

## WHAT ARE “MERT” PRINCIPLES?

The Merit System encompasses these basic principles and concepts:

- Hiring and promoting employees on the basis of ability as demonstrated by competitive examination.
- Providing for compensation
- Assuring fair treatment of all applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex or religious creed and with proper regard for their privacy and Constitutional rights as citizens.

## MEMBERSHIPS

- CODESP (Cooperative Organization for the Development of Employee Selection Procedures)
- California School Personnel Commissioners Association (CSPCA)
- Schools Personnel Commission of Northern California (NC SPCA)

## PERSONNEL COMMISSION STAFF

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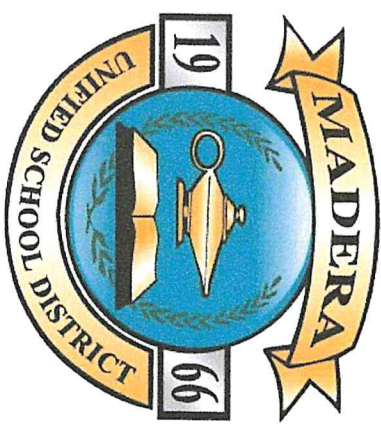
## Examinations During 2016 - 2017

Below is a list of multiple exam components, including supplemental applications, written exams, performance exams and oral interviews that were administered in the following classifications:

Administrative Assistant  
Bus Driver/Relief Bus Driver  
Buyer  
Child Nutrition Assistant I  
Child Nutrition Assistant II  
Child Nutrition Manager  
Child Nutrition Technician  
Classroom Aide—Preschool  
Communications Assistant  
Custodian  
Delivery Person—Child Nutrition Food Handler  
Director of Classified Human Resources  
Director of Information and Technology  
Family Liaison  
Grounds person I  
Health Services Assistant  
Information Systems Specialist  
Information Systems Specialist Lead  
Library Media Technician  
Licensed Vocational Nurse  
Maintenance Journeyman—Electrician  
Maintenance Journeyman—Lead  
Mechanic—Lead  
Mechanic Specialist  
Network Specialist  
Office Assistant  
Office Technician  
Paraprofessional—Special Needs  
Paraprofessional—Physically Impaired  
Paraprofessional Special Needs—Preschool  
Parent Resource Center Assistant  
Position Control/Payroll Technician  
School Safety Officer  
Secretary—Attendance  
Spanish Translator Interpreter  
Student Advocate  
Transportation Shop Supervisor  
Warehouse Assistant

### **Special Thanks to Panel Members**

The Personnel Commission and staff would like to wholeheartedly thank the numerous District employees and community members who assisted by serving as panel members on our interview teams. Your assistance is invaluable to the recruitment process and is greatly appreciated.



## **Personnel Commission Annual Report**

### **Fiscal Year 2016 –2017**

Madera Unified School District is located in the geographic center of California in a growing community of 60,000 residents. Our district serves 20,000 students and has over 2,000 employees.

MUSD has 27 school sites and new schools are being built to meet the needs of our communities.

The Merit System was adopted by the District in 2007 by election of classified employees.

The Merit System grants the Personnel Commission the responsibility of establishing rules and regulations that provide for the selection, retention, and promotion of classified employees on the basis of individual merit and fitness.



## PERSONNEL COMMISSIONERS

The Personnel Commission is composed of three individuals who must be registered voters, reside within the Madera Unified School District, and be “known adherents to the principles of the Merit System.” One member of the Commission shall be appointed by the Board of Trustees, one member shall be appointed by the exclusive bargaining unit for classified employees, and the third member shall be appointed by the other two members of the Commission.

### Chairperson



**Bruce Koch**, is the joint Commissioner and a resident of Madera for over 40 years. Mr. Koch was appointed to the Personnel Commission Board on December of 2012. Mr. Koch served as an Assistant Superintendent— Business & Personnel of the Madera County Office of Education, a Director of Business for Bakersfield College, a CFO of a medical non-profit, an Adjunct Business Instructor for FCC & Reedley, a CFP & Business Consultant and has been an organic raisin farmer for 40 years. Koch helped to establish the United Way of Madera, served as treasurer for several years and later as president. Koch and his wife Adelaide (Dellavalle) have been married for over 41 years; they have 4 adult children, all of whom are graduates of Madera High.

### Vice-Chair



**Arlene Saucedo**, a resident of Madera for over 28 years, was appointed as the CSEA appointee to the Personnel Commission on March of 2017. Mrs. Saucedo has been involved in School Parent clubs, an anti-graffiti program and also has previously held offices on the CSEA leadership team. She currently holds the office of Pre Retirement Resource for CSEA. Mrs. Saucedo is a former classified Madera Unified employee who worked for the District for 27 years. She retired in 2016 and is enjoying spending time with her husband, Sergio, and her 15 grandchildren.

### Commissioner



**Philip Janzen** is the Board of Trustees’s appointee. Sworn in to the Personnel Commission on December of 2010. Mr. Janzen is no stranger to public service, having been a member of the MUSD Board for eight years (2002-2010), including two terms as president. Mr. Janzen is a native Maderan and has family ties to the city that go back as far as the 1920’s. Along with his brother and father, Janzen is the co-owner of Janzen Farms, a cattle-feeding operation for the dairy industry. Janzen is a graduate of Cal Poly and has two children.

## THE MERIT SYSTEM

The Merit System provides the framework for the personnel management system for classified employees of the school system and for fostering advancement of career service. The Commission enacts and implements rules and regulations pertinent to job classification, recruitment/selection and examination procedures as well as hearing procedures for appeals of disciplinary/dismissal matters, examination protests, and various other personnel practices. Section 45220 through 45320 of the California Education Code and appropriate sections of the Government Code provide authority for Personnel Commission functions.

The Merit System of Madera Unified School District was voted in by a majority of the District’s Classified Employees on Sept 12, 2007. On June 5, 2008, Henry Perea was hired as the Commission’s first Director of Classified Human Resources. Since then, the Commission has been implementing the Merit System. Isabel Barreras became the new Director of Classified Human Resources effective July 1, 2017.

## WHAT WE DO

Authority for Personnel Commission functions is provided by sections 45220 through 45320 of the California Education Code and appropriate sections of the Government Code.

- Prescribes and amends rules and regulations as necessary to ensure the efficiency of the classified serve and retention of employees on the basis of merit and fitness (EC 45260)
- Establishes eligibility lists for appointment or promotion (EC 45272 through EC 45284)
- Maintains a classification plan which groups positions into job categories on the basis of assigned duties and responsibilities. (EC 45256, EC 45285, EC 45285.5)
- Recommends salaries to the governing board (EC 45268)
- Investigates and conducts hearings on appeals of disciplinary actions and other matters within the Commission’s authority. The Commission provides an impartial, neutral forum within, which many classified employee concerns may be resolved in an orderly, expeditious and cost effective manner. (EC 45305)

## EXAMINATIONS

Number of Recruitments: 44  
Number of Applications Received: 720  
Number of Applicants Tested: 505  
Number of Applicants Interviewed: 358

## CERTIFICATIONS PROCESSED

Eligibility List Certified: 285  
Certified Hires: 243  
Reemployment List: 1

The above numbers are representative of examinations/applicants for permanent classified positions. In addition, over the course of the school year, hundreds of applications for Substitute Classified and Noon Aide positions have been processed.

## MEETINGS

The Personnel Commission ordinarily meets the third Wednesday of each month or as approved. All meetings of the Personnel Commission are open to the public and are held at 5:00 p.m. in the Madera Unified School District Board Room. Meeting schedule, agenda and minutes are posted on the Madera Unified website – [www.madera.k12.ca.us](http://www.madera.k12.ca.us).

## NEW CLASSIFICATIONS

Position Control/Payroll Technician  
Student Advocate  
Student Mentors Supervisor