

In accordance with [Assembly Bill 361 \(2021-2022\)](#), this meeting will be held via Zoom, a cloud-based video conference in which Commissioners, staff and the public can join via a link or by phone as listed below on the agenda. It is advisable to test your electronic devices to ensure you are able to access the link. If you have concerns or issues accessing the link prior to this meeting, email [marysiegl@maderausd.org](mailto:marysiegl@maderausd.org) by 3:00 pm on Sunday, August 7, 2022.

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

**AGENDA**  
**Regular Meeting**  
**Monday, August 8, 2022**

**4:30 PM Public Meeting**

**Join Zoom Meeting**  
<https://maderausd.zoom.us/j/87832641851>  
**Meeting ID: 878 3264 1851**  
**One tap mobile**  
**+16694449171, 87832641851# US**

**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, you may do so in two ways:

- Prior to the meeting: you may email your comments to [marysiegl@maderausd.org](mailto:marysiegl@maderausd.org) at least 24 hours prior to the meeting. Include your full name and city of residence and public comment in your email. Your comment will be read during this portion of the meeting.
- While in the Zoom meeting:
  1. Click on the **Participants** icon located at the bottom of the screen.
  2. On the new window, click on the Raise Hand icon and wait for your name to be called.
  3. State your name and city of residence prior to your comment.

**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 the minutes from Wednesday, July 13, 2022, Regular Meeting

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

1. Accounting Technician V – Open/Competitive
2. Administrative Assistant II – Open/Competitive & Promotional
3. Behavior Analyst - Open/Competitive
4. Library Media Technician-Elementary -Open/Competitive
5. Personnel Specialist - Open/Competitive
6. Registrar High School – Open/Competitive & Promotional
7. Special Services Technician – Open/Competitive
8. Transportation Dispatcher – Promotional
9. Transportation Router - Promotional

**5. New Business**

- A. Consideration to continue to hold the Personnel Commission's Board public meeting via teleconferencing in September 2022 to safeguard the health of attendees amid the emergency of the COVID-19 Pandemic
- B. Discuss and approve the revised job description for Human Resource Officer
- C. Discuss and approve the new job description and salary survey recommendation for Director of Communications
- D. Discuss and approve the new job descriptions and salary survey recommendations for Director of Communications and Director of Continuous Improvement

**6. Informational and Reports**

- A. Director's Report
- B. Commissioner's Report

**7. Next Regular Personnel Commission Meeting**

Wednesday, August 24, 2022 at 4:30 pm  
Madera Unified School District Office –Virtually through Zoom  
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 294 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:** August 8, 2022

**Agenda Item:**

Consideration and approval of the Minutes from July 13, 2022 Regular Meeting

**Agenda Placement:**

Consent

**Background:**

Approval of Minutes from the Regular Meeting of July 13, 2022.

**Recommendation:**

It is recommended that the Personnel Commission approve the Minutes from July 13, 2022 Regular Meeting.

**Minutes Record of MUSD Personnel Commission Meeting  
Regular Meeting held on Wednesday, July 13, 2022 at 4:30 PM**

The Personnel Commission of the Madera Unified School District convened at a Special Board Meeting via Zoom, a cloud-based video communication, on Wednesday, July 13, 2022 at 4:30 p.m.

**Roll Call**

Philip Janzen, Personnel Commission Chair

David Hernandez, Personnel Commissioner Vice-Chair

Fran Wheat, Personnel Commissioner

Isabel Barreras, Director Classified Human Resources

Mary Siegl, Personnel Specialist Lead

Vicky Zamora, CSEA 1<sup>st</sup> Vice-President

Lucy Osuna, on behalf of Assistant Superintendent of HR, Joseph Aiello

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**1. Call to Order of Public Meeting Pledge of Allegiance, Opening and Acknowledgement of Visitors and Media**

- Commissioner Wheat called the meeting to order at 4:30 pm.
- Commissioner Wheat led the flag salute.

**2. Adoption of Agenda**

- It was moved by Commissioner Hernandez and seconded by Commissioner Janzen to approve the adoption of the agenda. MOTION NO. 01-2022/23.

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

**3. Communications**

- No comments were made.

**4. Consent Agenda**

- It was moved by Commissioner Hernandez and seconded by Commissioner Janzen to approve the Consent Agenda. MOTION NO. 02-2022/23.

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

**5. New Business**



**A. Consideration to continue to hold the Personnel Commission's Board public meeting via teleconferencing in August 2022 to safeguard the health of attendees amid the emergency of the COVID-19 Pandemic.**

- It was moved by Commissioner Hernandez and seconded by Commissioner Janzen to approve the continuance of holding the Personnel Commission's Board public meeting via teleconferencing in August 2022. MOTION NO. 03-2022/23.

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

**B. Discuss and approve the revised job classification description and salary survey for Student Mentor- Robotics (Supplemental Help)**

- Director Barreras presented the revised job description for Student –Mentor Robotics (Supplemental Help) The job description was revised to include the hourly pay rate.
- It was moved by Commissioner Hernandez and seconded by Commissioner Janzen to approve to the revised job description for Student Mentor- Robotics (Supplemental Help) to include the hourly rate of \$33.00 per hour. MOTION NO. 04-2022/23, DOC NO. 01-2022/23.

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

**6. Information and Reports**

**A. Director's Report**

- Director Barreras reported a Phase III update of the Classification Study.
- The MUSD Core Staffing list 2.0 was approved on June 28th. There will be an additional 40 FTEs positions to fill. This includes an additional 6 new job descriptions that will need to be created. Therefore, we continue to be heavily impacted by recruitments, filling open vacancies, and new position for next school year.
- We had to extend the PC Specialist recruitment due to an insufficient qualified pool of candidates.
- MUSD is conducting an official launch for the 2022 Student Champion Course for both classified and certificated employees. All classified employees will report on August 1<sup>st</sup> to Torres HS for a full day of training beginning with a continental breakfast and a general session. This is a mandatory training.
- Director Barreras received a letter of commendation from Superintendent Lile for appreciation on a job well done with the classified conference. All conference committee members received a letter as well.

**B. Commissioner's Report**

- Commissioner Hernandez reported that he recently had completed the Merit Academy. He found the information provided very valuable, relevant and

appreciated the opportunity to learn more about the Merit System. Commissioner Hernandez said that the letter Superintendent Lile sent over was nice and meaningful. This is a representation of the committee that Director Barreras has put together. People believe in what we are doing for the classified.

- Commissioner Wheat congratulated Ana Perez in her new position.

**7. Next Regular Personnel Commission Meeting**

- Monday, August 8, 2022 at 4:30 pm  
Madera Unified School District Office –Virtually through Zoom  
1902 Howard Road  
Madera, California 93637

**8. Suggested Future Agenda Items**

- None were suggested.

**9. Adjournment**

- Commissioner Wheat adjourned the meeting at 4:58 pm.



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Isabel Barreras, Director of Classified HR

Date: July 27, 2022



## **MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

### **REGULAR MEETING AGENDA ITEM COVER PAGE**

**Meeting Date:** August 8, 2022

**Agenda Item:**

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

**Agenda Placement:**

Consent

**Background:**

Eligibility Lists has 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 – Open/Competitive
2. Administrative Assistant II – Open/Competitive & Promotional
3. Behavior Analyst - Open/Competitive
4. Library Media Technician-Elementary -Open/Competitive
5. Personnel Specialist - Open/Competitive
6. Registrar High School – Open/Competitive & Promotional
7. Special Services Technician – Open/Competitive
8. Transportation Dispatcher – Promotional
9. Transportation Router - Promotional

**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:** August 8, 2022

**Agenda Item:**

Consideration to continue to hold the Personnel Commission's Board public meeting via teleconferencing in September 2022 to safeguard the health of attendees amid the emergency of the COVID-19 Pandemic

**Agenda Placement:**

Action

**Background:**

On March 4, 2020, Governor Gavin Newsom proclaimed a State of Emergency in California due to the COVID-19 pandemic. This declaration remains active.

On March 17, 2020, the governor issued Executive Order N-29-20, which authorized the holding of public meetings via teleconferencing during the pandemic and suspended requirements of the Bagley-Keen Act and the Brown Act that members of a legislative body and the public be present in person.

Since April 16, 2020, public meetings of the Personnel Commission Board have been held via online video conferencing due to pandemic health concerns.

On June 11, 2021, the governor issued Executive Order N-08-21, which set an ending of September 30, 2021, to the public meeting rules in Executive Order N-29-20.

On September 16, 2021, the governor signed Assembly Bill (AB) 361 (2021-2022), which enables teleconferencing for public meetings during a proclaimed state of emergency under certain conditions. AB 361 will sunset on January 1, 2024.

The state and county departments of Public Health publicly report local COVID-19 data and only 53.9% of all eligible Madera County resident have been fully vaccinated for COVID-19 (as of July 25). Holding public in-person meetings in May could thus pose a potential health risk to the public.

Given the situation stated above, it seems our district's circumstances would satisfy the requirements of the state to hold public meetings via teleconferencing in May. The Personnel Commission will need to review this decision and make findings every 30 days regarding the need to meet via teleconferencing.

**Recommendation:**

The Personnel Commission discuss and consider holding their Personnel Commission's Board public meeting via teleconferencing in September 2022 to safeguard the health of attendees amid the emergency of the COVID-19 Pandemic.





## **MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

### **REGULAR MEETING AGENDA ITEM COVER PAGE**

**Meeting Date:** August 8, 2022

**Agenda Item:**

Discuss and approve the revised job description for Human Resource Officer

**Agenda Placement:**

Action

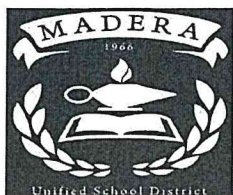
**Background:**

District Administration has presented the Personnel Commission with revisions to the job description of Human Resource Officer which is currently vacant. The proposed additions are highlighted in blue with strike out language highlighted in red throughout the body of the job description. We recently ran a recruitment back in June 2022, however, we have had a difficult time finding qualified applicants. Changes were also made to the minimum requirements so that we can attract the most highly qualified pool of applicants. The PC will go out for recruitment as soon as possible in order to fill the vacancy in the Human Resources Department.

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 which 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:**

It is recommended that the Personnel Commission approve the revised job description for the Human Resource Officer.



**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO. ##-####/##  
DOCUMENT NO. ##-####/##  
DATED Mo/Da/Year

**CURRENT TITLE: HUMAN RESOURCE OFFICER**

**DEPARTMENT/SITE:** Human Resources

**SALARY SCHEDULE:** Classified Management

**SALARY RANGE:** 29 per 2020/2021 Schedule

**WORK YEAR:** 12 Months (261 Days)

**REPORTS TO:** Assistant Superintendent of  
Human Resources

**FLSA:** Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Assistant Superintendent of Human Resources, the Human Resources Officer plans, manages, and coordinates the human resources services for classified and certificated employees of the District. Incumbent performs highly complex, administrative, and strategic work with responsibility for areas including, but not limited to, the interactive process, employee discipline/investigations, system software evaluation, professional development, and position control. The incumbents in this classification provide the school community with human resources services which directly supports student learning and achievement.

**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.*

- Advises administrators, supervisors, and others regarding proper supervisory techniques and strategies for improving employee performance.
- Assists in developing and implementing an employee recruitment and retention plan.
- Assists with Position Control functions as needed.
- Assists with processing recommendations for termination of employment and assembling substantiating information for dismissal of employees.
- Assists with the training of administrators and department leaders in the progressive discipline process.
- Conducts research, interprets information, and provides recommendations/reports to the Assistant Superintendent of Human Resources, including, but not limited to, legal proceedings, Education Code, labor law, collective bargaining agreements, other confidential matters, and assists in the development of Human Resources policies and procedures.
- Coordinates and ensures integrity of assigned certificated recruitment and hiring processes including screening applicants, developing interview questions, compiling oral interview results and other related duties.
- Coordinates and facilitates all Interactive Process meetings; records notes and creates a detailed document of the outcome of the meetings; follows through with employee work restrictions and safe return-to-work assignments.
- Coordinates the grievance procedures and acts as liaison with outside counsel concerning aspects of grievance procedures and processing.
- Counsels with administrators and employees to resolve complaints, differences, and sensitive matters related to Human Resources; conducts investigations as needed.



- Develops and administers a program for providing qualified substitute service to schools.
- Interprets human resources policies, practices, procedures and legal regulations as they relate to human resources; serves as a resource in these areas for administrators, employees, and applicants.
- Meets with probationary teachers annually to review credential requirements and to ensure they are on track to obtain the appropriate certification by the following school year.
- Oversees the technology, human resources information systems, and related data entry processes utilized with the Human Resources (HR) Department; acts as the resident expert of all Human Resource Information Systems (HRIS) software and provides training to HR staff.
- Prepares a variety of reports (e.g., EEOC5, CTA seniority lists, employee years of service, Elementary-Secondary Staff Information) to ensure compliance, accuracy, and timeliness.
- Provides highly responsible and complex staff assistance to the Assistant Superintendent of Human Resource.
- Represents the District at unemployment insurance hearings as directed.
- Represents the Human Resources Department as a member of the Classified Professional Development Committee.
- Reviews discipline recommendations to determine if documentation is sufficient to support the recommendation; conducts administrative review of discipline by meeting with management, employees, and union representatives.
- Takes responsibility for the coordination, supervision, and general direction of Human Resources operations and personnel in the absence of the Assistant Superintendent of Human Resources.
- Verifies employee completion of annual mandated Board Policy trainings.
- Works in collaboration with the Assistant Superintendent of Human Resource on resolving legal and confidential personnel issues.
- Works in collaboration with the Personnel Commission as it relates to the classified services.
- 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:**

- Planning, organization, and direction of the Human Resources services
- Applicable sections of the California Education Code, Merit System, and other applicable laws, codes, regulations, policies, and procedures related to public human resources/personnel administration
- Principles and practices of collective bargaining and labor relations
- Professional and legal methods of recruitment and selection, employee relations, and classification
- Legal mandates, policies, regulations, and operational procedures and guidelines pertaining to personnel management functions and activities
- Principles and practices of administration, supervision, and training
- Public speaking techniques
- Methodologies and evaluation methods and techniques utilized in monitoring systems, procedures, and policies
- Research and development strategies, processes, and techniques
- English usage, spelling, punctuation, grammar, and business writing
- Professional oral and written communication skills

### **Skills and Abilities to:**

- Plan, develop, organize, implement, control, and direct a variety of human resources programs

and services

- Understand and apply the California Education Code, Merit System Rules, board policy, administrative regulations, and collective bargaining agreements
- Prepare and make clear and concise written and oral reports
- Train, supervise, and evaluate the performance of assigned staff
- Utilize interpersonal skills using tact, patience, and courtesy
- Communicate effectively both orally and in writing
- Utilize organization development process skills such as meeting management, decision-making, problem solving, and conflict management
- Interpret, apply, and explain rules, regulations, policies, and procedures
- Establish and maintain effective working relationships with others and contribute to a positive work environment
- Present a positive image of the Madera Unified School District
- Operate a computer and assigned office equipment
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines; plan and organize
- Work independently with little direction
- Prepare comprehensive narrative and statistical reports
- Direct the maintenance of a variety of reports and files related to assigned activities

#### **RESPONSIBILITY:**

Responsibilities include working under limited supervision following standardized practices and/or methods; providing information and /or advising others; and operating within a defined budget. Utilization of some resource 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 time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

#### **EDUCATION REQUIRED:**

Bachelor's degree in education, public administration, human resources management, business, or other related field from an accredited college or university.

*A Master's degree in the field of education, public administration, human resources management, business or a closely related field from an accredited college or university is preferred.*

#### **EXPERIENCE REQUIRED:**

Five (5) years of broad and increasingly responsible management-level Human Resources experience in an educational setting.

#### **OR**

Three (3) years of successful administrative experience as a site administrator or higher in a school district of at least 10,000 students.

#### **LICENSE(S) REQUIRED:**

- Valid, current California Driver's License to conduct business for the Human Resources Department and the District.

MUSD BOARD APPROVED: Month da, Year MOTION NO. ##-####/## DOCUMENT NO. ##-####/##
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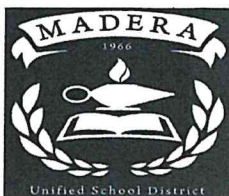
**CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After 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)

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Generally, the job requires extensive sitting, with some walking and standing
- Lifting, carrying, pushing, and/or pulling files and other office objects
- Stooping/crouching, reaching/handling, bending at the waist, kneeling, reaching, handling or crouching to retrieve and store materials
- Dexterity of hands and fingers to operate a computer keyboard and maintain paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read documents and computer screen



**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO. ##-####/##  
DOCUMENT NO. ##-####/##  
DATED Mo/Da/Year

**CURRENT TITLE: HUMAN RESOURCE OFFICER**

**PROPOSED TITLE: XX**

**DEPARTMENT/SITE:** Human Resources

**SALARY SCHEDULE:** Classified Management

**SALARY RANGE:** 29 per 2020/2021 Schedule

**WORK YEAR:** 12 Months (261 Days)

**REPORTS TO:** Assistant Superintendent of  
Human Resources

**FLSA:** Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Assistant Superintendent of Human Resources, the Human Resources Officer plans, manages, and coordinates the human resources services for classified and certificated employees of the District. Incumbent performs highly complex, administrative, and strategic work with responsibility for areas including, but not limited to, the interactive process, employee discipline/investigations, system software evaluation, professional development, and position control. The incumbents in this classification provide the school community with human resources services which directly supports student learning and achievement.

**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.*

- Provides highly responsible and complex staff assistance to the Assistant Superintendent of Human Resource Officer.
- Coordinates and facilitates all Interactive Process meetings; records notes and creates a detailed document of the outcome of the meetings; follows through with employee work restrictions and safe return-to-work assignments.
- Oversees the technology, human resources information systems, and related data entry processes utilized with the Human Resources (HR) Department; Acts as the resident expert of all human Resource information systems (HRIS) software and provides training to HR staff.
- Coordinates and ensures integrity of assigned certificated recruitment and hiring processes including; screening including screening applicants, developing interview questions, compiling oral interview results and other related duties.
- Counsels with administrators and employees to resolve complaints, differences, and sensitive matters related to Human Resources; conducts investigations as needed.
- Works in collaboration with the Chief Assistant Superintendent of Human Resource Officer on resolving legal and confidential personnel issues.
- Coordinates the grievance procedures and acts as liaison with the legal office outside counsel concerning aspects of grievance procedures and processing.
- Reviews discipline recommendations to determine if documentation is sufficient to support the recommendation; conducts administrative review of discipline by meeting with management, employees, and union representatives.



- Advises administrators, supervisors, and others regarding proper supervisory techniques and strategies for improving employee performance.
- ~~Verify~~ Verifies employee completion of annual mandated Board Policy trainings.
- Interprets human resources policies, practices, procedures and legal regulations as they related to human resources; serves as a resource in these areas for administrators, employees, and applicants.
- Represents the District at unemployment insurance hearings as directed.
- Assists with Position Control functions as needed.
- Works in collaboration with the Personnel Commission as it relates to the classified services.
- ~~Coordinate personnel services between Human Resources, Position Control, and the Business Office on matters affecting pay or benefits.~~
- Assists with processing recommendations for termination of employment and assembling substantiating information for dismissal of employees.
- Represents the Human Resources Department as a member of the Classified Professional Development Committee.
- Assists with the training of administrators and department leaders in the progressive discipline process.
- Conducts research, interprets information, and provides recommendations/reports to the ~~Chief Officer of Assistant Superintendent of~~ Human Resources, including, but not limited to, legal proceedings, Education Code, labor law, collective bargaining agreements, other confidential matters, and assists in the development of Human Resources policies and procedures.
- ~~Train, assign, or lead the work of assigned personnel; complete or provide input into the performance evaluations; participate in the recruitment/selection as needed.~~
- Assists in developing and implementing an employee recruitment and retention plan.
- Develops and administers a program for providing qualified substitute service to schools.
- Takes responsibility for the coordination, supervision, and general direction of Human Resources operations and personnel in the absence of the ~~Chief Assistant Superintendent of Human Resources Officer, responsible for the coordination, supervision, and general direction of the Human Resources operations and personnel.~~
- Meets with probationary teachers annually to review credential requirements and to ensure they are on track to obtain the appropriate certification by the following school year.
- Prepares a variety of reports (e.g., EEOC5, CTA seniority lists, employee years of service, Elementary-Secondary Staff Information) to ensure compliance, accuracy, and timeliness.

#### **OTHER FUNCTIONS**

- ~~Performs other duties as assigned which are related, or logical in assignment to the position.~~
- 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:**

- Planning, organization, and direction of the Human Resources services.
- Applicable sections of the California Education Code, Merit System, and other applicable laws, codes, regulations, policies, and procedures related to public human resources/personnel administration.
- Principles and practices of collective bargaining and labor relations.
- Professional and legal methods of recruitment and selection, employee relations, and classification.
- Legal mandates, policies, regulations, and operational procedures and guidelines pertaining to personnel management functions and activities.

- Principles and practices of administration, supervision, and training-
- Public speaking techniques-



- Methodologies and evaluation methods and techniques utilized in monitoring systems, procedures, and policies.
- Research and development strategies, processes, and techniques.
- English usage, spelling, punctuation, grammar, and business writing.
- ~~Budget preparation and control.~~
- Professional Oral and written communication skills.
- ~~Interpersonal skills using tact, patience, and courtesy.~~

#### **Skills and Abilities to:**

- Plan, develop, organize, implement, control, and direct a variety of human resources programs and services.
- Understand and apply the California Education Code, Merit System Rules, board policy, administrative regulations, and collective bargaining agreements.
- Prepare and make clear and concise written and oral reports.
- Train, supervise, and evaluate the performance of assigned staff.
- Utilize interpersonal skills using tact, patience, and courtesy.
- Communicate effectively both orally and in writing.
- Utilize organization development process skills such as meeting management, decision-making, problem solving, and conflict management.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Establish and maintain effective working relationships with others and contribute to a positive work environment.
- Present a positive image of the Madera ~~County Superintendent of Schools~~ Unified School District.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines; plan and organize.
- Work independently with little direction.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned activities.

#### **RESPONSIBILITY:**

Responsibilities include working under limited supervision following standardized practices and/or methods; providing information and /or advising others; and operating within a defined budget. Utilization of some resource 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 time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

#### **EDUCATION REQUIRED:**

Bachelor's degree in education, public administration, human resources management, business, or other related field from an accredited college or university.

*A Master's degree in the field of education, public administration, human resources management, business or a closely related field from an accredited college or university is preferred. may be substituted for one (1) year of work experience.*

**EXPERIENCE REQUIRED:**

Five (5) years of broad and increasingly management-level Human Resources work experience in Human Resources an educational setting, with a minimum of three (3) years of work experience in a management level position.

OR

Three (3) years of successful administrative experience as a site administrator or higher in a school district of at least 10,000 students.

**LICENSE(S) REQUIRED:**

- Valid, current California Driver's License to conduct business for the Human Resources Department and the District.

**CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After 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)

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Generally, the job requires extensive sitting, with some walking and standing
- Lifting, carrying, pushing, and/or pulling files and other office objects
- Stooping/crouching, reaching/handling, bending at the waist, kneeling, reaching, handling or crouching to retrieve and store materials
- Dexterity of hands and fingers to operate a computer keyboard and maintain paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read documents and computer screen

• ~~Xxx-Bullet list without periods~~

• ~~Xxx~~

• ~~Xxx~~

~~The usual and customary methods of performing the job's 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 in a generally clean and healthy environment.~~





**MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**REGULAR MEETING  
AGENDA ITEM COVER PAGE**

**Meeting Date:** August 8, 2022

**Agenda Item:**

Discuss and approve the new job description and salary survey recommendation for Supervisor - Payroll

**Agenda Placement:**

Action

**Background:**

District Administration has brought forward the request to create a new job description with a proposed title of Supervisor-Payroll. This position is under the general direction of the Chief Financial Officer, the Supervisor of Payroll plans, organizes, supervises assigned staff and participates in the efficient and timely preparation of the District payroll to provide timely delivery of high quality services; ensure maintenance and accuracy of comprehensive payroll records; provide clear expectations of assigned staff. Operates as the subject matter expert and escalation point to resolve issues and continuously look for improvements in the operational processes and designs and implements those initiatives. The incumbent will provides leadership and guidance by training, coordinating, reviewing and assisting the evaluation of staff and maintain a high level of customer service for the department. This classification will also help to create a career ladder pathway for this department.

**Salary Survey**

A salary survey, attached, was conducted by using the following school districts as an external market for comparison: Central USD, Clovis USD, Elk Grove USD, Fresno USD, Hayward USD, Merced City SD, Sanger USD, Stockton USD, Twin Rivers USD and Visalia USD. Ten districts were used but in total, only seven districts were considered for a reasonable match. Therefore, the recommendation of Range 10 of the Classified Supervisory Salary Schedule is being recommended to maintain the internal alignment with other classes.

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 which state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees.

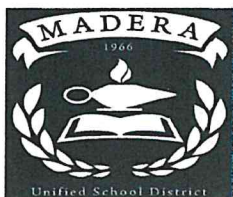
**Recommendation:**

It is recommended that the Personnel Commission approve the new job description of Supervisor - Payroll and salary recommendation as listed on the table below.

<b><u>JOB CLASS TITLE</u></b>	<b><u>NEW OR REVISED</u></b>	<b><u>SALARY RANGE RECOMMENDATION</u></b>
Supervisor - Payroll	New	SR 10 (\$77,360 – \$98,700) on the 2022/2023 Classified Supervisory Salary Schedule

**Attachments:**

Job Class Description: Supervisor – Payroll and Salary Comparison Survey



**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO. ##-####/##  
DOCUMENT NO. ##-####/##  
DATED Mo/Da/Year

**PROPOSE TITLE: SUPERVISOR - PAYROLL**

**DEPARTMENT/SITE:** Business Department

**SALARY SCHEDULE:** Classified Supervisory

**SALARY RANGE:** TBD

**WORK YEAR:** 12 Months (261 Days)

**REPORTS TO:** Chief Financial Officer

**FLSA:** Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Chief Financial Officer, the Supervisor of Payroll plans, organizes, supervises assigned staff and participates in the efficient and timely preparation of the District payroll to provide timely delivery of high-quality services; ensure maintenance and accuracy of comprehensive payroll records; provide clear expectations of assigned staff. Operates as the subject matter expert and escalation point to resolve issues and continuously look for improvements in the operational processes and designs and implements those initiatives. The incumbent will provides leadership and guidance by training, coordinating, reviewing and assisting the evaluation of staff and maintain a high level of customer service for the department.

**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 auditors for the purpose of providing supporting documentation and/or information on internal process that is required for audit.
- Ensures all timelines are met to provide accurate and timely delivery of high-quality services to all sites, departments, and all employees within the District.
- Ensures all payroll facilities, equipment work as expected.
- Ensures compliance with a variety of laws, regulations, established procedures and District policies concerning payroll processing and compensation.
- Ensures maintenance and accuracy of District payroll records; monitors maintenance of mailing lists, files and records.
- Ensures team members acquire necessary skills and performance attributes, in line with business development needs.
- Evaluates the District automated payroll system; troubleshoot and resolve data discrepancies, incorrect coding and equipment malfunctions.
- Interprets day-to-day business objectives and preparation/execution of operational practices.
- Maintains a variety of payroll information, files and records for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Participates and attends staff and District meetings as required; conduct payroll staff meetings; interprets directives and communicates to payroll staff.
- Plans, organizes, supervises and participates in the efficient and timely preparation of District payroll; establish priorities and direct staff to ensure timely and efficient payroll completion.
- Provides accurate information and timely assistance for the preparation of a variety of payroll related



reports; prepares annual payroll reports.

- Process and records specialized payroll transactions and related services; process paperwork on retired and terminated employees.
- Provides clear training, direction, supervision, and evaluates all assigned staff.
- Provides technical expertise and respond to questions or complaints from employees regarding interpretation of laws, bargaining agreements, rules, and regulations governing District payrolls.
- Provides excellent customer service and communicates with District personnel to obtain and provide information, resolve discrepancies and correct errors in a timely manner.
- Reconciles payroll account balances for the purpose of maintaining accurate account balances and complying with established payroll practices.
- 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:**

- Effective research-based strategies, theories, techniques, and methods of instruction, public Current policies and procedures involved in preparation, verification, maintenance and processing of District payrolls
- Principles of accounting, bookkeeping and financial record-keeping District and County payroll procedures
- Applicable sections of State Education Code and other applicable laws Financial and statistical record-keeping techniques
- Principles and practices of supervision, training and providing work direction Technical aspects of field of specialty
- Interpersonal skills using tact, patience and courtesy
- Correct English usage, grammar, spelling, punctuation and vocabulary
- District organization, operations, policies, contract bargaining agreements, objectives and goals

#### **Skills and Abilities to:**

- Plan, organize and direct the work activities and special projects of an assigned Payroll area(s) Interpret, apply, and explain laws, procedures and regulations pertaining to payroll procedures and policies
- Maintain accurate and interrelated financial, payroll and related records Add, subtract, multiply and divide quickly and accurately
- Work confidentially and independently with little direction and many interruptions
- Establish and maintain cooperative and effective working relationships with a diverse range of people
- Analyze situations accurately and adopt an effective course of action Plan and organize work to meet schedules and timelines
- Train, supervise, evaluate, provide clear expectations and regularly support professional growth
- Communicate, understand and follow both oral and written directions effectively Operate computer and other office equipment
- Learn new or updated computer systems/programs or skills to apply to current work
- Communicate, understand, and follow both oral and written directions effectively
- Communicate using patience and courtesy in a manner that reflects positively on the organization
- Assist in sustaining and monitoring the financial viability of the district actively participate in meeting District goals and outcomes
- Apply integrity and trust in all situations

### **RESPONSIBILITY:**

Includes working under general direction using advanced techniques and routines; managing projects and programs, supervising, leading, guiding, and/or coordinating assigned staff. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to have 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:**

An Associate Arts Degree from an accredited college or university with a major in business administration, accounting, bookkeeping or a closely related field.

**OR**

High School Diploma or equivalent **and** completion of the Payroll Essentials Professional Training or other Payroll Professional Training through the California Association of School Business Officials (CASBO).

**EXPERIENCE REQUIRED:**

Five (05) years of increasingly responsible experience with complex payroll /accounting and including supervision and training of others is required. School district experience is preferred.

**LICENSE(S) REQUIRED:**

- Valid, current California Driver's License to drive a vehicle among District sites and to attend conferences, seminars, workshops, and other trainings away from the District.

**CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After 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)

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Work is primarily indoors and requires sitting for extended periods
- Occasional contact with dissatisfied individuals
- Lift and move equipment and other objects weighing up to 35 pounds
- Dexterity of hands and fingers to operate a computer keyboard or other office equipment and to maintain paper files and documents
- Use hands and fingers to grasp, hold, and manipulate objects
- Kneeling, bending at the waist, sitting, squatting
- Hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and computer screen
- Operation of a personal vehicle, and occasional operation of a District vehicle, to travel within and outside the District for meetings, training sessions, and assisting staff at school sites



## Madera USD - Supervisor-Payroll Salary Comparison Survey

DISTRICT (Grades) Enrollment	JOB CLASS TITLE	EDUCATION	EXPERIENCE	SR (Salary Range) Step 1 (annual)	Mid- range step	SR (Salary Range) Max (annual)
<b>Madera USD</b>	Supervisor - Payroll	AA degree in business admin, accounting or related field.	Five years of complex payroll/ accounting experience including supervision (school experience preferred).	<b>Suggest:</b> SR 10, \$77,360	<b>Suggests</b> 10	<b>Suggest:</b> SR 10 , \$98,700
<b>Central USD</b>	No match					
Clows USD (K-12) 43,654	Payroll Manager	Bachelor's degree in accounting or related.	Four years accounting including two in payroll, one year supervision preferable.	Range 9 \$99,248	\$109,842	\$120,436 9 steps
Elk Grove USD (K-12) 64,000	Supervisor – Payroll/Benefits	Two years of college-level course work in accounting, business, statistics or closely related field.	Four years of progressively responsible experience in complex payrolls, benefits administration, personnel transactions and statistical and analytical reporting.	Range 265 \$69,536	\$80,257	\$90,977 7 steps
Fresno USD (K-12) 73,381	Supervisor - Payroll	Bachelor's degree or equivalent	Four years' experience in payroll including experience with automated payroll systems.	Range E17 \$69,200	\$76,629	\$84,058 5 steps
Hayward USD	Payroll Supervisor	Associate's degree in accounting.	Five years of payroll experience.	Range 23 \$101,868	\$107,130	\$112,392 5 steps
Merced City SD (K-8) 11,079	No match					
Sanger USD (K-12) 11,360	Payroll Supervisor	Bachelor's degree in accounting.	Two years of progressively responsible Experience in payroll and benefit accounting and program administration OR may require an Associate's degree and 6 years of experience.	Range 122 \$56,980	\$67,122	\$75,264 6 steps
Stockton USD (K-12) 41,679	Payroll Operations Manager	None listed.	Five years of payroll/accounting experience in a large organization and two years of supervisory experience.	Range 02 \$102,602	\$113,758	\$124,914 5 steps
Twin Rivers USD (K-12) 25,000	Supervisor – Payroll and Benefits	Associate Arts Degree in business or related field.	Four years of payroll/benefits and/or accounting experience, including the supervision, and training of others.	Range 79 \$73,729	\$82,607	\$91,484 7 steps







**MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**REGULAR MEETING  
AGENDA ITEM COVER PAGE**

**Meeting Date:** August 8, 2022

**Agenda Item:**

Discuss and approve the new job descriptions and salary survey recommendations for Director of Communications and Director of Continuous Improvement

**Agenda Placement:**

Action

**Background:**

District Administration has brought forward the request to reorganize leadership roles in the Accountability and Communications programs. In lieu of a single Executive Director, the District will establish a Director of Communications and a Continuous Improvement Director.

The intention is to ensure the continuation of strong programs in both key functions: public relations and communication of the District's achievements in ensure student success (for example the WE BELIEVE initiatives) and ongoing deep analysis and assessment of student data with the aim of ensure data-driven decisions in curriculum and other student learning support.

Attached are the two job class descriptions and external salary data to provide guidance in establishing salary range allocation for these two classes.

- Director of Communications
- Director of Continuous Improvement

Salary surveys were conducted using other districts in the area, many of whom have similar positions.

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 which 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:**

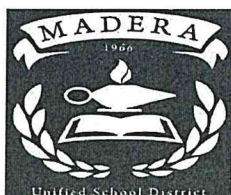
It is recommended that the Personnel Commission approve the following new job descriptions and its recommended Salary Range allocations as presented in the table below:

<b><u>JOB CLASS TITLE</u></b>	<b><u>NEW OR REVISED</u></b>	<b><u>SALARY RANGE RECOMMENDATION for both new classes</u></b>
Director of Communications <i>(job class description attached)</i>	New	Range 29 (\$107,923 - \$138,336) of the current Classified Management Salary Schedule <i>(salary survey data attached)</i>
Director of Continuous Improvement <i>(job class description attached)</i>	New	Range 33 (\$119,473 - \$152,688) of the current Classified Management Salary Schedule <i>(salary survey data attached)</i>

Attachments:

Job Class Description: Director of Communications and Director of Continuous Improvement with Salary Comparison Surveys





**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO. ##-###/##  
DOCUMENT NO. ##-###/##  
DATED Mo/Da/Year

**PROPOSED NEW CLASS TITLE: DIRECTOR - COMMUNICATIONS**

**DEPARTMENT/SITE:** Communications  
Department

**SALARY SCHEDULE:** Classified Management

**SALARY RANGE:** TBD

**WORK YEAR:** 12 Months (261 Days)

**REPORTS TO:** Deputy  
Superintendent/Superintendent

**FLSA:** Exempt

**PURPOSE STATEMENT:**

Under the direction of the Deputy Superintendent/Superintendent, the Director of Communications plans, organizes, coordinates, and oversees the comprehensive communications program for both internal and external audiences, which includes elements of community relations, media relations, marketing, social networking, publications, and community education; provides assistance and guidance in communication matters for staff. In cases of emergency or crisis impacting staff or students, the Director of Communications works with internal leadership and appropriate staff from other public agencies to coordinate communications. The Director, in coordination with the Office of the Superintendent, organizes, manages, and executes specific programs and events as assigned.

**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.*

- Communicates and represents the district vision and perspective internally and to the general public/community, as designated by Superintendent.
- Coordinates work with designers, digital media, support staff and external consultants.
- Develops the department budget for the purpose of ensuring services are delivered in conformance with District objectives and within budget parameters.
- Develops and coordinates policies and procedures regarding all public relations matters, which includes media relations, community relations, internal communications, promotional functions, marketing and selected publications.
- Directs, supervises and evaluates the performance of all assigned staff.
- Directs and coordinates the timely and accurate development, production, and dissemination of District publications, reports and related media.
- Implements and manages the district website, including gathering and organizing information from all departments.
- Monitors local, state, and national education-related news and informs senior management regarding the implications to the District office.
- Oversees and organizes district related events.
- Prepares and reviews reports, speeches, and other content for the Superintendent and senior leadership staff; provides input on issues related to communications; conducts research for talking points; prepares presentations utilizing appropriate software systems.



- Represents District as the media spokesperson and maintains effective working relations with the media on all matters concerning the District.
- Provides all assigned staff coaching, training and support on website maintenance, graphic design, video development, and writing.
- Supervises the planning, organization and execution of programs and events related to promoting the value of education, school staff and specific initiatives to the community.
- Writes and reviews articles, press releases, reports, scripts and other materials related to organizational activities and achievements; prepares, coordinates, monitors, and oversees the preparation of major publications.
- 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:**

- Communications media and their most effective uses, including print, radio, television, and internet
- Appropriate media protocol regarding given issues and circumstances
- Instructional and other technologies including digital design, broadcast, video and print media
- Community event organization and development
- Laws, rules and regulations related to public information and related communication activities
- Public relations and procedures
- Oral and written communication skills
- Public speaking techniques
- Media relations and organizational communication strategies
- Oral and written communications skills
- Interpersonal skills using tact, patience, courtesy, and customer service orientation
- Operation of a computer to enter data, maintain records and generate reports
- Marketing principles and practices
- Current social media tools, trends and techniques
- Webpage development, use and maintenance

### **Skills and Abilities to:**

- Understand and disseminate information and issues affecting public education
- Present information regarding Madera Unified District programs in a proactive, complete and media sensitive manner
- Develop and maintain effective relationships with personnel of the news media, community leaders, administrators and others
- Develop effective media communication strategies for all communities including diverse cultural and other language speaking communities of Madera Unified School District
- Maintain confidentiality of sensitive and privileged information
- Write clear and concise reports, articles and speeches in easily understood language
- Train others in concise communication
- Complete assignments successfully with a minimum of direction and supervision
- Obtain maximum cooperation and rapport with departmental and other District employees
- Supervise, assign, evaluate, and coordinate the work of assigned staff and other employees
- Maintain a high level of objectivity and provide quality information to facilitate decision-making at all levels
- Practice high level project management skills
- Implement strong organizational skills and maintain attention to detail
- Meeting preparation, facilitation and follow-up
- Demonstrate a desire to grow professionally and seek out new opportunities to learn

- Communicate effectively, both orally and in writing with staff and the community in a multiethnic educational environment
- Exercise judgment and creativity in making decisions and work independently with little direction

### **RESPONSIBILITY:**

Includes working under general direction using advanced techniques and routines; managing projects and programs, supervising, leading, guiding, and/or coordinating assigned staff; managing a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to have 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:**

A Bachelor's degree from an accredited college or university with a major in journalism, communications, broadcasting, media, and/or marketing, public administration, public relations or related field.

Bilingual skills to effectively communicate with the public and/or media is preferred.

### **EXPERIENCE REQUIRED:**

Five (05) years of experience in a public relations, communications, or marketing role.

### **LICENSE(S) REQUIRED:**

- Valid, current California Driver's License to drive a vehicle among District sites and to attend conferences, seminars, workshops, and other trainings away from the District.

### **CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After 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)

### **WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Work is primarily indoors and requires sitting for extended periods
- Lift and move equipment and other objects weighing up to 35 pounds
- Dexterity of hands and fingers to operate a computer keyboard or other office equipment and to maintain paper files and documents
- Use hands and fingers to grasp, hold, and manipulate objects
- Kneeling, bending at the waist, sitting, squatting
- Hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and computer screen
- Operation of a personal vehicle, and occasional operation of a District vehicle, to travel within and outside the District for meetings, training sessions, and assisting staff at school sites



## DIRECTOR OF COMMUNICATIONS Comparison Survey for Proposed New Class

Madera USD (K-12) 21,148	<b>Director of Communications</b> <i>(proposed class)</i> ... plans, organizes, coordinates, and oversees the comprehensive communications program for both internal and external audiences, which includes elements of community relations, media relations, marketing, social networking, publications, and community education; provides assistance and guidance in communication matters for staff. In cases of emergency or crisis impacting staff or students, the Director of Communications works with internal leadership and appropriate staff from other public agencies to coordinate communications. The Director, in coordination with the Office of the Superintendent, organizes, manages, and executes specific programs and events as assigned. The incumbents in this classification provide the school community with clear communication and consistent messaging regarding the District's activities and improvement initiatives which directly supports student learning and achievement.*	Bachelor's degree from an accredited college or university with a major in journalism, communications, broadcasting, media, and/or marketing, public administration, public relations or related field.	Five (05) years of experience in a public relations, communications, or marketing role.	CA Driver's License	<b>Suggested:</b> \$107,923 SR 29 Step 1 Mgt Sched	<b>Suggested:</b> \$138,336 SR 29 Step 6 Mgt Sched	<b>Suggested:</b> 51.68 – 66.24 28.17%
1, 2 Central USD (K-12) 15,841	<b>Communications and Public Relations Officer</b> Under the direction of the Superintendent, plan, organize and coordinate in a timely manner the District's	Bachelor's degree in communications, journalism, broadcasting, media, marketing, public relations or related field required. Masters' degree preferred.	Three years management or consulting experience in a comprehensive communications department for an educational institution, public agency, or private sector large corporation involving media partnerships. Significant	Requires Driver's license	\$81,569 MSC Schedule Jul 1, 2021	\$99,147 SR 227 Step 1 Admin. Mgt. Sal. Sched. 07/01/2021	39.07 – 47.48 21.53% Based on 261 paid days



# **DIRECTOR OF COMMUNICATIONS** **Comparison Survey for Proposed New Class**

	program of public information, internally and externally; publicize District current events, activities and recognitions; project the image of excellence through District accomplishments; serve in a leadership role on the District Crisis Team to ensure a safe learning and work environment, and provide support to families, employee, community members and media involvement		experience with a variety of media outlets preferred				
<sup>1, 2</sup> Clovis USD (K-12) 43,654	<b>NO MATCH – under review by district</b>						
<sup>1, 2</sup> Fresno USD (K-12) 73,381	<b>Chief Information Officer E32</b> Accountable for improving student achievement for all students with special attention on English Learners and Special Education students through the effective management of assigned areas; work directly with the Superintendent to plan, organize and direct a highly visible and proactive program of public relations and communications extending to the District's employees, families, and community to ensure timely delivery of high quality services; supervise and evaluate the performance of assigned personnel and provide clear, constructive feedback to improve staff effectiveness.	Any combination equivalent to: bachelor's degree in journalism, communications, broadcasting, media, human relations, and/or public relations ...	... and five years of recent administrative experience or consulting experience primarily in media and communications with at least three years of the experience in communications-media relationships preferably involving programs or services regarding major public interest or public education issues	Requires a valid driver's license	\$150,336	\$182,736	\$72.07 - \$87.85 22.00% Based on 261 paid days

## DIRECTOR OF COMMUNICATIONS Comparison Survey for Proposed New Class

<sup>1, 2</sup> Merced City SD (K-8) 11,079	<b>Director, Communications</b> ... plan, organize, coordinate, direct, and oversee the District's comprehensive communication program with a focus on achievement for English Language Learners, Socially Economically Disadvantaged, Foster Youth, Homeless, and Special Education Students. The Communications Director will coordinate, plan, and develop all elements of internal and external communications, media relations, publications, school/business partnerships, social media, marketing, and special events; provide professional and technical support, assistance, and guidance, to the Superintendent and other district administrators as directed; lead the Communications Department and staff.	<b>EDUCATION AND EXPERIENCE:</b> Any combination equivalent to: a Bachelor's degree in Journalism, communications, broadcasting, media, and/or marketing, public administration, public relations or related field. ...  Master's degree in related field of study, preferred.	... At least five (5) years of comparable experience in public relations or communications in a comprehensive media and communications program with experience in project management and/or supervisory experience.	Requires a valid driver's license.  Bilingual skills to effectively communicate with the public and/or media preferred.	\$99,592 Step 1 of Mgt schedule	\$147,146 Step 9 of Mgt schedule	47.88 – 70.74 47.74% across 9 steps on the range
<sup>3</sup> Merced UHSD (9-12) 19,748	<b>Director of Communications</b> Under the direction of the Superintendent or designee, this assignment involves management-level responsibility for initiating, coordinating and maintaining communication, public relations, publications, recognition, media relations, marketing, website programs and services, broadcast, television, video, internet streaming of digital content, media services and graphic design extending to Merced Union High School district	Any combination equivalent to a bachelor's degree in Journalism, communications, broadcasting, media, and/or marketing, public administration, public relations, 52 or related field and ...	... three years of responsible experience in public relations or communications in a comprehensive media and communications program.	Driver's license required	\$105,942 Step 1 Dir I range	\$121,866 Step 7 Dir I range	50.93 – 58.59 15.04%

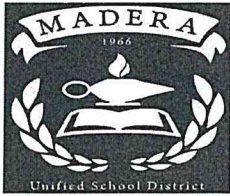
# **DIRECTOR OF COMMUNICATIONS** **Comparison Survey for Proposed New Class**

	(MUHSD) staff, news media, business community, governmental agencies, community members, boards of education, school districts and the general public as it relates to MUHSD and the Board-approved Local Control Accountability Plan (LCAP) and to support MUHSD programs, departments, and senior leadership with internal and external communications and media including crisis communications, media relations, employee communications, website development and design approval as it relates to district public communication, issues and events management; supervises and evaluates the performance of assigned personnel.						
<sup>2</sup> Stockton USD (K-12) 41,679	<b>Director Marketing and Communications</b> "... develop, organize, and evaluate a comprehensive communications and community relations program. Disseminate information and publicity pertaining to various District objectives, events, and activities. Establish and maintain cooperative relationships with various news media groups, community organizations and District school sites/departments and other civic, corporate and governmental agencies. Develop and assist with the design, layout, and editing of news releases, publications, and other District	Bachelor of Art degree with a major in English, journalism, or a closely related field.  Master's Degree in related field (preferred).	Three (3) years of experience writing and reporting in community relations, public information, newspapers, magazines, radio or television.  Experience with public education is highly desirable.	Driver's license	\$129,216 Mgt Step A	\$157,063 Mgt Step E	62.12 – 75.51 21.55%



# **DIRECTOR OF COMMUNICATIONS** **Comparison Survey for Proposed New Class**

	communications. Develop, coordinate, and participate in news conferences, special events and other programs of public interest. Participate in the design and maintenance of the District's webpage and internet communications systems.						
<sup>2</sup> Visalia USD (K-12) 29,375	<b>Coordinator Communications.</b>				\$113,632 Step 1, Div. V Mgt Sched	\$128,391 Step 5, Div. V Mgt Sched	54.63 – 61.73 13.00%
				<b>AVERAGES:</b>	<b>\$118,002</b>	<b>\$139,062</b>	



**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO. ##-####/##  
DOCUMENT NO. ##-####/##  
DATED Mo/Da/Year

**PROPOSED TITLE: DIRECTOR OF CONTINUOUS IMPROVEMENT**

**DEPARTMENT/SITE:** District Department

**SALARY SCHEDULE:** Classified Management

**SALARY RANGE:** TBD

**WORK YEAR:** 12 Months (261 Days)

**REPORTS TO:** Assistant Superintendent of  
Educational Services

**FLSA:** Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Assistant Superintendent of Educational Services, the Director of Continuous Improvement provides proactive, collaborative leadership in the development, execution, and support of cycle of continuous improvement and accountability processes; create, communicate, manage and monitor a comprehensive system to gather information about District processes and performance to facilitate strategic planning with all District leaders to enable them to make effective evidence based decisions to create the conditions to accelerate student success. The Director of Continuous Improvement acts as the technical lead with systems of improvement in support of subgroups under Differentiated Assistance (DA), Comprehensive School Improvement (CSI) Schools with a focus on increasing the number and percent of students who graduate College and Career Ready as measured by the College and Career Ready Indicator (CCI); leads reviews and evaluations of program effectiveness and implements and supports related data programming solutions to meet strategic planning and organizational needs, and performs other duties as assigned.

**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 leadership in the development of specific plans to meet identified District targets; assist in determining needed support for the plans.
- Collaborate with all departments to collect, store and, report on multiple operational and performance measures.
- Develops a comprehensive data strategy that enables leaders to have regular access to clear, understandable, and transparent information to drive data-based decision-making across the District.
- Develop and disseminate information and assignments regarding continuous improvement systems; provide a consistent measurement tool and common language for reviewing and analyzing information; and audit performance related to use of measurement tools and other accountability items.
- Direct the administration and implementation of district, state, and federal planning and accountability requirements, including all federal and state accountability measures, goal and target-setting processes, and school development and implement site plans.
- Direct data analysis and reporting activities associated with federal, state, county, and district mandates.
- In collaboration with other District Leaders, establish systems and processes to promote and support a culture of data-driven decision making.
- Inform and support districtwide implementation of the District's continuous improvement system called the



Madera Learning System.

- Lead a diverse team of professionals; prepare and deliver leadership training for direct reports.
- Manages and leads the development of sophisticated data analytic management systems and applications in support of DA, CSI, and CCI work that can be leveraged to improve equity and access District-wide.
- Trains, supervises and evaluates the performance of assigned staff.
- 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:**

- Effective research-based strategies, theories, techniques, and methods of instruction, public administration, principles and practices of modern management theory
- Emerging technologies in the areas of assessment and accountability
- Principles of supervision, employee training, performance evaluation, feedback, and progressive discipline
- Project planning methods and organization
- Technical aspects of field of specialty
- Performance-based assessment
- Computer software applications relevant to educational assessment such as database and data management
- Methodology used in educational research and of the statistical components of research design
- Theory and practices related to learning and evaluation and education performance measurement
- Oral and written communications skills
- Interpersonal skills using tact, patience, courtesy, and customer service orientation
- Operation of a computer to enter data, maintain records and generate reports
- Analytical and problem-solving abilities
- District organization, operations, policies, objectives, and goals
- Advanced knowledge of statistics and software used in educational accountability
- Microsoft Office Suite, especially Excel, SPSS, SAS, STATA, and SQL or Oracle
- Salesforce administration knowledge

### **Skills and Abilities to:**

- Learn policies and procedures relating to Local Control and Accountability Plan (LCAP), comprehensive support and improvement (CSI) under the Federal Every Student Succeeds Act, and other over-arching District-level strategic programs
- Learn applicable provisions of the California Education Code, Board policies and procedures, collective bargaining agreements in the District, progressive discipline process
- Analyze problems, make decisions, and be responsible for those decisions
- Develop and implement objectives, policies, procedures, work standards and internal controls
- Plan, organize, direct implement, and report the results of evaluation or research studies or projects
- Use statistical software for measurement, testing and evaluation
- Communicate the results of evaluation and research studies to audiences with varying levels of expertise
- Assemble confidential and sensitive information including comprehensive narrative and statistical reports
- Complete assignments successfully with a minimum of direction and supervision
- Obtain maximum cooperation and rapport with departmental and other District employees
- Supervise, assign, evaluate, and coordinate the work of assigned staff and other employees
- Maintain a high level of objectivity and provide quality information to facilitate decision-making at all levels
- Practice high level project management skills
- Implement strong organizational skills and maintain attention to detail
- Meeting preparation, facilitation, and follow-up

- Clean and improve the quality of existing data and manipulate large complex data sets into clear and easily understandable reports
- Be creative and apply outside-of-the-box thinking to develop novel approaches and insights
- Demonstrate a desire to grow professionally and seek out new opportunities to learn
- Analyze situations accurately and adopt effective courses of action
- Communicate effectively, both orally and in writing with staff and the community in a multiethnic educational environment
- Exercise judgment and creativity in making decisions and work independently with little direction

#### **RESPONSIBILITY:**

Includes working under general direction using advanced techniques and routines; managing projects and programs, supervising, leading, guiding, and/or coordinating assigned staff; managing a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to have 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:**

A Bachelor's degree from an accredited college or university with a major in psychology, statistics, management, business administration, public administration, public policy or a closely related field.

#### **EXPERIENCE REQUIRED:**

Five (05) years of comprehensive and progressive directly related experience in research analysis, continuous improvement, educational leadership, or business management. Prior leadership experience in a school district is preferred.

#### **LICENSE(S) REQUIRED:**

- Valid, current California Driver's License to drive a vehicle among District sites and to attend conferences, seminars, workshops, and other trainings away from the District.

#### **CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After 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 A through District's provider at District's expense

#### **WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Work is primarily indoors and requires sitting for extended periods
- Lift and move equipment and other objects weighing up to 35 pounds
- Dexterity of hands and fingers to operate a computer keyboard or other office equipment and to maintain paper files and documents
- Use hands and fingers to grasp, hold, and manipulate objects
- Kneeling, bending at the waist, sitting, squatting
- Hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and computer screen
- Operation of a personal vehicle, and occasional operation of a District vehicle, to travel within and outside the District for meetings, training sessions, and assisting staff at school sites



## DIRECTOR OF CONTINUOUS IMPROVEMENT Comparison Survey for Proposed New Class

<b>Madera USD</b> (K-12) 21,148	<b>Continuous Improvement Director</b> <i>(proposed class)</i> ... provides proactive, collaborative leadership in the development, execution, and support of cycle of continuous improvement and accountability processes; create, communicate, manage and monitor a comprehensive system to gather information about District processes and performance to facilitate strategic planning with all District leaders to enable them to make effective evidence based decisions to create the conditions to accelerate student success."	Bachelor's degree from an accredited college or university; significant coursework in mathematics, measurement, data analytics, research methods, statistical analysis or computer programming is highly desired. A Master's degree is preferred.	At least three (03) years of experience in an educational or training environment involving extensive use of educational technology systems and that made use of data and analytics to inform and improve instruction. The experience must have included the collection, manipulation, and analysis of data. Via using advanced knowledge of Excel and/or Google Sheets and SQL was well as a working knowledge of programming languages such as JavaScript, Python, R, or similar scripting languages. At least one of the years must have been in a lead, supervisory or management capacity.	CA Driver's License	<b>Suggested:</b> \$119,473 SR 33 Step 1 Mgt Sched	<b>Suggested:</b> \$152,688 SR 33 Step 6 Mgt Sched	<b>Suggested:</b> 57.22 – 73.13
<sup>1, 2</sup> Central USD (K-12) 15,841	<b>Supervisor of Research, Assessment, &amp; Evaluation</b>	N/A	N/A				
<sup>1, 2</sup> Clovis USD (K-12) 43,654	<b>Administrator Assessment and Accountability</b> Assist the Associate Superintendent for Curriculum & Instruction in providing leadership for the development and continuous improvement of quality assessment programs resulting in improved student achievement in assigned area schools.	Education and Experience: Minimum Qualifications:  Desirable Qualifications: An earned Doctorate degree, administrator. Licenses and Certificates: California Administrative Services Credential and a Master's degree	Three years classroom experience.  Administrative experience as a school site principal and/or District level	California Administrative Services Credential and a Master's degree	\$118,835 Step 1 of Administrator Range	\$144,446 Step 5 of Administrator Range	65.73 – 79.89 21.54%
<sup>1, 2</sup> Fresno USD (K-12) 73,381	<b>Executive Officer, District &amp; School Accountability &amp; Improvement E30</b> Accountable for improving student achievement for all students with special attention on improving	Any combination equivalent to: Master's Degree or the equivalent in course work or experience with emphasis in research, evaluation, measurement, and statistics and ...	... at least five years of experience in educational research, evaluation and testing with at least one year in a supervisory capacity; Doctoral degree in an appropriate field is preferred; minimum of 12 semester units in tests and measurement,	Requires a valid driver's license	\$127,005	\$154,376	60.83 – 73.94 21.55%

# DIRECTOR OF CONTINUOUS IMPROVEMENT Comparison Survey for Proposed New Class

	student achievement of English Learners and Special Ed Students; plan, organize, control and direct the research, evaluation, and assessment services of the District; provide accurate and timely information regarding state mandated and district testing programs to school-site leaders and instructional staff; provide process and product evaluation information to support decisions related to the improvement of baseline and categorical instructional programs to eliminate the achievement gap at school sites; supervise and evaluate the performance of assigned personnel and provide clear, constructive feedback to improve staff effectiveness.		statistics and research methods, no fewer than six units of which must be in statistics.				
<sup>1, 2</sup> Merced City SD (K-8) 11,079	<b>Director of Visualization and Analytics</b> ... plans, organizes, and directs data visualization and innovation by presenting complex information in ways that are accessible and easy to support; identifies and reports on trends, patterns, correlations, and connections of information and data; develops the framework and procedures surrounding the use of student performance data and informational dashboards; supervises and evaluates the performance of assigned personnel and provides clear, constructive feedback to improve staff effectiveness. This position reports directly to the Superintendent or designee.	Bachelor degree from an accredited college or university with an emphasis in education, data management, business, or public administration. Master's Degree preferred.	Five (5) years of increasingly responsible experience in education, public administration, school or District administration, or data management.		\$99,592 Step 1 of Mgt schedule	\$147,146 Step 9 of Mgt schedule	47.88 – 70.74 47.74% across 9 steps on the range



# **DIRECTOR OF CONTINUOUS IMPROVEMENT** **Comparison Survey for Proposed New Class**

3 Merced UHSD (9-12) 19,748	No match						
2 Stockton USD (K-12) 41,679	Director Research and Accountability "Provide oversight to the district-wide student performance assessment system and the research and evaluation system to determine the effectiveness of instructional programs. Supervise project evaluator(s) and technical staff in the data collection, analysis and preparation of research and evaluation reports, assessment development, data reporting and integrity. May act as the primary oversight for charter schools; both dependent and independent that SUSD is the authorizer. .	Master of arts or advanced degree of equivalent standard from a recognized college or university  Any combination of education, training or experience equivalent to three (3) years' experience in educational research, evaluation and assessment	Any combination of education, training or experience equivalent to three (3) years' experience in educational research, evaluation and assessment  A minimum of (5) years' experience in an administrative capacity having demonstrated success in performing increasingly responsible management functions  Experience with and knowledge of charter schools, including applicable state and federal law	Driver's license.	\$138,261 Mgt Step 1	\$168,057 Mgt Step 5	52.78 – 64.15 21.54%
2 Visalia USD (K-12) 29,375	No match						
				AVERAGES:	\$120,923	\$153,506	