

MADERA UNIFIED SCHOOL DISTRICT
Personnel Commission
1902 Howard Road, Madera, CA 93637

AGENDA
Regular Meeting
Wednesday, March 20, 2024
4:30 PM Public Meeting
District Board Room

OUR MISSION
Highest Student Achievement
A Safe and Orderly Learning Environment
Financially Sound and Effective Organization

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

4. Adoption of Agenda

Action to add or delete items from any portion of the agenda or to discuss any consent agenda items must be taken before adopting the agenda.

5. Public Comment

Public Hearing for visitors who wish to speak on a subject outside the Commission agenda. Fifteen minutes of this portion of the meeting are reserved for members of the public to address the Commission on items not listed on the agenda and within the jurisdiction of the Commission. Speakers are limited to three (3) minutes. The Commission is prohibited by law from taking action on matters discussed that are not on the agenda, and no adverse conclusions should be drawn if the Commission does not respond to public comment at this time. The Chair will recognize speakers.

6. Consent Agenda

Items listed under the Consent Agenda are considered routine and are acted on by the Commission in one motion. There is no discussion of these items before the Commission's vote unless a member of the Commission, staff, or public requests specific items be considered and discussed separately and removed from the Consent Agenda before adopting the agenda. It is understood that the Administration recommends approval on all consent items. Each item on the Consent Agenda approved by the Commission shall be deemed to have been considered in full and adopted as recommended.

A. Approval of minutes:

1. Consideration and approval of the minutes from Wednesday, February 21, 2024, Regular Meeting

B. Consideration and approval of Eligibility List/s for:

1. Child Nutrition Assistant I - Open Competitive
2. Database Administrator - Open Competitive
3. Low Voltage Systems Specialist - Open Competitive

4. Paraprofessional - Autism – Promotional & Open Competitive
5. Speech and Language Pathologist - Open Competitive

- C. Consideration and approval of Initial Salary Placements for:
1. D. Evans, candidate for Low Voltage Systems Specialist
 2. A. Escobedo, candidate for School Bus Driver

7. New Business

- A. Discuss and approve the revised title change and salary survey recommendation for the Classroom Aide Preschool – Level I
- B. Discuss and approve the proposed new job classification and salary survey recommendation for the Classroom Aide Preschool – Level II
- C. Discuss and approve the revised job classification for the District Mail Clerk
- D. Discuss and approve the revised job classification for the Maintenance Journeyperson – Specialty
- E. Discuss and approve the proposed new job classification and salary survey for the Paraprofessional – T.O.P.S. Program

8. Information and Reports

- A. Presentation of the Classified 2nd Quarterly Employee Award to Javier Villar, Sierra Vista Elementary School
- B. Director's Report
- C. Commissioner's Report

9. Next Regular Personnel Commission Meeting

Wednesday, April 17, 2024 at 4:30 pm
Madera Unified School District Office – Board Room
1902 Howard Road
Madera, California 93637

10. Suggested Future Agenda Items

11. Adjournment



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: March 20, 2024

Agenda Item:

Consideration and approval of the minutes from Wednesday, February 21, 2024, Regular Meeting

Agenda Placement:

Consent

Background:

Consideration and approval of the minutes from Wednesday, February 21, 2024, Regular Meeting.

Recommendation:

It is recommended that the Personnel Commission approve the minutes from Wednesday, February 21, 2024, Regular Meeting.

Minutes Record of MUSD Personnel Commission
Regular Meeting held on Wednesday, February 21, 2024 at 4:30 PM

The Personnel Commission of the Madera Unified School District convened in a Regular Board Meeting in the District Office Conference room, 1902 Howard Road, Madera, California, on Wednesday, February 21, 2024, at 4:30 p.m.

1. Call to Order

- Commissioner Janzen called the meeting to order at 4:33 p.m.

2. Pledge of Allegiance

- Commissioner Hernandez led the flag salute.

3. Roll Call

- Mary Siegl, Personnel Specialist Lead, took the roll call

- **Roll Call**

The following were in attendance:

Fran Wheat, Personnel Commission Chair, was absent at the time of roll call (arrived at 4:36 pm)

Philip Janzen, Personnel Commission Vice-Chair

David Hernandez, Personnel Commissioner

Isabel Barreras, Director of Classified Personnel

Mary Siegl, Personnel Specialist Lead

Mary Jane Falcon, Administrative Assistant V

Joe Aiello, Assistant Superintendent of Human Resources

Vicky Zamora, CSEA 1st Vice- President

Alejandra Venegas-Chaves, Personnel Specialist

4. Adoption of Agenda

- It was moved by Commissioner Hernandez and seconded by Commissioner Janzen to approve the adoption of the agenda. MOTION NO. 61 -2023/24.

Ayes: Commissioners: Hernandez and Janzen,

Noes: None

Absent: Wheat

Abstained: None

5. Public Comment

- No comments were made.

6. Consent Agenda

- It was moved by Commissioner Janzen and seconded by Commissioner Hernandez to approve the adoption of the Consent Agenda. MOTION NO. 62 -2023/24.

Ayes: Commissioners: Hernandez and Janzen

Noes: None

Absent: Wheat

Abstained: None

- Commissioner Wheat arrived at the meeting at 4:36 pm before the start of New Business items.

7. New Business

A. Discuss and approve the revised job classification for the Ag Farm Operator

- Director Barreras presented the revised job description for Ag Farm Operator. Changes were proposed in the following sections: Essential Functions, Duties, Task, Skills, Abilities, and License(s) Required.
- It was moved by Commissioner Janzen and seconded by Commissioner Hernandez to approve the revised job classification for the Ag Farm Operator. MOTION NO. 63 - 2023/24, DOC. NO. 52-2023/24

Ayes: Commissioners: Hernandez, Janzen, and Wheat

Noes: None

Absent: None

Abstained: None

B. Discuss and approve the proposed new job class description and salary survey recommendation for the Athletics and Community Events Supervisor

- Director Barreras presented the new job description, Athletics and Community Events Supervisor. This job is under the general direction of the Director of Athletics and Community Activities. A salary survey recommended placing the position on Salary Range 9 (\$34.96- \$44.51 hourly rate) on the 2023/2024 Classified Supervisory Salary Schedule.
- It was moved by Commissioner Hernandez and seconded by Commissioner Janzen to approve the new job classification for the Athletics and Community Events Supervisor and salary recommendation of Salary Range 9 (\$34.96- \$44.51 hourly rate) on the 2023/2024 Classified Supervisory Salary Schedule. MOTION NO. 64 -2023/24, DOC. NO. 53-2023/24

Ayes: Commissioners: Hernandez, Janzen, and Wheat

Noes: None

Absent: None

Abstained: None

C. Discuss and approve the revised job classification for the Bus Driver Trainer/Dispatcher

- Director Barreras presented the revised Bus Driver Trainer/Dispatcher job classification. Changes were proposed in the following areas: Essential Functions, Duties, Task, Skills, and Abilities, and License(s) Required sections.
- It was moved by Commissioner Janzen and seconded by Commissioner Hernandez to approve the revised job classification for the Bus Driver Trainer/Dispatcher. MOTION NO.65 -2023/24, DOC. NO. 54-2023/24

Ayes: Commissioners: Hernandez, Janzen, and Wheat

Noes: None

Absent: None

Abstained: None

D. Discuss and approve the revised job classification for the CALPADS Data Technician and Salary Survey Recommendation

- Director Barreras presented the revised job classification for CALPADS Data Technician and salary survey recommendation. Changes were proposed in the following areas: Salary Range, Work Year, Distinguishing Characteristics, Essential Functions, Duties and Tasks, Education, Knowledge, Skills, and Abilities (KSAs), Experience, and License(s) requirement sections. The District and CSEA will meet to review the salary survey recommendations.
- It was moved by Commissioner Janzen and seconded by Commissioner Hernandez to approve the revised job classification for the CALPADS Data Technician and Salary Survey Recommendation. MOTION NO. 66 -2023/24, DOC. NO. 55-2023/24

Ayes: Commissioners: Hernandez, Janzen, and Wheat

Noes: None

Absent: None

Abstained: None

E. Discuss and approve the title change and revised job classification for the Data and Policy Analyst and Salary Survey Recommendation

- Director Barreras presented the title change, salary survey recommendation, and revised job classification for the Data and Policy Analyst. Changes were proposed in the following areas: Title, Purpose Statement, Distinguishing Characteristics, Essential Functions, Duties and Tasks, Education, Knowledge, Skills, and Abilities (KSAs), and Experience sections. The District and CSEA will meet to review the salary survey recommendations.
- It was moved by Commissioner Hernandez and seconded by Commissioner Janzen to approve the revised job classification for the Data and Policy Analyst and Salary Survey Recommendation. MOTION NO. 67 -2023/24, DOC. NO. 56-2023/24

Ayes: Commissioners: Hernandez, Janzen, and Wheat

Noes: None

Absent: None

Abstained: None

F. Discuss and approve the revised job classification for the Head Custodian III

- Director Barreras presented the revised job description for Head Custodian III. Changes were proposed in the following areas: Essential Functions, Duties, Task, Skills, Abilities, and License(s) Required sections.
- It was moved by Commissioner Janzen and seconded by Commissioner Hernandez to approve the revised job classification for the Head Custodian III. MOTION NO. 68 - 2023/24, DOC. NO. 57-2023/24

Ayes: Commissioners: Hernandez, Janzen, and Wheat

Noes: None

Absent: None

Abstained: None

G. Discuss and approve the revised job classification for the Head Custodian IV

- Director Barreras presented the revised job description for Head Custodian IV. Changes were proposed in the following sections: Essential Functions, Duties, Task, Skills, Abilities, and License(s) Required.

- It was moved by Commissioner Janzen and seconded by Commissioner Hernandez to approve the revised job classification for the Head Custodian IV. MOTION NO. 69 - 2023/24, DOC. NO. 58-2023/24

Ayes: Commissioners: Hernandez, Janzen, and Wheat
 Noes: None
 Absent: None
 Abstained: None

H. Discuss and approve the title change and revised job classification for the Information Systems Specialist - Digital Curriculum Lead

- Director Barreras presented the title change, salary survey recommendation, and revised job classification for Information Systems Specialist- Digital Curriculum Lead. Changes were proposed in the following areas: Title, Reports To, Purpose Statement, Distinguishing Characteristics, Essential Functions, Duties and Tasks, Education, Knowledge, Skills, and Abilities (KSAs), and Experience Required sections. The District and CSEA will negotiate a new salary range.
- It was moved by Commissioner Janzen and seconded by Commissioner Hernandez to approve the revised job classification for the Information Systems Specialist – Digital Curriculum Lead. MOTION NO. 70 -2023/24, DOC. NO. 59-2023/24

Ayes: Commissioners: Hernandez, Janzen, and Wheat
 Noes: None
 Absent: None
 Abstained: None

I. Discuss and approve the title change and revised job classification for the Payroll Specialist – Lead

- Director Barreras presented the title change and revised job classification for Payroll Specialist – Lead. Changes were proposed in the following sections: Title, Reports To, Purpose Statement, Distinguishing Characteristics, Essential Functions, Duties, and Tasks.
- It was moved by Commissioner Hernandez and seconded by Commissioner Janzen to approve the title change and revised job classification for the Payroll Specialist - Lead. MOTION NO. 71 -2023/24, DOC. NO. 60-2023/24

Ayes: Commissioners: Hernandez, Janzen, and Wheat
 Noes: None
 Absent: None
 Abstained: None

J. Discuss and approve the revised job classification for the Transportation Operations Assistant

- Director Barreras presented the revised job description for Transportation Operations Assistant. Changes were proposed in the following areas: Distinguishing Characteristics, Essential Functions, Duties, Task, Skills, Abilities, and License(s) Required, and Certifications and Testing Required sections.
- It was moved by Commissioner Hernandez and seconded by Commissioner Janzen to approve the revised job classification for the Transportation Operations Assistant. MOTION NO. 72 -2023/24, DOC. NO. 61-2023/24

Ayes: Commissioners: Hernandez, Janzen, and Wheat
 Noes: None

Absent: None
Abstained: None

8. Information and Reports

A. Director's Report

- The Personnel Commission Office continues to recruit, create, and update job classifications.
- A Save The Date email for the classified conference was sent to classified employees, and the staff was excited. A classified survey was emailed to all classified employees to get feedback on what topics they would like to see at this year's conference; we received over 200 responses. This information is helpful so that we can improve this year's conference.
- Director Barreras sent out a classified conference request for workshops to all the District Administrators since many have expressed interest in providing workshops to their staff members and other classified employees.
- Director Barreras continues to stay busy with the CSPCA conference planning, which is around the corner.
- This past Saturday, the first spring cohort workshop for the classified teaching grant students was held.
- The PC office will attend the MCSOS job fair on February 28, 2024, from 2:00 to 6:00 pm.
- Director Barreras is still working on updating the PC Rules. However, the ad hoc committee has been unable to meet due to unforeseen circumstances. Director Barreras will continue to provide updates throughout the process.
- Director Barreras attended the LCW Conference in San Francisco from 2/7-9. The conference held excellent session topics led by LCW counsel on Your Road Map to Navigating Challenging Labor Issues, Effectively Using Compensation Surveys in Labor Negotiations, Investigations 101, and much more. I also attended an all-day pre-conference academy on Workplace Investigations as part of my professional development.

B. Commissioner's Report

- No reports were made.
- Commissioner Janzen indicated he is happy to see so many job descriptions are being kept up to date.

9. Next Regular Personnel Commission Meeting

- Wednesday, March 20, 2024 at 4:30 pm
Madera Unified School District Office – Board Room
1902 Howard Road
Madera, California 93637

10. Suggested Future Agenda Items

- None were suggested

11. Closed Session

- A. Public Employee Performance Evaluation: Director of Classified Personnel [Government Code Section 54957]**

- The Personnel Commission Board adjourned into Closed Session at 4:52 pm.

12. Reconvene to Open Session

A. Report of Actions Taken in Closed Session

- Commission Chair Wheat reconvened the Open Session at 5:16 p.m. and reported no reportable action items.

13. Adjournment

- Commission Chair Wheat adjourned the regular meeting at 5:17 p.m.


Isabel Barreras, Director of Classified HR

Date: February 26, 2024



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REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: March 20, 2024

Agenda Item:

Consideration and Approval of the following Eligibility Lists for Open Competitive and Promotional job opportunities

Agenda Placement:

Consent

Background:

Eligibility Lists have been placed on the agenda as a Consent Item. If, for some reason, any Commissioner would like to pull a list for further discussion, it can be done.

1. Child Nutrition Assistant I - Open Competitive
2. Database Administrator - Open Competitive
3. Low Voltage Systems Specialist - Open Competitive
4. Paraprofessional - Autism – Promotional & Open Competitive
5. Speech and Language Pathologist - Open Competitive

Recommendation:

It is recommended that the Personnel Commission approve the Eligibility Lists as presented.



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**REGULAR MEETING
AGENDA ITEM COVER PAGE**

Meeting Date: March 20, 2024

Agenda Item:

Consideration and approval of Initial Salary Placement for D. Evans, candidate for Low Voltage Systems Specialist

Agenda Placement:

Consent

Background:

The Director of Information Technology and Support Services has presented the Personnel Commission with a request for an initial salary placement for the Low Voltage Systems Specialist candidate (D. Evans). The Personnel Commission staff requests approval to place the candidate with an initial salary placement at Range 41, Step 5 (\$33.49 hourly rate) of the classified salary schedule.

The candidate has six years of experience working as a Low Voltage Technician. The candidate's work experience far exceeds the minimum qualification of at least four (4) years of experience required in installing and maintaining commercial low-voltage systems. This experience is typically gained through an apprenticeship program and can be supplemented by coursework or training equivalent to an electrician apprenticeship program, two (2) years of a journey-level electrician, electronics technician, or telecommunication experience; OR any combination of education, training, and experience demonstrating the ability to perform the essential duties may be substituted for the required experience and education.

He also far exceeds the minimum education requirement of a High School diploma or equivalent. The candidate possesses an Associate in Applied Science in Information Technology with an emphasis on Network Systems Administration and the following certifications;

- Certification of Completion- 2016 NFPA 72: National Fire Alarm and Signaling Code
- Milestone Certified Integration Technician
- Avigilon Access Control Manager 6 Operator Certification
- Avigilon Unity Video 8 Operator and Administrator Certification
- G Series Technical Expert - BOSCH

The additional education and certifications make him highly qualified in this specialty area. This extremely difficult recruitment took over five months, and MUSD is excited to continue attracting highly qualified candidates.

This recommended proposed action has been compiled as provided under the authority of California Education Code sections 45260-45261 and Personnel Commission Rule 8.2.1.1: for initial salary placement based on additional qualifying experience; PC Rule 8.2.1.2 – Additional education at the college level limited to no more than one step for each two years of education related to the position, but



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beyond the educational requirements established for entry into the class; PC Rule 8.2.1.3: difficulty experience in the recruitment of candidates to meet the vacancy needs of the course; and PC Rule 8.2.1.4: the additional skills or qualifications of the candidate that make him/her especially qualified for the position.

Recommendation:

The Personnel Commission recommends approval of the Initial Salary Placement for the Low Voltage Systems Specialist candidate (D. Evans) at Range 41, Step 5 (\$33.49 hourly rate) of the classified salary schedule.

No attachment:



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**REGULAR MEETING
AGENDA ITEM COVER PAGE**

Meeting Date: March 20, 2024

Agenda Item:
Consideration and approval of Initial Salary Placement for A. Escobedo, candidate for School Bus Driver

Agenda Placement:
Consent

Background:
The Director of Transportation has presented the Personnel Commission with a request for an initial salary placement for the Bus Driver candidate (A. Escobedo). The Personnel Commission staff requests approval to place the candidate with an initial salary placement at Range 30, Step 7 (\$30.05 hourly rate) of the classified salary schedule.

The candidate has sixteen years of experience working as a School Bus Driver. The candidate's work experience far exceeds the minimum qualification of being fully certified as a School Bus Driver and possession of a safe driving record that complies with the restrictions set forth by the California Vehicle Code, and School Bus Drivers may be hired as substitute employees to gain experience before being considered for probationary route assignment. MUSD is thrilled to continue attracting highly qualified candidates.

This recommended proposed action has been compiled as provided under the authority of California Education Code sections 45260-45261 and Personnel Commission Rule 8.2.1.1: for initial salary placement based on additional qualifying experience; and PC Rule 8.2.1.3: difficulty experience in the recruitment of candidates to meet the vacancy needs of the course.

Recommendation:
The Personnel Commission recommends approval of the Initial Salary Placement for the School Bus Driver candidate (A. Escobedo) at Range 30, Step 7 (\$30.05 hourly rate) of the classified salary schedule.

No attachment:



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REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: March 20, 2024

Agenda Item:

Discuss and approve the revised title change and salary survey recommendation for the Classroom Aide Preschool – Level I

Agenda Placement:

Action

Background:

The Director of Early Childhood Education has requested revisions to the Classroom Aide Preschool job classification. This is due to the California Department of Education mandated changes that require the Classroom Aides to fulfill requirements to have a High School diploma or equivalent and a minimum of six units in the field of Child Development/ Early Childhood Education. The proposed revised job classification title is Classroom Aide Preschool – Level I; other revisions were made and are highlighted in blue with a strikeout of old language in red in the job classification under the: Purpose Statement, Responsibility, Experience, and License(s) Required sections.

These changes are in line with the creation of a career ladder pathway that leads to the Classroom Aide Preschool – Level II, which does require a High School diploma or equivalent and 12 units in the field of Child Development/ Early Childhood Education including core courses of child/human growth and development; child/family/community or child and family relations; and program/curriculum and to obtain the Associate's Teacher's Permit or Child Development Associate (CDA) credential issued by the Council for Early Childhood Professional Recognition within twelve month of date of hire.

Salary Survey

A salary survey, attached, was conducted by using the following organizations as an external market for comparison:

Central USD	Merced COE
Clovis USD	Tulare COE
Fresno USD	Visalia USD
Madera County Superintendent of Schools	
Merced City SD	

Of the eight organizations surveyed, seven had positions that were reviewed to establish an external salary comparison. All positions were considered good comparisons for the Classroom



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Aide Preschool – Level I position and were sufficient matches to base a salary recommendation on the peer market comparison.

In determining the recommended allocation, the mid-range step of the median for the peer market was used for primary salary comparison purposes. This practice allows for the most valid comparison when the number of steps of comparison districts varies from that of MUSD's salary schedule structure. Based on that, in comparing the externally calculated hourly amounts to Madera's salary schedule, the closest match is Salary Range 15 (\$16.54-\$21.24 hourly rate) on the 2023/2024 Classified Salary Schedule. This salary recommendation aligns and is competitive with our neighboring Madera Superintendents of School's Office.

This recommended proposed action has been compiled as provided under the authority of California Education Code section 45276 and the Personnel Commission Rules 3.2.1. through 3.2.5.5 and 3.2.9. Review of positions that state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees.

Recommendation:

The Personnel Commission is recommended to approve the proposed job class description with the Classroom Aide Preschool – Level I title and the salary recommendation as listed in the table below.

<u>JOB CLASS TITLE</u>	<u>NEW OR REVISED</u>	<u>SALARY RANGE RECOMMENDATION</u>
Classroom Aide Preschool – Level I	Revised	SR 15 (\$16.54- \$21.24 hourly rate) on the 2023/2024 Classified Salary Schedule

Recommendation:

The Personnel Commission is recommended to approve the Classroom Aide Preschool – Level I job classification and Salary Survey recommendation.



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO.
DOCUMENT NO.
DATED:

CLASSROOM AIDE PRESCHOOL - LEVEL 1

DEPARTMENT/SITE: School Site	SALARY SCHEDULE: Classified Bargaining Unit
	SALARY RANGE: 11
	WORK CALENDAR: 201 Days
REPORTS TO: Director of Early Childhood Education or Site Administrator	FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Director of Early Childhood Education or Site Administrator, the Classroom Aide Preschool – **Level 1** provides support to the instructional preschool program within an assigned classroom with specific responsibility for implementing programs for the personal and emotional growth of students; assisting in the monitoring of behavior plans; and communicating observations to teachers, parents, and administrators. The incumbents in this classification provide the students and teacher with instructional support in preschool classrooms which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in this class are the first level in the Classroom Aide Preschool series. ~~Positions in this class~~ The Classroom Aide Preschool – **Level 1** works in a preschool classroom, providing support to a certificated teacher. This class differs from the Infant and Toddler Care Provider class, which assists with the care of infant to toddler-aged children.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Assists in monitoring behavior plans for the purpose of ensuring student compliance with established plans.
- Assists in maintaining a safe and sanitary classroom and outdoor environment in accordance with the Department of Social Services licensing regulations, including assisting with toileting.
- Attends meetings and in-service presentations for the purpose of acquiring and/or conveying information relative to job functions.
- Establishes positive individual relationships for the purpose of building student confidence and self-esteem.
- Implements under the supervision of assigned teacher, instructional programs, and lesson plans for the purpose of presenting and/or reinforcing learning concepts.
- Maintains playroom for the purpose of creating a comfortable, supportive environment and support maintaining compliance with all Department of Social Services licensing and state regulations.
- Manages assigned projects and activities (e.g., reports, goals) for the purpose of meeting established timelines and objectives.
- Models appropriate behavior for students and parents.
- Provides ongoing feedback for the purpose of informing supervisor and teachers of students' progress.

- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Stages of child development
- Methods of motivating and guiding children
- Basic math
- English usage, grammar, punctuation, and spelling

Skills and Abilities to:

- Write routine documents, and speak clearly
- Schedule activities
- Flexibility is required to work with others
- Work with a diverse group of individuals
- Solve problem-solving
- Provide direction and leadership
- Maintain confidentiality
- Adapt to changing priorities

RESPONSIBILITY:

Responsibilities include working under direct supervision using standardized procedures; providing information and/or advising others. ~~and operating within a defined budget.~~ Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to affect the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

High School diploma or equivalent **AND** a minimum of 6 units in the field of Child Development/ Early Childhood Education.

EXPERIENCE REQUIRED:

~~One (1) year of work experience in a school or youth organization; or one year~~ Any related work experience in working with preschool-aged children **or** college lab hours.

LICENSE(S) REQUIRED:

- Possession of a valid California Identification

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After an offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)

- Pre-employment physical exam B through the District's provider at the District's expense
- Complete and maintain Mandated Reporter AB 1207 Training – within the probationary period

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- This job is performed in a generally clean and healthy environment
- Requires sitting, walking, and standing
- Lifting, carrying, pushing, and/or pulling of light to moderate-weight objects
- Stooping, kneeling, crouching, and/or crawling
- Fine finger dexterity to handle objects and use a computer keyboard

DRAFT

Salary Comparison Survey for CLASSROOM AIDE PRESCHOOL – LEVEL I

Madera Unified School District

DISTRICT	JOB TITLE	EDUCATION	EXPERIENCE	LICENSES/CERTIFICATES	STEP 1 (HOURLY)	MAX STEP (HOURLY)
Madera USD (K-12) 21,148	Classroom Aide Preschool – Level I w/new title	High School diploma or equivalent and a minimum of 6 units in the field of Child Development/ Early Childhood Education	Any related work experience in working with preschool-aged children or college lab hours	Valid California Identification	\$16.54 Range 11 Proposed Range 15	\$21.24
Central USD (K-12) 15,841	Instructional Aide State Preschool	High school diploma or equivalent and one of the following: -2 years of study equal to 48 units - Associate or higher degree - Ability to pass the instructional aide proficiency test	Working with school-age groups in organizations such as Scouts, Church, YMCA, and PTA and/or any successful job experience in similar fields. Some experience with elementary-age children	Current CPR, First Aid certificate	\$18.76/hour Classified range 17	\$22.85/hour
Clovis USD (K-12) 43,654	Preschool Aide II	Six completed college units in Childhood Education, or Child Development, with emphasis on 3–5-year-olds	Three (3) months experience in an Early Childhood Education program or child care setting or have at least one year experience in an Early Childhood Education program	None listed	\$16.72/hour Classified Range 1	\$20.30/hour
Fresno USD (K-12) 73,381	Paraprofessional, Child Development	Any combination equivalent to a High school diploma or the equivalent; two years of college (48 units) or AA degree (or higher) or pass a local assessment of knowledge and skills in assisting in instruction (Every Student Succeeds Act (ESSA) compliant);	Prefer one year experience in working with infants, toddlers, or preschool-age children.	A current valid Emergency Medical Service Authority (EMSA) Pediatric First Aid/CPR certificate.	\$17.25/hour Salary Grade G19	\$19.54/hour

Salary Comparison Survey for CLASSROOM AIDE PRESCHOOL – LEVEL I
Madera Unified School District

		Per California Health and Safety Code: Completion of six postsecondary semester units in early childhood education or child development. OR Completion of at least two postsecondary semester units in early childhood education or child development each semester or quarter following initial employment, and continuation in the educational program each semester or quarter until six units have been completed				
Madera County Superintendent of Schools	Instructional Assistant – Early Childhood Education Level I	Six (6) units of Early Childhood Education or Child Development required	Experience working in a child care center is preferred. Incumbent must be working towards and complete the requirements for an Associate Teacher Permit within twelve months of his/her hire date	Possession of or the ability to obtain an Assistant Permit Valid California Class C Driver's license	\$18.27/hour CSEA Classified range 5	\$23.32/hour
Merced City SD (K-8) 11,400	Preschool Instructional Assistant	High school diploma or Equivalency. Completion of six (6) units of ECE (Early Childhood Education) or Child Development	None listed.	None listed	\$16.52/hour Classified Range D	\$28.26/hour
Merced COE	Preschool Teacher Assistant	Six (6) units of ECE/CD and current enrollment in an ECE/CD class at a regionally accredited college or university	Six months of paid or volunteer experience working with preschool-age children	None listed	\$16.26/hour Classified Grade 20	\$17.09/hour
Tulare COE	No similar class to review					

Madera Unified School District

Visalia USD (K-12) 32,000	Preschool Aide	High school diploma or Equivalency. Completion of six postsecondary semesters in early childhood education or child development OR Completion of at least two postsecondary semester units in early childhood education AND continuation in the educational program each semester until six units are completed	Working with school-age groups in organizations such as scouts, church, YMCA, PTA, and/or any successful job experience in similar fields	None listed	\$18.23/hour Classified Range 38	\$26.40/hour
				AVERAGE	\$17.43/hour	\$22.54/hour
				MEDIAN	\$17.25/hour	\$22.85/hour



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: March 20, 2024

Agenda Item:

Discuss and approve the proposed new job classification and salary survey recommendation for the Classroom Aide Preschool – Level II

Agenda Placement:

Action

Background:

The Director of Early Childhood Education has requested the creation of a new job classification title of Classroom Aide Preschool – Level II. This is due to the California Department of Education mandated changes requiring that some Classroom Aides fulfill requirements to meet the Associate Teacher's Permit issued by the State of California Commission on Teaching Credentialing or the Child Development Associate (CDA) credential issued by the Council for Early Childhood Professional Recognition within twelve months of the date of hire.

We will be revising the job classification of Classroom Aide Preschool – Level I, which requires a High School diploma or equivalent and a minimum of six units in the Child Development/ Early Childhood Education field.

This new job classification of Classroom Aide Preschool – Level II is the second level within the Classroom Aide Preschool series and provides higher-level support to the classroom teacher. This classification supports the instructional preschool program within an assigned classroom with specific responsibility for implementing programs for students' personal and emotional growth, monitoring behavior plans, and communicating observations to teachers, parents, and administrators. The incumbents in this classification provide the students and teachers with instructional support in preschool classrooms, directly supporting student learning and achievement.

Salary Survey

A salary survey, attached, was conducted by using the following organizations as an external market for comparison:

Central USD	Modesto City School District
Clovis USD	Sanger USD
Fresno USD	Tulare COE
Madera County Superintendent of Schools	Visalia USD
Merced City SD	



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

Of the nine organizations surveyed, six had positions that were reviewed to establish an external salary comparison. All positions were considered good comparisons for the Classroom Aide Preschool – Level II position and were sufficient matches to base a salary recommendation on the peer market comparison.

In determining the recommended allocation, the mid-range step of the median for the peer market was used for primary salary comparison purposes. This practice allows for the most valid comparison when the number of steps of comparison districts varies from that of MUSD's salary schedule structure. Based on that, in comparing the externally calculated hourly amounts to Madera's salary schedule, the closest match is Salary Range 19 (\$18.79-\$24.54 hourly rate) on the 2023/2024 Classified Salary Schedule. This salary recommendation aligns and is competitive with our neighboring Madera Superintendents of School's Office.

This recommended proposed action has been compiled as provided under the authority of California Education Code section 45276 and the Personnel Commission Rules 3.2.1. through 3.2.5.5 and 3.2.9. Review of positions that state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees.

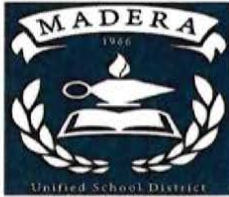
Recommendation:

The Personnel Commission is recommended to approve the proposed job class description with the title of Classroom Aide Preschool – Level II and the salary recommendation as listed in the table below.

<u>JOB CLASS TITLE</u>	<u>NEW OR REVISED</u>	<u>SALARY RANGE RECOMMENDATION</u>
Classroom Aide Preschool – Level II	New	SR 19 (\$18.79- \$24.54 hourly rate) on the 2023/2024 Classified Salary Schedule

Recommendation:

The Personnel Commission is recommended to approve the Classroom Aide Preschool – Level II job classification and Salary Survey recommendation.



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO.
DOCUMENT NO.
DATED:

CLASSROOM AIDE PRESCHOOL – LEVEL II

DEPARTMENT/SITE: School Site	SALARY SCHEDULE: Classified Bargaining Unit SALARY RANGE: TBD- WORK CALENDAR: 201 Days
REPORTS TO: Director of Early Childhood Education or Site Administrator	FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Director of Early Childhood Education or Site Administrator, the Classroom Aide Preschool – Level II, provides support to the instructional preschool program within an assigned classroom with specific responsibility for implementing programs for the personal and emotional growth of students; assisting in the monitoring of behavior plans; and communicating observations to teachers, parents, and administrators. The incumbents in this classification provide the students and teachers with instructional support in preschool classrooms, which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in this class are the second level in the Classroom Aide Preschool series. The Classroom Aide Preschool – Level II works in a preschool classroom, providing support to a certificated teacher and possesses an Associate Teacher Permit issued by the State of California Commission on Teaching Credentialing or a Child Development Associate (CDA) credential issued by the Council of Early Childhood Professional Recognition. This class differs from the Infant and Toddler Care Provider class which assists with the care of infant to toddler-aged children.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Assists in monitoring behavior plans for the purpose of ensuring student compliance with established plans.
- Assists in maintaining a safe and sanitary classroom and outdoor environment in accordance with the Department of Social Services licensing regulations, including assisting with toileting.
- Attends meetings and in-service presentations for the purpose of acquiring and/or conveying information relative to job functions.
- Establishes positive individual relationships for the purpose of building student confidence and self-esteem.
- Implements under the supervision of assigned teacher, instructional programs, and lesson plans for the purpose of presenting and/or reinforcing learning concepts.
- Maintains playroom for the purpose of creating a comfortable, supportive environment and maintaining compliance with all Department of Social Services licensing and state regulations.
- Manages assigned projects and activities (e.g., reports, goals) for the purpose of meeting established timelines and objectives.

- Models appropriate behavior for students and parents.
- Provides ongoing feedback for the purpose of informing supervisor and teachers of students' progress.
- Supervising students to ensure their safety, both indoors and outdoors.
- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Stages of child development
- Methods of motivating and guiding children
- Basic math
- English usage, grammar, punctuation, and spelling

Skills and Abilities to:

- Write routine documents, and speak clearly
- Schedule activities
- Flexibility is required to work with others
- Work with a diverse group of individuals
- Solve problem-solving
- Provide direction and leadership
- Maintain confidentiality
- Adapt to changing priorities

RESPONSIBILITY:

Responsibilities include working under direct supervision using standardized procedures, providing information, and/or advising others. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to affect the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

High School diploma or equivalent and 12 units in the field of Child Development/ Early Childhood Education including core courses of child/human growth and development; child/family/community or child and family relations; and program/curriculum.

EXPERIENCE REQUIRED:

Six (6) months of work experience in working with pre-school-aged children or college lab hours. OR; Nine (9) months and three (3) hours per day within a Child Development Center-Based Program within the past two years is preferred.

LICENSE(S) REQUIRED:

- Possession or the ability to obtain an Associate Teacher Permit issued by the State of California Commission on Teaching Credentialing within twelve months of his/her date of hire. Failure to do so may result in termination
- OR; Child Development Associate (CDA) credential issued by the Council for Early Childhood Professional Recognition. Failure to do so may result in termination
- Possession of a valid California Identification

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After an offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam B through the District's provider at the District's expense
 - Complete and maintain Mandated Reporter AB 1207 Training – within the probationary period

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- This job is performed in a generally clean and healthy environment
- Requires sitting, walking, and standing
- Lifting, carrying, pushing, and/or pulling of light to moderate-weight objects
- Stooping, kneeling, crouching, and/or crawling
- Fine finger dexterity to handle objects and use a computer keyboard

Salary Comparison Survey for CLASSROOM AIDE PRESCHOOL – LEVEL II
Madera Unified School District

DISTRICT	JOB TITLE	EDUCATION	EXPERIENCE	LICENSES/CERTIFICAT ES	STEP 1 (HOURLY)	MAX STEP (HOURLY)
Madera USD (K-12) 21,148	Classroom Aide Preschool – Level II	High School diploma or equivalent and 12 units in the field of Child Development/ Early Childhood Education including core courses of child/human growth and development; child/family/community or child and family relations; and program/curriculum	Six (6) months of work experience in working with pre-school-aged children or college lab hours. OR; Nine (9) months and three (3) hours per day within a Child Development Center-Based Program within the past two years is preferred	Possession or the ability to obtain an Associate Teacher Permit issued by the State of California Commission on Teaching Credentialing within twelve months of his/her date of hire. Failure to do so may result in termination OR: Child Development Associate (CDA) credential issued by the Council for Early Childhood Professional Recognition. Failure to do so may result in termination Possession of a valid California Identification	\$18.79 Proposed Range 19	\$24.54
Central USD (K-12) 15,841	Instructional Aide State Preschool	High school diploma or equivalent and one of the following: 2 years of study equal to 48 units - Associate or higher degree Ability to pass the instructional aide proficiency test Six completed college units in Childhood Education or Child Development, with emphasis on 3–5-year-olds	Working with school-age groups in organizations such as Scouts, Church, YMCA, and PTA and/or any successful job experience in similar fields. Some experience with elementary-age children	Current CPR, First Aid certificate	\$18.76/hour Classified range 17	\$22.85/hour
Clovis USD (K-12) 43,654	Preschool Associate Teacher (Permit Required)	Completion of 12 ECE/including core courses	Work 50 days of 3+ hours per day within 2 years	Must hold a valid California Child Development Associate Teacher Permit	\$19.17/hour Certificated	\$21.65/hour

Salary Comparison Survey for CLASSROOM AIDE PRESCHOOL – LEVEL II **Madera Unified School District**

				Valid CPR/First Aid Certificate	CD Salary Schedule	
Fresno USD (K-12) 73,381	No similar class to review					
Madera County Superintendent of Schools	Instructional Assistant – Early Childhood Education Level II	Twelve (12) units of Early Childhood Education/Child Development including core courses of child/human growth & development; child/family/community or child and family relations; and program curriculum	Nine (9) months and three (3) hours per day within a Child Development Center-Based Program for the past two years is preferred	Possession of or the ability to obtain an Assistant Permit Valid California Class C Driver's license	\$19.20/hour Classified Range 7	\$24.51/hour
Merced City SD (K-8) 11,400	No similar class to review					
Modesto City SD (K-12) 32,000	Instructional Paraprofessional – Preschool	High school diploma or Equivalency Six (6) units of Child Development OR Early Childhood Education core units Desirable qualification: Twelve (12) units of Child Development or Early Childhood Education Core units OR be enrolled in a program leading to an AA degree	Six (6) months experience working with preschool-age students Desirable Qualification: One (1) year of experience working with preschool-age students	Instructional Paraprofessional Proficiency Certificate Active Associate Teacher Child Development Permit OR higher-level permit OR Child Development Associate Certificate	\$19.13/hour Classified Range 25	\$26.04/hour
Sanger USD (K-12) 13,097	Child Development Assistant	High school diploma or equivalent 12 units of early childhood education must be completed in the first year of employment	Some experience working with children in an organized setting	Current CPR, First Aid certificate	\$18.91/hour Classified Range 111	\$24.12/hour

Madera Unified School District

Tulare COE	Preschool Teacher Assistant	Possess an Associate or Baccalaureate degree in Child Development or a related field or is enrolled in a program leading to such a degree Completed 12 units in Child Development or Early Child Development including core classes	Work 50 days of 3+ hours per day within 2 years	Possess a recognized Child Development Teacher Permit or Child Development Associate (CDA) Credential	\$16.10/hour Classified Range 2	\$19.57/hour
Visalia USD (K-12) 32,000	No similar class to review					
AVERAGE					\$18.55/hour	\$23.12/hour
MEDIAN					\$19.02/hour	\$23.49/hour



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: March 20, 2024

Agenda Item:

Discuss and approve the revised job classification for the District Mail Clerk

Agenda Placement:

Action

Background:

District Administration has presented the Personnel Commission with some revisions to the District Mail Clerk job classification. The proposed revisions are highlighted in blue with a strikeout language highlighted in red in the following areas: Purpose Statement, Distinguishing Characteristics and Knowledge Skills, and Abilities sections. These changes will bring the job classification up to date.

This recommended proposed action has been compiled as provided under the authority of California Education Code section 45276 and the Personnel Commission Rules 3.2.1. through 3.2.5.5 and 3.2.9. Review of positions that state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees.

Recommendation:

The Personnel Commission is recommended to approve the revised District Mail Clerk job classification.



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO.
DOCUMENT NO.
DATED:

DISTRICT MAIL CLERK

DEPARTMENT/SITE: Purchasing/Warehouse

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 20

WORK CALENDAR: 261 Days

REPORTS TO: Director of Purchasing

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Director of Purchasing, the District Mail Clerk/~~Courier~~ provides mail delivery and courier services for schools and departments throughout the District; accurately sorts incoming mail for distribution to various sites and departments; drives a District vehicle to deliver mail and other items on an assigned route; ~~and assists the Printshop. performs various office clerical duties in support of other units within the Purchasing department,~~ as assigned. The incumbents in this classification provide the school community with timely processing and delivery of intra-district mail which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS:

This ~~p~~Positions ~~in this class are~~ is responsible for District mail services ~~and assisting the Printshop as assigned. and office clerical duties in support of various units within the Purchasing Department.~~ This class differs from the Warehouse Assistant job classes that are responsible for journey-level warehouse operations and day-to-day transport of stock items to various District locations.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Assists in the print shop (i.e., restocking paper, stapling, binding, packaging), as assigned.
- Drives a District vehicle on a regular route to various schools, District sites, and warehouse to pick up and deliver mail, small parcels, and other items to assigned locations and/or individuals; loads and unloads delivery vehicle.
- Maintains assigned vehicle (e.g., fluid levels, fueling, cleaning, tire pressure) to ensure safe operation of the vehicle.
- Maintains accurate operational records in accordance with established administrative guidelines.
- Participates in unit meetings, in-service training, and workshops to convey and/or gather

information required to perform job functions and for ongoing professional development.

- Plans routes for the destination; meets schedules and timelines.
- Receives, sorts, and distributes intra-district.
- Resolves issues, concerns, or questions regarding mail.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES:

(At time of application)

Knowledge of:

- Traffic laws, defensive driving techniques, and rules of the road
- Map reading techniques
- Proper lifting techniques
- Mail distribution techniques and processes
- Current office clerical practices and procedures
- ~~Basic record-keeping techniques~~

Skills and Abilities to:

- Learn District operations, policies, procedures, and individuals of importance quickly
- Learn the general geographical layout of the school district and routes quickly
- Receive, sort, distribute, and process District and mail efficiently
- Prepare intra-district mail for delivery
- Operate an assigned vehicle safely and efficiently
- Read and follow road signs and directions
- Observe legal and defensive driving practices
- Plan routes for destination and meet schedules and timelines
- Establish and maintain cooperative and effective working relationships with others
- Operate standard office equipment, including a computer and assigned software
- ~~Maintain records and files~~
- Read, write, and communicate effectively in English
- Understand and follow multi-step oral and written directions effectively
- Work independently with little direction
- Adapt to changing priorities
- Observe health and safety regulations

RESPONSIBILITY:

Responsibilities include working under direct supervision using standardized procedures; providing information and/or advising others, and operating within a defined budget. There is a continual opportunity to have some impact on the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

High School diploma or equivalent.

EXPERIENCE REQUIRED:

Six (6) months of general office and clerical experience that includes sorting and distributing mail.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License to drive a vehicle to various district sites to transport and distribute goods, equipment, and materials.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After an offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam (C) through the District's provider at the District's expense
 - Enrollment in the Department of Motor Vehicles Employer Pull Notice Program and submission of a current DMV driving record printout

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- The job is performed both indoors and outdoors under varying temperatures and potential exposure to hazardous conditions such as driving a vehicle, traffic, adverse weather conditions, and regular exposure to vehicle exhaust fumes, dirt, dust, odors, and physical hazards when loading/unloading mail van and carrying mail and packages over uneven ground or up/down stairways
- Visual acuity to see to drive, view a computer screen and read a variety of materials
- Significant dexterity of hands and fingers to drive a vehicle, operate a computer and a variety of equipment, and handle mail/packages
- Hearing and speaking to exchange information by telephone or in-person
- Sitting, standing, or walking for extended periods of time
- Regular lifting, carrying, pushing, pulling, and/or moving moderate to heavy objects
- Reaching overhead, above the shoulders, and horizontally to retrieve files and store materials
- Bending at the waist, kneeling, crouching, and crawling



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: February 21, 2024

Agenda Item:

Discuss and approve the revised job classification for the Maintenance Journeyperson – Specialty

Agenda Placement:

Action

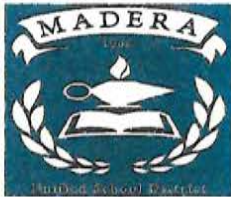
Background:

The Director of Maintenance and Operation has requested revisions to the Maintenance Journeyperson – Specialty job classification. The proposed changes are highlighted in blue in the job classification's Certifications and Testing Required section. The recommended changes ensure that the candidates hired under the HVAC, Electrician, Plumber, and Welder specialties are certified or can complete the identified specialty area certifications within twelve months of the date of hire.

This recommended proposed action has been compiled as provided under the authority of California Education Code section 45276 and the Personnel Commission Rules 3.2.1. through 3.2.5.5 and 3.2.9. Review of positions that state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees.

Recommendation:

The Personnel Commission is recommended to approve the revised Maintenance Journeyperson – Specialty job classification.



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO.
DOCUMENT NO.
DATED:

MAINTENANCE JOURNEYPerson- SPECIALITY

DEPARTMENT/SITE: Maintenance and
Operations

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: TBD

WORK CALENDAR: 261 Days

REPORTS TO: Supervisor - Maintenance

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Supervisor - Maintenance, the Maintenance Journeyperson - Specialty provides maintenance services with specific responsibility for ensuring the completion of assigned work order projects, performing a wide variety of skilled maintenance activities (e.g., carpentry, plumbing, painting, electrical, HVAC, ventilating systems, alarms); assisting other maintenance workers; and ensuring that tools and materials are available at the job site. The incumbents in this classification provide the school community with building maintenance services to keep the school and other facilities operational, which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in this class provide routine and journey-level building maintenance services in the various trades, working independently or in support of the higher-level Maintenance Journeyperson-Lead or Maintenance Tradesperson classification on larger-scale projects. This Lead class differs in its higher level of expertise required in one or more of the trades.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Analyzes blueprints, schematics, and drawings to determine the efficient installation of new or upgraded systems.
- Fabricates equipment parts as required to meet specialty needs and/or replace unavailable parts.
- Informs personnel regarding procedures and/or status of work orders to provide information for making decisions, take appropriate action, and/or comply with building and safety regulations.
- Installs a wide variety of materials (e.g., carpet, tile, roofing, metal fabrications, cabinetry, drywall, plumbing, insulation, glass, electrical, and masonry) to provide enhancements and/or upgrades.
- Maintains district vehicles, tools, and equipment to ensure its availability in safe operating conditions.
- Participates in educational seminars and meetings to maintain and upgrade job knowledge, skills, and safety training.
- Performs a variety of skilled trade functions (e.g., plumbing, painting, HVAC, carpentry, electrical) to complete projects within established time frames.
- Performs routine and preventive maintenance to ensure the ongoing functioning of facilities.
- Prepares written materials (e.g., repair status, activity logs) to document activities and/or convey information.
- Repairs facilities, equipment, and systems (e.g., electrical, HVAC) to ensure they are in a safe working

condition.

- Transports a variety of tools, equipment, and supplies to the job site.
- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Methods, practices, equipment, and tools used in various trades, including carpentry, electrical, painting, HVAC, and plumbing
- Health and safety regulations
- Proper methods of storing equipment, materials, and supplies
- Requirements of maintaining school buildings in a safe, clean, and orderly condition
- Basic math
- English usage, grammar, punctuation

Skills and Abilities to:

- Use hand and power tools skillfully and safely
- Operate a variety of equipment and machinery, such as various saws, planes, welding torches, drill presses, sanders, jackhammers, drills, and forklifts
- Operate a motor vehicle as necessary
- Establish and maintain effective working relationships
- Solve problems effectively, including with equipment
- Understand and follow oral and written directions
- Analyze situations accurately and adopt an effective course of action
- Maintain routine records

RESPONSIBILITY:

Responsibilities include working under general supervision using standardized routines, leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

High School diploma or equivalency.

EXPERIENCE REQUIRED:

Two (2) years of experience as a Maintenance Worker in one or more of the following specialty areas in the fields of carpentry, plumbing, painting, electrical, HVAC, ventilating systems, alarms, welder, locksmith, or as specified.

Six (6) units from an accredited college or university in one of the specialty areas can be substituted for six (6) months of experience up to one (1) year.

LICENSE(S) REQUIRED:

- Valid, current Class C California Driver's License to drive to various work sites and transport equipment and materials.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- Some specialty positions may require a Certification. Any required certifications (must be obtained within 12 months from the date of hire, and failure to do so may result in termination)
- After an offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam C through the District's provider at the District's expense
 - Enrollment in the Department of Motor Vehicles Employer Pull Notice Program and submission of a current DMV driving record printout within six months of employment

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations.)

- The job is performed both indoors under minimal temperature variations and outdoors, subject to extreme temperatures and hazards such as working with heavy power equipment and tools
- Drive a vehicle to conduct work
- Requires extensive walking and standing
- Regular lifting, carrying, pushing, and/or pulling of moderate to heavy objects
- Stooping, kneeling, crouching, and/or crawling and some climbing and balancing
- Significant fine finger dexterity to manipulate objects and tools
- Hearing and speaking to exchange information
- Visual acuity to operate equipment, see/read documents, and computer screen



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: March 20, 2024

Agenda Item:

Discuss and approve the proposed new job classification and salary survey for the Paraprofessional – T.O.P.S. Program

Agenda Placement:

Action

Background:

The Assistant Superintendent of Student and Family Support Services has requested the creation of a new job classification title of Paraprofessional – T.O.P.S. Program. This classification is under the general direction of an assigned Principal. The Paraprofessional – T.O.P.S. Program (Therapeutic Opportunity Program & Supports) assists in providing instruction to a diverse range of individual or small groups of students who require more intensive social, emotional, and behavioral support in an Opportunity Classroom.

Positions in this work classification work with general education teachers to establish a trust concept that needs to be established between the Opportunity staff and the student. This will enable the staff (including the Paraprofessional -T.O.P.S. Program) to supports students' unique social-emotional, and behavioral needs. Nonviolent Crisis Preventative Intervention (CPI) and Registered Behavioral Technician training are required.

Salary Survey

A salary survey, attached, was conducted by using the following organizations as an external market for comparison:

Central USD	Tulare COE
Clovis USD	Visalia USD
Fresno USD	
Merced City SD	
Sanger USD	

Of the seven organizations surveyed, four had positions that were reviewed to establish an external salary comparison. All positions were considered good comparisons for the Paraprofessional – T.O.P.S. Program position and were sufficient matches to base a salary recommendation on the peer market comparison.

In determining the recommended allocation, the mid-range step of the median for the peer market was used for primary salary comparison purposes. This practice allows for the most valid comparison when the number of steps of comparison districts varies from that of



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

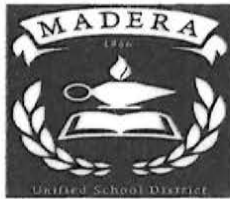
MUSD's salary schedule structure. The District and CSEA will meet to determine the salary range placement based on the salary recommendation.

This recommended proposed action has been compiled as provided under the authority of California Education Code section 45276 and the Personnel Commission Rules 3.2.1. through 3.2.5.5 and 3.2.9. Review of positions that state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees.

Recommendation:

The Personnel Commission is recommended to approve the Paraprofessional – T.O.P.S. Program job classification and salary survey.

Attachment: Job Classification and Salary Survey: Paraprofessional – T.O.P.S. Program



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO.
DOCUMENT NO.
DATED:

NEW PROPOSED CLASSIFICATION:
PARAPROFESSIONAL – T.O.P.S. PROGRAM

DEPARTMENT/SITE:	Student and Family Support Services /School Site	SALARY SCHEDULE:	Classified Bargaining Unit
		SALARY RANGE:	TBD
		WORK CALENDAR:	204 Days
REPORTS TO:	Site Principal	FLSA:	Non-exempt

PURPOSE STATEMENT:

Under the general direction of an assigned Principal, the Paraprofessional – T.O.P.S. Program (Therapeutic Opportunity Program & Supports) assists in providing instruction to a diverse range of individual or small groups of students who require more intensive social, emotional, and behavioral support in an Opportunity Classroom. This position reinforces instruction as directed by certificated general education teachers to assist students in excelling in reading, writing, and math and implementing District instructional goals and activities. The incumbents in this classification provide the school community and students with a safe, compassionate, and positive learning environment, which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in this work classification work with general education teachers to establish a trust concept that needs to be established between the Opportunity staff and the student. This will enable the staff (including the Paraprofessional -T.O.P.S. Program) to supports students' unique social-emotional, and behavioral needs. Nonviolent Crisis Preventative Intervention (CPI) and Registered Behavioral Technician training are required.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Assists in supervising students in the classroom, school campus, and field trips; attending field trips and special instructional activities to provide students access to high-quality learning options and a variety of activities; and accompanies students on the school bus as directed and as needed.
- Assists in implementing lessons and preparing instructional materials to provide high-level education for individual students; assists in setting up work areas as needed.
- Assists in observing students' curricular performance, records behavioral data and implements support activities as identified by the teacher; maintains daily records of student performance under direct supervision to assist students in achieving their personal best.
- Assists the classroom teacher to ensure the health and safety of students by following current

health and safety policies and procedures; assists students in building self-esteem and demonstrating character and competencies for workplace success; assists students by providing proper examples, emotional support, friendly attitude, and general guidance.

- Assists with implementing positive behavior and trauma-sensitive intervention strategies for students; models identified behavioral techniques, including positive behavior interventions, co-regulations, and reinforcement strategies as determined by the teacher.
- Observes, monitors, and assists in emotional and behavioral crises involving students; and, as a last resort, provides physical management techniques according to approved CPI (Crisis Prevention Intervention) procedures as trained; provides input as requested following emergency behavioral incidents (Behavioral Emergency Intervention Report).
- Participates actively in and attends in-service, structured, and other specialized training related to, but not limited to, trauma-informed treatment techniques and strategies for working with behavioral and educational needs of students, positive behavior interventions, instructional curriculum, and other areas assisting the teacher in providing high-quality education to the students.
- Prepares materials for classroom use in a reasonable and timely manner.
- Provides support to teachers by setting up work areas, displays, and exhibits; operates audio-visual and educational training equipment; distributes and collects papers and supplies.
- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At the time of application)

Knowledge of:

- Special issues, needs, and requirements of students with severe social-emotional and behavioral needs
- Basic academic subjects taught in District schools
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Interpersonal skills using tact, patience, and courtesy
- Basic record-keeping techniques
- Safe practices in classroom and playground activities

Skills and Abilities to:

- Assist staff with instruction and related activities for students
- Assist a diverse range of students in developing emotional and self-regulation skills
- Communicate, understand, and follow both oral and written directions effectively
- Establish and maintain effective working relationships with a diverse range of people
- Operate instructional and office equipment
- Assist in planning and prioritizing learning activities to support the educational needs of students
- Communicate using patience and courtesy in a manner that reflects positively on the organization
- Actively participate in meeting District goals and outcomes
- Apply integrity and trust in all situations.
- Learn District organization, operations, policies, objectives, and goals

RESPONSIBILITY:

Responsibilities include working under limited supervision, following standardized practices and/or methods, and directing others 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 affect the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At the time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

High School diploma or equivalent **AND** completion of 48 units from a nationally accredited college or university, or A.A. degree or higher, or passage of a local assessment test that meets the Every Student Succeeds Act (ESSA) standards. Bachelor's degree preferred.

EXPERIENCE REQUIRED:

At least two (2) years of experience supporting students with social, emotional, and behavioral needs in an educational environment.

LICENSE(S) REQUIRED:

- Completion of Nonviolent Crisis Preventive Intervention training (CPI) (within six months failure to do so will result in termination)
- Completion of Registered Behavior Technician training (40-hour program) (within six months failure to do so will result in termination)
- Valid, current California Driver's License to travel to various school sites
- Valid CPR/First Aid certificates

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After an offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam B through the District's provider at the District's expense

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- The job is performed in a classroom environment and requires mostly walking and standing, with some sitting; some running may be necessary for eloping students; the job is performed in a potentially hazardous environment as students may become agitated and act out, including hitting or biting
- Lifting, carrying, pushing, and/or pulling light to moderate-weight files and materials
- Stooping, kneeling, crouching, and/or crawling
- Manual dexterity to manipulate objects and type on a keyboard
- Hearing and speaking to exchange information
- Visual acuity to see/read documents and computer screens and to supervise students

**Salary Comparison Survey for PARAPROFESSIONAL – T.O.P.S.
Madera Unified School District**

DISTRICT	JOB TITLE	EDUCATION	EXPERIENCE	LICENSES/CERTIFICATES	STEP 1 (HOURLY)	MAX STEP (HOURLY)
Madera USD (K-12) 21,148	Paraprofessional – T.O.P.S. Program	High School Diploma or equivalent AND completion of 48 units from a nationally accredited college or university, or A.A. degree or higher, or passage or a local assessment test that meets the standards of the Every Student Succeeds Act (ESSA)	A minimum of two (2) years of experience working in an educational environment supporting students with social, emotional, and behavioral needs	Valid California Driver's license Nonviolent Crisis Preventive Intervention (CPI) within six months	\$5	\$5
Central USD (K-12) 15,841	No Comparison					
Clovis USD (K-12) 43,654	Instructional Assistant III	High school diploma or equivalent plus additional training in education or a related field	Two years of experience working with students in an organized educational or childcare setting is recommended. Additional experience working with children with disabilities is desirable	Valid California Driver's license, ABA and Crisis Prevention Intervention training and experience are preferred to be considered for the Behavior Intervention Team	\$18.96/hour Classified Range 08- Master Stipend \$1,694.00 Doctorate Stipend - \$2,390.00	\$23.02/hour
Fresno USD (K-12) 73,381	Para educator – Social-Emotional	High School Diploma or equivalent AND completion of 48 units from a nationally accredited college or university, or A. A. degree or higher, or passage or a local	Experience working in an organized setting with school-age children, specialized training and coursework with at least one year of experience working with at least one year of experience working with children with social-emotional needs in a classroom environment	First Aid and CPR preferred	\$21.07/hour Classified G30	\$25.69/hour

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Madera Unified School District**

		assessment test that				
Merced City School District (K-8) 12,000	Instructional Assistant Behavior Support	Any combination equivalent to graduation from high school.	Knowledge of child guidance principles and practices, especially as they relate to special education students	None listed	\$17.35/hour Classified Range E	\$29.67/hour
Sanger USD (K-12) 13,087	Early Intervention Assistant	High School Diploma or Equivalent	Job-related experience is desired. Six months of experience working with children in an organized setting, with supervision provided, has been found to be a minimum requirement for successful job performance. Relevant experience, education, certificates, and or licenses may be substituted	Driver's license and evidence of insurability	\$18.91/hour Classified Range III	\$24.12/hour
Tulare COE	No Comparison					
Visalia USD (K-12) 32,000	No Comparison					
				AVERAGE	\$19.07/hour	\$25.62/hour
				MEDIAN	\$18.94/hour	\$24.91/hour



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: March 20, 2024

Agenda Item:

Presentation of the Classified 2nd Quarterly Employee Award to Javier Villar, Sierra Vista Elementary School

Agenda Placement:

Informational

Background:

The Personnel Commission will present the Classified 2nd Quarterly Employee Award to Javier Villar, Sierra Vista Elementary School.

Recommendation:

Presentation of the Classified 2nd Quarterly Employee Award.