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

AGENDA
Regular Meeting
Thursday, February 18, 2021

For the 4:30 PM Public Meeting, see access below.

Join Zoom Meeting
<https://maderausd.zoom.us/j/84060329190>

Meeting ID: 840 6032 9190
One tap mobile: +16699009128 (San Jose)

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

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 the minutes from Thursday, January 21, 2021, Regular Meeting.

B. Consideration and approval of Eligibility List for:

1. Communications Technician, 2-18-21

5. New Business

- A. Discuss and approve the Initial Salary Placement for the Human Resources Specialist – Personnel Commission

6. Information and Reports

- A. Presentation of the Classified Quarterly Employee Award to Carolina Caballero – MSHS Custodian
- B. Director’s Report
- C. Commissioner’s Report

7. Next Regular Personnel Commission Meeting

Thursday, March 18, 2021 at 4:30 pm
Madera Unified School District Office –Virtually through Zoom
1902 Howard Road
Madera, California 93637

8. Suggested Future Agenda Items

9. Adjournment

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



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: February 18, 2021

Agenda Item:

Consideration and approval of the Minutes from the regular meeting of January 21, 2021.

Agenda Placement:

Consent

Background:

Approval of Minutes from the regular meeting of January 21, 2021.

Recommendation:

It is recommended that the Personnel Commission approve the Minutes from the regular meeting of January 21, 2021.

**Minute Record of MUSD Personnel Commission Meeting
Regular Meeting held on Thursday, January 21, 2021 at 4:30 PM**

The Personnel Commission of the Madera Unified School District convened at a Regular Board Meeting via Zoom, a cloud-based video communication, on Thursday, January 21, 2021 at 4:30 p.m.

Roll Call

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

Isabel Barreras, Director Classified Human Resources
Ana Perez, Human Resources Specialist - Personnel Commission

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

Other visitors were in attendance

1. Call to Order of Public Meeting Pledge of Allegiance, Opening and Acknowledgement of Visitors and Media

- Chair Wheat called the meeting to order at 4:30 pm.
- Commissioner Wheat led the flag salute.
- Attendees introduced themselves.

2. Adoption of Agenda

- It was moved by Commissioner Janzen and seconded by Chairperson Wheat to approve the adoption of the agenda. MOTION NO. 33-2020/21.
Ayes: Commissioners Janzen and Wheat
Noes: None
Absent: Commissioner Koch
Abstained: None

3. Communications

- There were no public comments.

4. Consent Agenda

- It was moved by Vice Chair Janzen and seconded by Chairperson Wheat to approve the Consent Agenda. MOTION NO. 34-2020/21.
Ayes: Commissioners Janzen and Wheat
Noes: None
Absent: Commissioner Koch
Abstained: None

5. New Business

- A. Discuss and approve Initial Salary Placement for Database Administrator - Developer**

- Director Barreras presented the request for an Initial Salary Step Placement for the Database Administrator-Developer. This has been a difficult recruitment. The candidate has over 10 years of work experience in the K-12 school setting and has a Bachelor's degree in Computer Science which far exceeds the minimum qualifications.
- Director Halford provided additional comments on the candidate's qualifications. He commented that his department has struggled since August when the previous employee left the district. He is an absolute great candidate.
- Chairperson Wheat made a comment that this person would be a true asset to Madera Unified.
- It was moved by Vice Chair Janzen and seconded by Chairperson Wheat to approve the Initial Salary Placement for the Database Administrator-Developer at Range 65, Step 5 of the classified salary scheduled. MOTION NO. 35-2020/21.

Ayes: Commissioners Janzen and Wheat

Noes: None

Absent: Commissioner Koch

Abstained: None

B. Discuss and approve the new job class description for Information Security Analyst

- Director Barreras provided background on the reorganization of the IT department. She presented the new classified job description for Information Security Analyst as part of the reorganization of the Department of Information Technology and Support Services. This will help build the career ladder for this department and help meet the needs of COVID-19. The IT job descriptions have not been revised in over 8-10 years. This position will enhance the reliability, security and protection of the District's technology hardware, software, networks and other systems.
- Director Barreras also discussed the Classified Salary Recommendation where various districts were surveyed for comparison.
- Director Barreras also discussed briefly the new templates for the job description and salary survey that have been approved by the Steering Committee.
- CSEA President Giddens made a comment that CSEA and the District signed an MOU to use specific districts and that she would like to see consistency moving forward. She does understand that for some positions we would have to include other districts.
- Chairperson Wheat said she is thrilled that there are new classified positions.
- Director Barreras did state that the survey used the same districts that were used back in October to survey the other IT job description. However, moving forward and when the study is complete, the districts listed in the MOU will be used.
- Director Halford made some comments on the need for this position in his department and how it will be structured in his department and that it is part of a career ladder.
- It was moved by Vice Chair Janzen and seconded by Chairperson Wheat to approve the new classified job description of Information Security Analyst and Classified Salary Recommendation at Range 57 (\$71,004-\$92,460). MOTION NO. 36-2020/21.

Ayes: Commissioners Janzen and Wheat

Noes: None

Absent: Commissioner Koch

Abstained: None

C. Discuss and approve the new job class description for Network Support Specialist

- Director Barreras presented the new classified job description for Network Support Specialist as part of the reorganization of the Department of Information Technology and Support Services. This position will improve the functioning of certain specialized systems

with a dedicated position with a focused skill set. She also discussed the Classified Salary Recommendation where various districts were surveyed for comparison.

- Director Halford made some comments on the need for this position in his department. This position is the first in the network support role and network focused.
- It was moved by Vice Chair Janzen and seconded by Chairperson Wheat to approve the new classified job description of Network Support Specialist and Classified Salary Recommendation at Range 40 (\$50,100-\$65,892). MOTION NO. 37-2020/21.

Ayes: Commissioners Janzen and Wheat

Noes: None

Absent: Commissioner Koch

Abstained: None

D. Discuss and approve the new job class description for Educational Information Systems Manager

- Director Barreras presented the new classified job description for Educational Information Systems Manager as part of the reorganization of the Department of Information Technology and Support Services. This position will dedicate a level of management expertise and staff resources toward the planning, development and implementation of innovative technology hardware and applications intended to enhance the educational toolkit available to teachers and administrators in meeting site needs and student achievement goals. This position will add an additional supervisor into the department. Director Barreras also discussed the Classified Supervisory Salary Recommendation where various districts were surveyed for comparison.
- Chairperson Wheat commented that the salary recommendation will start as a starting point when going into negotiations. This will help to attract the personnel that we need in the 21st century.
- Director Halford made some comments on the need to be able to meet the COVID needs such as an increased workload in his department this position will help implement new systems.
- CSEA President Giddens asked for clarification on Commissioner's Wheat comment.
- Commissioner Janzen commented that he likes where this is headed with staffing the IT department.
- It was moved by Vice Chair Janzen and seconded by Chairperson Wheat to approve the new classified job description of Educational Information Systems Manager and Classified Supervisory Salary Recommendation at Range 13 (\$96,336-\$119,216). MOTION NO. 38-2020/21.

Ayes: Commissioners Janzen and Wheat

Noes: None

Absent: Commissioner Koch

Abstained: None

8. Information and Reports

A. Classification and Compensation Study Presentation by Eric Hall & Associates (EH&A)

- Director Barreras stated that the Madera Unified School District Board of Trustees approved a professional services agreement with Eric Hall & Associates (EH&A) to conduct a two (2) year Classification and Compensation Study of all classified positions districtwide beginning in October 2020 and ending around December 2022.
- The consultants from EH&A Jan Brannen, Rick Labib-Wood and Ross Hessler were introduced and presented a short power point presentation on the Classification and Compensation Study.
- Chairperson Wheat commented that she was excited and this was longtime overdue.

- Commissioner Janzen thanked the consultants for their time.
- Commissioner Janzen asked if the Commission will continue to get updates. Director Barreras responded that she will continue to bring updates as the study progresses.

B. Director's Report

- Director Barreras stated that the PC office continues to move forward with recruitments. Testing continues in small groups when needed.
- She plans on filling the vacancy to replace the HR Specialist in the PC office by early as next week.

C. Commissioner's Report

- No reports.

9. **Next Regular Personnel Commission Meeting**

- Thursday, February 8, 2021 at 4:30 pm
Madera Unified School District Office –Virtually through Zoom
1902 Howard Road
Madera, California 93637

10. **Suggested Future Agenda Items**

- None were suggested.

11. **Adjournment**

- Chairperson Wheat adjourned the Public Session at 5:45 PM.


Isabel Barreras, Director of Classified HR

Date: January 22, 2021



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: February 18, 2021

Agenda Item:

Consideration and Approval of the Eligibility List for the Communications Technician.

Agenda Placement:

Consent

Background:

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

1. Communications Technician, 2-18-21

Recommendation:

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



**MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

**REGULAR MEETING
AGENDA ITEM COVER PAGE**

Meeting Date: February 18, 2021

Agenda Item:

Discuss and approve the Initial Salary Placement for the Human Resource Specialist – Personnel Commission.

Agenda Placement:

Action

Background:

PC staff is requesting approval to place the selected candidate for the Human Resources Specialist – Personnel Commission with an initial salary placement at Range 38, Step 5 of the regular classified salary schedule.

The candidate has over 15 years of work experience in Human Resources within an educational environment, which includes, Human Resources/Payroll Technician and Senior Human Resources Specialist at the Fresno County Superintendent of Schools. He holds a Master's degree in Human Resource Management, which far exceeds the educational requirements for this position. His work and educational experience will allow for him to jump right into this position with minimal training in the areas of recruitment and selection.

The following Personnel Commission Rules apply to this request: PC Rules 8.2.1.1: Additional qualifying experience; PC Rule 8.2.1.2; additional education beyond the educational requirements in the class; and PC Rule 8.2.1.4: Additional skills or qualifications of the candidate that makes him/her especially qualified for the position.

Recommendation:

It is recommended that the Personnel Commission approve the Initial Salary Placement for the Human Resource Specialist – Personnel Commission at Range 38, Step 5 (\$27.77 hourly, \$57,984 yearly) of the regular classified salary schedule.

No attachments.