

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

**AGENDA
Regular Meeting
Wednesday, April 17, 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, March 20, 2024, Regular Meeting

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

1. Bus Driver Trainer/Dispatcher – Promotional & Open Competitive
2. Information Systems Technician – Open Competitive

3. Maintenance Tradesperson - Specialty (HVAC) – Open Competitive
4. Parent Resource Center Assistant – Open Competitive
5. Speech Language Pathologist Assistant – Open Competitive
6. Supervisor - Transportation Operations – Open Competitive
7. Transportation Operations Assistant – Open Competitive

C. Consideration and approval of Initial Salary Placements for:

1. L. Hardin, Supervisor – Transportation and Operations

7. New Business

A. Discuss and approve the proposed new job classification and salary survey recommendation for the Curator of Arts and Exhibits

B. Discuss and approve the revised job classification for the Human Resource Manager

8. Information and Reports

- A. Information on the Personnel Commission Proposed Budget for FY 2024-2025
- B. Director's Report
- C. Commissioner's Report

9. Next Regular Personnel Commission Meeting

Wednesday, May 15, 2024 at 4:30 pm
Madera Unified School District Office – Board Room
1902 Howard Road
Madera, California 93637

10. Suggested Future Agenda Items

11. Closed Session

- A. Public Employee Performance Evaluation: Director of Classified Personnel
[Government Code Section 54957]

12. Reconvene to Open Session

- A. Report of Actions Taken in Closed Session

13. Adjournment



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: April 17, 2024

Agenda Item:

Consideration and approval of the minutes from Wednesday, March 20, 2024, Regular Meeting

Agenda Placement:

Consent

Background:

Consideration and approval of the minutes from Wednesday, March 20, 2024, Regular Meeting.

Recommendation:

It is recommended that the Personnel Commission approve the minutes from Wednesday, March 20, 2024, Regular Meeting.

Minutes Record of MUSD Personnel Commission
Regular Meeting held on Wednesday, March 20, 2024 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, March 20, 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 pm

David Hernandez, Personnel Commissioner

Isabel Barreras, Director of Classified Human Resources

Mary Siegl, Personnel Specialist Lead

Joe Aiello, Assistant Superintendent of Human Resources

Cheri Giddens, CSEA President

Alejandra Venegas-Chaves, Personnel Specialist

There were other employees and guests in attendance.

4. Adoption of Agenda

- Commission Chairperson Wheat asked that Item 8A – Presentation of the Classified 2nd Quarterly Award be moved to Item 7 at New Business.
- It was moved by Commissioner Janzen and seconded by Commissioner Hernandez to approve the adoption of the agenda with the movement of Item 8A - Presentation of the Classified 2nd Quarterly Award up to Item 7 at New Business. MOTION NO. 73 - 2023/24.

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

5. Public Comment

- No comments were made.

6. Consent Agenda

- It was moved by Commissioner Hernandez and seconded by Commissioner Janzen to approve the adoption of the Consent Agenda. MOTION NO. 74 -2023/24.

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

8. Information and Reports

A. Presentation of the Classified 2nd Quarterly Employee Award to Javier Villar, Sierra Vista Elementary School

- Commissioner Wheat presented the 2nd Quarterly Employee Award to Javier Villar, a Paraprofessional - Special Needs at Sierra Vista Elementary School.

7. New Business

A. Discuss and approve the revised title change and salary survey recommendation for the Classroom Aide Preschool – Level I

- Director Barreras presented the revised job description for Classroom Aide Preschool. The proposed new title is Classroom Aide Preschool – Level I; other revisions were made under the Purpose Statement, Responsibility, Experience, and License(s) Required sections. A salary survey recommended placing the position on Salary Range 15 (\$16.54- \$21.24 hourly rate) on the 2023/2024 Classified Salary Schedule. The District and CSEA will meet to review the salary survey recommendation.
- It was moved by Commissioner Janzen and seconded by Commissioner Hernandez to approve the revised title change and salary survey recommendation of Classified Salary Range 15 (\$16.54 - \$21.24 hourly rate) for the Classroom Aide Preschool – Level 1. MOTION NO. 75 -2023/24, DOC. NO. 65-2023/24

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

B. Discuss and approve the proposed new job classification and salary survey recommendation for the Classroom Aide Preschool – Level II

- Director Barreras presented the new job description for the Classroom Aide Preschool – Level II. This position is the second level within the Classroom Aide Preschool series and provides higher-level support to the classroom teacher. It also requires employees to obtain an Associate Teacher's Permit issued by the State of California Commission on Teaching Credentialing or the Child Development Associate (CDA) credential issued by the Council for Early Childhood Professional Recognition within twelve months of the date of hire. A salary survey recommended placing the position on Salary Range 19 (\$18.79- \$24.54 hourly rate) on the 2023/2024 Classified Salary Schedule. The District and CSEA will meet to review the salary survey recommendation.
- It was moved by Commissioner Hernandez and seconded by Commissioner Janzen to approve the new job classification and salary recommendation of Classified Salary Range 19 (\$18.79 -\$24.54 hourly rate) for the Classroom Aide Preschool – Level II. MOTION NO. 76 -2023/24, DOC. NO. 66-2023/24

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

Absent: None
Abstained: None

C. Discuss and approve the revised job classification for the District Mail Clerk

- Director Barreras presented the revised job classification, District Mail Clerk. Changes were proposed in the following areas: Purpose Statement, Distinguishing Characteristics and Knowledge Skills, and Abilities sections.
- It was moved by Commissioner Janzen and seconded by Commissioner Hernandez to approve the revised job classification for the District Mail Clerk. MOTION NO.77 - 2023/24, DOC. NO. 67-2023/24

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

D. Discuss and approve the revised job classification for the Maintenance Journeyperson-Specialty

- Director Barreras presented the revised Maintenance Journeyperson- Specialty job classification. The recommended changes ensure that the candidates hired under the HVAC, Electrician, Plumber, and Welder specialties are certified or can complete the identified specialty area certifications within twelve months of the date of hire.
- It was moved by Commissioner Janzen and seconded by Commissioner Hernandez to approve the revised job classification for the Maintenance Journeyperson - Specialty. MOTION NO. 78 -2023/24, DOC. NO. 68-2023/24

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

E. Discuss and approve the proposed new job classification and salary survey recommendation for the Paraprofessional – T.O.P.S. Program

- Director Barreras presented the new job classification and salary survey for the Paraprofessional – (Therapeutic Opportunity Program & Supports) T.O.P.S. Program. This position will assist in providing instruction to a diverse range of individual or small groups of students who require more intensive social, emotional, and behavioral support in an Opportunity Classroom. A salary survey recommended placing the position on Salary Range 22 (\$19.86- \$25.93 hourly rate) on the 2023/2024 Classified Salary Schedule. The District and CSEA will meet to review the salary survey recommendation.
- It was moved by Commissioner Hernandez and seconded by Commissioner Janzen to approve the new job classification and salary survey recommendation of Classified Salary Range 22 (\$19.86 - \$25.93 hourly rate) for the Paraprofessional – T.O.P.S. MOTION NO. 79 -2023/24, DOC. NO. 69-2023/24

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

8. Information and Reports

B. Director's Report

- The Personnel Commission Office (PC) continues to stay busy recruiting, creating, and updating job classifications.
- This past Saturday, we held our second spring cohort workshop for the classified teaching grant students. The instructors provided feedback by saying that MUSD has been one of her best districts to work with. She is impressed with how we support the classified employees attending the cohort.
- The PC office attended the MCSOS job fair on February 28. There was a great turnout of applicants seeking classified jobs. We hope to recruit more applicants to fill our jobs.
- We continue to stay busy with the classified conference; we now have over 30 workshops that classified employees, administrators, and Cadelon have submitted, and the conference committee will vet them to make our final selections. We plan to send out the pre-registration email in early April.
- Mary, Alejandra, Mary Jane, Director Barreras Commissioners Hernandez, and Wheat attended the CSPCA conference, which was a huge success and very well attended. Director Barreras was in charge of the Vendor Fair, and it went very well with a record number of vendors and the amount raised. The conference workshops were a hit. The conference committee received many great compliments. Next year's conference is in San Diego.
- Mary, Alejandra, and Director Barreras attended last week's CalGovHR conference in Rohnert Park, which presented excellent workshops. We attended two full-day workshops on Unconscious Bias, Diversity, Equity and Inclusion, Attracting Top Talent, Workplace Bullying, Compassionate Screening, and some plenary sessions. We also gained helpful information about the services and resources available for human resources.
- Director Barreras reported that AB 1699 is returning this year under a new name - AB 208- and appears to have had a few changes from last year. This new bill excludes classified management and classified confidential. It also excludes classified employees with negative performance records on file. However, the bill still mandates eliminating the competitive process and hiring the most senior employee who is interested and meets minimum qualifications. And the most senior employee does not have to be in a similar classification or promotional series. CSPCA will start conversations with the author and sponsors of the bill.

C. Commissioner's Report

- Commissioner Hernandez reported that the CSPCA conference was very useful and presented excellent workshops. He thanked the PC staff for participating and supporting Director Barreras.
- Commissioner Wheat also commented on the valuableness of attending the recent CSPCA conference and especially liked the legal updates that Attorney Kristine Kwong presented.

9. Next Regular Personnel Commission Meeting

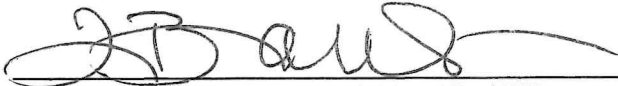
- Wednesday, April 17, 2024 at 4:30 pm
Madera Unified School District Office – Board Room
1902 Howard Road
Madera, California 93637

10. Suggested Future Agenda Items

- None were suggested

11. Adjournment

- Commission Chair Wheat adjourned the regular meeting at 5:06 p.m.

A handwritten signature in black ink, appearing to read 'Isabel Barreras', written over a horizontal line.

Isabel Barreras, Director of Classified HR

Date: April 1, 2024



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: April 17, 2024

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. Bus Driver Trainer/Dispatcher – Promotional & Open Competitive
2. Information Systems Technician – Open Competitive
3. Maintenance Tradesperson - Specialty (HVAC) – Open Competitive
4. Parent Resource Center Assistant – Open Competitive
5. Speech Language Pathologist Assistant – Open Competitive
6. Supervisor - Transportation Operations – Open Competitive
7. Transportation Operations Assistant – Open Competitive

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: April 17, 2024

Agenda Item:

Consideration and approval of Initial Salary Placement for L. Hardin, candidate for Supervisor – Transportation Operations

Agenda Placement:

Consent

Background:

The Director of Transportation has presented the Personnel Commission with a request for an initial salary placement for the Supervisor - Transportation Operations (L. Hardin). The Personnel Commission staff requests approval to place the candidate with an initial salary placement at Range 9, Step 6 (\$92,937 yearly) of the classified supervisory salary schedule.

The candidate has nineteen years of experience working as a School Bus Driver and three years of experience working as a Supervisor of Transportation in a neighboring school district. The candidate's work experience far exceeds the minimum qualification of three years of increasingly responsible experience in transportation, including experience in routing and dispatching, preferably supplemented by or including experience as a supervisor of transportation operations and maintenance of a school transportation department. MUSD is thrilled to continue attracting highly qualified candidates to fill hard-to-recruit positions.

This recommended proposed action has been compiled as provided under the authority of California Education Code sections 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 class and PC Rule 8.2.1.4: the additional skills or qualifications of the candidate that make him/her especially qualified for the position.

Recommendation:

The Personnel Commission recommends approval of the Initial Salary Placement for the Supervisor – Transportation Operations candidate (L. Hardin) at Range 9, Step 6 (\$92,937 yearly) of the classified supervisory salary schedule.

No attachment:



**MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

**REGULAR MEETING
AGENDA ITEM COVER PAGE**

Meeting Date: April 17, 2024

Agenda Item:

Discuss and approve the proposed new job classification and salary survey recommendation for the Curator of Arts and Exhibits

Agenda Placement:

Action

Background:

District Administration has brought forward the request to create a new job classification for Curator of Arts and Exhibits. This job classification is under the general direction of the Director of Visual and Performing Arts. The Curator of Arts and Exhibits uses their expertise to cultivate and exhibit student works of art at all community levels. They create opportunities to promote art-making, collect, organize, prepare, and install art exhibits, and provide students with specialized instruction in exhibition practices. While specializing in Visual Art, the Curator of Arts and Exhibits supports all Arts Education events and activities as a member of a team of specialists. The incumbent in this classification provides the school community with support in providing a quality arts program that directly supports student learning and achievement.

Salary Survey

A salary survey, attached, was conducted by using the following school districts, cities, and counties as an external market for comparison:

Central USD	San Mateo County Historical Association
Clovis USD	UCLA
City of Santa Cruz	UC Riverside Arts
Fresno USD	Yolo Arts
San Bernadino County	

Of the nine organizations of school districts, cities, and counties surveyed, six had classifications from cities and counties that were reviewed to establish an external salary comparison. All classifications were considered good comparisons for the Curator of Arts and Exhibits classification and were sufficient matches to base a salary recommendation on the peer market comparison. The Curator of Arts and Exhibits classification is unique to our district, and no other school districts in our area or throughout California have such a classification.

In determining the recommended allocation, the mid-range step of the median for the peer market was used for primary salary comparison purposes. Based on that, in comparing the externally calculated hourly rate amounts to Madera's classified salary schedule, the closest match is Salary Range 40 (\$26.46 - \$34.80 hourly rate). The District and CSEA will meet to negotiate the salary placement recommendation.



**MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

This information and proposal have been compiled in accordance with California Education Code section 45276 and the Personnel Commission Rules 3.2.1. through 3.2.5.5 and 3.2.9., which 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:

The Personnel Commission is recommended to approve the proposed job class description for the Curator of Arts and Exhibits and the salary recommendation, as listed in the table below.

<u>JOB CLASS TITLE</u>	<u>NEW OR REVISED</u>	<u>SALARY RANGE RECOMMENDATION</u>
Curator of Arts and Exhibits	New	SR 40 (\$27.52 - \$36.19 hourly rate) on the 2023/2024 Classified Salary Schedule

Attachments:

Job Class Descriptions and Salary Survey: Curator of Arts and Exhibits



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

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

NEW PROPOSED CLASSIFICATION: CURATOR OF ARTS AND EXHIBITS

DEPARTMENT/SITE: Visual and Performing Arts

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE:

WORK CALENDAR: 261 Days

REPORTS TO: Director of Visual and Performing Arts

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Director of Visual and Performing Arts, the Curator of Arts and Exhibits uses their expertise to cultivate and exhibit student works of art at all community levels. They create opportunities to promote art-making, collect, organize, prepare, and install art exhibits, and provide specialized instruction in exhibition practices to students. While specializing in Visual Art, the Curator of Arts and Exhibits supports all Arts Education events and activities as a member of a team of specialists. The incumbent in this classification provides the school community with support in providing a quality arts program that directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS:

This position works closely with students and staff to exhibit student artwork at all community levels.

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.

- Assembles juries and raters and facilitates the adjudication of artwork.
- Collaborates with other artists, teachers, leaders, and community partners to present students' work professionally.
- Coordinates and sequences activities and arranges details for art exhibitions and activities.
- Creates frequent opportunities for students to submit art for exhibition.
- Creates new gallery spaces on district properties and in the community.
- Facilitates students' public art projects (murals, sculpture, etc.), including navigating the approval processes of various educational, municipal, and civic organizations.
- Facilitates the sale of artworks in the best interest of students and guest artists.
- Hosts exhibitions of student artworks, which may include determining exhibition themes, collecting and displaying works in a gallery setting, and hosting the gallery during special events.
- Mentors student artists as they create their own artistic works and supports students in developing physical and digital portfolios.
- Plans and facilitates special art events such as artists' residencies, lectures, master classes, etc., to ensure the program's success.

- Responsible for identifying, purchasing, and maintaining materials and supplies for art projects and studios; researches and purchases new art-making equipment.
- Selects, curates, and displays artworks for the public and students in various gallery and non-gallery settings.
- Speaks publicly about artists' work and processes at Art Exhibitions, when presenting student artwork, or when responding to inquiries.
- Travels throughout the County as needed to visit various gallery sites.
- Works a flex schedule and overtime, including evening hours and weekend coverage, due to the department's needs. The flex schedule and overtime will be discussed with the employee in advance.
- 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:

- Art-making techniques
- Traditional and non-traditional art presentation techniques
- Methods and problems of art-making
- The community of Madera, the cultures represented therein, and their respective art traditions

Skills and Abilities to:

- Apply independent judgment and discretion in coordination with limited facilities
- Ensure that safety is a priority focus
- Build harmony among team members and convey aesthetic concepts
- Cut mat, size frames, hang works on various surfaces
- Demonstrated ability to work productively with artists within budgetary and time constraints
- Determine the most appropriate presentation method for various works
- Public speaking skills
- Teach and instruct others
- Work with staff in stressful or high-pressure situations created by strict deadlines
- Work within the appropriate context of an academic setting

RESPONSIBILITY:

Responsibilities include working under direct supervision using industry-standardized procedures, leading, guiding, and/or coordinating others, and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on 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 **AND** completion of 48 units from a nationally accredited college or university, or A.A. degree or higher, or passage or a local assessment test that meets the Every Student Succeeds Act (ESSA) standards.

A Bachelor's Degree from an accredited college or university and coursework in art history or art is

highly desired.

EXPERIENCE REQUIRED:

Two (2) years of professional experience in the fine arts field, which includes experience developing exhibits and overseeing art collections. Experience working with children is preferred.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License to drive personal vehicle to various district and county sites to conduct business for the district

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 through the District's provider at the district's expense
 - Enrollment in the Department of Motor Vehicles Employer Pull Notice Program and submission of a current DMV driving record printout

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

Work is performed indoors in a studio, classroom, or gallery environment, in non-art-specific venues (such as gymnasiums and libraries), and occasionally outdoors, mainly where safety considerations exist from physical labor and working with or in the vicinity of electrical connections and tools.

- Stand for extended periods of time and walk up to 100 yards
- Lift, carry, and move weights of up to 50 pounds and push, pull, and guide materials over 75 pounds
- Climb (e.g., ladders), stoop, kneel, and crouch on a regular basis
- Hand-eye coordination, hand and finger dexterity, including the ability to grasp and operate shop equipment, calibration instruments, and dials
- Auditory ability to hear and discern operating levels from equipment
- Near and far visual acuity to read printed materials, notice moving objects, observe work-in-progress, and view production displays
- Speaking ability to carry on ordinary conversations

**Salary Comparison Survey for CURATOR OF ARTS AND EXHIBITS
Madera Unified School District**

DISTRICT	JOB TITLE	EDUCATION	EXPERIENCE	LICENSES/CERTIFICATES	STEP 1 (HOURLY)	MAX STEP (HOURLY)
Madera USD (K-12) 21,148	Curator of Arts and Exhibits	High School Diploma or equivalent AND completion of 48 units from a nationally accredited college or university, or A.A. degree or higher, or passage or a local assessment test that meets the standards of the Every Student Succeeds Act (ESSA) Bachelor's degree preferred	Two (2) years of professional experience in the fine arts field, which includes experience developing exhibits and overseeing art collections. Experience working with children is preferred	Valid California Driver's license	TBD	TBD
Central USD (K-12) 15,841	No Comparison					
Clovis USD (K-12) 43,654	No Comparison					
City of Santa Cruz	Arts Program Manager	Bachelor's degree from an accredited college or university with major coursework in Art, Art History, Public Administration, or a related field	Two (2) years of experience administering community arts programs	Valid California Class C driver's license	\$39.03	\$50.31
Fresno USD (K-12) 73,381	No Comparison					

**Salary Comparison Survey for CURATOR OF ARTS AND EXHIBITS
Madera Unified School District**

San Bernadino County	Museum Curator of Art & Exhibits	Master's degree from an accredited college or university in Fine Art, Art History, Museum Studies, or a closely related field	Two (2) years of full-time experience developing exhibits and overseeing collections in an art center or museum. Experience must include the design and development of informal learning experiences for children and/or adults	\$26.62	\$38.44
San Mateo County Historical Association Redwood City, CA	Associate Curator	Advanced degree in museum studies, history, or archaeology	Two (2) years of experience in a museum curatorial department or equivalent experience	\$25.00	\$31.25
UCLA Los Angeles, CA	Curatorial Assistant	MA in Art History, with an emphasis on paper, prints, or drawings or equivalent to education and experience	Two (2) to Three (3) years (Assistant) or four (4) to five (5) years of experience and excellent skills in curatorial program support	\$28.04	\$45.11
UC Riverside Arts	Curatorial and Projects Assistant	B.A. in Art History, related field, or equivalent work experience	Two (2) years experience in a museum, gallery, or non-profit setting. Experience demonstrated interest in curating, curatorial practices, working with artists and or museums	\$25.65	\$30.60
Yolo Arts (Yolo County)	Exhibition Manager	Successful completion of a two or four-year degree in art, commercial art museum studies, art museum education, or closely related field	One (1) to three (3) years of curation and art installation experience working in an art museum, gallery, related institution, or art studio	\$23.00	\$25.00
			AVERAGE	\$27.89	\$36.79
			MEDIAN	\$26.14	\$34.85

****No comparisons were found with comparison school districts as this is a new position within MUSD. This classification is in line with county museums.**



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: April 17, 2024

Agenda Item:

Discuss and approve the revised job classification for the Human Resource Manager

Agenda Placement:

Action

Background:

The Assistant Superintendent of Human Resources has requested a revision to the Human Resource Manager classification. The strike-out language is highlighted in red in the Essential Functions, Duties, and Tasks section. The recommended change will bring the job classification up to date.

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. 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:

The Personnel Commission is recommended to approve the revised Human Resource Manager job classification.



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

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

HUMAN RESOURCES MANAGER

DEPARTMENT/SITE: Human Resources

SALARY SCHEDULE: Classified Supervisory

SALARY RANGE: 11

WORK CALENDAR: 261 Days

REPORTS TO: Assistant Superintendent of
Human Resources

FLSA: Exempt

PURPOSE STATEMENT:

Under the general direction of the Assistant Superintendent of Human Resources, the Human Resource Manager plans, coordinates, and supervises the operations of the Human Resources Department; develops and communicates Human Resources policies Districtwide; promotes the efficiency of the school system; and works through the Assistant Superintendent of Human Resources in communication with the Director of Personnel Commission Services who oversees the District Classified Merit System. The incumbents in this classification provide the school community with human resources services which directly supports student learning and achievement.

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 the Assistant Superintendent of Human Resources in resolving legal and confidential personnel issues involving the Employment Development Department (EDD), Equal Opportunity Commission (EEOC), and Department of Fair Employment & Housing (DFEH).
- Assists with the technology, human resources information systems, and related data entry processes utilized with the Human Resources (HR) Department; acts as the resident expert of all Human Resource Information Systems (HRIS) software and provides training to HR staff.
- 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.
- Coordinates and oversees the processing of certificated substitute and classified temporary employee pools, including verifications and onboarding activities; coordinates the substitute system for certificated and classified employees.
- Coordinates personnel services between Human Resources, Position Control, and the Business Office on matters affecting pay or benefits.
- Manages and oversees the fingerprinting process and procedures for certificated and classified employees, volunteers, coaches, and student interns.
- 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.

- Oversees and approves the monthly Health Benefits reconciliation.
- Oversees and monitors the onboarding processes for new hires of certificated and classified employees.
- Oversees the compliance processes with the Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), Pregnancy Disability Leave (PDL), Maternity Leave (ML), Parental Leave (PL), and Military Leave including Jury Duty, Personal Leaves, emergency leave provisions (e.g., COVID relief), and the District's Catastrophic Leave Programs.
- Oversees the processing of Employment Development Department (EDD) claims submitted to the Human Resources Department.
- Oversees, coordinates, and reviews the work plan for human resource services; meets with staff to identify and resolve problems; assigns work activities and projects; monitors workflow; reviews and evaluates work products, methods, and procedures.
- Participates in the development and implementation of goals, objectives, policies, and priorities for Human Resources; identifies resource needs; recommends and implements policies and procedures.
- Processes recommendations for employment terminations of certificated substitutes and classified temporary employees; conducts exit interviews.
- Provides direction to Health Benefits staff.
- ~~Provides training to new Office Assistant, Human Resource Technician I, II, Human Resource Specialists, and Human Resource Specialist Lead during the probationary period.~~
- Works in collaboration with Personnel Commission Services to ensure all necessary information of newly hired classified employees for the purpose of onboarding.
- 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:

- 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 skills 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 others 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 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:

Bachelor's Degree in Business Administration, Human Resources Management, or a closely related field from an accredited university.

EXPERIENCE REQUIRED:

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

LICENSE(S) REQUIRED:

- Valid, current California Driver's License to conduct business for the Human Resources Department and the District

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)

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Generally, the job requires extensive sitting, with some walking and standing
- Lifting, carrying, pushing, and/or pulling files and other office objects
- 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 a computer keyboard and maintain paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read documents and computer screen



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: April 17, 2024

Agenda Item:
Information on the Personnel Commission Proposed Budget for FY 2024-2025

Agenda Placement:
Informational

Background:
The PC staff is bringing the proposed budget for the 2024-2025 school year for your review. As done in the past, the District Business Office computes the figures for the salaries and benefits to include mandated personnel costs. However, salary and benefit costs still need to be finalized.

The figures for the discretionary items, such as supplies, maintenance contracts, dues/membership, software licenses, etc., were projected based on this year's actual expenses and pre-planning for the 2024-2025 school year. There is always a slight cost increase for next year's online software licenses for NEOGOV, Eskill, and CODESP.

The cost of recruitment advertisements is projected to increase for the upcoming year, and to offset the cost, we are contracting this coming year with Careers in Government, which offers unlimited annual membership for recruitment marketing. This platform includes Twitter, Facebook, Instagram, LinkedIn, GoogleJobs, and eight diversity sites.

This drafted budget will allow a starting point for the Commission to discuss the budget and give direction to staff before the regular May meeting when a budget is scheduled for adoption. Education Code 45253 requires a budget to be prepared by May 30 each year.

Recommendation:
No action is needed. There will be a public hearing before adopting the 2024-2025 school budget at the next Personnel Commission meeting on May 15, 2024.

2024-25 Department Budget Allocation

Department 5260 - PERSONNEL COMM, Resource 00000 - UNRESTRICTED RE									
CLERICAL & OFFI,PERSONNEL/HUMAN	0100-00000-0-0000-7400-2460-01-260-5260	2,732.00	2,732.00	1,573.97	2,732.00	Estimate:	2,732.00		
		<u>Total for Object 3000</u>		<u>355.00</u>	<u>282.00</u>	<u>160.13</u>	<u>355.00</u>	5,000.00	
SUPPLIES,PERSONNEL/HUMAN	0100-00000-0-0000-7400-4300-00-260-5260	4,000.00	7,868.00	6,580.99				0.00	
Computer Hdw,PERSONNEL/HUMAN	0100-00000-0-0000-7400-4385-00-260-5260	0.00	351.00	350.44				0.00	
Computer Hardw,PERSONNEL/HUMAN	0100-00000-0-0000-7400-4485-00-260-5260	0.00	3,000.00	2,630.77				0.00	
		<u>Total for Object 4000</u>		<u>4,000.00</u>	<u>11,219.00</u>	<u>9,562.20</u>	<u>5,000.00</u>		
TRAVEL & CONFER,PERSONNEL/HUMAN	0100-00000-0-0000-7400-5200-00-260-5260	8,000.00	8,000.00	6,696.70			8,000.00		
DUES & MEMBERSH,PERSONNEL/HUMAN	0100-00000-0-0000-7400-5300-00-260-5260	3,600.00	4,150.00	3,755.00			3,800.00		
MAINTENANCE CON,PERSONNEL/HUMAN	0100-00000-0-0000-7400-5650-00-260-5260	250.00	3,292.00	1,091.33			2,000.00		
DUPPLICATING-D/C,PERSONNEL/HUMAN	0100-00000-0-0000-7400-5715-00-260-5260	50.00	50.00	0.00			0.00		
PROFESL/CONSUL,PERSONNEL/HUMAN	0100-00000-0-0000-7400-5800-00-260-5260	1,500.00	950.00	200.00			1,000.00		
LEGAL,PERSONNEL/HUMAN	0100-00000-0-0000-7400-5840-00-260-5260	3,000.00	3,000.00	3,000.00			3,000.00		
ADVERTISEMENT,PERSONNEL/HUMAN	0100-00000-0-0000-7400-5870-00-260-5260	7,313.00	2,128.00	1,639.00			6,913.00		
HARDWARE/SOFTWA,PERSONNEL/HUMAN	0100-00000-0-0000-7400-5885-00-260-5260	22,000.00	16,997.00	16,997.00			20,000.00		
		<u>Total for Object 5000</u>	<u>45,713.00</u>	<u>38,567.00</u>	<u>33,379.03</u>		<u>44,713.00</u>		
Base Budget		Total for Department 5260		52,800.00	52,800.00	44,675.33	52,800.00		
Department 5261 - CLASS CONFERENCE, Resource 00000 - UNRESTRICTED RE									
OTHER CLASSIFIE,OTHER GENERAL A	0100-00000-0-0000-7200-2990-01-260-5261	14,000.00	14,000.00	500.00			14,000.00		
		<u>Total for Object 3000</u>		<u>4,200.00</u>	<u>4,200.00</u>	<u>47.65</u>	<u>4,200.00</u>	Estimate:	
SUPPLIES,OTHER GENERAL A	0100-00000-0-0000-7200-4300-00-260-5261	12,800.00	12,800.00	892.98			12,800.00		
DUPPLICATING-D/C,OTHER GENERAL A	0100-00000-0-0000-7200-5715-00-260-5261	1,000.00	1,000.00	0.00			1,000.00		
PROFESL/CONSUL,OTHER GENERAL A	0100-00000-0-0000-7200-5800-00-260-5261	11,000.00	11,000.00	0.00			11,000.00		
HARDWARE/SOFTWA,OTHER GENERAL A	0100-00000-0-0000-7200-5885-00-260-5261	1,000.00	1,000.00	999.00			1,000.00		
		<u>Total for Object 5000</u>		<u>13,000.00</u>	<u>13,000.00</u>	<u>999.00</u>	<u>25,800.00</u>		
Base Budget		Total for Department 5261		44,000.00	44,000.00	2,439.63	44,000.00		

Principal/Dept Head

Nabel Barreras

Date

3/25/2024



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: April 17, 2024

Agenda Item:

Public Employee Performance Evaluation: Director of Classified Personnel [Government Code Section 54957]

Agenda Placement:

Closed Session