

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 August 19, 2020.

MADERA UNIFIED SCHOOL DISTRICT

Personnel Commission

**Meeting will be held via Zoom, a cloud-based video communication to hold virtual meetings.
See access below.**

**Topic: Personnel Commission Regular Monthly Meeting
Time: August 20, 2020 04:30 PM Pacific Time (US and Canada)**

**Join Zoom Meeting
<https://maderausd.zoom.us/j/82753501508>**

**Meeting ID: 827 5350 1508
Passcode: 344699**

**One tap mobile
Dial by your location
+1 669 900 9128 US (San Jose)**

**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 you 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, July 16, 2020, Regular Meeting.

B. Consideration and approval of Eligibility Lists for:

1. Grounds person II
2. Office Assistant
3. Paraprofessional – Spanish Bilingual
4. Student Advocate

5. **New Business**

- A. Discuss and approve the extension of the Eligibility List for Maintenance Journeymen-Lead that expired on 5/15/2020
- B. Discuss and approve the new classified job description for Communications Technician and Classified Salary Survey Recommendation
- C. Discuss and approve the revised classified description for Human Resource Manager
- D. Discuss and approve the new classified job description for Transportation Operations Assistant and Classified Salary Survey Recommendation
- E. Presentation and approval of the 2019-2020 Personnel Commission Annual Report.

6. **Information and Reports**

- A. Director's Report

B. Commissioner's Report

- Presentation of Classified Quarterly Employee Award
Recipient: Desiree Ortega, Administrative Assistant V
(Curriculum, Assessment, and Instruction-Secondary Department)

7. Next Regular Personnel Commission Meeting

Thursday, September 17, 2020 at 4:30 pm
Madera Unified School District Office – Boardroom – or virtually on Zoom
1902 Howard Road
Madera, California 93637

8. Suggested Future Agenda Items

9. Adjournment

Board Room Accessibility: The Madera Unified School District encourages those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation to participate in the public meeting, please contact the Personnel Commission office at 559-675-4500 extension 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: August 20, 2020

Agenda Item:
Approval of the Minutes of the Regular Meeting of July 16, 2020.

Agenda Placement:
Consent

Background:
Approval of Minutes from the Regular Meeting of July 16, 2020.

Recommendation:
It is recommended that the Personnel Commission approve the Minutes from the Regular Meeting of July 16, 2020.

<p style="text-align: center;">Minute Record of MUSD Personnel Commission Meeting Regular Meeting held on Thursday, July 16, 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, July 16, 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
Susan Harautuneian, Director of Purchasing

Other visitors were in attendance.

1. 4:30 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 4:30 pm.
- Vice-Chair Wheat led the flag salute.

2. Adoption of the Agenda

- It was moved by Commissioner Janzen and seconded by Commissioner Koch to approve the adoption of the agenda. MOTION NO. 01-2020/21
Ayes: Commissioners Janzen, Koch, Wheat
Noes: None
Absent: None
Abstained: None

3. Communications

- There were no public comments.

4. Adoption of the Consent Agenda

- It was moved by Commissioner Janzen and seconded by Commissioner Koch to approve the Consent Agenda. MOTION NO. 02-2020/21
Ayes: Commissioners Janzen, Koch, Wheat
Noes: None
Absent: None
Abstained: None

5. New Business

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

- Director Barreras presented the revised classified job description. Changes were made to the minimum qualifications in order to allow for more flexibility and to obtain additional qualified applicants.
- It was moved by Commissioner Janzen and seconded by Commissioner Koch to approve the revised classified job description for Assistant Director of Child Nutrition. MOTION NO. 03-2020/21, DOCUMENT NO. 01-2020/21
Ayes: Commissioners Janzen, Koch, Wheat
Noes: None
Absent: None
Abstained: None

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

- Director Barreras presented the new classified job description for CASAS Technician. The position will be a supplemental help position for the Madera Adult School.
- It was moved by Commissioner Koch and seconded by Commissioner Janzen to approve the new classified job description for CASAS Technician (Supplemental Help) and salary recommendation of \$22 per hour. MOTION NO. 04-2020/21, DOCUMENT NO. 02-2020/21
Ayes: Commissioners Janzen, Koch, Wheat
Noes: None
Absent: None
Abstained: None

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

- Director Barreras presented the new classified job description for Migrant Student Advocate (7th-12th Grades) and salary recommendation.
- It was moved by Commissioner Koch and seconded by Commissioner Janzen to approve the new classified job description for Migrant Student Advocate (7th-12 grades) and salary recommendation of Classified Salary Range 34. MOTION NO. 05-2020/21, DOCUMENT NO. 03-2020/21
Ayes: Commissioners Janzen, Koch, Wheat
Noes: None
Absent: None
Abstained: None

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

- Director Barreras presented the new classified job description for Student Mentor-Robotics (Supplemental Help) and salary recommendation.
- It was moved by Commissioner Janzen and seconded by Commissioner Koch to approve the new classified job description Student Mentor – Robotics and salary survey recommendation of \$33 per hour. MOTION NO. 06-2020/21, DOCUMENT NO. 04-2020/21

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

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

- Director Barreras presented the Purchasing desk audit that consisted of new and revised job descriptions and salary survey recommendations.
- Susan Harautuneian, Director of Purchasing, discussed how the revisions to these positions were long overdue and warranted. She thanked Director Barreras and Commission staff for their hard work in performing their desk audits, job description revisions and salary studies.
- Commissioner Janzen questioned if CSEA was in agreement with these changes.
- Cheri Giddens, CSEA President, stated that CSEA agrees with the proposed changes.
- It was moved by Commissioner Janzen and seconded by Commissioner Koch to approve the new and revised classified job descriptions and salary recommendations:

Purchasing Technician (\$44,174.57 - \$56,172.71)
 Buyer II (\$52,024.50 - \$65,963.66)
 Senior Buyer (\$64,297.77 - \$76,723.18)
 Print Shop Technician (\$37,845 - \$46,181.34)
 Print Shop Technician Lead (\$54,945.72 - \$66,431.68)

MOTION NO. 07-2020/21, DOCUMENTs NO. 05-2020/21

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

6. Information and Reports

A. Director's Report

- Director Barreras reported that Personnel Commission staff continues to work in the office. At this time, she is waiting for direction for the District in regards to the start of the new school year. Next Tuesday, July 21, 2020 the Board will make a decision to go virtual online.

- Director Barreras reported that the Personnel Commission has contracted with Eskill an online platform. Personnel Commission staff have been engaged in training to learn the new platform and have now launched remote testing. Staff recently conducted a Zoom oral panel for the Human Resource Officer position and that went really well. The Personnel Commission is not conducting physical oral interviews for regular CSEA positions due to COVID-19. A CSEA representative is being included in the final interview panel. Once COVID-19 is lifted, the Personnel Commission will go back to the normal process.
- Director Barreras and HR Specialist, Mary Siegl, will continue to work with the Classified Professional Development Committee on developing workshops that will be available through our online learning portal – Learn.Maderausd.org. We are currently working with the Director of Transportation to develop a testing mechanism for their bus driver-training program with the use of Eskill and remote testing for trainees.
- Director Barreras is working on a proposal for a Districtwide Classification and Compensation Study. She has been in discussions with Chief HR Officer Albertson and the District to bring a proposal forward to the Board of Trustees and discuss with labor partners. Final approval will be by the Personnel Commission. Director Barreras will continue to update the Commission on this matter as it develops.
- Director Barreras stated if the Classification and Compensation study is not approved, the PC office would continue to conduct desk audits to update job descriptions. She will then bring forward the Personnel Commission desk audit and reorganization of the Personnel Commission department. The District has grown over the past several years and the job descriptions need to be updated to account for the changes that have transpired.
- Director Barreras also mentioned that the Business Office has asked for an audit of their positions and she is ready to start this audit as well.
- Director Barreras has also kept busy with her service to the CSPCA Board and assisting in implementing the conversion of the Merit Academy Training to an online training program.

B. Commissioner's Report

- Commissioner Janzen stated that is important for everyone to work together during this difficult time with COVID -19.
- Commission Wheat reported that she is continuing her participation in the Merit Academy and that is now being conducted online.

7. Next Regular Personnel Commission Meeting

- Thursday, August 20, 2020 at 4:30 PM
Madera Unified District Office – Virtually on Zoom Meeting
1902 Howard Road, Madera, CA 93637

8. Suggested Future Agenda Items

- Commissioner Koch requested an update on the new schools and hiring plans. In addition, he would like an update on any changes to the budget since approval.

- Chief HR Officer, Kent Albertson, reported that there would be no classified layoffs in the 2020-2021 school year, although some employees may have to work outside of their job description.

9. Adjournment

- Vice-Chair Wheat adjourned the Public Session at 5:13 PM.



Mary Siegl, Human Resources Specialist

Date: July 20, 2020



Isabel Barreras, Director of Classified HR

Date: July 20, 2020



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: August 20, 2020

Agenda Item:

Consideration and Approval of Eligibility Lists for: Groundsperson II, Office Assistant, Paraprofessional-Spanish Bilingual, and Student Advocate.

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. Groundsperson II
2. Office Assistant
3. Paraprofessional-Spanish Bilingual
3. Student Advocate

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: August 20, 2020

Agenda Item:

Discuss and approve the extension of the Eligibility List for Maintenance Journeymen-Lead that expired on 05/15/2020.

Agenda Placement:

Action

Background:

The Eligibility List for Maintenance Journeymen-Lead expired on 05/15/2020. Personnel Commission Rule 6.1.5 Duration of Eligibility Lists; An eligibility list shall be in effect for a period of six months or one year, unless otherwise determined by the Director of Classified Personnel, and may be extended for up to an additional year by the Commission.

Due to the COVID-19 Pandemic, the PC Office is unable to start a recruitment for this classification. Therefore, in order to fill positions for on a timely manner; the PC Office would like to extend this eligibility list for a period of six (6) months.

Recommendation:

It is recommended that the Personnel Commission approve the extension of the Eligibility List for the position of Maintenance Journeymen-Lead to expire on 10/15/2020.



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: August 20, 2020

Agenda Item:

Discuss and approve the new classified job description for Communications Technician and Classified Salary Survey Recommendation.

Agenda Placement:

Action

Background:

Administration has presented the Personnel Commission with new duties for a classified job description with a proposed title of Communications Technician. This position will support the development of school level communication, promotional and marketing collateral and materials, which will be used to market school programs and activities. This includes but is not limited to the day-to-day operations of school websites, social media, video, and graphic creation. This position will report to the Executive Director of Accountability and Communications.

A Salary survey was conducted by using the following school districts: Central USD, Fountain Valley USD, Irvine USD, and Natomas. A comparison survey of the education, work experience, licenses and other requirements for these positions are included.

This was done in accordance to Personnel Commission Rules 3.1.1, 3.2.1 thru 3.2.6, which states 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 Communications Technician and Classified Salary Survey Recommendation of (\$45,539.28 - \$53,760.78).

NEW

Madera Unified School District

Position: Communications Technician

Department: Accountability & Communications

Reports to: Executive Director of Accountability
& Communications

Job Description

Classification: Classified

Salary Schedule: Classified

Salary Range:

FLSA: Non-Exempt

PURPOSE STATEMENT

Under general supervision, the Communications Technician will support the development of school level communication, promotional and marketing collateral and materials, which will be used to market school programs and activities. This includes but is not limited to the day-to-day operations of school websites, social media, video, and graphic creation.

ESSENTIAL FUNCTIONS

- Creates written content and designs graphics with the purpose of keeping the community informed in an easy-to-understand manner, which includes content creation, design and layout of various publications and marketing material (Digital and Print).
- Manages the day-to-day operations of the school websites as well as ongoing maintenance and updates.
- Ensures the functionality, navigation, and overall performance meets the needs of our school/district.
- Assures that the schools' website design is attractive, professional, informative, error-free, and intuitive.
- Works closely with the Principal, Vice Principal, Administrative Assistant and other staff to support school communication activities.
- Assists with maintaining and updating the school social media accounts, if needed.
- Assists with the school and/or District's adopted communication platform, supporting the development of weekly school newsletters and other critical communications.
- 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.

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:

- Communications media and their most effective uses, including print, radio and television. Appropriate media contacts regarding given issues and circumstances.

- Utilization of social media and other.
- Oral and written communication skills.
- District organization, operations, practices, objectives and goals.
- Strong proficiency in Microsoft Office, Adobe Photoshop Professional, iMovie and other Software Applications.
- Familiar with utilizing infographics in the development of marketing materials.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

Skills and Abilities to:

- Ability to handle basic web programming, including knowledge of HTML and CSS.
- Experience in working with Word Press.
- Be able to meet strict deadlines and commitments.
- Be able to adapt and pick up new skills quickly.
- Have good interpersonal and communication skills.
- Recognize and value the importance of customer service.
- Be thorough and precise in your work and have excellent follow-up.
- Capable of performing a variety of tasks.
- Capable of motivating and organizing others.
- Have strong attention to detail and be highly organized.
- Technologically proficient.
- Social Media Savvy.
- Model responsible social media protocols and correct grammar.
- Graphic design skills i.e., Adobe Suite programs (Mainly Photoshop, Illustrator, and Premiere Pro).
- Good writing skills.
- Knowledge of video journalism and photography.
- Communicate effectively and courteously with contacts within and outside the District.
- Implementation of ADA website compliance WCAG2.0 standards and maintenance of the school websites that level.

RESPONSIBILITY

Responsibilities include working under limited supervision using standardized practices and/or methods; managing a team; and monitoring budget expenditures. Utilization of significant resources from other work units is sometimes required to perform the job'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 and in a generally hazard free environment.

MINIMUM QUALIFICATIONS

Experience: One (1) year of work experience in communications or related field (i.e. graphic design, marketing, video production, journalism, etc.). Some work experience in a public setting is desirable.

Education: High School Diploma or equivalent; or and an Associates of Arts Degree in a related field from an accredited college or university is preferred.

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

CONTINUING EDUCATION

- Maintain as needed

CERTIFICATES/LICENSES

- Valid California Class C Driver's License

Clearances

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

Communications Technician Salary Compensation Survey

Districts	SALARY		Hourly *
	(Low to High)		
Central Unified School District	\$38,335.68	\$44,453.51	\$18.36 - \$21.29
Fountain Valley School District	\$60,865.20	\$73,998.72	\$29.15 - \$35.44
Irvine Unified School District	\$51,114.24	\$63,600.48	\$24.45 - \$30.46
Natomas Unified School District	\$51,886.80	\$64,978.56	\$24.85 - \$31.12
Total Combined:	\$202,201.92	\$247,031.27	\$ 96.81 - \$118.31
Total Districts (4)	4	4	4
Average of total combined divided by the total Districts:	\$45,539.28	\$53,760.78	\$24.20 - \$29.58

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

*Hourly Rates

Communications Technician Comparison Survey

District	Title	Education/Experience Combined	Experience	Licenses and other Requirements	Begin Salary	Ending Salary	Hourly
Central USD	Digital Communications and Social Media Clerk	Any combination equivalent to: high school diploma required; associate of arts or equivalent college course work (preferred).	Experience in social media, digital media, digital communications, journalism and media relations preferred.	None required.	38,335.68	44,453.51	18.36 - 21.29
Fountain Valley School District	Website/Social Media Technician	High school diploma or equivalent.	One year of college -level coursework in marketing, advertising , graphic design, web design or related field and two years of experience in Web design and maintenance.	None required.	60,865.20	73,998.72	29.15 - 35.44
Irvine USD	Communications Assistant	Any combination equivalent to: Graduation from high school. One year of relevant work experience. Bachelor's degree in journalism, communications, public relations, or political science preferred.	See education/experience.	None required.	51,114.24	63,600.48	24.45 - 30.46
Natomas USD	Web Content/Social Media Specialist	Associate's degree in English, Journalism or similar discipline plus two years of experience in web page development and content editing preferred.	Two years of experience working with multiple social media platforms such as Facebook, Instagram, Twitter and LinkedIn.	Web Development Certificate, Webmaster certification or similar, possession of a valid. California Drive license and proof of insurance are required.	51,886.80	64,978.56	24.85 - 31.12



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: August 20, 2020

Agenda Item:

Discuss and approve the revised classified job description for Human Resource Manager.

Agenda Placement:

Action

Background:

District Administration has presented the Personnel Commission with revised duties for the job description of Human Resource Manager. The proposed revisions are in red throughout the job description. In addition, these changes will bring the job description up to date. They will allow for the recruiting of highly qualified applicants.

This was done in accordance with Personnel Commission Rules 3.2.3. Class Specifications.

Recommendation:

It is recommended that the Personnel Commission approve the revised job description for the Human Resource Manager.

Attachment: Job Description – Human Resource Manager

REVISED

MADERA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Position: Human Resource Manager

Department/Site: Human Resources

Reports to: Chief Human Resource Officer

Classification: Classified Supervisory

Salary Schedule: Classified Supervisory

Salary Range:

FLSA: Exempt

PURPOSE STATEMENT

The Human Resource Manager plans, coordinates and supervises the operations of the Human Resources Department. Develops and communicates Human Resources policies District-wide. Promotes the efficiency of the school system, and works through the District Chief Human Resources Officer in communications with the Director of Classified Human Resources who oversees the District Classified Merit System.

Essential Functions

- Directs, coordinates, and review the work plan for human resource services; meets with staff to identify and resolve problems; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods and procedures.
- Process recommendations for employment terminations and conducts exit interviews.
- Oversees and approves the monthly Health Benefits reconciliation.
- Participates in the development and implementation of goals, objectives, policies, and priorities for human resources; identifies resource needs; recommends and implements policies and procedures.
- Oversee the compliance processes with Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), Pregnancy Disability Leave (PDL), Maternity Leave (ML), Parental Leave (PL), Military Leave including Jury Duty, Personal Leaves and the District's Catastrophic Leave Programs.
- Attends and participates in professional meetings; stays abreast of new trends and innovations in the field of human resource administration of laws, codes, rules and regulations.
- Oversees and monitors the onboarding processes for new hires of certificated and classified employees.
- Provides training to new Human Resource Technician I, II, Human Resource Specialists, and Human Resource Specialist-Lead during the probationary period.
- ~~Oversees worker's compensation claim personnel to ensure timelines are maintained.~~
- Oversees and approves all certificated credential issues in compliance with the California Commission on Teacher Credentialing (CTC) and the California Department of Education (CDE) codes and regulations.
- Coordinates and oversees the processing of certificated substitute and classified temporary employee pools including verifications and onboarding activities.
- Manages and oversees the fingerprinting process and procedures for certificated and classified employees.
- Coordinates the substitute system for certificated and classified employees.

- Co-coordinates the new teacher orientation; assists in assessing the effectiveness of the support provided to new teachers; develops improvement opportunities and reviews them with the Chief Human Resources Officer; implements improvements.
- Assists the Chief Human Resources Officer with the recruitment of certificated personnel and the development and updating of certificated job descriptions.
- Works in collaboration with the Merit System to ensure all necessary information of newly hired classified employees for purpose of onboarding.
- Coordinates with CSEA in the development of a Professional Growth program for classified personnel.
- Assists with the development of new site administrators in the recruitment and interview process of certificated employees.
- Assists the Chief Human Resource Officer in resolving legal and confidential personnel issues involving Employment Development Department (EDD), Equal Opportunity Commission (EEOC) and Department of Fair Employment & Housing (DFEH).
- Assist site/department leaders with progressive discipline documentation.
- Provides direction to Risk Management and Health Benefits staff.
- Perform any other duties and assume such other responsibilities as may be assigned by the Chief Human Resources Officer.

OTHER FUNCTIONS

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles, policies, and practices of public personnel administration
- Oral and written communication skills
- Interpersonal skills using tact, patience, and courtesy
- District organization, operations, policies and procedures
- Goals and objectives, organizational structure and functions
- Negotiation practices and techniques
- Organization and functions of the various personnel assignments within the District
- A thorough understanding of the objectives of Collective Bargaining units and their methods of operation, purposes, functions, and policies
- Practices of private and public Human Resources departments
- Leadership skill in facilitating group processes
- Mediation and conflict resolution
- Fundamentals of public administration
- Employer-employee relations relating to employees in public education
- Statistical techniques and methods appropriate for the analysis and reporting of personnel data
- Supervisory and managerial techniques

Skills and Abilities to:

- Operate stand office equipment including using pertinent software applications
- Plan, organize, direct, coordinate, and review the work of a multi-unit operation

- Analyze, develop, and implement changes in operating policies and procedures
- Formulate and express ideas clearly and concisely
- Prepare written reports and oral presentations
- Prepare proposed laws, rules, Collective Bargaining items, regulations, and procedures
- Exercise tact and judgment in explaining and implementing complex rules, procedures, and programs in a wide variety of contacts
- Work effectively with administrators, school personnel, employee representatives, and the public Problem solve to identify issues and create action plans
- Communicate effectively, understand and follow both oral and written directions
- Problem solve with data, which requires independent interpretation of guidelines and problem
- 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 independently under broad organizational guidelines to achieve unit objectives; managing department staff members; 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 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: ~~Three years of increasingly responsible supervisory/management Human Resources level work experience, which includes multi-faceted experiences in the various areas of Human Resources. HR experience in an educational setting is desirable.~~

Five (5) years of progressively responsible work experience in various areas of Human Resources, two (2) of which must be in a supervisory role. Preferably in an educational setting.

Education: Bachelor's Degree in Business Administration, Human Resources Management or a closely related field ~~from an accredited university. OR: Four years of experience working in Madera Unified School District Human Resources Operation.~~

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

CONTINUING EDUCATION/TRAININGS

- None Specified

CERTIFICATES/LICENSES

- Valid California Class C Driver's License

CLEARANCES

- ~~Criminal Justice~~
- DOJ/FBI Background
- TB Skin Test

PC Approval: 09/23/2015



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: August 20, 2020

Agenda Item:

Discuss and approve the new classified job description for Transportation Operations Assistant and Classified Salary Survey Recommendation.

Agenda Placement:

Action

Background:

District Administration has presented the Personnel Commission with new duties for a classified job description with a proposed title of Transportation Operations Assistant. This position will perform a variety of technical duties in support of the operations and activities of the Transportation Department; and with specific responsibilities for the processing, recording, updating and reconciling of fiscal information; generating periodic reports in accordance with established financial practices. Assist with the developing and maintaining computerized bus routes and schedules; and assist with dispatch responsibilities of the department. This position will report to the Director of Transportation.

A salary survey was conducted by using the following school districts: Cajon Valley USD, Coalinga USD, Elk Grove USD, and Sacramento City USD. A comparison survey of the education, work experience, licenses and other requirements for these positions are included.

This was done in accordance to Personnel Commission Rules 3.1.1, 3.2.1 thru 3.2.6, which states 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 Transportation Operations Assistant and Classified Salary Survey Recommendation of (\$39,065.82 - \$48,767.40).

NEW

MADERA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Position: Transportation Operations Assistant

Classification: Classified

Department/Site: Transportation

Salary Schedule: Classified

Reports to: Director of Transportation

Salary Range:

FLSA: Non-exempt

PURPOSE STATEMENT

Under general supervision, the Transportation Operations Assistant will perform a variety of technical duties in support of the operations and activities of the Transportation Department; and with specific responsibilities for the processing, recording, updating and reconciling of fiscal information; generating periodic reports in accordance with established financial practices. Assist with the developing and maintaining computerized bus routes and schedules; and assist with dispatch responsibilities of the department.

Essential Functions

- Assists with developing and maintaining a computerized database of school bus routing and scheduling information.
- Provides information to parents and school sites concerning bus routes and schedules in the absence of the dispatcher.
- Assists with developing routing procedures and uses computer programs to assure efficient transportation of students.
- Assists with coordinating special transportation needs with school site personnel.
- Assists with dispatch functions as needed.
- Maintains financial information, files and records for ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Participates in department meetings, in-service training, and workshops for the purpose of conveying and/or gathering information required to perform job functions.
- Processes financial information (e.g. billing, invoices, journal transfers, assists with payroll, etc.) for the purpose of updating and distributing information, authorizing for action and/or complying with established accounting practices.
- Reconciles, balances ledgers, and compiles financial reports on a recurring basis to reconcile cash receipts, accounts payable, and receivable. Traces transactions through previous accounting actions to identify and correct discrepancies.
- Researches discrepancies of financial information and/or documentation (e.g. purchase orders, invoices, etc.) for the purpose of ensuring the accuracy and adhering to established procedures prior to processing.
- Responds to inquiries of staff and administration regarding financial procedures for providing information, direction and/or referral for addressing inquiry.

OTHER FUNCTIONS

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Perform basic math, including calculations using fractions, percentages, and/or ratios.
- Read a variety of manuals, write documents following prescribed formats, and/or present information to others.
- Understand complex, multi-step written and oral instructions.
- Accounting/bookkeeping principles.

Skills and Abilities to:

- Perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions.
- Able to apply district, state and federal policies and regulations.
- Operate standard office equipment.
- Perform standard bookkeeping/accounting procedures.
- Prepare and maintain accurate records.
- Utilize pertinent software applications.
- Schedule activities; collate data; and use basic, job-related equipment.
- Flexibility is required to work with others in a variety of circumstances.
- Work with data utilizing defined but different processes.
- Operate equipment using defined methods.
- Work with a wide diversity of individuals.
- Work with similar types of data; and utilize job-related equipment.
- Problem solving is required to identify issues and create action plans.
- Problem solving with data may require independent interpretation; and problem solving with equipment is limited.
- Maintain confidentiality
- Meet meeting deadlines and schedules.
- Setting priorities; and working with detailed information.

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

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 (B)

Transportation Operations Assistant
Salary Compensation Survey
Classified Management

Districts	SALARY		Hourly *	
	(Low to High)			
Coalinga- Huron Unified School District	\$41,530.32	\$49,944.96	\$19.89 - \$23.92	
Cajon Valley Unified Operations Assistant	\$41,820.00	\$48,492.00	\$20.03 - \$23.22	
Elk Grove Unified School District	\$36,310.32	\$52,784.64	\$17.39 - \$25.03	
Sacramento City Unified School District	\$36,602.64	\$43,848.00	\$17.53 - \$21.00	
Total Combined:		\$156,263.28	\$195,069.60	\$74.84 - \$93.17
Total Districts (4)		4	4	4
Average of total combined divided by the total Districts:		\$39,065.82	\$48,767.40	\$18.71 - \$23.29

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

*Hourly Rates

Transportation Operations Assistant Comparison Survey

District	Title	Education/Experience Combined	Experience	Licenses and other Requirements	Begin Salary	Ending Salary	Hourly
Cajon Valley USD	Transportation Operations Assistant	Any combination equivalent to: graduation from high school or equivalent, and one year of financial or statistical record keeping experience and a minimum of three years of school bus driving or student transportation experience.	See Education/Experience	Valid Class A or B driver's license with valid passenger endorsements. Valid CPR and First Aid certification.	\$41,820.00	\$48,492.00	19.89 - 23.92
Coalinga -Huron USD	Transportation Operations Assistant	Any combination equivalent to: graduation from high school and two years of clerical experience including some experience in a transportation office.	See Education/Experience	Typing skills 45 words per minute.	\$41,530.32	\$49,944.96	20.03 - 23.22
Elk Grove USD	Scheduling Technician	Any combination equivalent to graduation from high school and two years of experience in scheduling transportation service or a related field.	See Education/Experience	None Specified	\$36,310.32	\$52,784.64	17.39 - 25.03
Sacramento City USD	Transportation Services Technician	Any combination equivalent to: graduation from high school, and three years of increasingly responsible clerical/technical experience, including one year in an educational setting. Preference will be given for financial, statistical or accounting experience.	See Education/Experience	Overall Scores in computer software testing program preferred as follows: Keyboarding - 50 WPM, Word 75% Overall Score, Excel/Access 75% Overall Score.	\$36,602.64	\$43,848.00	17.53 - 21.00



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: August 20, 2020

Agenda Item:

Presentation and Approve the 2019-2020 Personnel Commission Annual Report.

Agenda Placement:

Action

Background:

Education Code 45266 and Personnel Commission Rule 2.6 require the Director of Classified Personnel to prepare an annual report of the Commission's activities. When approved by the Commission, the annual report shall be submitted to the Governing Board at a regular meeting for its review.

Attached is the annual report for the fiscal year July 1, 2019 - June 30, 2020. There is information available regarding the various areas of the Commission's responsibilities, activities, and recruitments. We have highlighted the first annual classified conference and the classified employee awards recipient. Our staff continues to work hard to support the work of the Commission as we move through these challenging times of COVID-19.

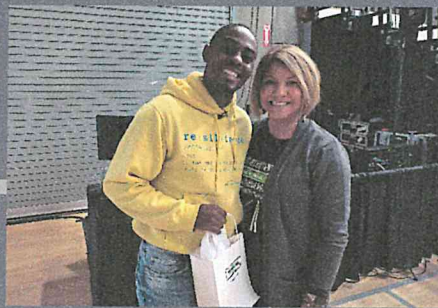
Recommendation:

It is recommended that the Personnel Commission approve the 2019-2020 Annual Report as presented and direct that it be sent to the Board of Trustees, as mandated.

Annual Report

2019-2020

Classified Conference Highlights It Starts With Us!



Personnel Commission

Madera Unified School District

Letter from the Director

I am delighted to present to you the Personnel Commission Annual Report for fiscal year 2019-2020. As you know, this year has been a momentous year for our country as we have battled the global Pandemic of COVID-19. Our District leadership has done an extraordinary job at implementing safety protocols to ensure the safety of our students, staff and community members. I appreciate everyone's flexibility and understanding as we move forward with the virtual online board meetings.

Over the last year, the Personnel Commission staff focused our efforts on recruitments and selections to fill vacancies for the new Matilda Torres High School and the Madera Technical Center.

Furthermore, another big accomplishment is that the Personnel Commission led the newly created Classified Professional Development Committee (CPDC). The CPDC was tasked with putting on an annual classified conference, creating professional learning workshops/training and the employee award recognition programs. This year marked the First Annual 2020 Classified Conference "It Starts with Us". The conference was a huge success with over 500 classified employees in attendance with excellent keynote speakers, vendors, and workshops.

I am very proud of the Classified Professional Development Committee Members who worked tirelessly and with diligence to make this conference happen. In addition, and with much gratitude and appreciation a big "thank you" to Superintendent Lile, Board of Trustees, CSEA, and the Personnel Commissioners for their support in this endeavor.

Moreover, I would like to share with you that the Personnel Commission is now testing remotely for some positions using the new eSkill Software System. The use of the eSkill software has allowed the PC staff to conduct large recruitments and examinations remotely. We continue to test small in-person groups using all the safety protocols and measures possible to ensure that our staff and applicants are in a safe environment while testing.

Due to our staff efforts, we reviewed nearly one thousand applications and successfully filled permanent vacancies, transfers, and temporary pools. We are very pleased to have achieved these work activities in support of our classified services and our over 23,000+ MUSD students.

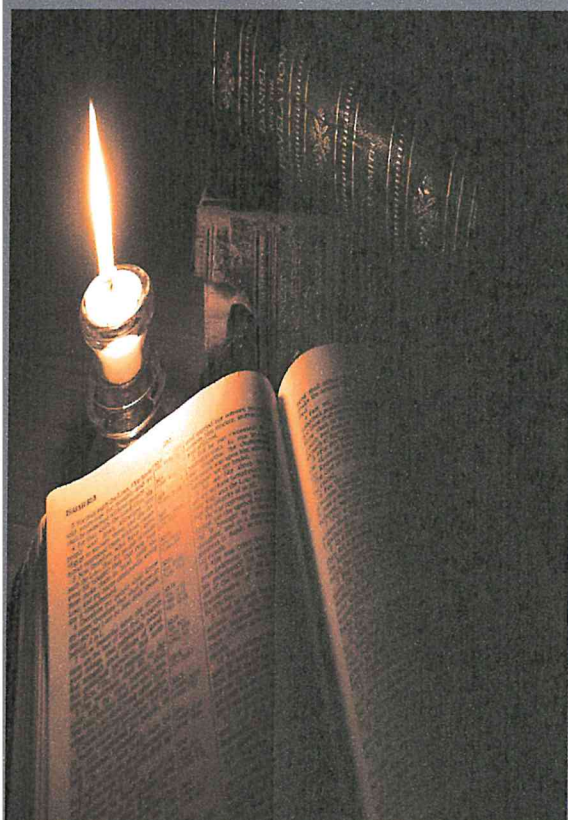
I sincerely hope that you enjoy reading our annual report.

Isabel Barreras

**Director, Classified Human Resources
Personnel Commission**

The Merit System encompasses these basic principles and concepts:

- ♦ Hiring and promoting employees on the basis of ability as demonstrated by competitive examination.
- ♦ Providing for compensation
- ♦ Assuring fair treatment of all applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex or religious creed and with proper regard for their privacy and Constitutional rights as citizens.



The Personnel Commission is composed of three individuals who must be registered voters, reside within the Madera Unified School District, and be "known adherents to the principles of the Merit System." One member of the Commission shall be appointed by the Board of Trustees, one member shall be appointed by the exclusive bargaining unit for classified employees, and the third member shall be appointed by the other two members of the Commission.

Commissioner



Philip Janzen is the Board of Trustee's appointee. Sworn in to the Personnel Commission on December of 2010. Mr. Janzen is no stranger to public service, having been a member of the MUSD Board for eight years (2002-2010), including two terms as president. Mr. Janzen is a native Maderan and has family ties to the city that go back as far as the 1920's. Along with his brother and father, Janzen is the co-owner of Janzen Farms, a cattle-feeding operation for the dairy industry. Janzen is a graduate of Cal Poly and has two children.

Chair Person



Bruce Koch, is the joint Commissioner and a resident of Madera for over 40 years. Mr. Koch was appointed to the Personnel Commission Board on December of 2012. Mr. Koch served as an Assistant Superintendent— Business & Personnel of the Madera County Office of Education, a Director of Business for Bakersfield College, a CFO of a medical non-profit, an Adjunct Business Instructor for FCC & Reedley, a CFP & Business Consultant and has been an organic raisin farmer for 40 years. Koch helped to establish the United Way of Madera, served as treasurer for several years and later as president. Koch and his wife Adelaide (Dellavalle) have been married for over 41 years; they have 4 adult children, all of whom are graduates of Madera High.

Vice-Chair



Fran Wheat has been a resident of Madera for 63 years and attended Madera schools. Fran was appointed to serve as the Classified School Employees Association on December 17, 2018. Fran is active in the community working with the City and County to help incorporate the Madera County Arts Council as their first president. She also held many chapter offices and served as the State President of the California Young Homemakers Association. Fran is married to Tommy Wheat and are blessed with one son who attended and graduated from local schools. Fran is a 20-year retiree from Madera Unified School District.



Special Thanks to Panel Members

The Personnel Commission and staff would like to wholeheartedly thank the numerous District employees and community members who assisted by serving as panel members on our interview teams. Your assistance is invaluable to the recruitment process and is greatly appreciated.

MEMBERSHIPS

- ◇ CODESP (Cooperative Organization for the Development of Employee Selection Procedures)
- ◇ California Public Employers Labor Relations Association (CALPELRA)
- ◇ California School Personnel Commissioners Association (CSPCA)
- ◇ ESkill Assessment Software
- ◇ Government Jobs (NEOGOV)

JOB FAIRS ATTENDED: 3



EXAMINATIONS

- Number of Job Recruitments: 47**
- Number of Job Bulletins: 79**
- Number of Transfer Postings: 74**
- Number of Supplemental Help: 4**
- Number of Temporary Pools: 16**
- Number of Applicants for Permanent Positions: 892**
- Number of Applicants Tested: 441**
- Number of Applicants Interviewed: 198**

CERTIFICATIONS PROCESSED

- Eligibility List Certified: 307**
- Certified Hires: 161**
- Reemployment List: 3**
- Positions filled by transfer: 20**
- Positions filled by Promotion: 30**

NEW CLASSIFICATIONS CREATED

- ◆ Administrative Assistant I, II, III, IV, V & VI
- ◆ Behavioral Intervention Technician
- ◆ Child Welfare and Attendance Liaison.
- ◆ Child Welfare and Attendance Specialist
- ◆ Child Welfare and Attendance Supervisor
- ◆ Executive Administrative Assistant
- ◆ Human Resource Officer
- ◆ Paraprofessional - Speech and Language
- ◆ Personnel Technician
- ◆ Safety Operations Technician
- ◆ Senior Executive Assistant to the Superintendent & Board of Trustees
- ◆ Special Services Technician

JOIN OUR TEAM

Cont'd New Classifications:

- ◆ Student Services Technician
- ◆ Supervisor—Behavior Analyst
- ◆ Supervisor—District Warehouse

**MADERA UNIFIED
SCHOOL DISTRICT**



Congratulations to Syria
Obregon—MHS Security Officer
for being awarded both the
Classified Quarterly Employee
Award

&

2020 Loretta Edwards Employee
of the Year Award!

Syria is a true Student Champion
who has made a difference to
MUSD.

RETIREES

Carmen Ceja
Ernestina Pacho
Maria G. Gonzalez
Sylvia Guzman
Craig Serrano

40 Years of Service
Sandra Edwards

35 Years of Service
Francisco Deleija
Lynette Fulsom
Carol Rocha

30 Years of Service
Diana Alexander
Gladys Diebert
Guadalupe Garza
Clifton Miller
Ace Perez

25 Years of Service
Dennis Batton
Mona Gutierrez
Manuel Rodriguez

20 Years of Service
Monalisa Heredia-Flores
Jamie Myers
Irene Ramirez
Krystal Souza

Ace Perez
Delma Valdez
Sharon Gutierrez
Alfonso Rodriguez
Sandra Edwards

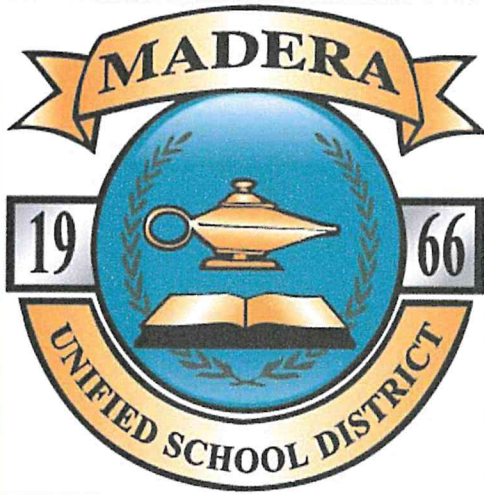
Jack Anderson
Danny Fimbres
Danna Jones
Frank Pajarillo
Gregoria Rodriguez

Isadore Garcia
Joe Lopez
Veronica Rosel

Tracy Jantzen
Janet Pavlovich
Christina Simmons
Juvenal Vera

Thank you for your
service and dedication to the
students of
Madera Unified!

The Personnel Commission ordinarily meets the third Thursday of each month or as approved. All meetings of the Personnel Commission are open to the public and are held at 4:30 p.m. at the Madera Unified District Office or virtually on Zoom. Meeting schedule, agenda and minutes are posted on the Madera Unified website – www.madera.k12.ca.us.



Personnel Commission Staff

Isabel Barreras, Director of Classified HR

Email: isabelbarreras@maderausd.org

Phone: (559) 675-4500 Ext. 271

Ana Perez , HR Specialist

Email: anaperez@maderausd.org

Phone: (559) 675-4500 Ext. 294

Mary Siegl, HR Specialist

Email: marysiegl@maderausd.org

Phone: (559) 675-4500 Ext. 295

Vicky Zamora Personnel Technician

Email: vickyzamora@maderausd.org

Phone: (559) 675-4500 Ext. 296

MUSD Personnel Commission

1902 Howard Road
Madera, CA 93637

559.675.4500 ph
559.675.1186 fax

www.madera.k12.ca.us