

WHAT ARE “MERIT” 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

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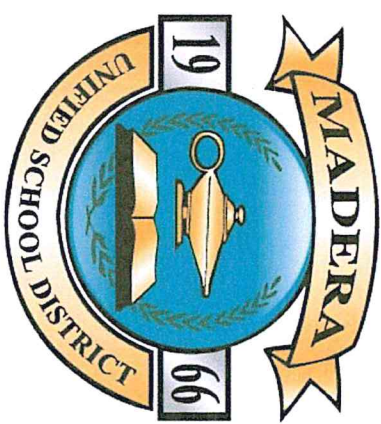
Examinations During 2015 –2016

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
Accounting Technician V
Budget Accounting Analyst
Bus Driver/Relief Bus Driver
Buyer & Senior Buyer
Child Nutrition Assistant I &II
Child Nutrition Manager
CN Operations Assistant
Child Nutrition Technician
Classroom Aide—Preschool
Construction Project Coordinator
Custodian
Data Technician
Delivery Person—Child Nutrition Food Handler
Equipment Manager
Facilities Planning Analyst
Family Liaison
Family Support Specialist
Grounds person I & II
Health Services Assistant
Human Resources Specialist
Information Technology Supervisor
Library Media Technician I
Licensed Vocational Nurse
Maintenance Journeymen—Welder & Plumber
Mechanic—Lead
Mechanic Technician
Mechanic Specialist
Migrant Liaison
Multi –Lingual Student Services Liaison
Network Administrator
Office Assistant
Office Technician
Paraprofessional Special Needs—Autism
Paraprofessional—Special Needs & Special Needs Preschool
Paraprofessional—Physically Impaired
Parent Resource Center Assistant
Print Shop Technician II
Registrar
Risk Management Technician
School Safety Officer –Lead
Secretary—Attendance
Transportation Automotive Parts Specialist Clerk
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

2015 –2016

COMMISSIONERS:

Philip Janzen, Chairperson

Bruce Koch, Vice– Chair

Lynn Cogdill, Personnel Commissioner

COMMISSIONER PROFILES

Bruce Koch, Joint Appointee

Bruce Koch, a resident of Madera for over 40 years, was appointed to the Joint Appointee position by the Personnel Commission Board on December 20, 2012 to fill the remaining 2 years of Herman Mitchell's term. Koch previously 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 (DeLavalley) have been married for over 41 years; they have 4 adult children, all of whom are graduates of Madera High.

Philip Janzen, Board of Trustees Appointee

Philip Janzen was named as the Madera Unified Board of Education's appointee to the Personnel Commission on December 16, 2010. He replaced Bill Colston. 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 (2006 and 2010). He turned out of trustee seat in 2010 and opted against running for re-election. 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 was the co-owner of Janzen Farms, a cattle-feeding operation for the dairy industry. Janzen is currently managing supervisor with Agriland Farming Company Inc. in Madera County. Janzen is a graduate of Cal Poly and has two children.

Lynn Cogdill, California School Employee Association Appointee

Lynn Cogdill was named as CSEA's appointee to the Personnel Commission on December 15, 2014. Lynn was a previous member of the Madera Unified Board of Trustees and served Area 2 from November 2010–November 2014. Lynn, a resident of Madera, is known for being a community advocate and activist for children, adolescents, senior citizens and the homeless.

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 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 Perca was hired as the Commission's first Director of Classified Human Resources. Since then, the Commission has been implementing the Merit System in an effective manner. The Personnel Commission wishes to take this opportunity to extend its sincere thanks to the Board of Trustees, Superintendent Gonzalez, Administrative Staff and all Madera Unified District employees for their continued support of the Merit System.

WHAT WE DO

Authority for Personnel Commission functions is provided by sections 45220 through 45320 of the Stated 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 (ED 45272 through EC 45284)
- Maintains a classification plan which groups positions into job categories on the basis of assigned duties and responsibilities. (ED 45256, EC 45285, ED 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. (ED 45305)

EXAMINATIONS

Number of Recruitments: 58
Number of Applications Received: 655
Number of Applicants Tested: 467
Number of Applicants Interviewed: 274

CERTIFICATIONS PROCESSED:

Eligibility List Certified: 384
Certified Hires: 274
Reemployment List: 2

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 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 at the Madera Unified website – www.madera.k12.ca.us.

NEW CLASSIFICATIONS

Ag Farm Manager
Chief Financial Officer
Coordinator of Human Resources
Communications Assistant
Multi - Lingual Student Services Liaison
Paraprofessional –Autism
Paraprofessional Special Needs-Community Based
Paraprofessional –Social Emotional
Research Evaluation and Assessment Analyst