

**Minute Record of MUSD Personnel Commission Meeting  
Regular Meeting Held on Thursday, December 12, 2013**

The Personnel Commission of the Madera Unified School District convened in a Regular Board Meeting in the District Boardroom, 1902 Howard Road, Madera, California on Thursday, December 12, 2013 at 5:30 p.m.

**ROLL CALL**

Bruce Koch, Personnel Commissioner  
Al Galvez, Personnel Commissioner

Henry Perea, Director of Classified Human Resources  
Sandra Edwards, Human Resources Technician II, Personnel Commission  
Mary Siegl, Human Resources Technician II, Personnel Commission

Tracie Green, Director of Human Resources and Labor Relations  
Edward Gonzalez, Superintendent

Danna Petty, CSEA President

There were approximately 5 visitors/district employees in attendance.

**1. CALL TO ORDER OF PUBLIC MEETING**

Personnel Commissioner, Bruce Koch, called the Meeting to order at 5:30 pm. Commissioner Koch explained that Philip Janzen was not present at the meeting as he was waiting approval from the Board of Trustees to be reappointed to a second term as Personnel Commissioner. It is anticipated that Philip Janzen will be approved to serve a second term and will rejoin the Commission at the January meeting.

**It was moved by Personnel Commissioner Al Galvez, seconded by Commissioner Bruce Koch to appoint Bruce Koch as Commission Chairperson for the year 2014 per PC Rule 2.1.5.**

Ayes: Commissioners Bruce Koch, Al Galvez,  
Noes: None  
Absent: None  
Abstained: None

**It was moved by Personnel Commissioner Bruce Koch, seconded by Commissioner Al Galvez to appoint Al Galvez as the Personnel Commission Vice-Chair for the year 2014 per PC Rule 2.1.5 2013/14**

Ayes: Commissioners Bruce Koch, Al Galvez,  
Noes: None  
Absent: None  
Abstained: None

**2. PLEDGE OF ALLEGIANCE, OPENING, AND  
ACKNOWLEDGEMENT OF VISITORS AND MEDIA,**

Henry Perea, Director of Classified Human Resources, led the pledge of allegiance. There were no members of the media present.

**3. ADOPTION OF AGENDA - MOTION NO. 13-2013/14**

**It was moved by Personnel Commissioner Al Galvez, seconded by Commissioner Philip Janzen to adopt the agenda with the removal of Item 5C- Discuss and approve new job description Family Support Specialist.**

Ayes: Commissioners Bruce Koch, Al Galvez,  
Noes: None  
Absent: None  
Abstained: None

**4. COMMUNICATIONS**

There were no public comments made.

**5. ADOPTION OF CONSENT AGENDA - MOTION NO. 14-2013/2014**

**It was moved by Personnel Commissioner Al Galvez, seconded by Commissioner Philip Janzen to adopt the consent agenda.**

Ayes: Commissioners Bruce Koch, Al Galvez,  
Noes: None  
Absent: None  
Abstained: None

**6. NEW BUSINESS**

**A. Discuss and approve revision to minimum qualifications Supervisor-Transportation Operations job description.**

It was recommended due to the lack of qualified candidates that the educational minimum qualification be changed to require a high school diploma or GED. Also to be included: Completion of an accredited program from a college or Technical School in one of the following areas; transportation management, business or public administration or related field/or completion of sixty units from an accredited college or university can be substituted for one year of the required experience.

**It was moved by Personnel Commissioner Al Galvez, seconded by Commissioner Bruce Koch to amend the minimum qualifications as recommended to the Transportation Supervisor job description. MOTION NO. 15-2013/14, DOCUMENT NO. 03-2013/14**

Ayes: Commissioners Bruce Koch, Al Galvez,  
Noes: None  
Absent: None  
Abstained: None

**B. Discuss and approve new job description – Administrative Support Specialist – Confidential. Forward salary recommendation to Board of Trustees – Confidential.**

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**Amanda Vela, CSEA Vice President**, expressed her concerns regarding this position. She stated that this position is very similar to the Senior Administrative Assistant to the Superintendent position. She understands this position is going to be a more technical position, but this person is going to be doing the same duties if not more complex duties therefore the salary should be the same as the Senior Administrative Assistant position.

**Gregoria Rodriguez, MUSD Administrative Assistant**, questioned why another job is being created to do the same duties as the Senior Administrative Assistant. If there are the same duties why is the pay less?

**Janet Pavlovich, MUSD Position Control**, stated that this position is basically an assistant to the assistant. This was Cheri Giddens' old position. I have a problem with the education required. Why does this position require 60 units of college when higher level Administrative Assistant positions do not require college units?

**Ed Gonzalez, Superintendent**, stated there has been two people working in the Superintendent's office in the past, but one of the positions was eliminated due to budget cuts. The District has continued to grow during the budget cuts. Local control funding formula has restored many of the cuts previously made. The reserves are currently in excess of 20%. We are going to continue to create new positions so that we are in accordance with the local control accountability plan. It has been the direction of the district to begin to require a higher educational level for positions. I see this position as a continuation of that process. I recognize that the salary range confidential may be too low, the Board may readjust this. It is a confidential position and needs to be.

**It was moved by Personnel Commissioner Al Galvez, seconded by Commissioner Bruce Koch to approve the Administrative Support Specialist- Confidential job description. MOTION NO. 16-2013/14, DOCUMENT NO. 04-2013/14**

Ayes: Commissioners Bruce Koch, Al Galvez,  
Noes: None  
Absent: None  
Abstained: None

**D. Discuss and approve new job description- Licensed Vocational Nurse. Forward salary recommendation to Board of Trustees- Classified Range 25**

**It was moved by Personnel Commissioner Al Galvez, seconded by Commissioner Bruce Koch to approve the Licensed Vocational Nurse Job description. MOTION NO. 17-2013/14, DOCUMENT NO. 05-2013/14**

Ayes: Commissioners Bruce Koch, Al Galvez,  
Noes: None  
Absent: None  
Abstained: None

**E. Discuss and approve new job description- Information Systems Specialist-Lead. Forward salary recommendation to Board of Trustees- Classified Range 37**

**It was moved by Personnel Commissioner Al Galvez, seconded by Commissioner Bruce Koch to approve the Information Systems Specialist job description. MOTION NO. 18-2013/14, DOCUMENT NO. 06-2013/14**

Ayes: Commissioners Bruce Koch, Al Galvez,

Noes: None  
Absent: None  
Abstained: None

**F. Discuss and approve new job description- Transportation Dispatcher.  
Forward salary recommendation to Board of Trustees- Classified Range 25**

**It was moved by Personnel Commissioner Al Galvez, seconded by  
Commissioner Bruce Koch to approve the Transportation Dispatcher job  
description. MOTION NO. 19-2013/14, DOCUMENT NO. 07-2013/14**

Ayes: Commissioners Bruce Koch, Al Galvez,  
Noes: None  
Absent: None  
Abstained: None

**G. Review and forward salary recommendation to Board of Trustees-  
Human Resource Supervisor- Supervisor –Create Range 10 (new)**

**It was moved by Personnel Commissioner Al Galvez, seconded by  
Commissioner Bruce Koch to approve the salary recommendation for  
Human Resource – Supervisor position to be at Supervisory range 10  
description. MOTION NO. 20-2013/14**

Ayes: Commissioners Bruce Koch, Al Galvez,  
Noes: None  
Absent: None  
Abstained: None

**H. Discussion and approval of 2014 Personnel Commission Meeting  
calendar.**

It was decided to table the calendar until the next meeting when all three Commissioners will be present.

**7. Information and Reports**

None presented.

**8. Announcements**

It was announced that the California School Personnel Commissioners Association (CSPCA) Annual Conference will be held February 6-9, 2014 in San Jose, CA.

**9. ADVANCED PLANNING**

**It was decided the next Personnel Commission Regular Meeting will be  
scheduled for:**

**Thursday, January 23, 2014 at 5:30 pm at  
Madera Unified School District Board Room  
1902 Howard Road  
Madera, CA 93637**

**10. SUGGESTED FUTURE AGENDA ITEMS**

None were suggested.

## **11. ADJOURNMENT**

**Commissioner Koch adjourned the Public Session at 6:23 p.m.**

Dated: January 15, 2014

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Mary Siegl  
Human Resources Technician II

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Henry Perea  
Director of Classified Human Resources

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MUSD BOARD APPROVED: MAY 22, 2012  
MOTION NO. 185-2011/12  
DOCUMENT NO. 304-2011/12

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO. 45-20  
DATED: 03/20/12  
DOCUMENT NO. 89-2011/12

## **Madera Unified School District Classified Job Description**

### **Relief Bus Driver**

#### **Purpose Statement:**

The job of Relief Bus Driver was established for the purpose of providing support for the educational process with responsibilities specific to transporting students primarily over scheduled routes for home to school transportation, ensuring vehicle is in safe operating condition; and ensuring safety of students during transport, loading and unloading from buses. The primary difference between this position and the Bus Driver classification is that the Relief Bus Driver does not have a regularly assigned route.

This job reports to Director of Transportation.

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#### **Essential Functions**

- ☒ Advises students and other passengers of appropriate behavior for the purpose of reinforcing established guidelines and maintaining passenger safety.
- ☒ Attends unit meetings, in-service training and workshops for the purpose of gathering information required to perform job functions.
- ☒ Cleans assigned vehicles, both interior and exterior for the purpose of ensuring safety, appearance, and sanitation of vehicle.
- ☒ Conducts emergency evacuation drills for the purpose of ensuring efficiency of procedures and complying with mandated requirements.
- ☒ Drives school buses for the purpose of transporting passengers primarily over scheduled routes to and from in a safe and timely manner.
- ☒ Monitors students and other passengers during transit for the purpose of ensuring the safe transportation of all passengers.
- ☒ Performs pre-trip and post-trip inspections (e.g. fluid levels, fuel, tire pressure, exterior condition, etc.) for the purpose of ensuring the safe operating condition of the vehicle and

complying with mandated guidelines.

- ☒ Prepares reports (e.g. field trips reports, incident reports, inspections records, passenger misconduct, mileage logs, student counts, routing information, etc.) for the purpose of documenting activities, providing written reference, conveying information, and/or complying with established guidelines.
- ☒ Responds to inquiries from students, parents, and/or staff for the purpose of providing the necessary information regarding transportation services.

#### Other Functions

- ☒ Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit. The Relief Bus Driver will be excluded from all trip rotation lists.

#### Job Requirements: