

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

AGENDA
Regular Meeting
Wednesday, July 23, 2025
4:30 PM Public Meeting
District Board Room

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

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

4. Adoption of Agenda

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

5. Public Comment

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

6. Consent Agenda

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

A. Approval of minutes:

1. Consideration and approval of the minutes from Wednesday, June 18, 2025, Regular Meeting

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

1. Cafeteria Playground Aide – Open/ Competitive
2. Paraprofessional Aide - Promotional/ Open Competitive
3. Paraprofessional - Autism - Promotional/ Open Competitive
4. Paraprofessional - Special Needs - Open Competitive

- 5. Pool Maintenance Technician - Open Competitive
- 6. Secretary-Attendance - Promotional/ Open Competitive

7. New Business

- A. Discuss and approve the new job classification and salary recommendation for the Paraprofessional - TK/Kindergarten.
- B. Discuss and approve the new classified supplemental help job description for the Spanish Testing Evaluator.
- C. Consideration and approval of the initial salary placement for D. Morales, candidate for Behavior Intervention Technician.
- D. Consideration and approval of the initial salary placement for M. Corona, candidate for Behavior Intervention Technician.
- E. Consideration and approval of the initial salary placement for J. Nunez, candidate for Mechanic Specialist
- F. Consideration and approval of the initial salary placement for B. Ormsby, candidate for Mechanic Specialist

8. Information and Reports

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

9. Next Regular Personnel Commission Meeting

Wednesday, August 20, 2025 at 4:30 pm
Madera Unified School District Office - Board Room
1902 Howard Road
Madera, California 93637

10. Suggested Future Agenda Items

11. Public Comment for Closed Session Items

This portion of the meeting is reserved for members of the public to address the Commission on any items listed on the Closed Session agenda. Public comment is limited to three (3) minutes per speaker. The Commission is prohibited by law from taking action on matters not listed on the agenda. The Chair will recognize speakers.

12. Closed Session

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

13. Reconvene to Open Session

- A. Report of Actions Taken in Closed Session

14. 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: July 23, 2025

Agenda Item:

Consideration and approval of the minutes from Wednesday, June 18, 2025, Regular Meeting

Agenda Placement:

Consent

Background:

Consideration and approval of the minutes from Wednesday, June 18, 2025, Regular Meeting.

Recommendation:

It is recommended that the Personnel Commission approve the minutes from Wednesday, June 18, 2025, Regular Meeting.

Minutes Record of MUSD Personnel Commission
Regular Meeting held on Wednesday, June 18, 2025, at 4:30 p.m.

The Personnel Commission of the Madera Unified School District convened in a Regular Board Meeting in the District Office Boardroom, 1902 Howard Road, Madera, California, on Wednesday, June 18, 2025, at 4:30 p.m.

1. CALL TO ORDER

- Commissioner Janzen called the meeting to order at 4:31 p.m.

2. PLEDGE OF ALLEGIANCE

- Commissioner Wheat led the flag salute.

3. ROLL CALL

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

- **Roll Call**

The following were in attendance:

Philp Janzen, Personnel Commission Chair

David Hernandez, Personnel Commission Vice-Chair

Fran Wheat, Personnel Commissioner

Scott Yeager, Director – Classified Personnel

Mary Siegl, Personnel Specialist Lead

Mary Jane Falcon, Administrative Assistant V

Aprille Meza, Human Resources Officer

There were other employees in attendance.

4. ADOPTION OF THE AGENDA

- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve adopting the Agenda. MOTION NO. 46 -2024/25.

Ayes: Commissioners: Hernandez, Janzen, and Wheat

Noes: None

Absent: None

Abstained: None

5. PUBLIC COMMENT

- No comments were made regarding open and closed sessions.

6. CONSENT AGENDA

- It was moved by Commissioner Hernandez and seconded by Commissioner Wheat to approve adopting the Consent Agenda. MOTION NO. 47 -2024/25.

Ayes: Commissioners: Hernandez, Janzen, and Wheat

Noes: None

Absent: None

Abstained: None

7. NEW BUSINESS

A. Discuss and approve the Initial Salary Placement for M. Arredondo, candidate for School Office Technician

- Director Yeager presented a request to place candidate M. Arredondo on step 7 of the classified salary schedule range 17 for the position of School Office Technician.
- It was moved by Commissioner Hernandez and seconded by Commissioner Wheat to approve the initial salary placement request for M. Arredondo, candidate for School Office Technician at classified range 17, step 7 (\$23.65 hourly rate) of the classified salary schedule. MOTION NO. 48-2024/25, DOCUMENT NO. 41-2024/25.

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

B. Discuss and approve the Initial Salary Placement for C. Benedix, candidate for LVN

- Director Yeager presented a request from the district to place candidate C. Benedix on step 4 of the classified salary schedule range 38 for the position of LVN.
- It was moved by Commissioner Hernandez and seconded by Commissioner Wheat to approve the initial salary placement request for C. Benedix, candidate for LVN at classified range 38, step 4 (\$30.45 hourly rate) of the classified salary schedule. MOTION NO. 49-2024/25, DOCUMENT NO. 42-2024/25.

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

C. Discuss and approve the Initial Salary Placement for S. Lopez, candidate for LVN

- Director Yeager presented a request from the district to place candidate S. Lopez on step 6 of the classified salary schedule range 38 for the position of LVN.
- It was moved by Commissioner Hernandez and seconded by Commissioner Wheat to approve the initial salary placement request for S. Lopez, candidate for LVN at classified range 38, step 6 (\$33.35 hourly rate) of the classified salary schedule. MOTION NO. 50-2024/25, DOCUMENT NO. 43-2024/25.

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

D. Discuss and approve the Initial Salary Placement for E. Reyes, candidate for Secretary-Attendance

- Director Yeager presented a request from the district to place candidate E. Reyes on step 4 of the classified salary schedule range 23 for the position of Secretary – Attendance.
- It was moved by Commissioner Hernandez and seconded by Commissioner Wheat to approve the initial salary placement request for E. Reyes, candidate for Secretary-Attendance at classified range 23, step 4 (\$23.20 hourly rate) of the classified salary schedule. MOTION NO. 51- 2024/25, DOCUMENT NO. 44-2024/25.

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

Absent: None

Abstained: None

E. Discuss and approve the Initial Salary Placement for J. Schroeder, candidate for Paraprofessional Special Needs

- Director Yeager presented a request from the district to place candidate J. Schroeder on step 5 of the classified salary schedule range 17 for the position of Paraprofessional Special Needs.
- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the initial salary placement request for J. Schroeder, candidate for Paraprofessional Special Needs classified range 17, step 5 (\$21.61 hourly rate) of the classified salary schedule. MOTION NO. 52-2024/25, DOCUMENT NO. 45-2024/25.

Ayes: Commissioners: Hernandez, Janzen, Wheat

Noes: None

Absent: None

Abstained: None

8. INFORMATION AND REPORTS

A. Director's Report

- Director Yeager provided an update on the 6th Annual Employee Conference, noting that Attendee feedback was overwhelmingly positive. He acknowledged and praised the efforts of the committee members whose hard work contributed to the event's success. This year, new members were added to the planning committee, including representatives from the Transportation Department. Additionally, the use of a single online registration process was implemented and ran smoothly. Some sound issues were experienced on the day of the conference at Matilda Torres High School gym.
- A slideshow highlighting key moments from the Building Bridges to Bright Futures Conference was presented.
- A video featuring the three Classified Quarterly Award winners—originally shown at the conference—was also played.
- Director Yeager will convene a debriefing meeting with the Classified Conference Committee to review feedback and discuss suggestions for next year's event.

B. Commissioner's Report

- Commissioner Hernandez acknowledged that this year marked the 6th annual Classified Conference and expressed pride in the district receiving the Golden Bell Award for the Classified Conference program.

9. CLOSED SESSION

- Commission Chair Janzen adjourned the meeting at 4:57 pm to discuss the following matter:

A. Public Employee Appointment/Employment: Director of Classified Personnel [Government Code Section 54957]

10. RECONVENE FROM CLOSED SESSION

A. Report of Actions Taken in Closed Session

- Commission Chair Janzen reconvened the Open Session at 5:25 p.m. and reported no reportable actions were taken.

11. NEXT REGULAR PERSONNEL COMMISSION MEETING

- Due to a scheduling conflict, the July meeting was rescheduled to the following date

- Wednesday, July 23, 2025 at 4:30 pm
Madera Unified School District Office – Board Room
1902 Howard Road
Madera, California 93637

12. SUGGESTED FUTURE AGENDA ITEMS

- None were suggested.

13. ADJOURNMENT

- Commission Chair Janzen adjourned the regular meeting at 5:25 p.m.



Scott Yeager, Director – Classified Personnel

Date: June 25, 2025



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: July 23, 2025

Agenda Item:

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

Agenda Placement:

Consent

Background:

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

1. Cafeteria Playground Aide – Open Competitive
2. Paraprofessional Aide - Promotional/ Open Competitive
3. Paraprofessional - Autism - Promotional/ Open Competitive
4. Paraprofessional - Special Needs - Open Competitive
5. Pool Maintenance Technician - Open Competitive
6. Secretary-Attendance - Promotional/ Open Competitive

Recommendation:

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

Attachment: None



**MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

**REGULAR MEETING
AGENDA ITEM COVER PAGE**

Meeting Date: July 23, 2025

Agenda Item:

Discuss and approve the proposed new job classification and salary recommendation for the Paraprofessional Aide – TK/Kindergarten.

Agenda Placement:

Action

Background:

The District Administration is proposing the creation of a new classified job classification: Paraprofessional Aide – TK/ Kindergarten. This position, under the general direction of the Site Principal or designee, is specifically designed to support early childhood education and is distinguished from other Paraprofessional classifications due to its targeted focus on Transitional Kindergarten (TK) and Kindergarten students.

Key duties of this position include assisting in the collection of observations for Desired Results Developmental Profile (DRDP) assessments, supporting students with personal hygiene (including washing hands and faces, potty training, and changing diapers or clothing), and providing lifting assistance as needed. These responsibilities go beyond those of the existing Paraprofessional Aide role and more closely align with the developmental and instructional needs of early learners.

Following an internal analysis and comparison of similar classifications, the Personnel Commission is recommending a salary placement at Range 19 of the Classified Salary Schedule, consistent with the Classroom Aide – Preschool Level II classification. The current Paraprofessional Aide classification is placed at Range 15 (\$17.47 – \$22.86/hour), whereas Range 19 is \$18.79 – \$24.54/hour. District Administration and CSEA will meet to negotiate the appropriate salary range for the proposed classification.

This proposal is presented in compliance with California Education Code section 45276 and Personnel Commission Rules 3.2.1 through 3.2.5.5 and 3.2.9, which outline the Personnel Commission’s responsibility to classify new or revised positions approved by the Board of Trustees.

Recommendation:

The Personnel Commission is recommended to approve the proposed job class description for the Paraprofessional Aide -TK/ Kindergarten and the salary recommendation, as listed in the table below.

<u>JOB CLASS TITLE</u>	<u>NEW OR REVISED</u>	<u>SALARY RANGE RECOMMENDATION</u>
Paraprofessional Aide- TK/Kindergarten	New	SR 19 (\$18.79 - \$24.54 hourly) on the 2025/2026 Classified Salary Schedule

Attachments:

Job Class Description: Paraprofessional Aide – TK/Kindergarten



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

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

NEW PROPOSED CLASSIFICATION TITLE:
PARAPROFESSIONAL AIDE – TK/KINDERGARTEN

DEPARTMENT/SITE: District School Site

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE:

WORK CALENDAR: 204

REPORTS TO: Site Principal or Designee

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the site Principal or Designee, the Paraprofessional Aide-TK/Kindergarten provides support to the instructional program within an assigned classroom with specific responsibility for working with individual and/or small groups of students; and providing clerical support to teachers and staff. The incumbents in this classification provide the school community with instructional support which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

The Paraprofessional – TK/Kindergarten is an entry-level classification in the Paraprofessional series. Positions in this class are specifically assigned to support the instructional program in Transitional Kindergarten and Kindergarten classrooms. Employees in this role assist teachers in delivering developmentally appropriate activities, reinforcing learning concepts, and promoting social-emotional growth in young learners.

This classification is distinguished from other Paraprofessional roles by its exclusive focus on early childhood education. Unlike other Paraprofessionals who may support specialized instructional areas or students with disabilities, the Paraprofessional – TK/Kindergarten provides general classroom assistance tailored to the unique needs of early learners.

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.

- Adapts classroom activities, assignments, and preparation of materials (e.g., makes copies, cuts materials, prepares homework folders) under the direction of the supervising teacher to support and reinforce classroom objectives.
- Assists in collecting observations for Desired Results Development Profile (DRDP) assessments under the direction of the supervising teacher to support and reinforce classroom objectives.
- Assists students, individually or in small groups, with lesson assignments (e.g., reads stories, listens to students read, provides writing assistance, reinforces English lessons, provides spelling practice, facilitates activities and computer learning programs) to practice and/or reinforce learning concepts and to assist students in reaching academic goals and grade level standards.

- Assists students with personal hygiene, including washing hands and faces; toilets students, assists with potty training, and changes diapers and clothing as needed; provides lifting assistance as needed.
- Attends meetings and in-service presentations to acquire and/or convey information relative to job functions.
- Communicates with supervising instructional staff about concerns regarding observed academic needs.
- Implements, under the supervision of the assigned teacher, instructional programs and lesson plans to present and/or reinforce learning concepts.
- Maintains classroom equipment, work area, and manual files and records to ensure availability of items, provide written reference, and provide a safe learning environment and/or meet mandated requirements.
- Monitors and redirects behaviors of individual and/or groups of students in various settings (e.g., classroom, playground, field trips, library, lunchroom, bus loading/unloading) to provide a safe and positive learning environment.
- Supports classroom teachers and other school personnel and encourages compliance for participation of the implementation of curriculum and teaching methodologies; assists with student testing.
- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Principles of child development, instructional processes
- General purposes and goals of public education
- Techniques used in directing, disciplining, and motivating students
- Basic recordkeeping techniques
- Classroom management techniques and playground rules
- Safety practices and procedures

Skills and Abilities to:

- Perform basic clerical functions
- Perform basic arithmetic calculations
- Operate standard office equipment
- Use English in both written and verbal form, use correct grammar, punctuation, and spelling
- Interpersonal skills using tact, patience, and courtesy with students, administration, and staff
- Actively move around the play field, playground, or campus for extended periods
- Understand and carry out oral and written instructions
- Maintain the confidentiality of student records
- Assume responsibilities involved in supervising and working independently with students
- Develop and maintain collegial relationships with staff
- Meet schedules and deadlines
- Read/interpret/apply rules, regulations, policies
- Rapidly learn methods and materials used in a variety of instructional situations

- Maintain a safe environment for students
- Establish and maintain effective working relationships with staff, students, and the public

RESPONSIBILITY:

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

JOB QUALIFICATIONS / REQUIREMENTS:

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

EDUCATION REQUIRED:

High School diploma or equivalent. Completion of 48 units from a nationally accredited college or university; or an A.A. degree or higher, or the passage of a local assessment test.

EXPERIENCE REQUIRED:

One (1) year of experience working with children in an organized educational setting, childcare setting, or community youth organization.

LICENSE(S) REQUIRED:

- None required

CERTIFICATIONS AND TESTING REQUIRED:

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

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Work takes place indoors and outdoors, and requires sitting, standing, or walking for extended periods of time
- Lift or carry items such as boxes of supplies and materials up to 25 lbs.
- Physical abilities include stooping/crouching, reaching/handling, bending at the waist, kneeling, crawling, or crouching to assist students and to retrieve and store materials
- Hearing and speaking to exchange information
- Visual acuity near/far to see/read instructional materials and to supervise students



**MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

**REGULAR MEETING
AGENDA ITEM COVER PAGE**

Meeting Date: July 23, 2025

Agenda Item:
Discuss and approve the new classified supplemental help job description for the Spanish Testing Evaluator.

Agenda Placement:
Action

Background:
The Director – Classified Personnel is requesting the creation of a new classified non-contracted supplemental help job description: Spanish Testing Evaluator. The primary purpose of the Spanish Testing Evaluator is to administer and evaluate Spanish language proficiency assessments for candidates applying to bilingual classified positions within the District. This role is crucial for ensuring consistent and valid evaluation of Spanish-speaking ability, aligning with the language requirements of various job classifications.

Salary Survey and Recommendation:
To support the creation of this classification, a salary survey was conducted using comparative data from the following organizations: Clovis Unified School District, Fresno Unified School District, Madera Superior Court, and State Center Community College District. While no directly comparable positions were identified in Clovis or Fresno USDs, a review of similar roles within Madera Unified and other agencies provided sufficient internal and external benchmarks for analysis. Madera Unified currently offers a supplemental hourly rate of \$32.00 for its Test Administrator positions. Comparable roles include the Madera Superior Court's Court Interpreter (Spanish) at \$41.88–\$44.38/hour and the State Center Community College District's Testing Technician at \$30.08–\$36.99/hour. Based on this market data and internal equity, a supplemental hourly rate of \$32.00 is recommended.

This proposal is presented in compliance with California Education Code section 45276 and Personnel Commission Rules 3.2.1 through 3.2.5.5 and 3.2.9, which outline the Personnel Commission's responsibility to classify new or revised positions approved by the Board of Trustees.

Recommendation:
The Personnel Commission is recommended to approve the proposed supplemental help job class description for the Spanish Testing Evaluator and the salary recommendation, as listed in the table below.

<u>JOB CLASS TITLE</u>	<u>NEW OR REVISED</u>	<u>SUPPLEMENTAL SALARY RECOMMENDATION</u>
Spanish Testing Evaluator	New	\$32.00 per hour

Attachments:
Job Class Description: Spanish Testing Evaluator
Salary Comparison Survey – Spanish Testing Evaluator



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

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

NEW PROPOSED CLASSIFICATION TITLE:
SPANISH TESTING EVALUATOR

DEPARTMENT/SITE: Personnel Commission

SALARY SCHEDULE: Supplemental Help

SALARY RANGE: \$32.00 Per Hour

WORK YEAR: Non-Contract

REPORTS TO: Director - Classified Personnel

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Director of Classified Personnel, the Spanish Testing Evaluator administers and evaluates Spanish language proficiency assessments for candidates applying to bilingual classified positions. The position ensures consistent, valid Spanish-speaking ability evaluation as required by job classifications throughout the District.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished by its specific role in assessing Spanish bilingual proficiency for employment qualification in classified positions. The role requires high-level bilingual fluency, experience with language assessment practices, and knowledge of the language demands of various job roles.

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.

- Administers oral and written Spanish language assessments to applicants for classified bilingual-designated positions.
- Assists in developing and refining testing materials to align with job-specific language requirements.
- Collaborates with Personnel Commission staff to schedule, score, and interpret Spanish language proficiency exams.
- Communicates evaluation results and performance feedback to Personnel Commission staff in accordance with established guidelines.
- Ensures assessment procedures are consistent, fair, and compliant with District policies.
- Maintains accurate and confidential records of testing outcomes and applicant performance.
- Scores written and oral exams using standardized rubrics and evaluative criteria.
- Supports the recruitment and hiring process by verifying bilingual competency through formal evaluation.

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

KNOWLEDGE, SKILLS, AND ABILITIES:

(At time of application)

Knowledge of:

- Spanish and English grammar, vocabulary, syntax, and language structures
- Techniques and tools used in language assessment and evaluation
- Employment testing protocols and confidentiality practices
- The linguistic requirements of various classified positions
- Cultural awareness and considerations when assessing language proficiency

Skills and Abilities to:

- Communicate effectively in both Spanish and English, orally and in writing
- Objectively evaluate language proficiency using standardized methods
- Maintain neutrality and discretion in high-stakes evaluation settings
- Apply scoring rubrics consistently and provide objective recommendations
- Work independently and as part of a collaborative HR team
- Manage time and multiple testing schedules efficiently

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 resources from other work units is often required to perform the job's functions. There is a continual opportunity to affect the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

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

EDUCATION REQUIRED:

Associate's degree or higher is required. Coursework in linguistics, bilingual education, Spanish, or a related field is desirable.

EXPERIENCE REQUIRED:

Four (4) years of experience in language instruction, bilingual testing, interpretation/translation, or a related role requiring Spanish/English fluency. Experience in a public school or governmental HR setting is preferred.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License to travel among District departments and sites to provide services as needed.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After an offer of employment, obtain:
- Criminal Justice and FBI Fingerprint Clearance

- Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Work is generally performed in an indoor office environment, requiring extensive sitting and some walking and standing
- Manual dexterity to operate a computer keyboard and handle paperwork in the office.
- Hearing and speaking to exchange information in person or on the telephone or online
- Visual acuity to see/read documents and the computer screen

**Salary Comparison Survey for Spanish Testing Evaluator
Madera Unified School District**

DISTRICT	JOB TITLE	EDUCATION	EXPERIENCE	LICENSES/CERTIFICATES	STEP 1 (HOURLY)	MAX STEP (HOURLY)
Madera USD (K-12) 21,181	Spanish Testing Evaluator (Supplemental Help)	High school diploma or equivalent An associate's degree or higher is required. Coursework in linguistics, bilingual education, Spanish or a related field is desirable.	Four (4) years of experience in language instruction, bilingual testing, interpretation/ translation, or a related role requiring Spanish/ English fluency. Experience in a public school or government HR setting is preferred	None	Supplemental Rate \$32/hour	Supplemental Rate \$32/hour
Madera USD (K-12) 21,181	Test Administrator (Supplemental Help)	Bachelor's Degree from an accredited college or university.	Two years of successful experience working with students in the areas of examination and testing, tutoring, teaching, training or counseling.	Valid California Driver's license	Supplemental Rate \$32/hour	Supplemental Rate \$32/hour
Clovis USD (K-12) 43,654	No Comparison					
Fresno USD (K-12) 73,381	No comparison					
Madera Superior Court	Court Interpreter (Spanish)	High School diploma or equivalent	One year of experience in a position requiring extensive public contact and interpretation/translation work	Certified Court Interpreter License issued by the State of California	\$41.88/hour	\$44.38 per hour
State Center Community College District 68,000	Testing Technician	An Associates Degree	Two years of clerical or instructional support experience, preferably involving test administration and proctoring; or an equivalent combination of training and experience	None	\$30.08/hour Classified	\$36.99/ hour
				AVERAGE	\$34.65/hour	\$37.79/hour
				MEDIAN	\$32/hour	\$32/hour



**MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

**REGULAR MEETING
AGENDA ITEM COVER PAGE**

Meeting Date: July 23, 2025

Agenda Item:

Consideration and approval of initial salary placement for D. Morales, candidate for Behavior Intervention Technician.

Agenda Placement:

Consent

Background:

The Supervisor of Behavior Analysts has submitted a request for an initial salary placement for D. Morales, a highly qualified candidate for the classification of Behavior Intervention Technician. The Personnel Commission staff recommends approval to place the candidate at Range 24, Step 5 (\$24.55 hourly) of the classified salary schedule.

D. Morales brings a strong background in behavioral support, including four years of experience working with children exhibiting explosive behaviors. This includes two years in roles as a Behavior Technician and Lead Behavior Technician, demonstrating both hands-on experience and leadership capabilities. In addition to this valuable experience, the candidate holds a Bachelor's Degree in Psychology, exceeding the minimum job requirements, which include a high school diploma or equivalent and completion of 48 college units, an associate degree, or passage of a local assessment. We are pleased to continue attracting highly qualified candidates to fill this hard-to-recruit classification.

This proposed action is submitted under the authority of California Education Code Sections 45260–45261 and Personnel Commission Rules 8.2.1.1 through 8.2.1.4. It supports initial salary placement based on additional qualifying experience (Rule 8.2.1.1), job-related college-level education beyond the minimum requirements—limited to one step for every two years of education (Rule 8.2.1.2), challenges in recruiting qualified candidates for the classification (Rule 8.2.1.3), and any additional skills or qualifications that make the candidate especially well-suited for the position (Rule 8.2.1.4).

Recommendation:

The Personnel Commission recommends approval of the initial salary placement for the Behavior Intervention Technician candidate (D. Morales) at Range 24, Step 5 (\$24.55) of the classified salary schedule.

No attachment:



**MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

**REGULAR MEETING
AGENDA ITEM COVER PAGE**

Meeting Date: July 23, 2025

Agenda Item:

Consideration and approval of initial salary placement for M. Corona, candidate for Behavior Intervention Technician.

Agenda Placement:

Consent

Background:

The Supervisor of Behavior Analysts has submitted a request for an initial salary placement for M. Corona, a highly qualified candidate for the classification of Behavior Intervention Technician. The Personnel Commission staff recommends approval to place the candidate at Range 24, Step 5 (\$24.55 hourly) of the classified salary schedule.

M. Corona brings a strong background in behavioral support, including two years of experience working with children exhibiting explosive behaviors as a Mental Health Support Provider. In addition to this valuable experience, the candidate possesses a Bachelor's Degree in Psychology and holds certification as a Registered Behavior Technician (RBT). These qualifications exceed the minimum requirements for the position, which include a high school diploma or equivalent and either 48 completed college units, an associate degree, or passage of a local assessment. This placement reflects our ongoing efforts to attract and retain highly qualified candidates for this hard-to-fill classification.

This proposed action is submitted under the authority of California Education Code Sections 45260–45261 and Personnel Commission Rules 8.2.1.1 through 8.2.1.4. It supports initial salary placement based on additional qualifying experience (Rule 8.2.1.1), job-related college-level education beyond the minimum requirements—limited to one step for every two years of education (Rule 8.2.1.2), challenges in recruiting qualified candidates for the classification (Rule 8.2.1.3), and any additional skills or qualifications that make the candidate especially well-suited for the position (Rule 8.2.1.4).

Recommendation:

The Personnel Commission recommends approval of the initial salary placement for the Behavior Intervention Technician candidate (M. Corona) at Range 24, Step 5 (\$24.55) of the classified salary schedule.

No attachment:



**MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

**REGULAR MEETING
AGENDA ITEM COVER PAGE**

Meeting Date: July 23, 2025

Agenda Item:

Consideration and approval of initial salary placement for J. Nunez, candidate for Mechanic Specialist.

Agenda Placement:

Consent

Background:

The Director of Transportation has submitted a request for an initial salary placement for J. Nunez, a highly qualified candidate for the classification of Mechanic Specialist. The Personnel Commission staff recommends approval to place the candidate at Range 42, Step 4 (\$32.68 hourly) of the classified salary schedule.

J. Nunez brings an extensive background in the mechanics field, including fifteen years as a fleet mechanic and three years working as a heavy equipment mechanic. This experience far exceeds the minimum qualification requirement of three years of journeyman-level experience in the repair and maintenance of diesel and gasoline-powered vehicles. The recruitment of highly qualified candidates for this position is particularly challenging, and we are pleased to have attracted such a skilled candidate for this hard-to-fill classification.

This proposed action is submitted under the authority of California Education Code Sections 45260–45261 and Personnel Commission Rules 8.2.1.1 through 8.2.1.4. It aligns with the provisions for initial salary placement based on additional qualifying experience (Rule 8.2.1.1), addressing challenges in recruiting qualified candidates for the classification (Rule 8.2.1.3), and recognizing any extra skills or qualifications that make the candidate especially well-suited for the role (Rule 8.2.1.4).

Recommendation:

The Personnel Commission recommends approval of the initial salary placement for the Mechanic Specialist candidate (J.Nunez) at Range 42, Step 4 (\$32.68) of the classified salary schedule.

No attachment:



**MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

**REGULAR MEETING
AGENDA ITEM COVER PAGE**

Meeting Date: July 23, 2025

Agenda Item:

Consideration and approval of initial salary placement for B. Ormsby, candidate for Mechanic Specialist.

Agenda Placement:

Consent

Background:

The Director of Transportation has submitted a request for an initial salary placement for B. Ormsby, a highly qualified candidate for the classification of Mechanic Specialist. The Personnel Commission staff recommends approval to place the candidate at Range 42, Step 4 (\$32.68 hourly) of the classified salary schedule.

B. Ormsby brings an additional six years of experience in the preventive maintenance of diesel trucks and heavy equipment, which far exceeds the minimum qualification requirement of three years of journeyman-level experience. The recruitment of highly qualified candidates for this position is particularly challenging, and we are pleased to have attracted such a skilled candidate for this hard-to-fill classification.

This proposed action is submitted under the authority of California Education Code Sections 45260–45261 and Personnel Commission Rules 8.2.1.1 through 8.2.1.4. It aligns with the provisions for initial salary placement based on additional qualifying experience (Rule 8.2.1.1), addressing challenges in recruiting qualified candidates for the classification (Rule 8.2.1.3), and recognizing any extra skills or qualifications that make the candidate especially well-suited for the role (Rule 8.2.1.4).

Recommendation:

The Personnel Commission recommends approval of the initial salary placement for the Mechanic Specialist candidate (B. Ormsby) at Range 42, Step 4 (\$32.68) of the classified salary schedule.

No attachment



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: July 23, 2025

Agenda Item:

Public Employee Performance Evaluation: Director of Classified Personnel [Government Code Section 54957]

Agenda Placement:

Closed Session