

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

AGENDA
Regular Meeting
Wednesday, October 16, 2024
4:30 PM Public Meeting
District Board Room

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

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

4. Adoption of Agenda

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

5. Public Comment

Public Hearing for visitors who wish to speak on a subject outside the Commission agenda. Fifteen minutes of this portion of the meeting are reserved for members of the public to address the Commission on items not listed on the agenda and within the jurisdiction of the Commission. Speakers are limited to three (3) minutes. The Commission is prohibited by law from taking action on matters discussed that are not on the agenda, and no adverse conclusions should be drawn if the Commission does not respond to public comment at this time. The Chair will recognize speakers.

6. Consent Agenda

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

A. Approval of minutes:

1. Consideration and approval of the minutes from Wednesday, September 25, 2024, Regular Meeting

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

1. Child Nutrition Specialty Services Supervisor - Promotional
2. Family Liaison & Student Attendance Specialist - Open Competitive
3. Human Resource Benefits Technician - Open Competitive

4. Paraprofessional Special Needs Preschool - Open Competitive
5. Secretary - Promotional
6. Student Advocate – Social Emotional/Behavioral - Open Competitive/ Promotional

7. New Business

- A. Discuss and approve the proposed new job class description and salary survey recommendation for the Nutritionist.

8. Information and Reports

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

9. Next Regular Personnel Commission Meeting

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

10. Suggested Future Agenda Items

11. Adjournment

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



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: October 16, 2024

Agenda Item:

Consideration and approval of the meeting minutes from Wednesday, September 25, 2024, Regular Meeting.

Agenda Placement:

Consent

Background:

Consideration and approval of the minutes from Wednesday, September 25, 2024, Regular Meeting.

Recommendation:

It is recommended that the Personnel Commission approve the minutes from Wednesday, September 25, 2024, Regular Meeting.

Minutes Record of MUSD Personnel Commission
Regular Meeting held on Wednesday, September 25, 2024, at 4:30 p.m.

The Personnel Commission of the Madera Unified School District convened in a Regular Board Meeting in the District Office Boardroom, 1902 Howard Road, Madera, California, on Wednesday, September 25, 2024, at 4:30 p.m.

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

- Commissioner Hernandez led the flag salute.

3. ROLL CALL

- Mary Siegl, Personnel Specialist Lead, took the roll call.

- **Roll Call**

The following were in attendance:

Fran Wheat, Personnel Commission Chair

Philip Janzen, Personnel Commission Vice-Chair, arrived at 4:32 p.m.

David Hernandez, Personnel Commissioner,

Philip J. Gordillo, Interim Director - Classified Personnel

Mary Siegl, Personnel Specialist Lead

Mary Jane Falcon, Administrative Assistant V

Joe Aiello, Assistant Superintendent of Human Resources

Cheri Giddens, CSEA President Chapter 169

There were others in attendance.

4. ADOPTION OF THE AGENDA

- It was moved by Commissioner Hernandez and seconded by Commissioner Wheat to approve adopting the Agenda. MOTION NO. 17 -2024/25.

Ayes: Commissioners: Hernandez and Wheat

Noes: None

Absent: Janzen

Abstained: None

5. PUBLIC COMMENT

- No public comments were made.

6. CLOSED SESSION

- Commissioner Wheat adjourned the meeting to Closed Session at 4:32 p.m. to discuss the following matter:

**A. Public Employee Appointment/Employment/Director - Classified Personnel
[Government Code Section 54957]**

- Commissioner Janzen arrived at 4:32 to join the Closed Session.

7. RECONVENE FROM CLOSED SESSION

A. Report of Actions Taken in Closed Session

- Commission Chair Wheat reconvened the Open Session at 4:57 p.m. Commissioner Wheat reported that the Commission has appointed Mr. Scott Yeager as Director - Classified Personnel. Mr. Yeager has over 12 years of leadership experience in a neighboring school district. His start date will be approximately October 9, 2024, pending all appropriate background clearances. His yearly salary will be \$170,760 (Classified Management Range 36, Step 6). Interim Director Gordillo will continue to assist the Commission until October 8, 2024.

8. CONSENT AGENDA

- It was moved by Commissioner Hernandez and seconded by Commissioner Janzen to approve the adoption of the Consent Agenda. MOTION NO. 18 -2024/25.

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

9. NEW BUSINESS

A. Presentation and approval of the 2023-2024 Personnel Commission Annual Report.

- Commissioner Chair Wheat discussed the highlights from the Personnel Commission Annual Report.
- Interim Director, Philip J. Gordillo, commented that the Annual Report is a requirement of the Personnel Commission Rules and the Education Code. Interim Director Gordillo complemented staff on providing an excellent report.
- It was moved by Commissioner Janzen and seconded by Commissioner Hernandez to approve the 2023-2024 Personnel Commission Annual Report. MOTION NO. 19 - 2024/25, DOCUMENT NO. 20-2024/25

| | |
|------------|------------------------------------|
| Ayes: | Commissioners: Hernandez and Wheat |
| Noes: | None |
| Absent: | Janzen |
| Abstained: | None |

10. INFORMATION AND REPORTS

A. Director's Report

- Interim Director Gordillo reported that the Commission staff remains busy recruiting to fill this upcoming year's open and new vacancies.
- At the September 10th Board of Trustees's meeting, Mary Siegl presented Javier Villar the Loretta Edwards 2024 Classified Employee of the Year award. Javier's photo with the award is in the Personnel Commission Annual Report.
- On September 24th, Mary Siegl, Personnel Specialist – Lead, Amanda Vela, Administrative Specialist and George Garnica, Director of Communications, met with the validation staff for the Golden Bell Award. The District should be notified by mid-October of the final results of the award.
- The Soroptimist Organization of Madera has asked the Personnel Commission office to participate in their annual "Dream It, Be It Conference," a career-based conference for high school girls, on Saturday, October 12, 2024, at Matilda Torres High School. Mary Siegl and Alejandra Venegas-Chaves will host a booth at this conference and provide information on career opportunities at Madera Unified.

B. Commissioner's Report

- Commission Chair Wheat reported that she will be attending the SPCA -NC conference in October and hopes that the new Director, Scott Yeager, will be able to attend.

11. NEXT REGULAR PERSONNEL COMMISSION MEETING

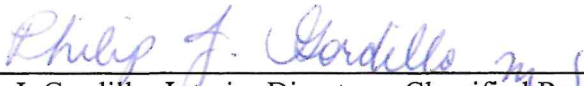
- Wednesday, October 16, 2024 at 4:30 pm
Madera Unified School District Office – Board Room
1902 Howard Road
Madera, California 93637

12. SUGGESTED FUTURE AGENDA ITEMS

- None were suggested.

13. ADJOURNMENT

- Commission Chair Wheat adjourned the regular meeting at 5:11 p.m.



Philip J. Gordillo, Interim Director – Classified Personnel

Date: September 30, 2024



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: October 16, 2024

Agenda Item:

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

Agenda Placement:

Consent

Background:

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

1. Child Nutrition Specialty Services Supervisor - Promotional
2. Family Liaison & Student Attendance Specialist - Open Competitive
3. Human Resource Benefits Technician - Open Competitive
4. Paraprofessional Special Needs Preschool - Open Competitive
5. Secretary - Promotional
6. Student Advocate – Social Emotional/Behavioral - Open Competitive/
Promotional

Recommendation:

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

Attachment: None



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: October 16, 2024

Agenda Item:

Discuss and approve the proposed new job class description and salary survey recommendation for the Nutritionist.

Agenda Placement:

Action

Background:

District Administration has requested the creation of a new job classification title of Nutritionist. This job is under the general direction of the Director of Child Nutrition. The Nutritionist plans, organizes, and directs activities and operations of the Nutrition Services programs as needed to support the goals and objectives of the Director in the overall management of the Child Nutrition Services Department; performs other related activities such as developing and analyzing menus, oversee the special diets program, team and supervise various sites, recommend menu items, and provide technical guidance over multiple programs to ensure compliance with Federal, State, and local nutritional requirements and standards.

This job classification is part of the department's organization and will assist the Director of Child Nutrition in supporting the department.

Salary Survey

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

| | |
|------------|------------|
| Clovis USD | Fresno USD |
|------------|------------|

Of the seven local organizations surveyed, two districts, Clovis USD and Fresno USD, had positions that were reviewed to establish an external salary comparison. These two positions were considered good comparisons for the Nutritionist position and were sufficient matches to base a salary recommendation on the peer market comparison.

Based on comparing the externally calculated hourly amounts from Clovis USD and Fresno USD to Madera's salary schedule, the closest match is Salary Range 10 (\$38.53 - \$49.16 hourly rate) on the 2024/2025 Classified Supervisory Salary Schedule.

This recommended proposed action has been compiled as provided under the authority of California Education Code section 45276 and the Personnel Commission Rules 3.2.1. through 3.2.5.5 and 3.2.9.



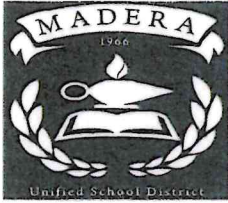
MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

Review of positions that state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees.

Recommendation:

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

| <u>JOB CLASS TITLE</u> | <u>NEW OR REVISED</u> | <u>SALARY RANGE RECOMMENDATION</u> |
|-------------------------------|----------------------------------|---|
| Nutritionist | New | SR 10 (\$38.53- \$49.16 hourly rate) on the 2024/2025 Classified Supervisory Salary Schedule |



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

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

NEW PROPOSED CLASSIFICATION TITLE:
NUTRITIONIST

DEPARTMENT/SITE: Child Nutrition

SALARY SCHEDULE: Classified Supervisory

SALARY RANGE: 10

WORK CALENDAR: 261 Days

REPORTS TO: Director of Child Nutrition

FLSA: Exempt

PURPOSE STATEMENT:

Under the general direction of the Director of Child Nutrition, the Nutritionist plans, organizes, and directs activities and operations of the Nutrition Services programs as needed to support the goals and objectives of the Director in the overall management of the Child Nutrition Services Department; performs other related activities such as developing and analyzing menus, oversee the special diets program, team and supervise various sites, recommends menu items, and provides technical guidance over multiple programs to ensure compliance with Federal, State, and local nutritional requirements and standards.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

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

- Assists in the selection, training, directing, and evaluation of assigned staff; develops, implements, and monitors work plans to achieve the departmental mission, goals, and performance measures; develops work schedules and production standards; monitors effectiveness and safety of the workplace.
- Attends conferences and meetings as directed and makes presentations to the Board of Education and other governmental agencies as requested.
- Coordinates and participates in the nutrition activities of the Child Nutrition Department and provides leadership and expertise toward developing and analyzing regular and special menus/recipes, testing foods and related products, developing food specifications, and recommending food products.
- Interacts with other District department personnel, governmental and private agencies, consultants, sales representatives, and other outside organizations.
- Oversees, as directed and in coordination with various subordinate Child Nutrition supervisory staff, planning, organizing, controlling, integrating, and evaluating the work of the Child Nutrition Department; assists 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

Nutritionist
Updated: New
Previous update: New

Page 1 of 4

MUSD BOARD APPROVED:
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DOCUMENT NO. ##-####/##

rules.

- Participates in the development and monitoring of all programs related to the Child Nutrition Services Department, as well as state and federal compliance reviews.
- Plans, develops, and conducts in-service training; coordinates planning for, or implementation of, changes with Child Nutrition Supervisors, Site Leads, and/or other personnel of the District and assists with special projects as needed.
- Provides assistance to site Child Nutrition Supervisors and Site Leads to resolve problems; recommends personnel transfers to meet the needs of the Child Nutrition programs; and assists in resolving disciplinary problems.
- Provides leadership for managers to develop, train, and retain highly competent staff; participates in programs and activities that promote workplace diversity and a positive employee relations environment.
- Provides technical expertise and suggestions concerning menu planning for preparation methods, ordering, inventory levels, substitutions, delivery issues, and adequate equipment utilization.
- Provides technical guidance and training to Child Nutrition staff and others to ensure compliance with nutritional requirements of governmental regulatory agencies and the District.
- Researches, prepares, and accurately maintains various reports, documents, schedules, and policies about storage, equipment maintenance costs, inventory, and supplies.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District training.

KNOWLEDGE, SKILLS, AND ABILITIES

(At the time of application)

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 food service preparation, food merchandising, serving, and storage.
- Office management procedures and practices, methods, and terminology
- Extensive working knowledge of standard computer software used by the District and Federal and State agencies as needed for managing the Child Nutrition Program
- Basic math skills; measuring food quantities for meal development and preparation
- 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:

- Adhere to safety practices
- Plan and manage projects
- Prepare and maintain accurate records
- Operate standard office equipment, including assigned computer and District software applications as well as specialized software for Child Nutrition
- Assist in planning, organizing, integrating, and directing a large school district Nutrition Service program and operation

- Evaluate food products, supplies, and equipment
- Analyze the nutritional content of menus and recipes, including special diets.
- Understand, interpret, apply, and explain applicable laws, codes, policies and procedures
- Estimate food quantities needed and order quantities for economical food preparation and serving
- Select, train, supervise, and evaluate the work of assigned personnel
- Recognize and correct safety hazards
- Communicate effectively orally and in writing
- 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 resources from other work units is often required to perform the job's functions. There is a continual opportunity to affect the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

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

EDUCATION REQUIRED:

Bachelor's degree from an accredited college or university with a major in Nutrition, Dietetics, or a closely related field.

OR as a substitute for education:

An equivalent combination of education, work experience, and certifications that demonstrate possession of the requisite knowledge, skills, and abilities of the position.

EXPERIENCE REQUIRED:

Two (2) years of progressively responsible work experience in a large-scale food service program /operation.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License for travel to/from District Office and school sites and to workshops, conferences, and training relative to the performance of job functions, duties, and responsibilities.
- Registered Dietician license preferred.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- Possession of, or ability and qualifications to obtain Food Safety Certification within twelve (12) months of appointment and failure to do so could result in release

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

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Generally, the job requires frequent standing and walking, with some sitting
- Lifting, carrying, pushing, and/or pulling files, other office objects, and food preparation tools, equipment, and food items
- Stooping/crouching, reaching/handling, bending at the waist, kneeling, reaching, handling, or crouching to retrieve and store materials
- Dexterity of hands and fingers to operate kitchen equipment and a computer keyboard, and maintain paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to ensure proper quantities of food and read documents and computer screen
- Exposure to very hot foods, equipment, and metal objects
- Exposure to sharp knives and slicers
- Exposure to cleaning and sanitizing agents

**Salary Comparison Survey for Nutritionist
Madera Unified School District**

| DISTRICT | JOB TITLE | EDUCATION | EXPERIENCE | LICENSES/CERTIFICATES | STEP 1 (HOURLY) | MAX STEP (HOURLY) |
|--|-----------------------------------|--|---|--|---|-------------------|
| Madera USD (K-12) 21,148 | Nutritionist | Bachelor's degree from an accredited college or university majoring in Nutrition, Dietetics, or a closely related field. OR as a substitute for education: An equivalent combination of education, work experience, and certifications that demonstrate possession of the requisite knowledge, skills, and abilities of the position. | Two (2) years of progressively responsible work experience in a large-scale food service program /operation | Valid CA Driver's license. Possession of, or ability and qualifications to obtain Food Safety Certification within twelve (12) months of appointment and failure to do so could result in release. Registered Dietician license preferred. | \$38.53/hour Recommend Range 10-Classified Supervisory | \$49.16/hour |
| Central USD (K-12) 15,841 | No similar class to review | | | | | |
| Clovis USD (K-12) 43,654 | Nutritionist | Bachelor's degree or equivalent educational experience, with an academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field. | Equivalent educational experience, with an academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field. | Valid CA Driver's license. A valid Food Protection Manager Certificate, accredited by the American National Standards Institute, meets the requirements of the Conference for Food | \$42.12/hour Classified Management | \$51.14/hour |

**Salary Comparison Survey for Nutritionist
Madera Unified School District**

| | | culinary arts, business, or a related field. | | Protection's "Standards for Accreditation of Food Protection Manager Certification Programs." Registered Dietician license preferred | | |
|---|-------------------------------|---|---|--|----------------------------|---------------------|
| Fresno USD (K-12) 73,381 | Nutritionist | Any combination equivalent to a bachelor's degree in nutrition, dietetics, or a closely related field | Two years of experience in a large food service operation. | Valid California Driver's license and Food Safety Certificate. | \$35.59/hour Management | \$43.26/hour |
| Merced City School District (K-8) 12,000 | No similar class to review | | | | | |
| Modesto City Schools (K-12) 30,000 | No similar class to review | | | | | |
| Tulare COE | No similar class to review | | | | | |
| Visalia USD (K-12) 32,000 | No similar class to review | | | | | |
| | | | | AVERAGE | \$38.86/hour | \$47.20/hour |
| | | | | MEDIAN | \$38.86/hour | \$47.20/hour |

Recommend MUUSD Supervisory Range 10 - \$ 38.53/ hour - \$49.16/ hour.