



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: July 19, 2018

Agenda Item:

Discuss and approve the revised Classified Job Description for the Director of Transportation.

Agenda Placement:

Action

Background:

District administration has recommended changes to the Minimum Qualifications for the classified job description; Director of Transportation. This has been a very difficult recruitment in the past and it continues to be due to the applicants not meeting the minimum qualifications; education and certification requirements. The Personnel Commission began open recruitment on April 9 through June 15, 2018 with only 7 applicants and no one meeting the qualifications.

The minimum qualifications (education/experience) that have been revised will allow for a competitive recruitment and allowing flexibility in obtaining required licenses and certifications. Therefore, in reviewing the job description; changes have been made to the Minimum Qualification (education/experience), Continuing Education/Training, Certificates, and Clearances.

Recommendation:

It is recommended that Revised Classified Job Description be approved as presented.

Madera Unified School District Classified Job Description

Director - Transportation

Purpose Statement

The job of Director-Transportation was established for the purpose/s of supporting the educational process with specific responsibility for directing transportation programs and services; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and serving as a member of the leadership team.

This job reports to Deputy Superintendent.

Essential Functions

- Assesses incidents, complaints and/or accidents for the purpose of reaching and/or recommending a resolution.
- Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.
- Compiles data from a wide variety of sources (e.g. investigating complaints, transportation budget expenditures, payroll etc.) for the purpose of analyzing issues, ensuring compliance with organization policies and procedures, and/or monitoring program components.
- Conducts accident investigations (e.g. reviews events, prepares and submits accident reports, etc.) for the purpose of complying with legal requirements and insurance carrier procedures.
- Coordinates student transportation activities with school officials, department heads and other interested groups or individuals for the purpose of ensuring that district transportation needs are met.
- Directs department operations, the maintenance of services and the implementation of new programs and/or processes for the purpose of providing services within established timeframes and in compliance with related requirements.
- Monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.

- Performs personnel administrative functions (e.g. recruiting, interviewing, recommending, training, supervising, evaluating, etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department/program outcomes are achieved.
- Prepares a wide variety of materials (e.g. maps, transportation budget input, route report, state reporting, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, and/or providing supporting materials for requested actions.
- Researches a variety of topics (e.g. new bus routes, bus schedules, new equipment/materials, bus policies, etc.) for the purpose of developing new programs/services, ensuring program compliance with established requirements, securing general information and/or responding to requests.
- Responds to a variety of inquiries for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.
- Supervises the development of a comprehensive vehicle maintenance program and systems for school buses and other vehicles for the purpose of ensuring the safety and repair of district vehicles.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; budgeting and financial management; and developing effective working relationships.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percentages, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: state and federal guidelines related to school transportation; personnel processes; pertinent codes, policies, regulations and/or laws; education code; and budget management and accounting.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Independent problem solving is required to analyze issues and create

action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with parents, school personnel and staff; meeting deadlines and schedules; working as part of a team; flexible to changing conditions; making quick and accurate decisions; dealing with frequent interruptions and changing priorities; and maintaining confidentiality.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; and directing the use of budgeted funds within a work unit. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Minimum Qualifications

Experience: Five years of increasingly responsible transportation experience, ~~which includes two years of supervisory experience in transportation management. in one of the following fields; transportation, automotive repair work, supervisor of operations, or maintenance of a school transportation department, three of the five years should include supervisory responsibilities.~~

Education: Bachelor's degree from a nationally accredited college or university in one of the following fields; ~~transportation management; business, or public administration or related field.~~ Graduation from high school or equivalency required and course-level trainings in transportation.

Bachelor's degree in a related field is preferred.

Possession of, or ability and qualifications to obtain the Licenses and Certificates listed below within 12 months of appointment, and failure to do so will result in termination.

Required Testing

Pre-employment Proficiency Test

Licenses/Certificates

Class B or higher Bus Driver's Certificate
Air Brake and Passenger Endorsements
California Special Driver Certificate

Continuing Educ. /Training

On-going as needed

Clearances

DOJ/FBI Background Check
Criminal Justice
Fingerprint Background Clearance
TB Clearance

FLSA Status

Exempt

Approval Date

Salary Range