

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

AGENDA
Regular Meeting
Wednesday, November 15, 2023
4:30 PM Public Meeting
District Office – 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, October 18, 2023 Regular Meeting

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

1. Administrative Assistant II - Promotional

2. Behavioral Intervention Technician - Open Competitive
3. Mechanic Specialist - Open Competitive
4. Office Assistant - Open Competitive
5. Secretary - Department (Spanish Required) – Promotional/Open Competitive
6. Speech Language Pathologist Assistant - Open Competitive
7. Warehouse Assistant – Open Competitive

7. New Business

- A. Discuss and approve the Initial Salary Placement for A. Birge, candidate for Paraprofessional - Special Needs Preschool
- B. Discuss and approve the Initial Salary Placement for E. Montes, candidate for Full Stack – Developer
- C. Discuss and approve the revised job classification for the Personnel Technician

8. Information and Reports

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

9. Next Regular Personnel Commission Meeting

Wednesday, December 13, 2023 at 4:30 pm
Madera Unified School District Office – Board Room
1902 Howard Road
Madera, California 93637

10. Suggested Future Agenda Items

11. Adjournment



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: November 15, 2023

Agenda Item:

Consideration and approval of the minutes from Wednesday, October 18, 2023, Regular Meeting

Agenda Placement:

Consent

Background:

Consideration and approval of the minutes from Wednesday, October 18, 2023, Regular Meeting.

Recommendation:

It is recommended that the Personnel Commission approve the minutes from Wednesday, October 18, 2023, Regular Meeting.

Minutes Record of MUSD Personnel Commission
Regular Meeting held on Wednesday, October 18, 2023 at 4:30 PM

The Personnel Commission of the Madera Unified School District convened in a Regular Board Meeting in the District Office Conference room, 1902 Howard Road, Madera, California, on Wednesday, October 18, 2023, 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 Janzen led the flag salute.

3. Roll Call

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

- **Roll Call**

Commissioner David Hernandez, absent due to illness

The following were in attendance:

Fran Wheat, Personnel Commissioner Vice-Chair

Philip Janzen, Personnel Commissioner

Isabel Barreras, Director of Classified Human Resources

Mary Siegl, Personnel Specialist Lead

Alejandra Venegas- Chaves, Personnel Specialist

Mary Jane Falcon, Administrative Assistant V

Joe Aiello, Assistant Superintendent of Human Resources

Lawrence Fernandez, Director of Safety and Security

Cheri Giddens, CSEA President

Linda Gonzalez, CSEA Regional Representative

Vicky Zamora, CSEA 1st Vice President

There were other employees in attendance.

4. Adoption of the Agenda

- It was moved by Commissioner Janzen and seconded by Commissioner Wheat to approve the Agenda. MOTION NO. 25-2023/24.

Ayes: Commissioners: Janzen and Wheat

Noes: None

Absent: Hernandez

Abstained: None

5. Public Comment

- No comments were made.

6. Consent Agenda

- It was moved by Commissioner Janzen and seconded by Commissioner Wheat to approve the adoption of the Consent Agenda. MOTION NO. 26 -2023/24.

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

7. New Business

A. Discuss and approve the Initial Salary Placement for A. Austin, candidate for Licensed Vocational Nurse (LVN)

- Director Barreras presented the District's request to place candidate A. Austin for LVN on an initial salary step placement of Step 4, Range 31, (\$26.78 hourly rate). The candidate's work experience far exceeds the minimum qualifications of 2 years of nursing experience and this is a difficult recruitment.
- It was moved by Commissioner Janzen and seconded by Commissioner Wheat to approve the initial salary step placement of Step 4, Range 31, (\$26.78 hourly rate), for A. Austin, candidate for LVN. MOTION NO. 27 -2023/24, DOC. NO. 22-2023/24

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

B. Discuss and approve the Initial Salary Placement for M. Cosio, candidate for Licensed Vocational Nurse (LVN)

- Director Barreras presented the District's request to place candidate M. Cosio for LVN on an initial salary step placement of Step 6, Range 31, (\$26.78 hourly rate). The candidate has over 8 years of experience which far exceeds the minimum qualifications and she also holds an Associate of Arts degree in the field.
- It was moved by Commissioner Wheat, seconded by Commissioner Janzen to approve the initial salary step placement of Step 6, Range 31, (\$26.78 hourly rate), for M. Cosio, candidate for LVN. MOTION NO. 28-2023/24, DOCUMENT NO. 23-2023/24.

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

C. Discuss and approve the Initial Salary Placement for M. Hernandez, candidate for Behavioral Health Clinician II

- Director Barreras presented the District's request to place candidate M. Hernandez for Behavioral Health Clinician II on an initial salary step placement of Step 5, Range 64, (\$52.07 hourly rate). The candidate has over eight years of experience providing mental health services, social services, and case management and counseling to children.
- It was moved by Commissioner Janzen, seconded by Commissioner Wheat to approve the initial salary step placement of Step 5, Range 64, (\$52.07 hourly rate), for M. Hernandez, candidate for Behavioral Health Clinician II. MOTION NO. 29-2023/24, DOCUMENT NO. 24-2023/24

Ayes: Commissioners: Janzen and Wheat
 Noes: None
 Absent: Hernandez

Abstained: None

D. Discuss and approve the title change for the job classification of Manager of Student Mentor Services

- Director Barreras presented the District's requested job classification changes for the position of Manager of Student Mentor Services. Director Barreras clarified that there was no actual title change for this position, only changes to the job classification. Changes were made in the following areas: Department/ Site, Reports To, Purpose Statement and the Essential Functions, Duties, and Task sections.
- It was moved by Commissioner Wheat, seconded by Commissioner Janzen to approve the job classification changes for the position of Manager of Student Mentor Services.

MOTION NO. 30-2023/24, DOCUMENT NO. 25-2023/24

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

E. Discuss and approve the revised job classifications for Personnel Technician, Personnel Specialist, and Personnel Specialist - Lead

- Director Barreras presented revised job descriptions for the job classifications of Personnel Technician, Personnel Specialist, and Personnel Specialist – Lead. These changes result from the added Administrative Assistant V position and some shifted duties in the PC office.
- CSEA President, Cheri Giddens, questioned why the duty assists with the Classified Seniority list was being removed when most recently all staff had been assisting with the Seniority list.
- Mary Siegl, Personnel Specialist Lead, clarified that she and Administrative Assistant V are the only ones actually entering the data into the seniority list.
- Linda Gonzalez, CSEA Regional Representative, stated that all changes to the job description will have to be ratified by the CSEA membership.
- Vicky Zamora, Personnel Technician, indicated that she felt rushed and did not have enough time to review her job description.
- Director Barreras indicated that she would give Ms. Zamora additional time to review her job description and will bring the revised Personnel Technician job description back to the next Personnel Commission meeting for approval. At this time only the Personnel Specialist and Personnel Specialist Lead job descriptions would be revised.
- It was moved by Commissioner Janzen and seconded by Commissioner Wheat to table the approval of the revised job description for Personnel Technician and to approve the revised job classifications for Personnel Specialist and Personnel Specialist - Lead.

MOTION NO. 31-2023/24, DOCUMENT NO. (26-27)-2023/24

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

F. Discuss and approve the proposed new job classification for School Safety Officer Lead - Therapy Support Dog

- Director Barreras presented the new job classification for School Safety Officer Lead – Therapy Support Dog. A salary range of Classified range 26 (\$21.33- \$27.99 per hour)

was recommended with additional stipends that were previously negotiated with CSEA and the District through a signed MOU.

- It was moved by Commissioner Janzen and seconded by Commissioner Wheat to approve the new job classification for School Safety Officer Lead – Therapy Support Dog and to recommend a classified salary Range of 26 (\$21.33 - \$27.99 per hour).

MOTION NO. 32-2023/24, DOCUMENT NO. 28-2023/24

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

G. Presentation and Approval of the 2022-2023 Personnel Commission Annual Report

- Director Barreras presented the 2022 -2023 Personnel Commission Annual Report.
- It was moved by Commissioner Janzen and seconded by Commissioner Wheat to approve the 2022-2023 Personnel Commission Annual Report. MOTION NO. 33-2023/24, DOCUMENT NO. 29-2023/24

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

H. Public Hearing for the Appointment of the Commissioner's Joint Appointee; term to begin December 1, 2023 – November 30, 2026

- Commissioner Wheat opened the Public Hearing for the appointment of David Hernandez to the Joint Appointee position. There were no public comments made.
- It was moved by Commissioner Wheat and seconded by Commissioner Janzen to approve the appointment of David Hernandez to the Joint Appointee Personnel Commissioner position with a 3-year term to begin on December 1, 2023, through November 30, 2026. MOTION NO. 34-2023/24

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

8. Informational and Reports

A. Update on Assembly Bill 1699 Classified Employees

- Director Barreras gave an update on Assembly Bill 1699. The bill was vetoed by Governor Gavin Newsom.

B. Director's Report

- Director Barreras reported that the PC office continues to stay busy recruiting and filling vacancies for permanent and temporary positions.
- As a follow-up to the concern that the High School LMTs brought forward at the previous PC Meeting. Director Barreras was not included in the LMT meeting but understands that things have been resolved.
- This past Saturday, October 14th, the PC office conducted a second workshop for the Classified Teaching Grant Professional Development workshop in collaboration with Fresno State.

- The PC Rules Adhoc Committee met to review the first two chapters. We will continue to meet to review a couple more chapters before we bring them to the first reading.
- From October 9-13, all classified employees were sent an email and they had the opportunity to review their Seniority dates by email, phone call, or walk-ins. The PC staff received around 172 employee inquiries and verified their seniority dates. We had about 15 employees who had questions about the dates of seniority, and these discrepancies were researched and resolved. They were mainly individuals who were confused with substituting dates and some could not remember their dates of hire. PC Specialist Lead, Mary Siegl and Director Barreras resolved those inquiries. We will now forward an updated seniority list to the HR office for their reference.
- The PC staff attended the Furman High School College and Career Job Fair on Tuesday, October 17. It was well attended by the FHS students and community members.
- We have a Job Fair scheduled for November 8, 2024, at the Madera Workforce Investment Office.
- As part of the CSPCA Training Committee, we held the CFML Workshop on October 12th. I continue to keep busy with the 2024 CSPCA Conference planning and soliciting conference vendors.
- We are excited to present Christopher Boucher as a guest speaker to kick off the first hour of our 2023 SPCA/NC Annual Membership Meeting on Monday, November 6, 2023, at the residence of CSPCA Board member Toni Wilkerson in Castro Valley. We look forward to seeing you all in person or joining us virtually via the Zoom meeting platform.
- I have scheduled the kickoff meeting with the Classified PD Conference Committee. We will start the planning for the 2024 Classified Conference. I will keep you posted as we develop our plans.

C. Commissioner's Report

- Commissioner Janzen announced he will be absent at the next Personnel Commission meeting.

9. Next Regular Personnel Commission Meeting


- Wednesday, November 15, 2023 at 4:30 pm
Madera Unified School District Office – Board Room
1902 Howard Road
Madera, California 93637

10. Suggested Future Agenda Items

- No suggestions were made.

11. Adjournment

- Commissioner Wheat adjourned the meeting at 5:33 p.m.


Isabel Barreras, Director of Classified HR

Date: October 27, 2023



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: November 15, 2023

Agenda Item:

Consideration and Approval of the following Eligibility Lists for Open Competitive and 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. Administrative Assistant II - Promotional
2. Behavioral Intervention Technician - Open Competitive
3. Mechanic Specialist - Open Competitive
4. Office Assistant - Open Competitive
5. Secretary - Department (Spanish Required) – Promotional/Open Competitive
6. Speech Language Pathologist Assistant - Open Competitive
7. Warehouse Assistant – Open Competitive

Recommendation:

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

No attachment:



**MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

**REGULAR MEETING
AGENDA ITEM COVER PAGE**

Meeting Date: November 15, 2023

Agenda Item:

Discuss and approve the Initial Salary Placement for A. Birge, candidate for Paraprofessional - Special Needs Preschool

Agenda Placement:

Action

Background:

The Coordinator of Health Services has presented the Personnel Commission with a request for an initial salary placement for the Paraprofessional – Special Needs Preschool candidate (A. Birge). The Personnel Commission staff requests approval to place the candidate with an initial salary placement at Range 28, Step 5 (\$26.52 hourly rate) of the classified salary schedule.

The candidate has over seven years of experience working as an Instructional Aide with children with special needs. The candidate's work experience far exceeds the minimum qualification of 6 months of experience in working with children in a specialized learning environment. The candidate also brings the Crisis Prevention Intervention Certification (CPI) additional training. This is a difficult recruitment, and MUSD is excited to continue to attract highly qualified candidates.

This recommended proposed action has been compiled as provided under the authority of California Education Code section 45260-45261 and Personnel Commission Rule 8.2.1.1: for initial salary placement based on additional qualifying experience; and PC Rule 8.2.1.3: difficulty experience in the recruitment of candidates to meet the vacancy needs of the course and PC Rule 8. 2.1.4 – Additional skills or qualifications of the candidate that make him/her especially qualified for the position.

Recommendation:

The Personnel Commission is recommended to approve the Initial Salary Placement for A. Birge, candidate for Paraprofessional - Special Needs Preschool at Range 28, Step 5 (\$26.52 hourly rate) of the classified salary schedule.

No attachment:



**MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

**REGULAR MEETING
AGENDA ITEM COVER PAGE**

Meeting Date: November 15, 2023

Agenda Item:

Discuss and approve the Initial Salary Placement for E. Montes, candidate for Full Stack - Developer

Agenda Placement:

Action

Background:

The Director of Continuous Improvement has presented the Personnel Commission with a request for an initial salary placement for the Full Stack - Developer candidate (E. Montes). The Personnel Commission staff requests approval to place the candidate with an initial salary placement at Range 65, Step 6 (\$56.51 hourly rate) of the classified salary schedule.

The candidate has over nine years of experience in Software Development, Full Stack - Development, and front-end engineering. The candidate's work experience far exceeds the minimum qualification of any equivalent combination of education and work experience that sufficiently demonstrates proficiency in data analysis, database administration/management, or programming, and experience working with Student Information Systems and/or in a K-12 environment is preferred. The candidate also brings a Bachelor's degree in Computer Science and a Master's degree in Computer Science along with specialized skill sets in JavaScript, Python, PHP, CSS/SASS, HTML, Restful/Graph QL APIs, OOP, UI design, Web security best practices and many more. These additional skills far exceed the High School diploma and equivalency. This is a difficult recruitment, and MUSD is excited to continue attracting highly qualified candidates who will make a difference at Madera Unified.

This recommended proposed action has been compiled as provided under the authority of California Education Code section 45260-45261 and Personnel Commission Rule 8.2.1.1: for initial salary placement based on additional qualifying experience; and PC Rule 8.2.1.2: additional education at the college level is limited to no more than one step beyond every two years of education related to the position but beyond the educational requirements established for entry into the class; and PC Rule 8.2.1.3: difficulty experience in recruiting candidates to meet the vacancy needs of the course and PC Rule 8.2.1.4: additional skills or qualifications of the candidate that make them exceptionally qualified for the position.

Recommendation:

The Personnel Commission is recommended to approve the Initial Salary Placement for E. Montes, candidate Full Stack - Developer at Range 65, Step 6 (\$56.51 hourly rate) of the classified salary schedule.

No attachment:



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: November 15, 2023

Agenda Item:

Discuss and approve the revised job classification for the Personnel Technician

Agenda Placement:

Action

Background:

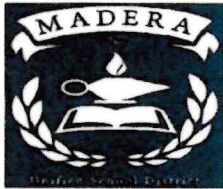
The Director of Classified Personnel has revised the job classification for the Personnel Technician. These changes resulted from the added Administrative Assistant V position and some shifted duties in the PC office. The incumbent in this classification has reviewed the changes to the job classification. The proposed revisions are highlighted in blue with a strikeout language in red in the following sections of the job classification: Salary Range and Essential Functions, Duties, and Tasks. These changes will bring this job classification up to date.

This recommended proposed action has been compiled as provided under the authority of California Education Code section 45264; Personnel Director and other employees; appointments; duties; rights and the Personnel Commission Rules 3.2.1. through 3.2.5.5 and 3.2.9. Review of positions.

Recommendation:

The Personnel Commission is recommended to approve the revised changes to the Personnel Technician job classification.

Attachments: Job Description: Personnel Technician



CLASSIFIED

Job Classification Description

Equal Employment Opportunity

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

PERSONNEL TECHNICIAN

DEPARTMENT/SITE: Personnel Commission

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: ~~30-33~~

WORK CALENDAR: 261 Days

REPORTS TO: Director of Classified Personnel

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Director of Classified Personnel, the Personnel Technician performs routine clerical and technical support to the Personnel Commission office requiring Merit System and Human Resources specific knowledge; provides customer service to the public and outside agencies; provides information and assistance to applicants and District employees regarding classified job recruitment opportunities, examinations, and the selection processes. The incumbents in this classification provide the school community with clerical and technical duties, supporting the Personnel Commission department, which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in this class provide routine clerical and technical support to the Personnel Commission office. This class differs from the Personnel Specialist class, which provides complex and professional support in the Merit System personnel programs for classified staff. It is the entry-level class of the three classes in the Personnel Commission office.

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 department staff in the employee recruitment and transfer processes using the NeoGov Applicant Tracking System; distributes and posts job announcements on multiple platforms; updates, prints and assembles competency, performance, and oral examination materials.
- ~~Assists in updating the Classified Seniority list when needed.~~
- Assists with the preparation of materials for the monthly Personnel Commission meetings and Job Fairs.
- Attends and participates in a variety of meetings, workshops, and/or trainings as required by the Director.
- ~~Maintains room reservation calendars; schedules meetings and appointments following instructions and office procedures.~~
- Compiles and collects employment and recruitment data for the Personnel Commission Annual Report.
- Maintains a variety of spreadsheets including Spanish bilingual skills testing results; prepares and distributes the Spanish bilingual certificates, and maintains the Extra Help Translation list.
- ~~Orders supplies and materials for keeping inventory; maintains equipment; prepares mailings and duplicates materials for meetings; retains and purges documents in accordance with record retention policies and regulations.~~
- Performs a wide variety of technical and clerical work, including typing/keyboarding, proofreading, filing, and scanning of confidential records and/or reports using Laserfiche, and maintaining recruitment and eligibility list files.

- ~~Performs primary receptionist duties for the Personnel Commission department; greets the public and walk up inquiries regarding classified opportunities and procedural information; answers telephone call inquiries; distributes office mail; prepares office correspondence by using standard office software.~~
- Prepares and distributes hiring packets for District hiring managers.
- Processes classified Temporary/Substitute Employee recruitments in accordance with established procedures; recruits, screens applications, and contacts candidates selected for temporary employment; ~~notifies the Payroll Department of CALPERS applicants~~; notifies applicants of non-eligibility; and works in coordination with the Human Resources Department.
- ~~Processes the Cafeteria Playground Aide recruitments in accordance with established procedures; recruits, screens applications, and conducts reference checks; contacts candidates selected for employment; notifies applicants of non-eligibility; works in coordination with the School Site Principal and School Administrative Assistant.~~
- Proctors examinations by checking candidate's identification, distributing exam materials, and ensuring testing security and instructions are followed; collects and accounts for all testing documents and materials used in the examination.
- ~~Answers calls to provide~~ Provides technical and procedural guidance to District staff and the public regarding job vacancies, employment, and examination procedures while applying Federal and State law, Rules, and Regulations of the Classified Service and Bargaining Unit contract agreement.
- Solicits subject matter experts for examination panels by contacting internal District employees and external community members to solicit their service; maintain oral boards and raters' database for ongoing use.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS AND ABILITIES

(At time of application)

Knowledge of:

- Merit System Rules and procedures governing recruitment, testing, and selection and position classification
- Modern office practices, procedures, and equipment, including computers, applicable software programs, and online platforms, including NEOGOV
- Personnel Commission and Human Resources services, objectives, policies, procedures and practices
- Correct English usage, including grammar, spelling, and punctuation; and vocabulary
- Expertise in Microsoft Office, Google Suite tools, and other applicable software applications, including virtual meeting platforms
- Basic practices of recruitment and selection
- Business telephone techniques and etiquette
- Processes and practices for maintaining employment test security and integrity
- Recordkeeping policies, practices, and procedures involving human resource operations
- District organization and locations
- Relevant sections of the California Education Code, Personnel Commission Rules, the Brown Act, collective bargaining agreement, and other applicable laws
- Safety policies and safe work practices applicable to the assignment

Skills and Abilities to:

- Keyboard accurately at an acceptable rate of speed
- Understand and apply the California Education Code, Merit System Rules, Board policies, administrative regulations and collective bargaining agreements
- Provide support and service in a wide range of recruitment, testing, and other employment activities
- Support the Personnel Commission in preparation for and to conduct monthly meetings
- Compose clear, concise, and comprehensive correspondence, reports, ~~studies, agreements, presentations,~~

and other written materials from instructions.

- Track and report information utilizing spreadsheets and databases
- Perform mathematical calculations
- Maintain confidentiality of Personnel Commission files and records
- Communicate with diverse groups, maintaining confidentiality, meeting deadlines and schedules; working with frequent interruptions, setting priorities; establishing and maintaining effective working relationships
- Understand and follow written and oral instructions
- Operate standard office equipment utilizing pertinent software applications
- Flexibility and exercise tact and diplomacy in dealing with sensitive, complex, and confidential issues and situations.
- Communicate with staff and the public using patience and courtesy and in a manner that reflects positively on the organizational unit
- Read, write, and communicate clearly in English; a second language (usually Spanish) may be required
- Perform well under pressure for competing time-sensitive priorities

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

EDUCATION REQUIRED:

High School diploma or equivalent.

EXPERIENCE REQUIRED:

Three years of clerical office work experience, which includes one year of work experience in a human resources office.

Associate's degree or higher in the field of Human Resources or a closely related field from an accredited college or university may be substituted for two years of work experience.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License or ability to provide transportation to meetings, events, and trainings associated with essential functions, duties, and tasks.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- 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)
 - Pre-employment physical exam A through the District's provider

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Lift objects such as boxes containing documents weighing up to 35 pounds
- Work is primarily indoors and requires sitting for extended periods
- Hearing and speaking to exchange information
- Sitting or standing for extended periods of time

- Bending at the waist, kneeling or crouching to file materials or access equipment, carrying, pushing, and/or pulling
- Dexterity of hands and fingers to operate a computer keyboard and maintain paper files and documents
- Visual acuity to see/read documents and computer screen