

**MINUTE RECORD OF MUSD Personnel Commission Meeting
REGULAR MEETING HELD ON August 18, 2011**

The Personnel Commission of the Madera Unified School District convened in a Regular Board Meeting in the Madera Unified School District Boardroom, 1902 Howard Road, Madera, California on Thursday, August 18, 2011 at 5:30 p.m.

ROLL CALL

Robert Blazer, Personnel Commission Chairman
Al Galvez, Personnel Commission Vice- Chair
Philip Janzen, Personnel Commissioner

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

David Soldani, Esq., Atkinson, Andelson, Loya, Ruud & Romo

Andi Albertson, CSEA President
Deborah Garabedian, CSEA Labor Relations Representative

Mike Lennemann, Director of Human Resources and Labor Relations
Gustavo Balderas, Superintendent

There were approximately 22 visitors/district employees in attendance
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1. CALL TO ORDER OF PUBLIC MEETING

Commission Chair, Robert Blazer, called the Public Session of the Personnel Commission Meeting to order at 5:30 p.m.

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

Commissioner Philip Janzen led the flag salute and Commissioner Blazer welcomed Superintendent Balderas. There were no members of the media present.

3. ADOPTION OF AGENDA - MOTION NO. 06- 2011/2012

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

Ayes: Commissioners Robert Blazer, Al Galvez, Philip Janzen
Noes: None
Absent: None
Abstained: None

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4. COMMUNICATIONS

There were no public comments made.

5. APPROVAL OF CONSENT AGENDA – MOTION NO. 07- 2011/2012

It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Al Galvez to adopt the consent agenda with corrections made to page 3 and 5 of the July 21, 2011 minutes.

Ayes: Commissioners Robert Blazer, Al Galvez, Philip Janzen
Noes: None
Absent: None
Abstained: None

6. NEW BUSINESS

A. Approval of new position and job description- Bus Driver Trainer/Dispatcher

It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Al Galvez to adopt the Bus Driver Trainer/ Dispatcher job description. MOTION NO. 08-2011/2012, DOCUMENT NO. 11-2011/2012

Ayes: Commissioners Robert Blazer, Al Galvez, Philip Janzen
Noes: None
Absent: None
Abstained: None

B. Discussion and approval of new job descriptions for Administrative Services

Mr. Henry Perea, Director of Classified Personnel, stated that at the last Personnel Commission meeting the process began to bring in the job descriptions, focusing on minimum qualifications by class for the Commission to approve. The Personnel Commission staff has met with CSEA and the District and everyone is in agreement with the proposed minimum qualifications being presented. The process will follow with these job descriptions being forwarded to the Board of Education and the next part will be to develop the salary recommendations for the new structure. Once the Commission approves the new salary, it will be forwarded to the Board of Education, which will begin the negotiation process with CSEA. Once the new structure is approved then people will be placed into the appropriate position, but discussion with the district and

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CSEA will have to be made to make sure employees' seniority rights are protected.

Sandra Edwards, Personnel Commission, presented the recommended title changes and minimum qualifications for the Administrative Services Class.

Commissioner Janzen questioned if the job descriptions were being approved exactly as written tonight. Sandra Edwards clarified that the Commission staff would update the job descriptions with the new titles after they are approved.

It was decided by the Commissioners to remove the Registrar Middle School from proposed job descriptions as the district currently does not have any registrars at the Middle schools.

Deborah Garebedian, CSEA Labor Representative, questioned whether CSEA will have the opportunity to negotiate some of these changes and working conditions. Ms Garebedian has not represented a Merit district before and many of these job description changes are usually negotiated. Ms. Garebedian would also like an opportunity to compare the job titles with other school districts and also eventually look at compensation. Her understanding is that once a job description has been developed and is in place, if there are changes to be made to the job descriptions it would be a negotiable item. Mr. Perea agreed with this statement, except that any negotiation regarding the pay would be between CSEA and the district as far as the job descriptions go, the Commission doesn't have authority to negotiate the job descriptions with CSEA.

Ms. Garabedian stated that the formal negotiating team is meeting on August 24, 2011 and she would recommend that if there are groups of job classes that are ready to go that they come before the negotiations team before being submitted to the school board.

It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Al Galvez to approve the Administrative Services job descriptions. MOTION NO. 09-2011/12, DOCUMENTS 11- 21, 2011/12

Ayes: Commissioners Robert Blazer, Al Galvez, Philip Janzen
Noes: None
Absent: None
Abstained: None

C. Discussion and approval of new job descriptions for Maintenance and Operations

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Sandra Edwards, Personnel Commission, presented the recommended title changes and minimum qualifications for the Maintenance and Operations Class.

Sylvia Mulherin 28656 Ward St. Madera, CA 93638, requested to add the duties of welder and locksmith to the Maintenance Worker job description. It was agreed that these duties would be added to the Maintenance Worker job description.

Commissioner Janzen asked why the Maintenance Journeyman job description requires two years of experience working in a school district, whereas the Maintenance Journeyman Lead does not require school district experience.

Henry Perea, Director of Classified Personnel, clarified that the Maintenance Journeyman Lead should require 3 years of experience working in a school district. It was agreed this change would be made to the job description.

Robin Crosson, 1315 W. Central Madera, CA 93637, Maintenance III stated he put in a reclass five years ago and is performing the job of Electrician for the school district. He takes care of the fire alarms, all electrical, and bell clocks for the district. He works by himself, which he feels is a safety issue. In the past, an electrician died at the Stadium when it was being built. He is responsible for every school and every facility within the District, where children could be killed if a mistake is made. He feels that calling his title Journeyman Lead is like putting a band aide on a broken arm. Two years ago, there were two people working in this position, the second position was eliminated. Mr. Crosson feels that this is a safety issue and wants this looked at a little closer.

Andi Albertson, CSEA President, stated that the Maintenance Journeyman job descriptions were developed to create a position in between a Maintenance II and a Maintenance III, so that Maintenance Journeyman Leads could have assistants working in specialty trades.

Robin Crosson stated that it all sounds good, but he doesn't see this happening (Maintenance Workers helping Maintenance Journeyman Leads) as there isn't enough manpower currently right now. He asks for help on a daily basis and hasn't received any.

Deborah Garebedian, CSEA Labor Representative, stated in regards to the serious nature of Mr. Crosson's work, CSEA will negotiate the compensation.

Henry Perea, Director of Classified Personnel, stated that every organization is different on how they want to focus and allocate their manpower to the jobs based on specialist jobs or generalist jobs. There was discussion early on about

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having separate classification for a plumber, electrician, HVAC. Some districts have separate classifications for these positions and some district, like Madera Unified, have generalist positions. Tonight we are asking the Commission to approve the minimum qualifications for these positions, the compensation piece will be a separate discussion with the district and CSEA.

Amanda Vela, asked if couldn't the Lead Journeyman have specific titles that define their specialty, for example, Lead Electrician, Lead Plumber, Lead HVAC.

Andi Albertson, CSEA President, stated that when the job is advertised it will be for Lead Journeyman and it will state what skill is needed. Lupe Rodriguez, Director of Maintenance and Operations, would not agree to the title change by specialty.

Rosie Tovar, 18746 Auburn Way, Madera, CA 93638 stated that Maintenance and Operations is all about safety. She has thirty employees of her own that she works with. Our concern is that we need to have a good study of where we are working at, we want to make sure that we are in compliance with OSHA at all times. Robin works alone, journeymen usually work alone, and if he is ever injured he would be by himself. We are short staffed. We have lost 8 maintenance people due to budget cuts. We have burdened our workers to the extreme and any mistake can happen because of the capacity of work being done. When I get a phone call from anyone in this district, I must act on it. We work as a team out there, it is a day to day operation. We have been hit the hardest, I am servicing 24 sites. I want to ask the Commissioners to please look at the Maintenance and Operations department.

Commissioner Galvez wanted to clarify that the Maintenance Journeyman minimum qualifications state one must work 90% of their assigned duty day in a specialty area field. If a worker was assigned to a combination of specialty areas within one day, would that worker be held to the 90% requirement? For example, someone could work 20% carpenter, 20% plumbing, 10% electrical up to 90% and still be defined as a Maintenance Worker Journeyman.

After discussion, Henry Perea, Director of Classified Personnel, agreed that the Maintenance Journeyman job description minimum qualifications would be amended to require that Maintenance Journeyman work 90% of their assigned duty day in one or more of the following specialty areas in the fields of: carpentry, plumbing, electrical, HVAC, ventilating systems, alarms, welder or locksmith.

It was moved by Personnel Commissioner Al Galvez, seconded by Commissioner Philip Janzen to approve the Maintenance and Operations job descriptions with above mentioned changes to the Maintenance

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Journeyman job description. MOTION NO. 10-2011/12, DOCUMENTS 22-35, 2011/12

Ayes: Commissioners Robert Blazer, Al Galvez, Philip Janzen
Noes: None
Absent: None
Abstained: None

**D. Discussion and approval of new job descriptions for
Nutritional Services – Child Nutrition**

Sandra Edwards, Personnel Commission, presented the recommended title changes and minimum qualifications for the Child Nutrition Class.

Commissioner Janzen noted that on the Child Nutrition Manager, the job description did not state who the Manager reported too.

Henry Perea, Director of Classified Personnel, stated that the job description would be amended to show that the Child Nutrition Manager reports to the Director of Child Nutrition.

Amanda Vela, 1504 W. Central Ave. Madera, CA 93637, stated that since the Administrative Assistant job descriptions are going to be separated by department and school site, she would like the Commission to really look closely at the duties that are performed by Administrative Assistant at school sites versus Administrative Assistants at District sites. Ms. Vela stated there are more duties for the Administrative assistants that work at school sites; they have to face constant interruptions in their work day, which includes parents and students. Recently the SWIS information, which is data entry for behavioral issues, has been pushed upon the Administrative Assistants at the school sites. No where in our job description does it state that we have to enter this data. Each school site has been brought in separately regarding inputting this data, instead of all sites as a whole. I want the Merit to know that this duty is being pushed upon Administrative Assistants at the school sites, my situation was resolved, but I know that it is occurring at other school sites. I would like the Commission to look further into this.

Commissioner Blazer asked if Ms. Vela was looking at filing a grievance regarding this issue, if so, this should be addressed to CSEA.

Ms. Vela stated that she wanted the Commission to review in regards to the final drafts of the job descriptions to please take into consideration the diversity of both positions, Administrative Assistant at school sites versus District sites.

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It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Al Galvez to approve the Nutritional Services- Child Nutrition job descriptions. MOTION NO. 11-2011/12, DOCUMENTS 35-40, 2011/12

Ayes: Commissioners Robert Blazer, Al Galvez, Philip Janzen
Noes: None
Absent: None
Abstained: None

E. Discussion and approval of new job descriptions for Printing Service

Sandra Edwards, Personnel Commission, presented the recommended title changes and minimum qualifications for the Printing Service.

Andi Albertson, CSEA President, stated that if the Print Shop Assistant position has been eliminated and we create a new Print Shop Assistant job description, that could be a conflict we the current 39 month rehire list.

Henry Perea, Director of Classified Personnel, recommended further investigating this issue and pulling the Printing Service job descriptions tonight and bringing back at the next meeting.

F. Discussion and approval of new job descriptions for Warehouse

Sandra Edwards, Personnel Commission, presented the recommended title changes and minimum qualifications for the Warehouse.

Danna Petty, CSEA Vice – President, asked if any of the Food Handler Delivery Driver job descriptions include machinery repair and maintenance duties. If CSEA came across an employee doing machinery repairs and it is not under the job description, would CSEA be able to reclassify the one employee who is doing machinery repairs in that department?

Henry Perea, Director of Classified Personnel, stated it would be a discussion between CSEA labor representatives and the district. It would have to be determined if this is a duty the employee should be doing and if so, should the employee be receiving compensation for this additional duty.

Commissioner Janzen pointed out that the proposed job description for Food Handler Delivery Driver does state performs maintenance on pre-pack machine for purpose of ensuring proper working condition.

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Commission Galvez questioned the Child Nutrition Manager title. He was not sure why that position was given that title. Child Nutrition Manager I was changed to an Operations Specialist, but the Child Nutrition Manager II was changed to Child Nutrition Manager. Commissioner Galvez felt the Manager title did not reflect the duties of the position.

Henry Perea, Director of Classified Personnel, agreed and stated that the qualifications were ok for this position but a new title would need to be looked into.

Commissioner Janzen asked if the job descriptions would come back to the Commission before going to the school board. Henry Perea, Director of Classified Personnel, stated that job descriptions would come back to the Commission before going to the school board.

It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Al Galvez to approve Warehouse job descriptions. MOTION NO. 12-2011/12, DOCUMENTS NO. 41- 44, 2011/12

Ayes: Commissioners Robert Blazer, Al Galvez, Philip Janzen
Noes: None
Absent: None
Abstained: None

7. INFORMATION AND REPORTS

None were presented.

8. ANNOUNCEMENTS

Henry Perea, Director of Classified Personnel, stated that the CSPCA will be having a 5 day Merit Academy in September located in Anaheim, CA. Commissioner Galvez stated he would not be available to attend. Commissioner Blazer said he would be checking into the dates.

9. MISCELLANEOUS

No items were presented.

10. ADVANCED PLANNING

Next Personnel Commission Regular Meeting:

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**Thursday, September 15, 2011 at 5:30 p.m.
Madera Unified School District Board Room
1902 Howard Road
Madera, CA 93637**

11. SUGGESTED FUTURE AGENDA ITEMS

Andi Albertson, CSEA President, asked if CSEA could speak at the next Personnel Commission meeting and it be placed on the agenda. CSEA would like to have more than three minutes. Commissioner Blazer agreed to this request.

12. ADJOURNMENT – MOTION NO. 13 – 2011/ 2012

Commissioner Galvez adjourned the Public Session at 6:42 p.m. Motion made by Commissioner Janzen and seconded by Commissioner Galvez.

Ayes: Commissioners Robert Blazer, Al Galvez, Philip Janzen
Noes: None
Absent: None
Abstained: None

Dated: August 24, 2011

Mary Siegl
Human Resources Technician II

Henry Perea
Director of Classified Personnel