

MADERA UNIFIED SCHOOL DISTRICT

Personnel Commission Meeting AGENDA

**Regular Meeting
Wednesday, April 10, 2019
Madera Unified School District Board Room
1902 Howard Road, Madera, CA 93637
5:00 PM – Open Session**

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

1. Pledge of Allegiance, Opening and Acknowledgement of Visitors and Media

2. 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 prior to adoption of the agenda.

3. Communications

Public Hearing for visitors who wish to speak on a subject not on 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. If you wish to address the Commission, come to the podium and state your name and city of residence.

4. 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 prior to the Commission's vote unless a member of the Commission, staff or public requests specific items be considered and discussed separately and/or removed from the Consent Agenda prior to the adoption of 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. Approve minutes from Wednesday, February 20, 2019, Regular Meeting.

B. Consideration and approval of Eligibility Lists for:

1. Accounting Technician V
2. Assistant Director of Child Nutrition
3. Business Manager
4. Bus Driver Trainer/Dispatcher

5. Child Nutrition Technician
6. Classroom Aide Preschool
7. Lead Budget Analyst

5. New Business

- A. Discuss and approve the revised classified job description, Database Administrator – Developer and Salary Compensation Survey Recommendation
- B. Discuss and approve the revised classified job description, Grounds I
- C. Discuss and approve the revised classified job description, Grounds II
- D. Discuss and approve the revised classified job description, Human Resource Specialist
- E. Discuss and approve the revised classified job description, Maintenance Journeymen
- F. Discuss and approve the revised classified job description, Maintenance Journeymen – Lead
- G. Consideration to conflict out for upcoming possible litigation – one case

6. Information and Reports

- A. Information on the Personnel Commission Proposed Budget for FY 2019/2020
- B. Director's Report
- C. Commissioner's Report

7. Next Regular Personnel Commission Meeting

Wednesday, May 15, 2019 at 5:00 pm
Madera Unified School District Office – Boardroom
1902 Howard Road
Madera, California 93637

8. Suggested Future Agenda Items

9. Adjournment

Board Room Accessibility: The Madera Unified School District encourages those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation to participate in the public meeting, please contact the Personnel Commission office at 559-675-4500 extension 295 at least 48 hours before the scheduled Personnel Commission meeting so that we may make every reasonable effort to accommodate you. (Government code 54954.2)



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: April 10, 2019

Agenda Item:

Consideration to Approve the Minutes of the Regular Meeting for February 20, 2019.

Agenda Placement:

Consent

Background:

Approval of Minutes from the Regular Meeting for February 20, 2019.

Recommendation:

It is recommended that the Personnel Commission approve the Minutes from the Regular Meeting for February 20, 2019.

Minutes Record of MUSD Personnel Commission
Regular Meeting held on Wednesday, February 20, 2019 at 4:00 PM

The Personnel Commission of the Madera Unified School District convened at their regular Board Meeting at the Teacher Workshop Room, 1902 Howard Road, Madera, California on Wednesday, February 20, 2019 at 5:00 PM.

ROLL CALL

Phil Janzen, Personnel Commission Chair
Bruce Koch, Personnel Commission Vice-Chair
Fran Wheat, Personnel Commissioner

Personnel Commission Staff

Isabel Barreras, Director of Classified Human Resources
Sandra Edwards, Human Resources Specialist
Mary Siegl, Human Resources Specialist

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1. CALL TO ORDER OF PUBLIC MEETING

Personnel Commissioner Janzen called the meeting to order at 5:00 PM. Director Barreras led the flag salute. There were no members of the media present.

2. ADOPTION OF AGENDA

It was moved by Personnel Commissioner Koch and seconded by Commissioner Wheat to adopt the agenda. MOTION NO. 39- 2018/2019

Ayes:	Commissioners Janzen, Koch, Wheat
Noes:	None
Absent:	None
Abstained:	None

3. COMMUNICATIONS

No comments were made.

4. ADOPTION OF CONSENT AGENDA

It was moved by Personnel Commissioner Koch and seconded by Commissioner Wheat to adopt the consent agenda. MOTION NO. 40- 2018/2019

Ayes:	Commissioners Janzen, Koch, Wheat
Noes:	None
Absent:	None
Abstained:	None

Minutes Record of MUSD Personnel Commission
Regular Meeting held on Wednesday, February 20, 2019 at 4:00 PM

5. NEW BUSINESS

A. Discuss and approve the revised classified job description, Bus Driver Trainer/Dispatcher

Director Barreras presented the revised job description.

It was moved by Commissioner Koch, seconded by Commissioner Wheat to approve the revised job description. Bus Driver Trainer/Dispatcher. MOTION NO. 41-2018/2019 DOCUMENT NO. 32- 2018/2019

Ayes: Commissioners Janzen, Koch, Wheat
Noes: None
Absent: None
Abstained: None

B. Discuss and approve revised classified job description – Spanish Translator/ Interpreter

Director Barreras presented the revised job description.

It was moved by Commissioner Wheat, seconded by Commissioner Koch to approve the revised classified job description Spanish Translator/Interpreter. MOTION NO. 42-2018/2019 DOCUMENT NO. 33-2018/2019

Ayes: Commissioners Janzen, Koch, Wheat
Noes: None
Absent: None
Abstained: None

Abstained: None

6. INFORMATION AND REPORTS

A. Director's Report

Director Barreras presented the findings from the classified and confidential employee survey.

Director Barreras presented the findings from the classified management survey.

Director Barreras reported on the recent CSPCA conference that she attended with Commissioner Wheat. She also reported that she was

Minutes Record of MUSD Personnel Commission
Regular Meeting held on Wednesday, February 20, 2019 at 4:00 PM

appointed Secretary to the CSPCA Board of Directors. She also stated the Personnel Commission office has been busy with approximately 20 open recruitments. The Personnel Commission office will be attending the Madera Superintendent of School Career Fair on February 27, 2019.

B. Commissioner's Report

Commissioner Wheat presented highlights from the recent CSPCA conference she attended with Director Barreras. Commissioner Wheat would like to look into having a classified employee recognition program.

7. Next Regular Personnel Commission Meeting


Wednesday, March 20, 2019 at 5:00 PM
Madera Unified School District Office – Board Room
1902 Howard Road
Madera, CA 93637

8. Suggested Future Agenda Items

No items were suggested.

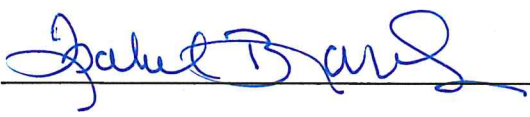
9. Adjournment

Commissioner Janzen adjourned the Public Session at 5:52 PM.



Mary Siegl
Human Resources Specialist

Dated: March 11, 2019



Isabel Barreras
Director of Classified Human Resources

Dated: March 11, 2019



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: April 10, 2019

Agenda Item:

Consideration to Approve the Eligibility List for: Accounting Technician, Assistant Director of Child Nutrition, Business Manager, Bus Driver Trainer/Dispatcher, Child Nutrition Technician, Classroom Aide Preschool, and Lead Budget Accounting Analyst.

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 remove a list, it can be done.

1. Accounting Technician V, 4-10-19
2. Assistant Director of Child Nutrition, 4-10-19
3. Business Manager, 4-10-19
4. Bus Driver Trainer /Dispatcher, 4-10-19
5. Child Nutrition Technician, 4-10-19
6. Classroom Aide Preschool, 4-10-19
7. Lead Budget Accounting Analyst, 4-10-19

Recommendation:

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



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: April 10, 2019

Agenda Item:

Discuss and approve the revised classified job description for Database Administrator with new title and revised duties of Database Administrator – Developer and Salary Compensation Survey Recommendation.

Agenda Placement:

Action

Background:

District administration has brought forward the Reclassification Committee's recommendation to revise the job description for Database Administrator because the current employee has been working out of class and some duties have changed. The recommended changes were made under the following areas: Purpose Statement, Essential Functions, Job Requirements, Experience, Continuing Education/Training, and new title of Database Administrator – Developer. These changes will bring the job description up to date and the current employee will now work within the revised job description. Additionally, a salary compensation survey was conducted using the following districts: Clovis USD, Fresno USD, Orange County Department of Education, and Bonita Unified School District.

This was done in accordance per PC Rule 3.3.1 Reclassification Policy and reference to CSEA Article XIV Classification and Reclassification.

Recommendation:

It is recommended that revised classified job description and Classified Salary Survey Recommendation (86,475 - \$103,889.75) be approved as presented.

Madera Unified School District Classified Job Description

Database Administrator - Developer

Purpose Statement

The job of Database Administrator - Developer was established for the purpose/s of managing, supporting, and developing front and back end software for the supporting the educational process with specific responsibilities for managing the district's Student Information System and connected systems; building, managing and troubleshooting databases and/or operational data stores; creating process and establishing formal relations, authority, and ownership among connected database systems; developing software to integrate the District's systems with internal and external systems, and to implement process automation where appropriate; developing queries and reports ; and developing software that improves the experience and utilization of district databases to improve district processes. managing and troubleshooting data warehouse and/or operational data stores; integrating the district's systems with internal and external systems; and developing queries and reports.

This job reports to the Director of Information Technology and Support Services.

Essential Functions

- Manage, maintain and support the district's Student Information System.
- Create and execute processes to maintain data cleanliness and correctness in the District's Student Information System and connected systems.
- Develop migration software as needed to consolidate duplicative record systems with the aim of single system authority, such as in cases where record system migrations are incomplete.
- Set up, manage and troubleshoot features within the Student Information System in support of critical educational processes such as registration, course scheduling and grading.
- Administer and maintain user permissions, group permissions and passwords for the Student Information System.
- Scope and create sources of authority, data ownership, and data security in database systems by establishing database and/or application level security policies.
- Develop SQL queries and associated scripts, software, or processes to facilitate integration between the district's Student Information Systems, or other critical systems, and other internal or external systems.
- Develop and maintain back end software to automate account management between the District's Student Information System, HR System, and connected database systems.
- Develop and maintain front end software to augment the functionality of database applications as needed to improve district processes.

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- Develop new and/or change existing database structures, application programs, and web designs in response to bugs reports and/or management requests following a formal MUSD change management process.
- Document problems and solutions in MUSD help desk system.
- Follow MUSD standards for source code control, software design, and data governance.
- Develop and maintain API implementations in software to establish connections with external data providers in order to enable the data duties of this position on external connected systems.
- Creates reports using complex SQL procedures to facilitate data-driven improvements to business and educational processes.
- ~~Perform administration of~~ Maintain and support multiple databases and/or data warehouses.
- Analyze potential Database Management System applications to determine feasibility, requirements, and cost effectiveness in support of providing students and staff high quality and up-to-date technology services.
- Design, develop, maintain, and control the **data governance** standards for database information and its usage; ~~create and maintain~~ database security, integrity, reliability and availability; monitor performance and capacity requirements.
- Develop and maintain written procedures and documentation to support the effective and efficient operation of the department.
- ~~Review, recommend, and assist in the development of proposals, designs, programming and implementation phases of applications added to database systems in support of providing students and staff a variety of high quality technical options.~~
- **Consult and provide recommendations in the development of proposals, designs, programming, and implementation phases of applications added to database systems to insure that those systems adhere to MUSD data governance standards.**
- Design the overall structural design of database systems at both the logical and physical levels, working with users and programming staff.
- Develop, design, coordinate, and write necessary programs, tasks and documentation providing for backups, reloads, recovery, reorganization, timely updates and restructuring of database systems.
- Debug, troubleshoot and correct problems in a reasonable, timely manner and provide solutions to resolve issues to meet the needs of users.
- Interact with vendor support to obtain information for the efficient operations of system applications and other related equipment or programs.
- Establish and maintain data dictionary systems.
- Support the district with timely and accurate responses to technical questions and issues concerning database systems and structures.
- Install, test, maintain, upgrade, reorganize and patch software related to database systems to ensure effective operation of programs.
- **Assist technology staff and operations personnel in solving programming problems in a reasonable, timely manner; make effective use of computer hardware and software to support the effective operation of the school district.**
- Train and provide clear direction and guidance to others as required in support of professional learning.
- **Collaborate with other departments throughout the school district as needed.**
- Participate in and/or lead projects, teams and meetings.
- Perform related duties as assigned.

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Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Skills, Knowledge and Abilities

Skills:

Specific skill-based competencies required to satisfactorily perform the functions of the job include: utilizing pertinent network, application, database monitoring and troubleshooting software; adhering to safety practices; planning and managing projects; and preparing and maintaining accurate records.

Knowledge of:

Methods and skills involved in establishing and maintaining an effective Relational Database Management System, including tuning, design, network communications, backup/recovery, security and administration; maintenance and administration of Relational Database Management Systems; computer hardware and peripherals; web applications; QL and other programming environments such as **Visual Studio**, Active Server Pages**ASP**, **NetNET**, **C#**, **EJB**, **Python**, **C++**, **PHP**, PowerShell, PL/SQL, and/or Java, **and/or the programming knowledge sufficient to learn new programming languages as needed**; knowledge of k-12 student information systems and K-12 processes and functions including but not limited to: registration, class schedules, attendance, discipline and gradebooks; oral and written communication skills; knowledge of database administration tools; correct English usage, grammar, spelling, punctuation and vocabulary.

Ability to:

Operate standard office equipment, including computers and related software; **perform a variety of specialized duties in programming, development, maintenance and analysis of computer applications, databases, and systems in support of assigned systems, programs and functions; prepare, organize, document, and control source code revisions to new and existing applications and features using standard source control systems; research, design, develop and implement new system applications as appropriate; design applications to meet district needs, enhance job performance and provide for system enhancements; develop and maintain source code for new and existing software applications; understand legacy code sufficiently to reengineer new applications; modify existing programs to enhance database operations and functions; design programming solutions for application defects; facilitate the computerized collection, management, manipulation, and distribution of data used for analysis; design programming solutions, troubleshoot, and resolve application defects; establish and maintain cooperative and effective working relationships with diverse range of people; train and provide clear direction to others; plan, prioritize and schedule work to meet schedules and timelines; read, understand, explain and implement technical material from manuals and journals; maintain accurate records; read, apply and explain rules, regulations, policies and procedures; analyze and troubleshoot situations accurately and adopt an effective course of action; communicate, understand and follow both oral and written directions effectively; communicate using patience and courtesy in a manner that reflects positively**

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on the organization; actively participate in meeting district goals and outcomes; have integrity and honesty in all situations; learn district operations, policies, objectives and goals.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; managing a team; and monitoring budget expenditures. Utilization of significant resources from other work units is sometimes required to perform the job functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking and 10% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Minimum Qualifications

Education Bachelor's degree in Information Systems, or Computer Science or a related field supplemented by college level courses in Systems Analysis, Database Management and/or programming.

Experience Four years of recent, progressively responsible experience in data analysis, database administration/management or programming. Experience working with Student Information Systems and/or in a K-12 environment is preferred.

Possession of; or the ability and qualifications to obtain Microsoft Certified Solutions Associate; SQL Server; or equivalent or ability to obtain within 12 months of appointment; and failure to do so will result in termination.

Required Testing

Pre-employment Proficiency Test
Pre-employment Physical exam

Certificates

Valid Class C CDL
Microsoft Certified Solutions (SQL)

Continuing Educ./Training

Maintain as needed

Clearances

DOJ/FBI
Fingerprint/Background Clearance
TB Clearance

FLSA Status

Non-Exempt

Approval Date

Salary Range

Database Administrator- Developer

Districts	SALARY (low to high)	
Clovis Unified	\$82,080	\$99,609
Fresno Unified School	\$75,060	\$91,238
Orange County Department of Education	\$89,340	\$108,852
Bonita Unified School District	\$99,420	\$115,860
Total Combined:	\$345,900	\$415,559
Total Districts (4)	4	4
Average of total combined divided by the total Districts:	\$86,475.00	\$103,889.75



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: April 10, 2019

Agenda Item:

Discuss and approve the revised classified job description for Grounds Person I.

Agenda Placement:

Action

Background:

District administration has recommended changes to the job description of Ground Person I. In reviewing the job description; changes have been made to the areas of Certificates, Continuing Education/Training and Clearances. These changes will bring the job description up to date.

Recommendation:

It is recommended that revised classified job description be approved as presented.

Madera Unified School District Classified Job Description

Grounds Person I

Purpose Statement

The job of Grounds Person I was established for the purpose/s of supporting the educational process with specific responsibilities for providing grounds maintenance services at assigned site/s; ensuring attractive and safe grounds area/s and athletic fields; protecting against erosion; performing basic grounds maintenance operations; and maintaining grounds for assemblies, events and/or recreational activities.

This job reports to the Grounds Person III.

Essential Functions

- Attends unit meetings, in-service training, workshops, etc. (e.g. safety meetings, etc.) for the purpose of gathering information required to perform job functions.
- Cleans landscaped areas and related items (e.g. storm drains, fields, litter, etc.) for the purpose of preventing flooding and removing hazards.
- Performs basic grounds maintenance (e.g. mowing, pruning, leaf blowing, etc.) for the purpose of maintaining a safe, attractive environment.
- Plants a variety of landscaping materials (e.g. lawns, shrubbery, flowers, etc.) for the purpose of keeping the grounds attractive and protecting against erosion.
- Prepares grounds and athletic fields (e.g. fertilizes soil, courtyards, flower beds, etc.) for the purpose of providing adequate, attractive and safe areas for assemblies, recreational activities and/or athletic events.
- Prepares routine documents (e.g. work orders, materials form, etc.) for the purpose of communicating information to other parties.
- Requests materials, supplies, equipment and/or support personnel for the purpose of completing assignments in a timely manner.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.
- Transports a variety of tools, equipment, supplies, etc. for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment used in

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grounds maintenance including tractors; weed whips; mowers; hand and power tools; etc.; and adhering to safety practices.

KNOWLEDGE is required to perform basic math; read and follow instructions; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: method of preparing and maintaining various plants; shrubs; lawns; etc.; and safety practices and procedures.

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; meeting deadlines and schedules; working under time constraints; and communicating with diverse groups.

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.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 80% walking, and 10% standing. The job is performed under temperature extremes and under conditions with exposure to risk of injury and/or illness.

Minimum Qualifications

Experience One year of experience in yard, landscaping or garden maintenance.

Education High School diploma or equivalency.

Required Testing

Pre-employment Proficiency Test
Pre-employment Physical Exam

Continuing Educ./Training

Valid Class A ~~CDL~~ (when required)

Maintain as needed

Certificates

Valid Class A- ~~C~~ CDL (by assignment)

Clearances

Criminal Justice
~~DOJ/FBI~~ Fingerprint/Background
Clearance
TB Clearance
Physical Demands (C)

FLSA Status

Non-Exempt

Approval Date

Salary Range



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: April 10, 2019

Agenda Item:

Discuss and approve revised the classified job description for Grounds Person II.

Agenda Placement:

Action

Background:

District administration has recommended changes to the job description of Ground Person II. In reviewing the job description; changes have been made to the areas of Certificates and Clearances. These changes will bring the job description up to date.

Recommendation:

It is recommended that revised classified job description be approved as presented.

**Madera Unified School District
Classified Job Description**

Grounds Person II

Purpose Statement

The job of Grounds Person II was established for the purpose/s of supporting the educational process with specific responsibilities for providing grounds maintenance services at assigned site/s; ensuring attractive and safe grounds area/s and athletic fields; protecting against erosion; performing a variety of special grounds maintenance operations; and maintaining grounds for assemblies, events and/or recreational activities.

This job reports to the Grounds Person III.

Essential Functions

- Analyzes plans, blue prints, sketches, etc. for the purpose of determining the efficient installation of new or upgraded grounds improvement projects.
- Assists in the application of herbicides and pesticides for the purpose of controlling insects and weeds in accordance with established procedures.
- Attends unit meetings, in-service training, workshops, etc. (e.g. safety meetings, etc.) for the purpose of gathering information required to perform job functions.
- Cleans landscaped areas and related items (e.g. storm drains, fields, litter, etc.) for the purpose of preventing flooding and removing hazards.
- Installs small sections of concrete for the purpose of maintaining safe attractive grounds.
- Maintains job related grounds keeping equipment for the purpose of ensuring for the availability of equipment in a safe operating condition.
- Plants a variety of landscaping materials (e.g. lawns, shrubbery, flowers, etc.) for the purpose of keeping the grounds attractive and protecting against erosion.
- Prepares grounds and athletic fields (e.g. fertilizes soil, courtyards, flower beds, chalk fields, paint stripping, etc.) for the purpose of providing adequate, attractive and safe areas for assemblies, recreational activities and/or athletic events.
- Prepares routine documents (e.g. work orders, materials form, etc.) for the purpose of providing written support and/or conveying information.
- Repairs and/or installs irrigation systems and components (e.g. valves, wiring, timers, switches, etc.) for the purpose of ensuring equipment and/or components are in proper working order.
- Requests materials, supplies, equipment and/or support personnel for the purpose of completing assignments in a timely manner.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.
- Transports a variety of tools, equipment, supplies, etc. for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Oversees student workers for the purpose of ensuring student welfare and organizing work assignments.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment used in grounds maintenance including tractors; weed whips; mowers; hand and power tools; etc.; and adhering to safety practices.

KNOWLEDGE is required to perform algebra and/or geometry; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: method of preparing and maintaining various plants; shrubs; lawns; etc.; and safety practices and procedures.

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; meeting deadlines and schedules; working under time constraints; and communicating with diverse groups.

Responsibility

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

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 80% walking, and 10% standing. The job is performed under temperature extremes and under conditions with exposure to risk of injury and/or illness.

Minimum Qualifications

Experience Two years of full time paid experience in yards, landscaping, grounds and gardening maintenance.

Education High School diploma or equivalency.

Required Testing

Pre-employment Proficiency Test
Pre-employment Physical Exam

Certificates

Valid Class A-C CDL (by-assignment)

Continuing Educ./Training

~~Valid Class A CDL (when required)~~

Maintain as needed

FLSA Status

Non- Exempt

Approval Date

Clearances

~~Criminal Justice Fingerprint~~ DOJ/FBI

Background Clearance

TB Clearance

Physical Demands(C)

Salary Range



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: April 10, 2019

Agenda Item:

Discuss and approve the revised classified job description for Human Resource Specialist.

Agenda Placement:

Action

Background:

District administration has recommended changes to the job description of Human Resource Specialist. In reviewing the job description, a change has been made to the Essential Functions, noted in red. The change will bring the job description up to date.

Recommendation:

It is recommended that revised classified job description be approved as presented.

**Madera Unified School District
Classified Job Description**

Human Resource Specialist

Purpose Statement

Under the supervision of the Human Resources Manager; perform a variety of technical human resources duties in support of classified and certificated personnel programs and functions; serve as a resource to MUSD departments and employees regarding designated personnel functions, activities, policies and procedures; prepare, maintain and evaluate a variety of manual and automated personnel files, records and reports. Perform other duties as assigned.

This job reports to the Human Resources Manager.

Essential Functions

- Perform a variety of technical human resources duties in support of classified and certificated personnel programs and functions; process and evaluate a variety of personnel forms, records and reports; assist in resolving personnel-related issues and concerns with discretion and confidentiality, perform duties requiring specialized or extensive knowledge of Human Resources and personnel practices.
- Serve as a technical resource to employees regarding designated personnel functions and related activities; respond to inquiries and provide detailed and technical information concerning related laws, codes, rules, regulations, policies and procedures.
- Input and update a wide variety of personnel data into an assigned computer system; establish and maintain various automated personnel records and files; initiate queries and generate a variety of computerized reports; verify and assure accuracy of input and output data.
- Compile and evaluate a variety of personnel information; prepare and maintain a variety of confidential personnel records, reports and files related to evaluations, status, attendance, salaries, new hires, terminations, **job postings**, and assigned activities according to established policies and procedures.
- Compose a variety of correspondence including inter-office communications, lists, notices, forms, letters, memoranda, contracts and other materials; duplicate and distribute a variety of materials; prepare and disseminate bulk mailings as directed.
- Process new personnel according to established procedures; conduct employee orientations as directed; distribute forms, applications and informational materials; attendance records and evaluations as assigned.
- Verify and update employee salary information including longevity and step placement as assigned. Process employee terminations according to established policies and procedures;

compile related information and purge employee records and files; calculate and forward related information to payroll.

- Communicate with personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns; provide employment verifications as requested; maintain confidentiality of sensitive and privilege information.
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.
- Participate in a variety of other assigned activities such as assisting with special projects, attend and participate in various meetings; staff development workshops and in-services as assigned.
- Assist in the certificated and/or classified layoff activities; determine and enforce personnel standards and practices.
- Conduct research, interpret information, and provide recommendation including, but not limited to legal proceedings, Education Code, labor law, and assist in the development of Human Resources policies and procedures.
- Creates a leave profile, including accrual rates, for newly hired employees and employees being promoted.
- Provide technical assistance in the areas of Human Resources data management system, and other Human Resources related programs and computerized systems.
- Work collaboratively with District and Personnel Commission staff in the coordination of classified employee employment.
- Attend to administrative and clerical details utilizing initiative, problem analysis techniques, good judgment and confidentiality. Assume responsibility and exercise sound judgment.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Skills, Knowledge and Abilities

Skills:

Perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Operate standard office equipment; use pertinent software applications. Microsoft Office suite proficient.

Knowledge of:

Practices and procedures related to classified or certificated personnel; Personnel office functions, practices and procedures. Bargaining unit contracts and salary schedules; Applicable laws, codes, regulations, policies and procedures; data control procedures and data entry operations; policies and objectives of assigned programs and activities; modern office practices, procedures and equipment; record-keeping and report preparation techniques; correct English usage, grammar, spelling, punctuation and vocabulary; operation of a computer and assigned software; oral and written communication skills; interpersonal skills using tact, patience and courtesy; technical aspects of field of speciality; mathematic computations.

Ability to:

Perform a variety of technical human resources duties in support of classified or certificated personnel programs and functions; serve as a technical resource to employees regarding designated personnel functions, activities, policies and procedures; prepare, maintain and evaluate a variety of manual and automated personnel files, records, and reports; learn office organization, operations, policies and objectives; interpret, apply and explain laws codes, rules, regulations, policies and procedures; assist

in resolving personnel-related issues and concerns with discretion and confidentiality; compose correspondence and written materials independently; work independently with little direction; type or input data at an acceptable rate of speed; process new personnel and conduct employee orientations as assigned; process, evaluate and distribute a variety of personnel forms; meet schedules and time lines; make mathematical computations with speed and accuracy; determine appropriate action within clearly defined guidelines; communicate effectively both orally and in writing; establish and maintain cooperative and effective working relationships with others; implement tasks using sound judgment discretion and confidentiality; schedule a number of activities, meetings, and/or events; flexibility is required to work with others in a variety of circumstances; analyze situations accurately and adopt an effective course of action and create action plans; read a variety of manuals, write documents following prescribed formats, and/or present; meet schedules and time lines; plan and organize work; prepare records and reports related to assigned activities; prepare comprehensive narrative and statistical reports; present a positive image of the Madera Unified School District.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: stamina to perform multiple assignments and tasks with many interruptions and deadlines while under a variety of circumstances including critical, intense, or urgent situation; working under stressful situations; hearing and speaking to exchange information and make presentations; dexterity of hands and fingers to operate a computer keyboard; seeing to read a variety of materials; sitting or standing for extended periods of time; occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing; the job is performed in a generally hazard free environment and in a clean atmosphere.

Minimum Qualifications

Experience Four years of increasingly responsible Human Resources experience in support of classified/certificated personnel programs.

Education Two years of college level course work in Human Resources or related field from an accredited college or university.

Required Testing

Pre-employment
Proficiency Test
Pre-employment
Physical exam

Certificates

None specified

Clearances

DOJ/FBI Background
Clearance
TB Clearance
Physical Demands (A)

FLSA Status

Non-Exempt

Approval Date

Salary Range



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: April 10, 2019

Agenda Item:

Discuss and approve the revised classified job description for Maintenance Journeymen.

Agenda Placement:

Action

Background:

District administration has recommended changes to the job description of Maintenance Journeymen. In reviewing the job description; changes have been made to the areas of the Purpose Statement and Clearances. These changes will bring the job description up to date.

Recommendation:

It is recommended that revised classified job description be approved as presented.

REVISED

Madera Unified School District Classified Job Description Maintenance Journeymen

Purpose Statement

The job of Maintenance Journeymen was established for the purpose/s of providing maintenance services with specific responsibility for ensuring 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 job site.

This job reports to ~~Director~~ **the Supervisor** of Maintenance and Operations.

Essential Functions

- Analyzes blue prints, schematics, and drawings for the purpose of determining the efficient installation of new or upgraded systems.
- Fabricates equipment parts for the purpose of meeting specialty needs and/or replacing unavailable parts.
- Informs personnel regarding procedures and/or status of work orders for the purpose of providing information for making decisions, taking appropriate action and/or complying with building and safety regulations.
- Installs a wide variety of materials (e.g. carpet, tile, roofing, metal fabrications, cabinetry, drywall, plumbing, insulation, glass, electrical, masonry, etc.) for the purpose of providing enhancements and/or upgrades.
- Maintains vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.
- Participates in educational seminars and meetings for the purpose of maintaining and upgrading job knowledge, skills and resolutions to safety issues.
- Performs a variety of skilled trade functions (e.g. plumbing, painting, HVAC, carpentry, electrical, etc.) for the purpose of completing projects within established time frames.
- Performs routine and preventive maintenance for the purpose of ensuring the ongoing functioning of facilities.
- Prepares written materials (e.g. repair status, activity logs, etc.) for the purpose of documenting activities and/or conveying information.
- Repairs facilities, equipment and systems for the purpose of ensuring a safe working condition.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

REVISED

Job Requirements

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: performing skilled maintenance involving the carpentry, plumbing and electrical trades; using hand and power tools skillfully and safely; operating a variety of equipment and machinery such as various saws, planes, drill presses, sanders, jack hammers, drills, sandblasters and forklifts; operating a motor vehicles as necessary.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: 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.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: understanding and following oral and written directions; establishing and maintaining effective working relationships with others; analyzing situations accurately and adopting an effective course of action; and maintaining routine records.

Responsibility

Responsibilities include: working under direct 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.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Minimum Qualifications

Experience Two years of experience as a Maintenance Worker; in one or more of the following speciality areas in the fields of: carpentry, plumbing, painting, electrical, HVAC, ventilating systems, alarms, welder, locksmith or as specified.

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

REVISED

Education High School diploma or equivalency.

Required Testing

Pre-employment Proficiency Test

Pre-employment Physical Exam

Certificates

Valid Class C CDL

Continuing Educ./Training

Maintain as needed

Clearances

~~Criminal Justice~~-**DOJ/FBI**

Fingerprint/Background Clearance

TB Clearance

Physical Demands (C)

FLSA Status

Non-Exempt

Approval Date

Salary Range



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: April 10, 2019

Agenda Item:

Discuss and approve the revised classified job description for Maintenance Journeymen - Lead.

Agenda Placement:

Action

Background:

District administration has recommended changes to the job description of Maintenance Journeymen - Lead. In reviewing the job description; changes have been made to the areas of the Purpose Statement and Clearances. These changes will bring the job description up to date.

Recommendation:

It is recommended that revised classified job description be approved as presented.

REVISED

Madera Unified School District Classified Job Description

Maintenance Journeymen - Lead

Purpose Statement

The job of Maintenance Journeymen - Lead was established for the purpose/s of providing maintenance services with specific responsibility for ensuring 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; assigning the work flow of other staff; and ensuring that tools and materials are available at job site.

This job reports to ~~Director~~ **the Supervisor** of Maintenance and Operations.

Essential Functions

- Analyzes blue prints, schematics, and drawings for the purpose of determining the efficient installation of new or upgraded systems.
- Coordinates work flow of other maintenance staff for the purpose of ensuring that tasks are prioritized and assigned according to individual strengths and time availability.
- Fabricates equipment parts for the purpose of meeting specialty needs and/or replacing unavailable parts.
- Informs personnel regarding procedures and/or status of work orders for the purpose of providing information for making decisions, taking appropriate action and/or complying with building and safety regulations.
- Installs a wide variety of materials (e.g. carpet, tile, roofing, cabinetry, drywall, plumbing, insulation, glass, electrical, masonry, etc.) for the purpose of providing enhancements and/or upgrades.
- Maintains vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.
- Oversees outside contractors for the purpose of ensuring the completion of projects in a timely manner and according to specifications.
- Participates in educational seminars and meetings for the purpose of maintaining and upgrading job knowledge, skills and resolutions to safety issues.
- Performs a variety of trade specific functions (e.g. plumbing, painting, HVAC, carpentry, electrical, etc.) for the purpose of completing projects within established time frames.
- Performs routine and preventive maintenance for the purpose of ensuring the ongoing functioning of facilities.
- Prepares written materials (e.g. repair status, activity logs, etc.) for the purpose of documenting activities and/or conveying information.

- Repairs facilities, equipment and systems for the purpose of ensuring a safe working condition.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: performing trade specific journeyman level work involving the carpentry, plumbing and electrical trades; using hand and power tools skillfully and safely; operating a variety of equipment and machinery such as various saws, planes, drill presses, sanders, jack hammers, drills, sandblasters and forklifts; operating a motor vehicles as necessary.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: 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.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: understanding and following oral and written directions; establishing and maintaining effective working relationships with others; analyzing situations accurately and adopting an effective course of action; and maintaining routine records.

Responsibility

Responsibilities include: working under direct 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.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine

finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Minimum Qualifications:

Experience Three years experience as a Maintenance Worker or Maintenance Journeymen; three years of this experience must have been worked in a School district; must perform trade specific journeyman level work involving in one or more of the fields of; ventilating systems, alarms, electrical, carpentry, plumbing, painting, HVAC, welder, locksmith or as specified.

Education High School diploma or equivalency.

Required Testing

Pre-employment Proficiency Test

Pre-employment Physical exam

Continuing Educ./Training

Journeymen Level

Trade Specific

Certificates

Valid Class C CDL

First Aid and CPR Certificate issued by an authorized agency

Clearances

~~Criminal Justice~~ DOJ/FBI

Fingerprint/Background Clearance

TB Clearance

Physical Demands(C)

FLSA Status

Non-Exempt

Approval Date

Salary Range



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: April 10, 2019

Agenda Item:

Consideration to conflict out for upcoming possible litigation – one case.

Agenda Placement:

Action

Background:

The PC office is seeking prior approval for possible litigation – one case. Per Ed Code 45313, the Commission has the authority to conflict out for any possible hearings that may be in conflict with the District.

Recommendation:

It is recommended that the Personnel Commission approve as presented.



**MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
REGULAR MEETING
AGENDA ITEM COVER PAGE**

Meeting Date: April 10, 2019

Agenda Item:

Information on the Personnel Commission Proposed Budget for FY 2019/2020.

Agenda Placement:

Information

Background:

The District Business Office computes the figures for the salaries and benefits to include mandated personnel costs. The figures included in the current proposed budget are based on the following:

The current staff members' salaries include any step increases, longevity amounts projected for the coming year. It is important to note that costs in salaries will increase every year because of step increases. Health & Welfare benefits amounts typically increase 3% on a yearly basis along with an increase cost in CALPERS benefits.

The figures for the discretionary items, such as supplies, dues/membership, software license, etc., were projected based on this year's actual expenses and pre-planning for the 2019/2020 school year. Expenses increased this year due to professional development training and recruitments.

The Commission has requested that staff research and include in the preliminary budget the cost for a full-time Director of Classified Human Resources for the 2019/2020 school year. The current position is funded at 65% and will need to increase by 35%. The PC office would like to bring back on a part-time basis the Administrative Assistant-Department position to support the office functions and assist the Director. This part-time position is important because it will assist with the growth of the department; however, in the near future it will need to become full-time. The Human Resource Department is assisting our office with having these positions approved by both the Superintendent's Executive Cabinet and Board of Trustees.

For next year, the estimated cost for the Director of Classified HR at Full-time 100% salary Range 36, Step 3, \$126,158 and fringe benefits and Health/Welfare benefits cost will be determined. The new part-time position of Administrative Assistant - Department at 18.75 hours/per week (no health benefits) \$30,011 includes fringe benefits (mid-range cost).

This draft budget will allow a starting point for the Commission to discuss the budget and give direction to staff prior to the regular May meeting when a budget is scheduled for adoption. Education Code 45253 requires a budget be prepared by May 30 of each year.

Recommendation:

No action needed. The next regular PC meeting is on May 15, 2018; there is a scheduled public hearing and the adoption of the budget.

Madera Unified School District
TB-Expense Report by Resource

Report On: Finance Budget Development

Non-Restricted & Restricted

Ledger: Expenditure Sub-Ledger

Break Order: Department4>Resource4>Object1

Account Group:

Account Ranges: From

To

01-0 -- - - -5260-00

01-0 -- - - -5260-01

Madera Unified School District
TB-Expense Report by Resource

Department 5260 Merit System

(Pseudo) Account Number	Description	2018-2019	2018-2019	2018-2019	2019-2020
		Adopted Budget	Revised Budget	Activity	Requested Bgt
(290339) 01-0000-0-0000-7110-2900-260-5260-00	Other Classified Salaries	\$1,800.00	\$1,655.00	\$900.00	1,800.00
(230007) 01-0000-0-0000-7400-2300-260-5260-00	Classified Superv & Admin Sal	\$83,729.00	\$83,729.00	\$62,796.96	87,907.00
(230109) 01-0000-0-0000-7400-2390-260-5260-01	Classified Supv Adm Extra Time	\$0.00	\$4,369.00	\$4,368.89	
(240356) 01-0000-0-0000-7400-2400-260-5260-00	Clerical & Office Salaries	\$172,660.00	\$172,660.00	\$129,503.34	174,283.00
(241961) 01-0000-0-0000-7400-2490-260-5260-01	Clerical & Office Extra Time	\$0.00	\$1,120.00	\$1,119.83	1,264.00
Total	Object 2000: Classified Personnel	\$258,189.00	\$263,533.00	\$198,689.02	\$265,254.00
(334900) 01-0000-0-0000-7110-3302-260-5260-00	Social Security Classified	\$112.00	\$103.00	\$55.80	112.00
(334901) 01-0000-0-0000-7110-3312-260-5260-00	Medicare - Classified	\$26.00	\$24.00	\$13.07	26.00
(353007) 01-0000-0-0000-7110-3502-260-5260-00	Unemployment - Classified	\$1.00	\$1.00	\$0.00	1.00
(363021) 01-0000-0-0000-7110-3602-260-5260-00	Workers Comp - Classified	\$30.00	\$29.00	\$16.09	32.00
(372616) 01-0000-0-0000-7110-3702-260-5260-00	Retiree H&w Benefits Classified	\$219.00	\$18.00	\$11.70	23.00
(320028) 01-0000-0-0000-7400-3202-260-5260-00	Pers Classified	\$46,309.00	\$46,309.00	\$34,733.34	54,273.00
(322869) 01-0000-0-0000-7400-3202-260-5260-01	Pers Classified	\$0.00	\$202.00	\$202.26	
(330037) 01-0000-0-0000-7400-3302-260-5260-00	Social Security Classified	\$15,896.00	\$15,896.00	\$11,656.33	16,256.00
(3311042) 01-0000-0-0000-7400-3302-260-5260-01	Social Security Classified	\$0.00	\$340.00	\$340.30	78.00
(330139) 01-0000-0-0000-7400-3312-260-5260-00	Medicare - Classified	\$3,718.00	\$3,718.00	\$2,726.05	3,802.00
(3311043) 01-0000-0-0000-7400-3312-260-5260-01	Medicare - Classified	\$0.00	\$80.00	\$79.58	18.00
(340052) 01-0000-0-0000-7400-3402-260-5260-00	Health & Welfare Classified	\$64,615.00	\$68,828.00	\$46,918.96	70,893.00
(350072) 01-0000-0-0000-7400-3502-260-5260-00	Unemployment - Classified	\$128.00	\$128.00	\$94.05	131.00

Madera Unified School District
TB-Expense Report by Resource

Department 5260 Merit System

(Pseudo) Account Number	Description	2018-2019	2018-2019	2018-2019	2019-2020
		Adopted Budget	Revised Budget	Activity	Requested Bgt
(356654) 01-0000-0-0000-7400-3502-260-5260-01	Unemployment - Classified	\$0.00	\$3.00	\$2.73	1.00
(360072) 01-0000-0-0000-7400-3602-260-5260-00	Workers Comp - Classified	\$4,236.00	\$4,587.00	\$3,363.45	4,691.00
(366694) 01-0000-0-0000-7400-3602-260-5260-01	Workers Comp - Classified	\$0.00	\$98.00	\$98.19	21.00
(370060) 01-0000-0-0000-7400-3702-260-5260-00	Retiree H&w Benefits Classified	\$4,536.00	\$3,333.00	\$2,689.41	3,408.00
(376291) 01-0000-0-0000-7400-3702-260-5260-01	Retiree H&w Benefits Classified	\$0.00	\$81.00	\$80.98	16.00
Total	Object 3000: Employee Benefits	\$139,826.00	\$143,778.00	\$103,082.29	\$153,782.00
(430938) 01-0000-0-0000-7400-4300-260-5260-00	Supplies	\$8,728.00	\$6,538.00	\$5,941.65	6,530.00
(441408) 01-0000-0-0000-7400-4485-260-5260-00	Computer Hardware (\$500-\$5,000)	\$0.00	\$1,590.00	\$0.00	
Total	Object 4000: Books And Supplies	\$8,728.00	\$8,128.00	\$5,941.65	\$6,530.00
(520248) 01-0000-0-0000-7400-5200-260-5260-00	Travel And Conference	\$7,000.00	\$8,683.00	\$7,598.43	8,000.00
(530023) 01-0000-0-0000-7400-5300-260-5260-00	Dues & Memberships	\$5,000.00	\$5,000.00	\$4,307.00	5,000.00
(560506) 01-0000-0-0000-7400-5650-260-5260-00	Maintenance Contracts	\$1,000.00	\$1,000.00	\$500.00	500.00
(570392) 01-0000-0-0000-7400-5715-260-5260-00	Duplicatinge-D/C Trf Of Svcs	\$500.00	\$500.00	\$99.10	300.00
(580644) 01-0000-0-0000-7400-5800-260-5260-00	Outside Contracted Services	\$6,500.00	\$4,399.00	\$1,769.60	2,000.00
(580650) 01-0000-0-0000-7400-5840-260-5260-00	Legal	\$5,000.00	\$3,000.00	\$3,000.00	3,000.00
(580078) 01-0000-0-0000-7400-5870-260-5260-00	Advertisement	\$500.00	\$2,211.00	\$2,211.38	2,500.00
(583070) 01-0000-0-0000-7400-5885-260-5260-00	Computer Hardware/Software Maintenance & License	\$8,500.00	\$8,500.00	\$8,433.75	13,500.00
Total	Object 5000: Oth Operating Expend	\$34,000.00	\$33,293.00	\$27,919.26	\$34,800.00
Total	Resource 0000: Unrestricted-General Purpose	\$440,743.00	\$448,732.00	\$335,632.22	\$460,366.00

**Madera Unified School District
TB-Expense Report by Resource**

Department 5260 Merit System

(Pseudo) Account Number	Description	2018-2019	2018-2019	2018-2019	2019-2020
		Adopted Budget	Revised Budget	Activity	Requested Bgt

Total	Department 5260: Merit System	\$440,743.00	\$448,732.00	\$335,632.22	\$460,366.00
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Principal/Department Head: _____

Program Administrator: _____

Accounting Technician: _____ Revenue Account: _____
