public Meeting - Pledge of Allegiance, Opening and Acknowledgement of Visitors and Media

- Vice - Chair Wheat called the meeting to order at 4:31 pm
- Vice - Chair Wheat led the flag salute

2. Adoption of the Agenda

- It was moved by Commissioner Koch and seconded by Commissioner Janzen to approve the adoption of the agenda. MOTION NO. 62-2019/20.
Ayes: Commissioners Janzen, Koch, Wheat
Noes: None
Absent: None
Abstained: None

3. Communications

- No public comments were made.

4. Adoption of the Consent Agenda

- It was moved by Commissioner Koch and seconded by Commissioner Janzen to approve the Consent Agenda. MOTION NO. 63-2019/20.
Ayes: Commissioners Janzen, Koch, Wheat
Noes: None
Absent: None
Abstained: None

5. Old Business

- A. Discuss and approve the new classified job description for Child Welfare & Attendance Liaison and Classified Salary Compensation Survey**

- Director Barreras presented the new classified job description and salary compensation survey.
- CSEA President, Cheri Giddens, stated CSEA is in agreement with the job description changes and salary survey.
- It was moved by Commissioner Janzen and seconded by Commissioner Koch to approve the new classified job description for Child Welfare & Attendance Liaison and Classified Salary Compensation Survey. MOTION NO. 64-2019/20, DOCUMENT NO. 50-2019/20

| | |
|------------|-----------------------------------|
| Ayes: | Commissioners Janzen, Koch, Wheat |
| Noes: | None |
| Absent: | None |
| Abstained: | None |

6. New Business

PUBLIC HEARING

A. Public Hearing of the 2020-2021 Personnel Commission Budget.

- Director Barreras presented the proposed 2020-2021 Personnel Commission Budget. Vice- Chair Wheat opened the Public Hearing. No comments were made from the public.

B. Adoption of the 2020-2021 Personnel Commission Budget

- It was moved by Commissioner Janzen and seconded by Commissioner Koch to adopt the 2021-2021 Personnel Commission budget. MOTION NO. 65-2019/20, DOCUMENT NO. 51- 2019/20

| | |
|------------|-----------------------------------|
| Ayes: | Commissioners Janzen, Koch, Wheat |
| Noes: | None |
| Absent: | None |
| Abstained: | None |

C. Request ratification of Resolution No. 1-2019/2020 Classified School Employees Week- May 17, 2020 – May 23, 2020

- Director Barreras read Resolution No. 1- 2019/2020 which honored Classified School Employees for their service and dedication to Madera Unified School District
- Cheri Giddens, CSEA President, thanked Director Barreras and the Commissioners for recognizing Classified School Employees Week.
- It was moved by Commissioner Janzen and seconded by Commissioner Koch to approve the Resolution No. 1- 2019/2020 in recognition of Classified School Employees Week. MOTION NO. 66-2019/20, RESOLUTION NO. 1 – 2019/2020.

| | |
|------------|-----------------------------------|
| Ayes: | Commissioners Janzen, Koch, Wheat |
| Noes: | None |
| Absent: | None |
| Abstained: | None |

D. Discuss and approve the Initial Salary Placement for the Director of Health & Wellness

- Director Barreras presented the District's request to place the Director of Health and Wellness at Range 30, step 6 of the classified salary schedule. The candidate far exceeds the minimum qualifications of the position. She is currently the Deputy Director of both Behavior Health and Public Health for Mariposa County and is a Licensed Clinical Social Worker (LCSW).
- Rebecca Malmo, Executive Director of Family Support Services, commented that the District is extremely fortunate to have a new Director with such qualifications.
- It was moved by Commissioner Janzen and seconded by Commissioner Koch to approve the initial salary placement at Range 30, step 6 for the Director of Health and Wellness. MOTION NO. 67-2019/20, DOCUMENT NO. 53-2019/20

Ayes: Commissioners Janzen, Koch, Wheat
Noes: None
Absent: None
Abstained: None

E. Discuss and approve the new classified job description for Human Resources Officer and Classified Management Salary Recommendation

- Director Barreras presented the new classified job description and salary survey.
- Chief Human Resource Officer Albertson explained that he would be eliminating his vacant Human Resources Technician III position and upgrading it to the Human Resources Officer position. He expressed his need for assistance in dealing with the interactive process and investigations. He also discussed the need for someone to oversee the work of the Position Control position.
- It was moved by Commissioner Janzen and seconded by Commissioner Koch to approve the new classified job description Human Resources Officer and salary survey recommendation. MOTION NO. 68-2019/20, DOCUMENT NO. 53-2019/20

Ayes: Commissioners Janzen, Koch Wheat
Noes: None
Absent: None
Abstained: None

6. Information and Reports

A. Director's Report

- Director Barreras reported that Staff continues to work in the office and remotely from home due to the COVID -19.
- The PC Office has resumed recruitments and are in the process of implementing a new system called E-Skill to help with the remote testing of applicants. The District will approve the purchase of E-Skill along with the purchase of the integration of NeoGov.
- The Classified PD Committee is currently working on developing a Classified PD Catalog with a list of workshops and trainings offered for MUSD employees. Most of these courses will be available through our online learning portal Learn.Maderausd.org.

B. Commissioner's Report

- Commission Wheat reported that she was looking forward to finishing the Merit Academy. The training classes have been suspended due to COVID -19, but the CSPCA is planning to continue the training online.

7. Next Regular Personnel Commission Meeting

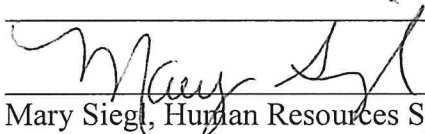
- Thursday, June 18, 2020 at 4:30 PM
Madera Unified District Office – Board Room
1902 Howard Road, Madera, CA 93637

8. Suggested Future Agenda Items

- None were suggested.

9. Adjournment

- Vice- Chair Wheat adjourned the Public Session at 5:14 PM.



Mary Siegl, Human Resources Specialist

Date: May 26, 2020



Isabel Barreras, Director of Classified HR

Date: May 26, 2020



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: July 16, 2020

Agenda Item:

Consideration and Approval of Eligibility Lists for: Administrative Assistant II, Child Welfare and Attendance Liaison, Custodian, Equipment Manager, Groundsperson II, Human Resource Officer, Human Resources Specialist, Licensed Vocational Nurse, Maintenance Journeymen, Mechanic Specialist – Lead, Paraprofessional – Special Needs 3.5 Hours, Receptionist, School Safety Officer – Lead, and Secretary-Attendance.

Agenda Placement:

Consent

Background:

Eligibility lists have been placed on the agenda as a consent item. If for some reason any Commissioner would like to remove a list, it can be done.

1. Administrative Assistant II
2. Child Welfare and Attendance Liaison
3. Custodian
4. Equipment Manager
5. Groundsperson II
6. Human Resource Officer
7. Human Resources Specialist
8. Licensed Vocational Nurse
9. Maintenance Journeymen
10. Mechanic Specialist – Lead
11. Paraprofessional – Special Needs 3.5 Hours
12. Receptionist
13. School Safety Officer – Lead
14. Secretary - Attendance

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: July 16, 2020

Agenda Item:

Discuss and approve the revised classified job description for Assistant Director of Child Nutrition.

Agenda Placement:

Action

Background:

District Administration has presented the Personnel Commission with revised duties for the Assistant Director of Child Nutrition. The proposed revisions are highlighted in red in the essential functions and minimum qualifications. In the past the PC office has had difficulty in recruiting qualified candidates because of the work and educational experience required. Therefore, in making some revisions to the minimum qualifications and adding the language of: *An equivalent combination of education, work experience, and certifications that demonstrates possession of the requisite knowledge, skills and abilities of the position may be substituted.*

Having the flexibility to accept an equivalency will allow for attracting qualified applicants with the expertise and working experience needed to fill this vacancy.

This was done in accordance with Personnel Commission Rules 3.2.3. Class Specifications and changes to the minimum qualifications.

Recommendation:

It is recommended that the Personnel Commission approve the revised job description for the Assistant Director of Child Nutrition.

REVISED

MADERA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Position: Assistant Director Child Nutrition

Classification: Classified Supervisory

Department/Site: Child Nutrition

Salary Schedule: Classified Supervisory

Reports to: Director of Child Nutrition

Salary Range:

FLSA: Exempt

PURPOSE STATEMENT

Under direction, the Assistant Director of Child Nutrition will assist in planning, organizing, and directing the Nutrition Services activities and operations; assists the Director in the overall management of the Child Nutrition Services Department; and performs other related duties as assigned.

Essential Functions

- Assists in planning, organizing, controlling, integrating and evaluating the work of the Child Nutrition Department; with subordinate managers; assist with the development, implementation and monitoring of work plans, systems and procedures to achieve District and departmental mission, goals and performance measures consistent with federal, state and District laws, policies, regulations, and rules.
- Assists in selection, training, directing, and evaluation of assigned staff; develops, implements and monitors work plans to achieve departmental mission, goals and performances measures; develops work schedules and production standards; monitors effectiveness and safety of workplace.
- Provides assistance to site Child Nutrition Supervisors and Managers to resolve problems; recommends personnel transfers to meet the needs of the Child Nutrition programs; and assists in the resolution of disciplinary problems.
- Plans, develops and conducts in-service trainings; coordinates planning for, or implementation of, changes with the Child Nutrition Managers, Principals, Site Supervisors and/or other personnel of the District.
- Provides leadership for managers to develop, train, and retain highly competent staff; participates in programs and activities that promote workplace diversity and positive employee relations environment.
- Assists in planning, organizing and monitoring the purchase and storage of food and Nutrition Services supplies and equipment; assist in assessing and determining bid specifications and testing criteria; oversees the selection of appropriate vendors and suppliers.
- Participates in the development and monitoring of all budget programs related to the Child Nutrition Services Department as well as state and federal compliance reviews.
- Interacts with other District departments personnel, governmental and private agencies, consultants, sales representatives, and other outside organizations.
- Attends conferences and meetings as directed, and makes presentations to the Board of Education and other governmental agencies as requested.
- Provides technical expertise and suggestions concerning menu planning for preparation methods, ordering, inventory levels, substitutions, delivery issues, and effective equipment utilization.
- Researches, prepares, and accurately maintains a variety of reports, documents, schedules and policies pertaining to storage, equipment maintenance costs, inventory, and supplies.
- ~~Works on special projects.~~
- Serves on behalf of the Director in his/her absence and assists on special projects as needed.

OTHER FUNCTIONS

- Performs other duties as assigned which are related, or logical in assignment to the position.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- School food service programs, operations and activities
- Meal production planning and scheduling
- Principles and methods of quantity food serving and storage
- Principles and practices of public administration, including accounting food service preparation, food merchandising, serving and storage
- Principles and practices of public administration, including accounting, food costing, contracting, purchasing and maintenance of public records
- Office management procedures and practices, methods and terminology
- Technical aspects of researching
- Extensive working knowledge of computer software used by the District and the internet
- Basic math skills
- English language, grammar, spelling and punctuation
- Oral and written communication skills
- Interpersonal skills using tact, patience, and courtesy
- District Organization, operations, policies and objectives governing board regulations

Skills and Abilities to:

- Adhering to safety practices
- Planning and managing projects
- Preparing and maintaining accurate records; operating standard office equipment; and using pertinent software applications
- Assist in planning, organizing, integrating and directing a large school district Nutrition Service program and operation
- Evaluate foods products, supplies and equipment; prepare, analyze and maintain records and reports
- Understand, interpret, apply and explain applicable laws, codes, policies and procedures
- Estimate food quantities needed and order quantities for economical food service
- Select, train, supervise and evaluate the work of assigned personnel
- Recognize and correct safety hazards
- Communicate effectively orally and in writing
- Operate a computer and standard business software
- Organize, set priorities and exercise sound independent judgment within areas of responsibility
- Make recommendations in accordance with laws, regulations, rules and policies
- Use tact and diplomacy in dealing with sensitive situations and concerned people and customers
- Work with a diversity of individuals and/or groups
- Establish and maintain effective working relationships with those encountered in the course of work
- Present a positive image of Madera Unified School District.

RESPONSIBILITY

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

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under minimal temperature variations.

MINIMUM QUALIFICATIONS

Experience: Five ~~Four~~ (5) years of ~~increasing-~~ progressively responsible work experience in a food service program, two (2) of which must be in a supervisory role within the food service program; preferably in a school setting. ~~the management and supervision in an institutional nutrition services setting which included management/supervisory experience.~~

Education: ~~Associate's~~ Bachelors-degree from an accredited college in food services management with a major in nutrition, dietetics, public health, institutional ~~and/or~~ in business administration or closely related field.

OR

An equivalent combination of education, work experience, and certifications that demonstrates possession of the requisite knowledge, skills and abilities of the position may be substituted.

REQUIRED TESTING

- Pre-employment Proficiency
- Pre-employment Physical Exam

CONTINUING EDUCATION/TRAININGS

- None Specified

CERTIFICATES/LICENSES

- Food Safety Certification (Possession of, or the ability and qualifications to obtain the Food Safety Certificate listed below within 12 months of appointment, and failure to do so will result in termination)
- Valid California Driver's License

CLEARANCES

- DOJ/FBI Background
- TB Skin Test
- Physical Demand (B)



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: July 16, 2020

Agenda Item:

Discuss and approve the new classified job description for CASAS Technician (Supplemental Help) and Salary Recommendation.

Agenda Placement:

Action

Background:

District Administration has presented the Personnel Commission with new duties for a classified supplemental help position with the proposed title of CASAS Technician (Supplemental Help). This job will plan, coordinate and perform activities related to the support and operation of the ASAP Student Information Services system (SIS) and the Comprehensive Adult Student Assessment System (CASAS) system. This position confers with administrators and staff to provide support, documentation, training, data extraction, reporting to District staff and governmental agencies, and performs related work as assigned. This position reports to the Madera Adult Education Principal.

This was done in accordance to Personnel Commission Rules 3.1.1, 3.2.1 thru 3.2.6 state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees into either established classifications, recommend a new classification or exempt the new position duties from the classified service.

Recommendation:

It is recommended that the Personnel Commission approve the new classified job description for CASAS Technician (Supplemental Help) with a rate of \$22.00 per/hour.

Attachment: Job Description - CASAS Technician (Supplemental Help)

NEW

MADERA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Position: CASAS Technician - Supplemental Help

Classification: Classified

Department/Site: Madera Adult School

Salary Schedule: Classified

Reports to: School Principal

Salary Range:

FLSA: Non-exempt

PURPOSE STATEMENT

Under supervision, the job of CASAS Technician is to plan, coordinate and perform activities related to the support and operation of the ASAP Student Information Services system (SIS) and the Comprehensive Adult Student Assessment System (CASAS) system. Confers with administrators and staff to provide support, documentation, training, data extraction, reporting to District staff and governmental agencies, and performs related work as assigned.

ESSENTIAL FUNCTIONS

- Provides technical support of ASAP Student Information Services (SIS) application and database and CASA databases.
- Identifies, analyzes and resolves problems with administrative software, interacts effectively with users to solve problems and advises on best practices for maintaining data.
- Provides required information extracts to governmental and other outside agencies.
- Establishment, enforcement and maintenance of security standards as defined.
- Manages the student data collection specifically required for CALPADS and similar systems for mandated reporting.
- Communicates mandates to appropriate department personnel.
- Manages the CASAS Data System import/export between the secondary data systems.
- Participates in district mandated training and retraining programs.
- Designs and lay out reports to meet the needs of users and governmental reports and agencies.
- Monitors data base for accuracy and data integrity.
- Maintains knowledge of current state and governmental agencies reporting requirements.
- Alignment of all student data to ASAP and CASAS standards and requirements.
- Maintains confidentiality of sensitive employee and student information.
- Provides user training and may travel to school sites in support of related duties and trainings.
- Provides training and information to office staff on the new policies related to federal and state reporting.
- Responsible for finding and correcting data anomalies with the CASAS Portal and certifying CASAS data or the successor system to it, enrollment totals to be reported to the California Department of Education.
- Proficient and skilled in Excel, Word, Web-based tools, ASAP and CASAS.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of state and federal reporting mandates.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Personal computer applications
- School operations
- Work process analysis techniques
- Database management systems, concepts and usage
- Student Information Services system (SIS) and the Comprehensive Adult Student Assessment System (CASAS) system
- State annual reports

Skills and Abilities to:

- Operate standard office equipment using a variety of standardized methods
- Plan and manage projects
- Problem solve and use logical thinking
- Prepare and maintain accurate records
- Utilize pertinent software applications
- Read technical information and compose a variety of documents
- Schedule activities
- Gather collate, and /or classify data
- Work with others in a variety of circumstances
- Analyze data utilizing defined but different processes
- Communicate with persons of varied technical knowledge and backgrounds
- Establish and maintain effective working relationships
- Work as part of a team
- Set and adapt to changing priorities
- Meet deadlines and schedules
- Work with detailed information/data
- Apply logical processes and analytical skills
- Create and organize state and federal reports
- Attend conferences and trainings to improve competency and knowledge in state and federal reports

RESPONSIBILITY

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

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 25% sitting, 25% walking, and 50% standing. The job is performed under minimal temperature variations.

MINIMUM QUALIFICATIONS

Experience: Two years of advanced clerical experience working with data systems applications, and data input consisting of programs with various state programs. Must be skilled in virtual platforms, Microsoft Word, Excel and other software.

Education: High school diploma or equivalent.

REQUIRED TESTING

- Pre-employment Proficiency
- Pre-employment Physical Exam

CONTINUING EDUCATION/TRAININGS

- None Specified

CERTIFICATES/LICENSES

- None Specified

CLEARANCES

- DOJ/FBI Background
- TB Skin Test
- Physical Demand (A)



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: July 16, 2020

Agenda Item:

Discuss and approve the new classified job description for Migrant Student Advocate (7th-12th Grades) and Salary Recommendation.

Agenda Placement:

Action

Background:

Administration has presented the Personnel Commission with new duties for a classified a position with the proposed title of Migrant Student Advocate (7th-12th Grades). This position serves as a resource for Migrant students and Migrant parents to achieve and maintain standards of excellence in the curricular areas so that each student receives the greatest supplemental academic and personal benefit from their learning experience; will focus on improving student outcomes by providing age appropriate personal support enabling students, parents, and staff to make sound decisions about academic, educational, college, vocational, and personal problems, opportunities, needs, and conflicts. This is a year-to-year grant funded position based on Migrant Education funding from Region III-Migrant Education Program. This position reports to the Migrant Coordinator.

This was done in accordance to Personnel Commission Rules 3.1.1, 3.2.1 thru 3.2.6 state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees into either established classifications, recommend a new classification or exempt the new position duties from the classified service.

Recommendation:

It is recommended that the Personnel Commission approve the new classified job description for Migrant Student Advocate (7th-12th Grades) and Classified Salary Range 34 as part of the other board approved Student Mentor classified job descriptions.

NEW

MADERA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Position: Migrant Student Advocate (7th - 12th Grades)
Department/Site: Student and Family Support Services
Reports to: Migrant Education Coordinator

Classification: Classified
Salary Schedule: Classified
Salary Range:
FLSA: Non-exempt

PURPOSE STATEMENT

Under supervision, the Migrant Student Advocate serves as a resource for Migrant students and Migrant parents to achieve and maintain standards of excellence in the curricular areas so that each student receives the greatest supplemental academic and personal benefit from their learning experience; will focus on improving student outcomes by providing age appropriate personal support enabling students, parents, and staff to make sound decisions about academic, educational, college, vocational, and personal problems, opportunities, needs, and conflicts.

Migrant Student Advocate is a year-to-year grant funded position based on Migrant Education funding from Region III-Migrant Education Program.

Essential Functions

- Meets with Migrant students, parents, and staff to identify college, academic, vocational, personal problems, opportunities, needs, and conflicts.
- Provides individual mentoring for students identified as at risk or performing below grade level by facilitating a variety of personal, organizational, and study skills strategies to enable sustained student improvement.
- Assists site base in advising Migrant students on secondary requirements for graduation and academic requirements for the university.
- Uses multiple sources of student data to monitor student progress and provide specific support for the student.
- Provides individual and small group tutoring to Migrant students as prescribed by classroom teachers to enable Migrant students to succeed in academic core curriculum.
- Assists in implementation of special projects, including CLOSE UP, S.T.E.A.M. Academy, Migrant High School Day, Speech & Debate and summer services along with Region III programs.
- Communicates routinely with teachers, and counselors about the deficiencies, challenges, and progress that students demonstrate; maintain a caseload of identified at risk students.
- Provides information to the community, parents and students regarding enrollment, career pathways and college admissions.
- Meets with junior high/secondary Migrant students and District counseling and teaching personnel to ensure that Migrant students are enrolled and completing the required A-G requirements.
- Periodically review Migrant students' transcripts, grades, current academic status in enrolled courses and attendance.
- Completes Region III-Plan to Success Plan for all 9th-12th Migrant students.
- Prepares and maintains a variety of migrant data collection. Ensures accurate data collection and submission for state reports.
- Encourages educational support and community involvement in parents. Assists families to understand their opportunities and responsibilities that empower them to be advocates for their children.
- Attends and presents during the Migrant Parent Advisory Council (MPAC) meetings conducted a

minimum of six times per year as meeting begin after 5:00 pm.

- Assists families in obtaining access to school programs and resources.
- Assists in removing obstacles that might prevent a family's participation in the school/programs.
- Compiles Migrant data, submits and maintains accurate reports and records as required: coordinates information with school personnel and parents on students' progress, program goals, procedures and policies.
- Encourages parental involvement in the educational programs; schedules meetings with parents and school staff including home visits with students and/or parents.
- Refers students to other public/private community resources and collaborate with District's Parent Resource Center (PRC) to increase participation in parent involvement.
- Makes home visits as needed.
- Chaperon educational fieldtrips provided by Migrant Education Program.
- Works directly with staff to ensure appropriate implementation of program goals.
- Participates and attends Region III-Secondary Counselor Assistant meetings as directed by Region III.
- Attends meetings and professional development as required.
- May work flexible schedules including evening and weekends in order to make contact with parents and students and/or to participate in community resource events.
- Provides transportation for parents and students on an as-needed basis to meet objectives of the program.

OTHER FUNCTIONS

- Performs other duties as assigned which are related, or logical in assignment to the position.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Effective counseling techniques
- School and district procedures and policies related to students learning, behavior and welfare
- Laws pertaining to minors
- Vocational and college requirements
- District and school curriculum
- Standardize testing procedures and interpretation
- Master schedule development and maintenance
- Graduation requirements, career paths and preparation

Skills and Abilities to:

- Counsel students, parents, and staff
- Maintain records as required
- Remain calm while resolving conflicts with diverse participants under stress
- Provide fair, equitable treatment of all students, parents, and staff
- Contribute to the successful fulfillment of the District's Mission and Vision
- Work cooperatively with others
- Conduct responsibilities of the position based on information and instructions provided in English, Spanish and other Indigenous language
- Utilize conflict resolution methodology
- Learn and appropriately apply district policies and procedures and other regulations related to the position.

- Maintain appropriate confidentiality about students, school, staff, and district activities
- Manage time and other resources to meet the needs of all assigned students
- Learn and apply current technology to assigned duties
- Spanish Bilingual skills in reading, speaking and writing are required.

RESPONSIBILITY

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

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under minimal temperature variations.

MINIMUM QUALIFICATIONS

Experience: One (1) year of work experience working with students in any of the following areas: teaching, counseling, tutoring and/or educational professional internship.

Education: Bachelor degree in one of the following: Child Development, Teaching, Psychology, and Counseling, Social Services, Behavioral Science or any other related field from an accredited college or university.

OR

An equivalent combination of education, work experience, and certifications that demonstrates possession of the requisite knowledge, skills and abilities of the position may be substituted.

REQUIRED TESTING

- Pre-employment Proficiency
- Pre-employment Physical Exam

CONTINUING EDUCATION/TRAININGS

- Ongoing training is required

CERTIFICATES/LICENSES

- Valid California Class C Driver's License
- Certified Bilingual Proficiency in a Second Language

CLEARANCES

- DOJ/FBI Background
- TB Skin Test
- Physical Demand (A)



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: July 16, 2020

Agenda Item:

Discuss and approve the new classified job description for Student Mentor-Robotics (Supplemental Help) and Salary Recommendation.

Agenda Placement:

Action

Background:

Administration has presented the Personnel Commission with new duties for a classified non-contracted position with the proposed title of Student Mentor-Robotics (Supplemental Help). This job supports the educational process by providing real world specialized coaching of skills in the area of engineering and manufacturing and/or computer programming for our students who participate in Madtown Robotics. Performs general shop custodial and maintenance duties so that students have a safe, attractive, and clean place in which students can learn and develop. This position is seasonal (non-contracted) and reports to the Vice-Principal of Manufacturing/Engineering Pathway.

This was done in accordance to Personnel Commission Rules 3.1.1, 3.2.1 thru 3.2.6 state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees into either established classifications, recommend a new classification or exempt the new position duties from the classified service.

Recommendation:

It is recommended that the Personnel Commission approve the new classified job description for Student Mentor-Robotics (Supplemental Help) with the rate of \$33.00 per/hour.

Attachment: Job Description – Student Mentor-Robotics (Supplemental Help)

**NEW
MADERA UNIFIED SCHOOL DISTRICT**

JOB DESCRIPTION

Position: Student Mentor-Robotics (Supplemental Help)

Classification: Classified

Department/Site: Matilda Torres High School

Salary Schedule: Classified

Reports to: Vice-Principal of Manufacturing/Engineering Pathway

Salary Range:

FLSA: Non-exempt

PURPOSE STATEMENT

Under direction, the job of Student Mentor-Robotics (Supplemental Help) supports the educational process by providing real world specialized coaching of skills in the area of engineering and manufacturing and/or computer programming for our students who participate in Madtown Robotics. Performs general shop custodial and maintenance duties so that students have a safe, attractive, and clean place in which students can learn and develop.

Essential Functions

- Provides coaching and leadership skills to high school students in the areas of public speaking and community service.
- Provides mentoring and skill sets in the industry areas of; manufacturing, engineering and programming.
- Supervises students at after school practices and during building season.
- Relays pertinent student information to the Vice-Principal of Manufacturing/Engineering Pathway.
- Oversees and coordinates the safety procedures and protocols for student use of manufacturing machines and tools.
- Assists in the coordination and planning of student events.
- Travels to out of town events as needed.
- Supervises students at out of town competitions and regional events.
- Maintain confidentiality about the status of students and program activities.
- Working evenings and some weekends is required.

OTHER FUNCTIONS

- Performs other related duties as assigned which are related and support the overall objectives of the position.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Experience or knowledge of First Inspiration & Recognition of Science & Technology (FIRST) Robotics
- Experience with Manufacturing machines and tools
- Experience in engineering and design techniques
- Experience with computer programming
- Leadership skills when working with high school students
- Interpersonal skills using tact, patience and courtesy
- Familiar with Engineering Design Process
- Knowledge of Occupational of Safety & Health (OSHA) Regulations
- Written and oral directions in English

Skills and Abilities to:

- Operate a computer and oversee programming as needed
- Maintain professional working relationships with a diverse group of students and adults
- Work independently and with others as needed
- Understand and work within the assigned scope of authority
- Plan, prioritize and organize work to meet all schedules and timelines
- Communicate, understand, and follow both oral and written directions effectively
- Apply integrity and trust in all situations
- Work with a diverse student population
- Actively participate in meeting district goals and outcomes
- Contribute to the successful fulfillment of the District Mission

RESPONSIBILITY

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

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands; some lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 15% sitting, 70% walking, and 15% standing; the job is performed in a generally hazard free environment and in a clean atmosphere. The employee may be required to travel to locations other than assigned work site.

MINIMUM QUALIFICATIONS

Experience: One (1) year of work experience in one or more of the following areas: manufacturing, engineering or computer programming; and experience with First Inspiration & Recognition of Science & Technology (FIRST) Robotics.

Education: Associate's degree in a related field from an accredited college or university.

OR: An equivalent combination of education, work experience, and certifications that demonstrates possession of the requisite knowledge, skills and abilities of the position may be substituted.

REQUIRED TESTING

- None

CONTINUING EDUCATION/TRAININGS

- Staying current with the use of manufacturing machines and tools

CERTIFICATES/LICENSES

- Valid California Class C Driver's License

CLEARANCES

- DOJ/FBI Background
- TB Skin Test
- Physical Demand (A)



**MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
REGULAR MEETING
AGENDA ITEM COVER PAGE**

Meeting Date: July 16, 2020

Agenda Item:

Discuss and approve the following new and revised job descriptions: Purchasing Technician, Buyer II, Senior Buyer, Print Shop Technician and Print Shop Technician Lead and Salary Survey Recommendations.

Agenda Placement:

Action

Background:

District's Administration requested a desk audit and reorganization for the Purchasing and Print Shop Departments. The District has grown over the years with additional school sites, which have caused changes in the operations of these departments. This request will change the current department structures of the positions and employees due to the creation of new and revised job classifications that will allow for professional growth and promotional opportunities for these employees within a career ladder pathway. We added an equivalent combination of education, work experience, and certifications that demonstrates possession of the requisite knowledge, skills and abilities of the position may be substituted. Allowing this change to the minimum qualification will help recruit qualified applicants who might not have the required educational degree but do have the years of work experience and/or training/certifications.

The desk audit findings and restructure is below:

Purchasing Department

| Current Title of Incumbents | Restructured Title |
|------------------------------------|-----------------------------|
| Office Technician (eliminate) | Purchasing Technician - new |
| Buyer (eliminate) | Buyer II - new |
| Senior Buyer | Senior Buyer - Revised |

Print Shop Department

| Current Title of Incumbents | Restructured Title |
|--------------------------------------|----------------------------------|
| Print Shop Technician I | Print Shop Technician - revised |
| Print Shop Technician II (eliminate) | Print Shop Technician-Lead - new |

Salary surveys were conducted by using the following school and college districts: Central USD, Clovis USD, Fresno USD, Manteca USD, Merced Community College District, Selma USD, and State Center Community College School District. A comparison survey of the education, work experience, licenses and other requirements for these positions are included.

This was done in accordance with the Personnel Commission Rules 3.2.2 thru 3.2.5.5 and 3.2.9 Review of positions; 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 desk audit findings with the new and revised job descriptions and salary survey recommendations as presented.

Attachment: Job Descriptions and Salary Survey Recommendations: Purchasing Technician, Buyer II, Senior Buyer, Print Shop Technician, and Print Shop Technician-Lead

NEW

MADERA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Position: Purchasing Technician

Classification: Classified

Department/Site: Purchasing

Salary Schedule: Classified

Reports to: Director of Purchasing

Salary Range:

FLSA: Non-exempt

PURPOSE STATEMENT

Under general supervision, the Purchasing Technician performs a variety of complex technical purchasing duties, clerical duties and secretarial duties in support of the District's Purchasing, Print Shop and Warehouse Departments. Processes and expedites purchase orders. Performs miscellaneous clerical duties to support purchasing staff and activities to provide timely delivery of professional services. Works independently and exercises some judgment and discretion in planning and prioritizing work.

Essential Functions

- Efficiently perform a variety of technical and clerical duties in support of the Purchasing, Warehouse and Print Shop Departments by using independent judgment and an understanding of departmental functions and established policies and procedures.
- Compiles data from a variety of sources for the purpose of preparing reports, board agenda items, and consultant agreements.
- Performs general to complex secretarial functions (e.g. Microsoft office/ Google suite, scheduling, copying, faxing, data entry, filing, etc.) for supporting office functions.
- Provides support to District employees, purchasing Director/staff and the public; answers and initiate phone calls and responds to inquiries, screening calls, requesting information and/or conveying information.
- Responds to a variety of inquiries from internal and external parties; distributes information and communications to other departments and school sites.
- Distributes information to departments and sites: prepares memos for communication to vendors or school site personnel; distributes general mail.
- Orders supplies and stocks items for the department using approved sources.
- Maintains pre-qualifications packets to ensure District compliance with state regulations.
- Maintains a variety of records and files related to the department; board agenda documents, fixed assets, receipts/buyback transactions for the purpose of communicating information and/or creating documentation in compliance with established guidelines.
- Updates and maintains the department's webpage, Warehouse, and Print Shop.
- Maintains deletions in fixed asset database in order to ensure accuracy and audit compliance.
- Assists with vendor communications, purchase order tracking and discrepancy resolutions; and explains department policies and procedures within the scope of authority.
- Makes financial decisions regarding the purchases of non-stock items, to determine best sources for cost savings to sites/departments.
- Assists the purchasing staff with the processing of requisitions and purchase order distribution during peak times.
- Processes requisitions and issues purchase orders that involve the acquisition of blanket purchase orders.
- Updates and maintains current Catalogs, Standard Operating Procedures, and Safety Training documentations for Purchasing, Warehouse and Print shop Departments, and other related information.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands: stamina to perform multiple assignments and tasks with many interruptions and deadlines while under a variety of circumstances including critical, intense, or urgent situations; working under stressful situations; hearing and speaking to exchange information and make presentations; dexterity of hands and fingers to operate a computer keyboard; seeing to read a variety of materials. Generally, the job requires 75% sitting, 20% walking and 5% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

MINIMUM QUALIFICATIONS

Experience: Three (3) years of progressively responsible work experience in clerical, purchasing duties, accounting and/or financial record keeping preferably in a distribution and/or school business environment.

Education: High school diploma or equivalent.

OR

An equivalent combination of education, work experience, and certifications that demonstrates possession of the requisite knowledge, skills and abilities of the position may be substituted.

REQUIRED TESTING

- Pre-employment Proficiency
- Pre-employment Physical Exam

CONTINUING EDUCATION/TRAININGS

- None Specified

CERTIFICATES/LICENSES

- Valid California Class C Driver's License

CLEARANCES

- DOJ/FBI Background
- TB Skin Test
- Physical Demand (A)

Purchasing Technician Comparison Survey

| District | Title | Education/Experience Combined | Experience | Licenses and other Requirements | Begin Salary | Ending Salary | Hourly |
|---|------------------------|---|--|---|--------------|---------------|-------------------|
| Clovis USD | Buyer I | High school diploma or equivalent; supplemented by three (3) to four (4) years experience in purchasing or distribution involving bid processes, monitoring contracts, buying items for recurring use, and inventory control. | | May require a Driver's License | \$48,880.00 | \$58,340.00 | \$23.41 - \$28.42 |
| Manteca USD | Purchasing Technician | Equivalent to graduation from high school supplemented by course work in business administration preferred. | Two years of clerical and/or accounting experience preferred. Desirable experience - Three (3) years of clerical experience including at least two (2) years of accounting experience and one year of experience with general purchasing responsibilities. | Maintain a valid California driver's license. Maintain District-insurable driving record. | \$40,319.28 | \$56,229.84 | \$19.31 - \$26.93 |
| Merced Community College District | Buyer | High school diploma or GED and three (3) years applicable experience OR an Associate's degree OR the equivalent education and experience. | | Desired: C.P.M. or APP preferred. | \$42,768.00 | \$54,108.00 | \$20.48 - \$25.91 |
| State Center Community College District | Procurement Technician | Graduation from high school or GED equivalent. | At least three years of financial recordkeeping or purchasing support duties; or an equivalent combination of training and experience. | None specified. | \$44,731.00 | \$55,013.00 | \$21.51 - \$26.45 |

Purchasing Technician
Salary Compensation Survey

| Districts | SALARY (Low to High) | | Hourly * |
|---|-------------------------|--------------|--------------------|
| | | | |
| Clovis Unified School District | \$48,880.00 | \$59,340.00 | \$23.41 - \$28.42 |
| Manteca Unified School District | \$40,319.28 | \$56,229.84 | \$19.31 - \$26.93 |
| Merced Community College District | \$42,768.00 | \$54,108.00 | \$20.48 - \$25.91 |
| State Center Community College Center | \$44,731.00 | \$55,013.00 | \$21.51 - \$26.45 |
| Total Combined: | \$176,698.28 | \$224,690.84 | \$84.71 - \$107.71 |
| Total Districts (4) | 4 | 4 | 4 |
| Average of total combined divided by the total Districts: | \$44,174.57 | \$56,172.71 | \$21.18 - \$26.93 |

NOTE: Based on 8 hours per day, 261 days per year, 12 months per year.

*Hourly Rates

NEW

MADERA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

| | | | |
|-------------------------|------------------------|-------------------------|------------|
| Position: | Buyer II | Classification: | Classified |
| Department/Site: | Purchasing | Salary Schedule: | Classified |
| Reports to: | Director of Purchasing | Salary Range: | |
| | | FLSA: | Non-exempt |

PURPOSE STATEMENT

Under general supervision, the Buyer II performs routine to highly complex procurement duties associated with the purchasing of various materials, supplies, equipment and services for the District. Process purchasing documents and materials, maintains vendors/source information and inventories. Facilitates competitive pricing for commodity and recurring stock items, maintains vendor relationships, and assists with inventory control scheduling.

ESSENTIAL FUNCTIONS

- Audits sources documents (e.g. incoming requisitions, past purchases, reconciliation, inventories, etc.) for ensuring completeness and accuracy of purchasing process.
- Reviews, processes and evaluates a variety of requisitions to assure proper approvals, completeness and compliance with established standards and regulations; obtain necessary information from District wide personnel to complete documentation.
- Efficiently performs technical duties in the purchase of District supplies, equipment and services; review, prepares and process requisitions in a timely manner in accordance with District policies and procedures in documenting activities.
- Identifies fixed assets for the purpose of inventory control in accordance with established procedures: and for preparing reports.
- Maintains purchasing documents, files and records for ensuring the availability of documentation and compliance with established policies and guidelines; interprets and assist with the development of policies and procedures for purchasing and warehousing and conveys information to other purchasing and warehousing staff to maintain compliance.
- Develops and maintains a variety of logs, annual contracts, files and records relating to requisitions, inventory, price savings, vendors and other purchasing-related issues; prepare periodic reports; maintains Public Surplus by collecting information and images for posting them for auction on site.
- Obtains quotes, negotiates price, specifications, and conditions of delivery and establishes relationships with vendors for obtaining the best quality goods and services of the lowest price.
- Communicates and works collaboratively with vendors and District wide personnel to exchange information, resolve discrepancies, correct errors and missing items, and clarify issues related to purchase orders, invoices, statements, deliveries and payments; expedites back orders to provide timely delivery.
- Performs general and program specific functions (e.g. distributing purchase orders, scheduling, set up new vendor accounts, etc.) for supporting the department.
- Maintains appropriate levels of regular store stock items to provide timely delivery of high quality services to sites and departments; prepare quotations when inventory falls below pre-determined stock levels; prepare purchase orders; and assists warehouse with cycle count and yearly inventory.

- Authorizes stock and non-stock purchases to determine best sources of supplies for price saving to District sites/departments.
- Conducts training for District staff on proper processes and procedures and program implementation; helps plan and develop training materials.
- Assists with managing the Purchasing and Warehouse internal budgets and purchases supplies and materials for ensuring availability of items.
- Participates in monthly staff meetings for the purpose of conveying and/ or gathering information required to perform job functions: and on-going Professional Development.
- Assists the Director on special projects as needed.

Other Functions

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Basic math, including calculations using fractions, percent's and or ratios
- Understand written procedures
- Accurate record-keeping techniques
- Bid specification preparation
- Basic understanding of Microsoft Excel and Word
- Basic research methods
- Oral and written communication skills
- Use correct English usage, grammar, spelling, punctuation and vocabulary
- Office procedures and purchasing procedures, practices, methods and terminology
- District organization, operations, practices, objectives and goals

Skills and Abilities to:

- Operate a variety of modern office equipment and computer and software applications
- Read, understand, interpret, apply and explain current rules, regulations, policies and procedures
- Preparing and maintaining accurate records a variety of data
- Processing of purchase orders
- Perform technical duties in the purchase of District supplies, equipment and services
- Establish and maintain cooperative and effective working relationships with a diverse range of people
- Analyze situations accurately and timely and adopt effective courses in action
- Maintain regular attendance
- Communicate, understand and follow both oral and written directions effectively
- Communicate effectively and courteously with contacts within and outside the District
- Learn new or updated computer systems/programs or skills to apply to current work
- Utilize specific job related equipment
- Work independently with little direction
- Perform technical and difficult clerical work with accuracy, speed and with minimum supervision
- Present a position image of Madera Unified School District

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 some opportunity to effect the organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 75% sitting, 20% walking, and 5% standing. This job is performed in a generally clean and healthy environment

MINIMUM QUALIFICATIONS

Experience: Four (4) years of progressively responsible professional procurement experience in a purchasing or distribution environment that involves monitoring contracts, buying items for recurring use, and inventory control. Preferably, with at least one (1) year of which is in a school district or public agency.

Education: Associate's degree in the field of Business Administration or other related field from an accredited college or university.

OR

An equivalent combination of education, work experience, and certifications that demonstrates possession of the requisite knowledge, skills and abilities of the position may be substituted.

REQUIRED TESTING

- Pre-employment Proficiency
- Pre-employment Physical Exam

CONTINUING EDUCATION/TRAININGS

- None Specified

CERTIFICATES/LICENSES

- Valid California Class C Driver's License

CLEARANCES

- DOJ/FBI Background
- TB Skin Test
- Physical Demands (A)

Buyer II
Salary Compensation Survey

| Districts | SALARY (Low to High) | | Hourly * |
|--|-------------------------|--------------|--------------------|
| | | | |
| Clovis Unified School District | \$54,204.48 | \$65,792.88 | \$25.96 - \$31.51 |
| Fresno Unified School District | \$54,183.60 | \$66,001.68 | \$25.95 - \$31.61 |
| Manteca Unified School District | \$45,601.92 | \$63,600.08 | \$21.84 - \$30.46 |
| Merced Community College District | \$54,108.00 | \$68,460.00 | \$25.91 - \$32.79 |
| Total Combined: | \$208,098.00 | \$263,854.64 | \$99.66 - \$126.37 |
| Total Districts (4) | 4 | 4 | 4 |
| Average of total combined divided by the total Districts: | \$52,024.50 | \$65,963.66 | \$24.92 - \$31.59 |

NOTE: Based on 8 hours per day, 261 days per year, 12 months per year

*Hourly Rates

Buyer II Comparison Survey

| District | Title | Education/Experience Combined | Experience | Licenses and other Requirements | Begin Salary | Ending Salary | Hourly |
|-----------------------------------|---------------|--|---|---|--------------|---------------|-------------------|
| Clovis USD | Buyer II | This position typically requires an Associates degree from an accredited college with major course work in purchasing, materials management, business administration or a related field. | Three (3) to five (5) years of increasingly responsible purchasing, materials management and distribution experience in a multi-site educational institution or similar public service agency. Additional relevant experience may substitute for higher education on a two year for one year basis. | May require a valid driver's license | \$54,204.48 | \$65,792.88 | \$25.96 - \$31.51 |
| Fresno USD | Buyer II | Any combination equivalent to : two years of college-level course work in accounting, business, purchasing or a related field. | Three years of increasingly responsible experience in the purchase of supplies and equipment in a school district or government agency. | None specified. | \$61,366.32 | 66,001.68 | \$25.95 - \$31.61 |
| Manteca USD | Buyer | High School Diploma or equivalent. Thirty (30) college units in accounting, business or related field, Certified Professional Procurement Buyer (CPPB) or Certified Professional Procurement Officer (CPPO) certification. | Three (3) years of increasingly responsible purchasing experience or related functions. Public school district purchasing experience desired. | None specified. | \$45,601.92 | 63,600.08 | \$21.84 - \$30.46 |
| Merced Community College District | Buyer, Senior | Associate's degree and four (4) years of applicable experience OR OR applicable certifications OR bachelor's degree and one (1) year of applicable certifications OR equivalent education and experience. | | None. Desirable Qualifications: Accredited Purchasing Practitioner Certificate (A.P.P.) and Certified Purchasing Manager Certificate (C.P.M) | \$54,108.00 | 68,460.00 | \$25.91 - \$32.79 |

Revised

MADERA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

| | | | |
|-------------------------|------------------------|-------------------------|------------|
| Position: | Senior Buyer | Classification: | Classified |
| Department/Site: | Purchasing | Salary Schedule: | Classified |
| Reports to: | Director of Purchasing | Salary Range: | |
| | | FLSA: | Non-exempt |

PURPOSE STATEMENT

Under direction, tThe Senior Buyer is to perform a full range of specialized and highly complex technical duties associated with the purchasing of various material, supplies, equipment and services for the District. Responsible for purchasing procedures, processing Bids/RFP (Request for Proposal), purchasing documents and materials and maintaining vendor/ source information and inventories. Develops and negotiates legally compliant contract terms and conditions favorable to the District and monitors to ensure that the contracts are implemented and executed in accordance with the agreed terms to ensure District purchases are made in accordance with applicable laws, codes and policies.

ESSENTIAL FUNCTIONS

- Assists the Director of Purchasing with bidding process (e.g. bid preparation, evaluate bids for compliance with laws, codes and regulations and recommend vendors) for the purpose of securing items and/ or services while maintaining established guidelines.
- Prepares formal bids/RFPs as assigned.
- Train and provide work direction and guidance to the Buyer II and other as assigned staff for the purpose of facilitating the purchasing process with established practices.
- Audits sources documents (e.g. incoming requisitions, past purchases, reconciliation, inventories, etc.) for the purpose of ensuring completeness and accuracy of purchasing processes.
- Develops and maintains a variety of logs, annual contracts, files and records relating to requisitions, inventory, vendors and other purchasing-related issues; prepare periodic and special reports as needed; enter and retrieve data using a computer.
- Oversees and participates in ordering services, supplies and equipment in accordance with established policies and procedures.
- Authorizes stock and non-stock purchases to determine best sources of supplies for price saving to District sites/departments.
- Manages and reconciles Textbook Warehouse inventory.
- Works closely with curriculum coordinators to establish procedures and timelines for textbook distribution.
- Coordinates the pickup, resale and recycling of obsolete textbooks.
- Expedite back orders to provide timely delivery.
- Review, process and evaluate a variety of requisitions to assure proper approvals, completeness and compliance with established requirements and guidelines in a timely manner.
- Review requisitions, purchase orders and bids for conformance and compliance with established standards and regulations; obtain necessary information from District personnel to complete documentation.
- Compiles data (e.g. fixed assets, inventories, etc.) for the purpose of preparing reports.

- Answers and initiates phone calls for responding to inquiries, screening calls, taking messages, requesting information and/or conveying information.
- Identifies fixed assets for the purpose of inventory control in accordance with established procedures.
- Maintains current knowledge of changing and new legislation related to assigned activities. Requires extensive working knowledge in Public Works (construction) bid law processes, including contract language and bond requirements.
- Maintains purchasing documents, files and records for the purpose of ensuring the availability of documentation and compliance with established policies and guidelines.
- Obtain quotes, establishing relationships with vendors for the purpose of obtaining the best quality goods and services of the lowest price.
- Participates in monthly staff meetings for the purpose of convening and/or gathering information required to perform job functions and for on-going Professional Development.
- Prepares written materials and electronic purchasing information for the purpose of documentation activities, providing reference, conveying information and requirements.
- Performs general and program specific clerical functions (e.g. distributing purchase orders, scheduling, set up new vendor accounts, etc.) for the purpose of supporting the department.
- Manages and maintains the Purchasing Department website.
- Train and inform District staff on proper processes, procedures and program implementation.
- Provides on-going training to District staff as needed.
- Responds to inquiries of staff and administration regarding purchasing procedures for the purpose of providing information and direction district wide.
- Communicates and works collaboratively with vendors and District personnel to exchange information, resolve discrepancies, correct errors, and clarify issues related to purchase orders, invoices, statements, deliveries and payments.
- Assist the Director of Purchasing on special projects as needed.

Other Functions

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Office management procedures and purchasing procedures, practices, methods and terminology
- Technical aspects of researching, comparing and purchasing supplies, materials and equipment
- Extensive working knowledge of computer –aided software, proprietary business software, including Microsoft Excel and Word, business software used by the District and the internet
- Requires extensive working knowledge in Public Works (construction) bid law processes, including contract language and bond requirements
- Math skills to compute sums, fractions, decimals averages, trends and ratios
- English language, grammar, spelling and punctuation
- Oral and written communication skills
- Interpersonal skills using tact, patience, and courtesy
- District Organization, operations, policies and objectives governing purchasing

Skills and Abilities to:

- Operate stand office equipment including using pertinent software applications
- Must be able to guide and lead the daily work activities
- Maintain work load for the successful operation of the department
- Read, understand, interpret, apply and explain current rules, regulations, policies and procedures
- Preparing and maintaining accurate records a variety of data
- Processing of purchase orders
- Research information stored on databases and internet and prepare and present reports
- Work with a diversity of individuals and/or groups
- Work with a variety of data and utilize specific job related equipment
- Problem solve to identify issues and create action plans
- Communicate, understand and follow both oral and written directions effectively
- Communicate effectively and courteously with contacts within and outside the District
- Problem solve with data, which requires independent interpretation of guidelines and problem solving with the specific ability to perform the functions of the job
- Perform technical and difficult clerical work with accuracy and speed
- Think outside the box and develop new methods or solutions inspiring other to reach a common goal
- Apply integrity and trust in all situations
- Present a positive image of Madera Unified School District

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 some opportunity to effect the organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 75% sitting, 20% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

MINIMUM QUALIFICATIONS

Experience: ~~One~~ **Five (5)** years of progressively **responsible** experience in a purchasing or distribution environment that involves monitoring contracts, buying items for recurring use, and inventory. **Preferably in a school District or other public agency.**

Education: ~~High School diploma or equivalent, supplemented by some course work in procurement, business administration or related field.~~

An Associate's degree in business, accounting or a related field from an accredited college or university.

OR

An equivalent combination of education, work experience, and certifications that demonstrates possession of the requisite knowledge, skills and abilities of the position may be substituted.

REQUIRED TESTING

- Pre-employment Proficiency
- Pre-employment Physical Exam

CONTINUING EDUCATION/TRAININGS

- None Specified

CERTIFICATES/LICENSES

- Valid California Class C Driver's License

CLEARANCES

- ~~Criminal Justice Fingerprint~~
- DOJ/FBI Background
- TB Clearance ~~Skin Test~~
- Physical Demands (A)

Senior Buyer
Salary Compensation Survey

| Districts | SALARY (Low to High) | | Hourly * |
|--|-------------------------|--------------|-------------------|
| | | | |
| Clovis Unified School District** | \$63,788.40 | \$77,464.80 | \$30.55 - \$37.10 |
| Fresno Unified School District** | \$73,309.68 | \$84,541.60 | \$35.11 - \$40.65 |
| State Center Community College District | \$63,913.68 | \$78,613.20 | \$30.61 - \$37.65 |
| Stockton Unified School District | \$56,167.30 | \$66,273.12 | \$26.09 - \$31.74 |
| Total Combined: | \$257,179.06 | \$306,892.72 | \$122.36 - 147.14 |
| Total Districts (4) | 4 | 4 | 4 |
| Average of total combined divided by the total Districts: | \$64,294.77 | \$76,723.18 | \$30.59 - \$36.79 |

NOTE: Based on 8 hours per day, 261 days per year, 12 months per year

*Hourly Rates

**Classified Management

Senior Buyer Comparison Survey

| District | Title | Education/Experience Combined | Experience | Licenses and other Requirements | Begin Salary | Ending Salary | Hourly |
|---|---------------------------|---|--|---|--------------|---------------|-------------------|
| Clovis USD | Lead Buyer | This position typically requires a Bachelor's degree from an accredited college with major course work in purchasing, materials management, business administration or a related field. | Three (3) of increasingly responsible purchasing, materials management and distribution experience in a multi-site educational institution or similar public service agency. Additional relevant experience may substitute for higher education. | May require a valid driver's license. | \$63,788.40 | \$77,464.80 | \$30.55 - \$37.10 |
| Fresno USD | Coordinator I, Purchasing | Any combination equivalent to a bachelor's degree in business or related field. | Five (5) years responsible experience in the purchase experience, including four years in a buying capacity. | None specified. | \$73,309.68 | 84,541.60 | \$35.11 - \$40.65 |
| State Center Community College District | Senior Buyer | Graduation from an accredited college or university with a bachelor's degree in public administration, business administration, finance, logistics or related field. | Four (4) years of progressively responsible professional procurement experience, at least two of which were in a school district or public agency; or an equivalent combination of training and experience. | A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program in some assignments. Certified Professional Public Buyer (CPPB) or comparable certification is preferred. | \$63,667.00 | 78,302.00 | \$30.61 - \$37.65 |
| Stockton USD | Senior Buyer | Any combination of education, training and/or experience equivalent to bachelor's degree in business administration, accounting or related field. | Two (2) years experience in the purchase of supplies and equipment. | Valid California Class C driver's license. | \$56,167.20 | 66,273.12 | \$26.09 - \$31.74 |

REVISED

MADERA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Position: Print Shop Technician I-

Classification: Classified

Department/Site: Purchasing

Salary Schedule: Classified

Reports to: Director of Purchasing

Salary Range:

FLSA: Non-exempt

PURPOSE STATEMENT

Under general supervision, the job of Print Shop Technician will be established for the purpose/s of assisting in and providing support to the District printing needs with specific responsibilities for completing requests in accordance with work order specifications; will operate and perform minor and routine maintenance on a wide variety of equipment used in a print shop setting to produce requested products; performing routine and minor maintenance on high-speed copiers; ensuring the safe and efficient operation of reproduction equipment; and ensure the delivering of completed materials within established timelines.

ESSENTIAL FUNCTIONS

- Assists in meeting the deadlines of printing requests for the purpose of ensuring the prompt response to and delivery of printed materials to school sites and administrative departments.
- Assist with a wide range of media and use of graphic design software to provide flexibility on all printing needs of district personnel when needed.
- Maintains high-speed copying machines, equipment, tools, supplies and work area for the purpose of ensuring a safe work environment and the availability of equipment and supplies required to complete work requests.
- Operates a wide variety of print shop equipment and tools (e.g. copiers, staplers, thermal binding, spiral binding, stitching machine, large paper cutting machine, crimping pliers, etc.) for the purpose of completing printing requests from district personnel.
- Prepares and prioritizes jobs according to requested requirements (e.g. printing, collating, cutting, stapling, binding, packaging, etc.) for the purpose of packaging jobs for distribution to school site or administrative department.
- Prioritizes the department workload, assigning tasks to personnel as assigned for the purpose of maximizing the efficiency of the work force and meeting shift requirements.
- Answers phones and greet visitors; responds to questions from district employees and vendors for the purpose of providing general information, cost estimates and/or status inquiries.
- Schedules requests for duplicating services received from school site staff (e.g. bulletins, newsletters, booklets, and special requests, etc.) for the purpose of ensuring availability of completed materials by requested completion date.
- Assists with inventory procedures as assigned; stock shelves and storage facilities with print shop supplies; maintains print shop in a clean and safe condition.
- Participates in unit meetings, in-service training, workshops for the purpose of conveying and/or gathering information required to perform functions and for ongoing professional development.
- Assists the Director of Purchasing on special projects as assigned.

Other Functions

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Basic math, including calculations using fractions, percent's and or ratios
- Read a variety of manuals, write documents following prescribed formats, and /or present information to others; and understand complex, multi-step written and oral instructions.
- Oral and written communication skills
- Basic understanding of Microsoft Excel and Word
- Use correct English usage, grammar, spelling, punctuation and vocabulary
- Office procedures and purchasing procedures, practices, methods and terminology
- District organization, operations, practices, objectives and goals
- Media and design software (e.g. G Suite, Word, Excel, Publisher, Photoshop, Illustrator, etc.)

Skills and Abilities to:

- Adhere to safety practices and protocols
- Operate equipment used in reprographics operations including computers and high speed photocopying equipment; and practices, materials and equipment involved in processing photos/bookbinding
- Create journals, data sheets, and computer documents
- Preparing and maintaining accurate records
- Gather and/or collate data
- Consider a variety of factors when using equipment
- Work with data utilizing defined and similar processes
- Work with a diversity of individuals and/or groups
- Problem solve with data and equipment
- Meet deadlines, schedules and set priorities
- Provide excellent customer service
- Maintain effective working relationships
- Communicate, understand and follow both oral and written directions effectively
- Communicate effectively and courteously with contacts within and outside the District
- Work independently with frequent interruptions
- Strong interpersonal and communication skills
- Use technology applicable to role and to access information necessary to complete daily responsibilities

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 some opportunity to effect the organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 75% sitting, 20% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

MINIMUM QUALIFICATIONS

Experience: One (1) year of printing and duplicating work experience in a print shop or duplicating center environment. ~~working with machines and equipment; and six months of clerical experience in an office environment.~~ Strong interpersonal and communication skills are required, which are necessary to establish a relationship with district personnel and vendors.

Education: High school diploma or equivalent.

REQUIRED TESTING

- Pre-employment Proficiency
- Pre-employment Physical Exam

CONTINUING EDUCATION/TRAININGS

- None Specified

CERTIFICATES/LICENSES

- Valid California Class C Driver's License

CLEARANCES

- DOJ/FBI Background
- TB Skin Test
- Physical Demand (D)

Print Shop Technician
Salary Compensation Survey

| Districts | SALARY (Low to High) | | | Hourly * |
|---|-------------------------|--------------|--|-------------------|
| | | | | |
| Central Unified School District | \$37,416.96 | \$43,388.64 | | \$17.92 - \$20.78 |
| Clovis Unified School District | \$35,934.48 | \$43,618.32 | | \$17.21 - \$20.89 |
| Selma Unified School District | \$34,848.72 | \$44,620.56 | | \$16.69 - \$21.37 |
| State Center Community College District | \$43,179.84 | \$53,097.84 | | \$20.68 - \$25.43 |
| Total Combined: | \$151,380.00 | \$184,725.36 | | \$72.50 - \$88.47 |
| Total Districts (4) | 4 | 4 | | 4 |
| Average of total combined divided by the total Districts: | \$37,845.00 | \$46,181.34 | | \$18.13 - \$22.12 |

NOTE: Based on 8 hours per day, 261 days per year, 12 months per year

* Hourly Rates

Print Shop Technician Comparison Survey

| District | Title | Education/Experience Combined | Experience | Licenses and other Requirements | Begin Salary | Ending Salary | Hourly |
|--------------------------------|-----------------------------------|---|--|--|--------------|---------------|-------------------|
| Central USD | Production Department Specialist | Graduation from high school or GED equivalent. | Some experience in the operation of high speed copiers and related finishing equipment. | None specified | \$37,416.96 | \$43,388.64 | \$17.92 - \$20.78 |
| Clovis USD | Document Processing Technician II | High School Diploma or GED certificates supplemented by college courses or industry training in printing press operations. | Three (3) years of customer service and printing experience. Any equivalent combination of education, training and experience. | May require a valid driver's license. | \$35,934.48 | 43,618.32 | \$17.21 - \$20.89 |
| | Printing Services Technician | Any combination equivalent to graduation from high school and two years -experience involving the operation of duplication equipment. | See education/experience. Two (2) years of progressively responsible experience in reprographics; or an equivalent combination of training and experience. | Valid California Class C driver's license. | \$34,848.72 | 44,620.56 | \$16.69 - \$21.37 |
| State Center Community College | Print Services Technician | Graduation from high school or GED equivalent. | | Valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program. | \$43,179.84 | 53,097.84 | \$20.68 - \$25.43 |

NEW

MADERA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Position: Print Shop Technician Lead

Classification: Classified

Department/Site: Purchasing

Salary Schedule: Classified

Reports to: Director of Purchasing

Salary Range:

FLSA: Non-exempt

PURPOSE STATEMENT

Under direction, Print Shop Technician Lead, plans and organizes the operations of the District Print Shop in order to meet the District's reproduction, printing needs and timelines; communicates with District Personnel to complete requests in accordance with work order specifications; works with media and design software; high-speed machinery; performs preventative, routine and minor repairs on maintenance printing equipment; assures timely, accurate and cost efficient operations of the department.

ESSENTIAL FUNCTIONS

- Reviews, coordinates and leads the work of assigned personnel by providing guidance, assigning tasks, and training as needed.
- Calculates resource requirements (e.g. preparation and production time and labor and material costs, etc.) for the purpose of itemizing printing costs and establishing workload priorities.
- Creates, designs, performs retouching and manipulation of images and documents; works with District Personnel on layouts of publications.
- Works with a wide range of media and design software to provide flexibility on all printing needs of district personnel.
- Inspects completed jobs for the purpose of ensuring work meets requested specifications, quality standards and quantity requirements.
- Performs preventative maintenance and minor repairs on all high-speed copying machines and equipment tools; maintains work area for the purpose of ensuring a safe work environment and the availability of equipment and supplies required to complete work requests.
- Operates a wide variety of print shop equipment and tools (e.g. copiers, staplers, thermal binding, spiral binding, stitching machine, large paper cutting machine, crimping pliers, etc.) for the purpose of completing printing requests from district personnel.
- Orders paper and supplies for the purpose of maintaining sufficient inventory to complete orders in a timely manner.
- Prepares jobs according to requested requirements (e.g. printing, collating, cutting, stapling, binding, packaging, etc.) for the purpose of packaging jobs for distribution to school site or administrative department.
- Completes documentation and data journals on print nature and quantities for the purpose of charging user departments and preparing invoices.

- Oversees and prioritizes the department workload for the purpose of maximizing the efficiency of the work force and meeting shift requirements.
- Communicates in a timely and professional manner with District Personnel and departments to provide technical information, coordinate activities, resolve issues, concerns or questions regarding design format, and scheduling of special printing work; identify concerns and make recommendations.
- Responds to questions from district employees and vendors for the purpose of providing general information, cost estimates, cost savings, and/or status inquiries.
- Confers and schedules requests for duplicating services received from school site staff (e.g. bulletins, newsletters, booklets, and special requests, etc.) for ensuring availability of completed materials by requested completion date.
- Participates in unit meetings, in-service training, workshops for the purpose of conveying and/or gathering information required to perform functions and for ongoing professional development.
- Assists the Director of Purchasing on special projects as assigned.

Other Functions

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Basic math, including calculations using fractions, percent's and or ratios
- Read a variety of manuals, write documents following prescribed formats, and /or present information to others
- Understand complex, multi-step written and oral instructions.
- Aspects of reprographics operations including computers and high speed photocopying equipment; and practices, materials and equipment involved in processing photos/bookbinding.
- Basic understanding of Microsoft Excel and Word
- Basic research methods
- Use correct English usage, grammar, spelling, punctuation and vocabulary
- Media and design software (e.g. G Suite, Word, Excel, Publisher, Photoshop, Illustrator, etc.)
- District organization, operations, practices, objectives and goals

Skills and Abilities to:

- Adhere to safety practices
- Operate equipment used in reprographics operations
- Create journals, data sheets, and computer documents
- Preparing, maintaining accurate records, and schedule activities
- Gather and/or collate data
- Consider a variety of factors when using equipment
- Work with data utilizing defined and similar processes
- Work with a diversity of individuals and/or groups
- Problem solve with data and equipment
- Maintain regular attendance
- Read, understand, interpret, apply and explain current rules, regulations, policies and procedures

- Establish and maintain cooperative and effective working relationships with a diverse range of people
- Analyze situations accurately and timely and adopt effective courses in action
- Communicate, understand and follow both oral and written directions effectively
- Communicate effectively and courteously with contacts within and outside the District
- Learn new or updated computer systems/programs or skills to apply to current work
- Meet deadlines and schedules and set priorities
- Display mechanical aptitude
- Provide customer service
- Work independently and with frequent interruptions
- Strong interpersonal and communication skills

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 some opportunity to effect the organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine. Generally, the job requires 75% sitting, 20% walking, and 5% standing. This job is performed in a generally clean and healthy environment

MINIMUM QUALIFICATIONS

Experience: Four (4) years of progressively responsible work experience in graphic design, reprographic service or print shop operations including one (1) of lead or supervisory experience.

Education: High school diploma or equivalent.

OR

An equivalent combination of education, work experience, and certifications that demonstrates possession of the requisite knowledge, skills and abilities of the position may be substituted.

REQUIRED TESTING

- Pre-employment Proficiency
- Pre-employment Physical Exam

CONTINUING EDUCATION/TRAININGS

- None Specified

CERTIFICATES/LICENSES

- Valid California Class C Driver's License

CLEARANCES

- DOJ/FBI Background
- TB Skin Test
- Physical Demand (D)

Print Shop Technician Lead Salary Comparison

| District | Title | Education/Experience Combined | Experience | Licenses and other Requirements | Begin Salary | Ending Salary | Hourly |
|--------------------------------|--|--|---|--|--------------|---------------|-------------------|
| Central USD | Duplication Department Manager | Graduation from high school and course work in the operation and care of high speed copiers and related equipment. | Two years experience in the operation of high speed copiers and related finishing equipment. | None specified | \$41,300.64 | \$47,919.60 | \$19.78 - \$22.95 |
| | | High School Diploma plus additional college or vocational courses in graphic arts or a related field equivalent to the attainment of an AA degree is preferred. | Minimum of three years technical experience in graphic arts production and duplication, including three years of leadership or supervisory experience required. Additional experience may be substituted for education. | | | | |
| Clovis USD | Supervisor, Graphic Arts | Any combination equivalent to graduation from high school and three years increasingly responsible experience in graphics or print shop operations including one year experience in a lead capacity. | See education/experience | None specified | \$59,779.44 | \$72,599.76 | \$28.63 - \$34.77 |
| Fresno USD | District Supervisor 1 - Graphic Services | An associate degree with course work in business/public administration and graphic design. | At least five years of progressively responsible experience in graphic design, print media production or reprographics services, two which were in a supervisory or lead capacity; or an equivalent combination of training and experience. | A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program. | \$54,705.60 | \$66,489.75 | \$26.20 - \$31.84 |
| State Center Community College | Print Media and Communications Manager | | | | \$63,756.00 | \$78,412.00 | \$30.65 - \$37.70 |

Print Shop Technician Lead
Salary Compensation Survey

| Districts | SALARY (Low to High) | | Hourly * |
|--|-------------------------|--------------|---------------------|
| | | | |
| Central Unified School District | \$41,300.64 | \$47,919.60 | \$19.78 - \$22.95 |
| Clovis Unified School District | \$59,779.44 | \$72,599.76 | \$28.63 - \$34.77 |
| Fresno Unified School District | \$54,705.60 | \$66,489.75 | \$26.20 - \$31.84 |
| State Center Community College District | \$63,997.20 | \$78,717.60 | \$30.65 - \$37.70 |
| Total Combined: | \$219,782.88 | \$265,726.71 | \$105.26 - \$127.26 |
| Total Districts (4) | 4 | 4 | 4 |
| Average of total combined divided by the total Districts: | \$54,945.72 | \$66,431.68 | \$26.32 - \$31.82 |

NOTE: Based on 8 hours per day, 261 days per year, 12 months per year

*Hourly Rates