

**MINUTE RECORD OF MUSD Personnel Commission Meeting
REGULAR MEETING HELD ON July 21, 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, July 21, 2011 at 5:00 p.m.

ROLL CALL

Robert Blazer, Personnel Commission Chairman, absent due to illness
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

Sylvia Mulherin, CSEA
Deborah Garabedian, CSEA Labor Relations Representative

Mike Lennemann, Director of Human Resources and Labor Relations

There were approximately 11 visitors/district employees in attendance
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1. CALL TO ORDER OF PUBLIC MEETING

Commission Vice Chair, Al Galvez, called the Public Session of the Personnel Commission Meeting to order at 5:07 p.m.

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

Mary Siegl, HR Technician II for the Personnel Commission led the flag salute. There were no media present.

3. ADOPTION OF AGENDA - MOTION NO. 01- 2011/2012

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

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

4. COMMUNICATIONS

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There were no public comments made.

5. APPROVAL OF CONSENT AGENDA – MOTION NO. 02- 2011/2012

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

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

6. NEW BUSINESS

A. Approval of new position and job description- Relief Bus Driver

Mary Siegl, Personnel Commission, reported that the District has requested approval of this new position in order to reduce the number of substitutes being used to cover those bus drivers who are absent.

It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Al Galvez to adopt the Relief Bus Driver job description. MOTION NO. 03-2011/12, DOCUMENT NO. 01-2011/12

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

B. Discussion and approval of new job descriptions for Accounting/Financial Class

Mr. Perea stated that there was a current recruitment in the Business office for a Lead Budget Account Analyst. The current job description approved in 2006, requires two years of college, many of those who applied did not meet the educational requirements. While reviewing the EMS proposed changes to the Accounting class job descriptions, Commission staff noticed that the educational requirements had changed on the proposed job descriptions and education would not be required as an absolute. It was decided to bring the entire Accounting Class job descriptions to the Commission, so that the changes could be approved and individuals who did not previously qualify for the Lead Budget Account Analyst could be considered. The District Administration and CSEA are in agreement with the proposed changes. Mr. Perea also suggested that the

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Commissioners consider approving the new job description in groupings by class, rather than presenting all job descriptions in one meeting. Commissioners Galvez and Janzen agreed with the positions being presented in groupings.

Commissioner Al Galvez stated that he has concerns allowing experience to substitute for the educational requirements on the proposed job descriptions, particularly regarding the Director position. This in an education institution and the philosophy here is to promote education and he believes that we are taking a step back by not requiring the education requirements and allowing experience to substitute for the education on the job descriptions.

Commissioner Phil Janzen stated that he believed the proposed changes are how it is done in the business world and he feels it will allow the district to recruit the best candidates. He is in full support of all of the proposed changes to the Accounting class.

Henry Perea, Director of Classified Personnel, suggested that the Director position be removed from the grouping tonight and brought back with all Director job descriptions to be discussed at a later date.

It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Al Galvez to approve the Accounting Class job descriptions with the exception of the Director of Fiscal Services job description which would be brought back at a later date. MOTION NO. 04-2011/12, DOCUMENTS 02-2011/12 --- 09-2011/2

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

7. INFORMATION AND REPORTS

Mr. Perea stated that the CSPCA will be having a Merit Academy in September. The Commissioners will be receiving an email regarding this Academy.

8. ANNOUNCEMENTS

CSEA Labor Representative, Deborah Garebedian, was introduced to the Commissioners.

9. MISCELLANEOUS

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No items were presented.

10. ADVANCED PLANNING

Commissioner Janzen requested the meeting time be changed to 5:30 p.m. as he has started a new job and is unable to make it at 5:00p.m.

Next Personnel Commission Regular Meeting:

**Thursday, August 18, 2011 at 5:30 p.m.
Madera Unified School District Board Room
1902 Howard Road
Madera, CA 93637**

11. SUGGESTED FUTURE AGENDA ITEMS

No items were mentioned.

12. ADJOURNMENT – MOTION NO. 05 – 2011/ 2012

Commissioner Galvez adjourned the Public Session at 5:49 p.m. Motion made by Commissioner Janzen and seconded by Commissioner Galvez.

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

Mary Siegl
Human Resources Technician II

Dated: July 29, 2011

Henry Perea
Director of Classified Personnel