



## **MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

### **REGULAR MEETING AGENDA ITEM COVER PAGE**

**Meeting Date:** April 18, 2018

**Agenda Item:**

Consideration to Approve the Minutes February 21, 2018 Regular Meeting and March 7, 2018 Special Meeting.

**Agenda Placement:**

Consent

**Background:**

Approval of Minutes from the February 21, 2018 Regular Meeting and March 7, 2018 Special Meeting.

**Recommendation:**

It is recommended that the Personnel Commission approve the Minutes from both February 21, 2018 Regular Meeting and March 7, 2018 Special Meeting.

**Minutes Record of MUSD Personnel Commission**  
**Regular Meeting held on Wednesday, February 21, 2018 at 5:00 PM**

The Personnel Commission of the Madera Unified School District convened at their regular Board Meeting in the Board Room, 1902 Howard Road, Madera, California on Wednesday, February 21, 2018 at 5:00 PM.

**ROLL CALL**

Arlene Saucedo, Personnel Commission Chair  
Philip Janzen, Personnel Commission Vice-Chair  
Bruce Koch, Personnel Commissioner

**Personnel Commission Staff**

Isabel Barreras, Director of Classified Human Resources  
Sandra Edwards, Human Resources Specialist  
Mary Siegl, Human Resources Specialist

Ana Maldonado, Human Resources Manager

Amanda Vela, CSEA President

There were other 5 visitors in attendance.  
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**1. CALL TO ORDER OF PUBLIC MEETING**

Personnel Commissioner Janzen called the meeting to order at 5:00 PM. Human Resources Specialist, Mary Siegl, led the flag salute. There were no members of the media present.

**2. ADOPTION OF AGENDA**

It was moved by Personnel Commissioner Janzen and seconded by Commissioner Saucedo to adopt the agenda with the correction to item 5A.  
MOTION NO. 40- 2017/18

Ayes:	Commissioners Bruce Koch, Philip Janzen, Arlene Saucedo
Noes:	None
Absent:	None
Abstained:	None

**3. COMMUNICATIONS**

Vicki Mendoza, Madera, CA stated her concerns regarding the recent reclassification request by the Human Resources Specialist. She had concerns regarding the Director of Classified Human Resources being present during the

**Minutes Record of MUSD Personnel Commission**  
**Regular Meeting held on Wednesday, February 21, 2018 at 5:00 PM**

reclassification discussion. She discussed a chart that was being presented which showed the difference of duties between the Human Resources Specialists in the Human Resources Department and the Human Resources Specialists in the Personnel Commission Department. She requested a copy of the Human Resources Specialist – Personnel Commission job description. She stated that that the Personnel Commission cannot conduct a job audit on the Human Resources Specialist as it would be a violation of the PC rules.

Amanda Vela, MUSD Employee, spoke that she had concerns regarding the letter she received from Chief HR Officer Albertson regarding the desk audit that would be occurring on the Human Resources Specialists in the Human Resources Department. She stated it would be a conflict of interest for the Personnel Commission to conduct the desk audit and that an external audit should be conducted from an outside agency.

Ana Maldonado, Human Resources Manager, stated that credentialing is an extremely difficult job task. Credentialing and recruitment duties belong in an upper level job classification. These duties are not in the Human Resources Specialist job description. Ms. Maldonado asked that the job descriptions be revised for HR Specialists in both the PC and HR departments and that she would like an independent outside audit to be conducted on both positions.

**4. ADOPTION OF CONSENT AGENDA**

It was moved by Personnel Commissioner Koch and seconded by Commissioner Saucedo to adopt the consent agenda. MOTION NO. 41- 2017/18

Ayes:	Commissioners Philip Janzen, Bruce Koch, Arlene Saucedo
Noes:	None
Absent:	None
Abstained:	None

**5. NEW BUSINESS**

- A. Discuss and approve Initial Salary Placement for Maintenance Journeymen - Electrician**  
**Recommendation is at Range 32, Step 7, \$26.71 hourly, and \$55,764 yearly of the Classified Salary Schedule**

Director Barreras presented the salary recommendation to the Commission.



**Minutes Record of MUSD Personnel Commission**  
**Regular Meeting held on Wednesday, February 21, 2018 at 5:00 PM**

It was moved by Personnel Commissioner Koch and seconded by Commissioner Saucedo to approve the Initial Salary Step Placement for the Maintenance Journeymen – Electrician at Step 7, Range 32. MOTION NO. 42- 2017/18,

Ayes:	Commissioners Bruce Koch, Philip Janzen, Arlene Saucedo
Noes:	None
Absent:	None
Abstained:	None

**B. Discuss and approve revisions to School Safety Officer – Lead Classified Job Description**

Director Barreras presented the revisions to the School Safety Officer- Lead job description.

It was moved by Personnel Commissioner Saucedo and seconded by Commissioner Koch to approve the revisions to the School Safety Officer – Lead job description. MOTION NO. 43- 2017/18, DOCUMENT NO. 48-2017/18

Ayes:	Commissioners Bruce Koch, Philip Janzen, Arlene Saucedo
Noes:	None
Absent:	None
Abstained:	None

**6. INFORMATION AND REPORTS**

**A. Classified Seniority List Update**

Director Barreras met with Chief HR Officer and CSEA and it was agreed that the seniority list will contain the current hire date, initial hire date, hours, position title and dates of position reclassifications. What will not be considered is when an employee has an increase of hours in the same classification. Per CBA, Article XIII Order of Layoffs, Reemployment and Length of Service (Article 13.4 Order of Layoff) states that, "Whenever a unit member is laid off, the order of layoff in the "class" shall be determined by "length of service." The unit member who has been employed the shortest time in the "class" shall be laid off first. Once HR has a draft of the seniority list, it will be sent out to classified employees for them to sign off and approve.

**C. Director's report**

Director Barreras reported that she was invited to attend the Reclassification meeting as a neutral person and this has been the past practice for the Director of Classified Human Resources. The committee which consisted of members of

**Minutes Record of MUSD Personnel Commission  
Regular Meeting held on Wednesday, February 21, 2018 at 5:00 PM**

CSEA and the Chief Human Resources Officer met on February 15, 2018 and the committee asked an audit for the Child Nutrition Department and to clean up the job description for Accounting Technician III. The committee asked that the HR Specialist – Personnel Commission job description be taken to the Board of Trustees for approval. Director Barreras asked that the submission of this item be held off until the duties and responsibilities for the Personnel Commission and Board of Trustees are reviewed. Director Barreras asked Chief Officer of HR that the Reclassification Committee meet again to discuss concerns about the letters that were sent out regarding the committee results.

Director Barreras will provide Chief of HR Albertson a copy of the HR Specialist-Personnel Commission job description to be taken for Board approval and the job description will be posted online.

Director Barreras and Commissioner Koch attended the CSPCA conference in San Diego and found it to be very informative.

The Personnel Commission office is continuing with the implementation of the NEOGOV System. An informational email was sent out to districtwide. The Personnel Commission Office is continuing with the Round table discussions and are being held at various school sites and departments.

**C. Commissioner's Report**

No report was presented.

**7. Next Regular Personnel Commission Meeting**

Wednesday, March 21, 2018 at 5:00 PM

Madera Unified District Office – Board Room

1902 Howard Road, Madera, CA 93637

**8. Suggested Future Agenda Items**

No items were suggested

**9. Adjournment**

**Commissioner Janzen adjourned the Public Session at 5:38 PM.**

**Minutes Record of MUSD Personnel Commission**  
**Regular Meeting held on Wednesday, February 21, 2018 at 5:00 PM**

  
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Mary Siegl  
Human Resources Specialist

Dated: March 19, 2018

  
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Isabel Barreras  
Director of Classified Human Resources

Dated: March 19, 2018

**Minutes Record of MUSD Personnel Commission  
Special Meeting held on Wednesday, March 7, 2018 at 5:00 PM**

The Personnel Commission of the Madera Unified School District convened at their regular Board Meeting in the Conference Room, 1902 Howard Road, Madera, California on Wednesday, February 21, 2018 at 5:00 PM.

**ROLL CALL**

Arlene Saucedo, Personnel Commission Chair  
Philip Janzen, Personnel Commission Vice-Chair  
Bruce Koch, Personnel Commissioner

**Personnel Commission Staff**

Isabel Barreras, Director of Classified Human Resources  
Sandra Edwards, Human Resources Specialist  
Mary Siegl, Human Resources Specialist

David Saldani, Esq.

There were other 0 visitors in attendance.  
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**1. CALL TO ORDER OF PUBLIC MEETING –CLOSED SESSION  
IMMEDIATELY CONVENED**

Personnel Commissioner Janzen called the meeting to order at 5:00 PM. The meeting was open for public comment on closed session items. No comments were made.

**2. RECONVENE PUBLIC SESSION**

Commissioners Janzen reconvened public session at 5:22 pm. Commissioner Janzen led the flag salute. No members of the media were present.

**3. CLOSED SESSION REPORTABLE ACTIONS**

Commissioner Janzen reported there were no closed session actions to report.

**4. ADOPTION OF AGENDA**

It was moved by Personnel Commissioner Koch and seconded by Commissioner Saucedo to adopt the agenda. MOTION NO. 44- 2017/18

Ayes:	Commissioners Bruce Koch, Philip Janzen, Arlene Saucedo
Noes:	None
Absent:	None
Abstained:	None



**Minutes Record of MUSD Personnel Commission  
Special Meeting held on Wednesday, March 7, 2018 at 5:00 PM**

**5. COMMUNICATIONS**

No comments were made.

**6. NEW BUSINESS**

**A. Consideration and approval of the Personnel Commission hearing the disciplinary appeal hearing or appointment of a Hearing Officer**

It was moved by Personnel Commissioner Saucedo and seconded by Commissioner Koch for the Personnel Commission to hear the disciplinary appeal. MOTION NO. 45- 2017/18,

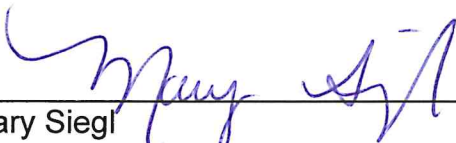
Ayes:	Commissioners Bruce Koch, Philip Janzen, Arlene Saucedo
Noes:	None
Absent:	None
Abstained:	None

**7. Next Regular Personnel Commission Meeting**

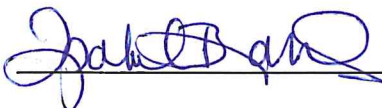
Wednesday, March 21, 2018 at 5:00 PM  
Madera Unified District Office – Board Room  
1902 Howard Road, Madera, CA 93637

**8. Adjournment**

**Commissioner Janzen adjourned the Public Session at 5:27 PM.**

  
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Mary Siegl  
Human Resources Specialist

Dated: March 19, 2018

  
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Isabel Barreras  
Director of Classified Human Resources

Dated: March 19, 2018