

MADERA UNIFIED SCHOOL DISTRICT

Personnel Commission Meeting AGENDA

Regular Meeting
Wednesday, July 17, 2019
Madera Unified School District Board Room
1902 Howard Road, Madera, CA 93637
4:00 PM –Closed Session, 5:00 PM – Open Session

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

1. 4:00 PM: Call to Order Public Meeting- Closed Session Immediately Convened

Public Hearing for visitors who wish to address the Commission on Closed Session items. Speakers are limited to three (minutes). The Commission is prohibited by law from taking action on matters discussed that are not on the Agenda, and no adverse conclusions should be drawn if the Commission does not respond to public comment at this time. If you wish to address the Commission, come to the podium and state your name and city of residence.

A. Personnel

1. CONFERENCE WITH LEGAL COUNSEL- PENDING LITIGATION [Section 54956.9(a) of the Government Code]:

A. Meeks v. Madera Unified School District, et al., Madera County Superior Court Case No. MCV078359

B. Adjournment of Closed Session

- 2. Reconvene Public Session at 5:00 PM**
- 3. Pledge of Allegiance, Opening and Acknowledgement of Visitors and Media**
- 4. Closed Session Reportable Actions (Government Code section 54957.1)**
- 5. 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.

6. Communications

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

7. Consent Agenda

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

A. Approval of minutes:

1. Approve minutes from June 19, 2019, Regular Meeting and July 1, 2019 Special Meeting.

B. Consideration and approval of Eligibility Lists for:

1. Assist Director of Child Nutrition
2. Classroom Aide (Preschool)
3. Head Custodian III
4. Migrant Liaison
5. Paraprofessional Special Needs

5. New Business

A. Discuss and approve revised job description, Special Services Technician

B. Discuss and approve new classified supervisory job description for Supervisor – District Warehouse and Classified Supervisory Salary Recommendation

6. Information and Reports

A. Director's Report

B. Commissioner's Report

7. Next Regular Personnel Commission Meeting

Wednesday, August 21, 2019 at 5:00 pm
Madera Unified School District Office – Boardroom
1902 Howard Road
Madera, California 93637

8. Suggested Future Agenda Items

9. Adjournment

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



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: July 17, 2019

Agenda Item:

Consideration to Approve the Minutes of the Regular Meeting for June 19, 2019 and the Special Board Meeting of July 1, 2019.

Agenda Placement:

Consent

Background:

Approval of Minutes from the Regular Meeting June 19, 2019 and the Special Board Meeting of July 1, 2019.

Recommendation:

It is recommended that the Personnel Commission approve the Minutes from the Regular Meeting for June 19, 2019 and the Special Board Meeting of July 1, 2019.

Minutes Record of MUSD Personnel Commission
Regular Meeting held on Wednesday, June 19, 2019 at 4:30 PM –Closed Session, 5:00
PM – Regular Meeting

The Personnel Commission of the Madera Unified School District convened at their regular Board Meeting in the Conference Room, 1902 Howard Road, Madera, California on Wednesday, June 19, 2019 at 4:30 PM.

ROLL CALL

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

Personnel Commission Staff

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

Kent Albertson, Chief Human Resources Officer
Cheri Giddens, CSEA President

Other visitors were in attendance.
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1. CALL TO ORDER OF PUBLIC MEETING –CLOSED SESSION
IMMEDIATELY CONVENED

Personnel Commissioner Janzen called the meeting to order at 4:30 PM. The meeting was open for public comment on closed session items. No comments were made.

2. RECONVENE PUBLIC SESSION

Commissioners Janzen reconvened public session at 5:00 pm. Commissioner Janzen led the flag salute. No members of the media were present.

3. CLOSED SESSION REPORTABLE ACTIONS

Commissioner Janzen reported that there were no reportable actions.

4. ADOPTION OF AGENDA

It was moved by Personnel Commissioner Koch and seconded by Commissioner Wheat to adopt the agenda. MOTION NO. 55- 2018/19

Ayes:	Commissioners, Philip Janzen, Bruce Koch, Fran Wheat
Noes:	None
Absent:	None

Minutes Record of MUSD Personnel Commission
Regular Meeting held on Wednesday, June 19, 2019 at 4:30 PM –Closed Session, 5:00
PM – Regular Meeting

Abstained: None

5. COMMUNICATIONS

No comments were made.

6. CONSENT AGENDA

It was moved by Personnel Commissioner Koch and seconded by Commissioner Wheat to adopt the consent agenda. MOTION NO. 56- 2018/19

Ayes: Commissioners, Philip Janzen, Bruce Koch, Fran Wheat
Noes: None
Absent: None
Abstained: None

7. NEW BUSINESS

A. Discuss and approve new classified job description, Special Services Data Technician and Salary Compensation and Survey Recommendation

Director Barreras presented the new job description and recommended an annual salary range of \$47,850 - \$59,037.67.

It was moved by Personnel Commissioner Koch and seconded by Commissioner Wheat to approve the new classified job description Special Services Data Technician and Salary Recommendation MOTION NO. 58-2018/19, DOC. NO. 46-2018/19

Ayes: Commissioners, Philip Janzen, Bruce Koch, Fran Wheat
Noes: None
Absent: None
Abstained: None

B. Discuss and approve Initial Salary Placement for Behavioral Analyst

Director Barreras discussed the difficulty in the recruitment process for this new department.

Chief HR Officer Albertson discussed that that Madera Unified was one of the first districts to recruit Behavior Analysts. As more districts are adding this field to their staff, the salaries are changing. The salaries for the Behavioral Health field may need to be reviewed more frequently than every 5 years.

Minutes Record of MUSD Personnel Commission
Regular Meeting held on Wednesday, June 19, 2019 at 4:30 PM –Closed Session, 5:00
PM – Regular Meeting

It was moved by Personnel Commissioner Wheat and seconded by Commissioner Koch for the Personnel Commission to approve initial salary step 7 for the Behavioral Analyst position. MOTION NO. 58-2018/19, DOC. NO. 31-2018/19

Ayes: Commissioners, Philip Janzen, Bruce Koch, Fran Wheat
Noes: None
Absent: None
Abstained: None

C. Discuss and approve Initial Salary Placement for Behavioral Clinician

Director Barreras discussed the difficulty in the recruitment process this new department. The agenda was amended to reflect the correct salary range of 63, step 7, not salary range of 58 as it was listed on the agenda cover sheet.

It was moved by Personnel Commissioner Wheat and seconded by Commissioner Koch for the Personnel Commission to approve initial salary step 7 for the Behavioral Clinician position. MOTION NO. 59-2018/19, DOC. NO. 32-2018/19

Ayes: Commissioners, Philip Janzen, Bruce Koch, Fran Wheat
Noes: None
Absent: None
Abstained: None

9. INFORMATION AND REPORTS

Director Barreras reported that it was a busy time in the Personnel Commission office with ongoing recruitments, filling positions for next year and new job descriptions. Director Barreras is working with the Maintenance Director and looking at revisions of the Custodian job descriptions. Director Barreras is also in the process of reviewing the Personnel Commission Staff's job description duties. In addition, she is the process of creating a Steering Committee for the classified conference and hopes to have the first meeting held in August.

10. NEXT REGULAR PERSONNEL COMMISSION MEETING

Wednesday, July 17, 2018 at 5:00 PM
Madera Unified District Office – Board Room
1902 Howard Road, Madera, CA 93637

Minutes Record of MUSD Personnel Commission
Regular Meeting held on Wednesday, June 19, 2019 at 4:30 PM –Closed Session, 5:00
PM – Regular Meeting

11. SUGGESTED FUTURE AGENDA ITEMS

No suggestions were made.

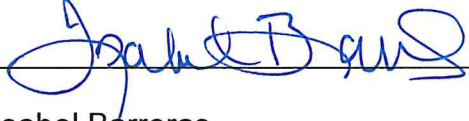
12. ADJOURNMENT

Commissioner Janzen adjourned the Public Session at 5:23 PM.



Mary Siegl
Human Resources Specialist

Dated: July 3, 2019



Isabel Barreras
Director of Classified Human Resources

Dated: July 3, 2019

**Minute Record of MUSD Personnel Commission Meeting
Special Meeting Held on Monday, July 1, 2019 at 9:00 am**

The Personnel Commission of the Madera Unified School District convened in a Special Board Meeting in the District Office Conference Room, 1902 Howard Road, Madera, California on Monday, July 1, 2019 at 9:00 a.m.

Roll Call

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

Sandra Edwards, Human Resources Specialist, Personnel Commission
Mary Siegl, Human Resources Specialist, Personnel Commission

There were other visitors/ district employees in attendance.
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1. 9:00 AM – Call to Order of Public Meeting-Closed Session Immediately Convened

Commissioner Janzen called the meeting to order at 9:00 am.

Janet Pavlovich, Madera, CA addressed the Commission regarding her concerns over the consideration of hiring of a hearing officer for the upcoming hearing.

Seeing no others come forward, Commission Chairperson Janzen adjourned to Closes Session pursuant to Government Code Section 54957 (b) (1)

2. Reconvene Public Session/ Call to Order Regular Meeting

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

Commission reconvened the Special Meeting by calling the Public Session to order at 9:17 am. Commissioner Janzen led the pledge of allegiance.

4. Closed Session Reportable Actions (Government Code Section 54957.1)

Commissioner Janzen announced there were no Closed Session reportable actions.

5. Adoption of the Agenda

It was moved by Personnel Commissioner Koch and seconded by Commissioner Wheat to approve the consent agenda. MOTION NO. – 01-2019/20

**Minute Record of MUSD Personnel Commission Meeting
Special Meeting Held on Monday, July 1, 2019 at 9:00 am**

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

6. Communications

No public comments were made.

7. New Business

A. Consideration and approval to hear the pending appeal or appointment of a Hearing Officer

It was moved by Personnel Wheat and seconded by Commissioner Koch to have the Personnel Commission hear the pending appeal hearing and not utilize a Hearing Officer. MOTION NO. 02 - 2019/20


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

Commissioner Janzen adjourned the Public Session at 9:21 a.m.



Mary Siegl, Human Resources Specialist

Dated: July 10, 2019



Isabel Bajreras, Director of Classified HR

Dated: July 10, 2019



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: July 17, 2019

Agenda Item:

Consideration to Approve the Eligibility List for: Assistant Director of Child Nutrition, Classroom Aide (Preschool), Head Custodian III, Migrant Liaison, and Paraprofessional Special needs.

Agenda Placement:

Consent

Background:

Eligibility lists have been placed on the agenda as a consent item. If for some reason any Commissioner would like to remove a list, it can be done.

1. Assistant Director of Child Nutrition, 7-17-19
2. Classroom Aide (Preschool) – Lead, 7-17-19
3. Head Custodian III – Lead, 7-17-19
4. Migrant Liaison, 7-17-19
5. Paraprofessional Special Needs, 7-17-19

Recommendation:

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



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: July 17, 2019

Agenda Item:

Discuss and approve the revised classified job description title for Special Services Technician.

Agenda Placement:

Action

Background:

After further review, District Administration is asking to make a minor revision on the current job title of Special Services Data Technician. The revised title is Special Services Technician. We are removing the word Data from the title of the job description.

This was done in accordance with Personnel Commission Rules 3.2.3. Class Specification and Class Title.

Recommendation:

It is recommended that the Personnel Commission approve the revised classified job description as presented.

Attachments: Revised Job Description, Special Services Technician

Madera Unified School District Classified Job Description

Special Services Data Technician

Purpose Statement

Under general supervision, the Special Services Data-Technician; plans, coordinates and performs activities related to the support and operation of the Special Education Programs. Specific responsibilities include knowledge of requirements under federal, state, and local mandates and guidelines for managing and updating data needs for the Special Services department. To ensure data accuracy and integrity in related or targeted areas of Individualized Education Programs (IEP) and other related legal documents as required by the various agencies.

This job reports to the Director of Special Services.

Essential Functions

- Provides data support to the Special Education Department to ensure required legal documents are maintained and updated in a timely manner and in compliance with legal mandates; verifies completed IEPs to ensure accuracy with regards to district, state and federal guidelines.
- Revise and update standard operating procedures (SOP) and policies for the Special Education Department, inspection of reports, data sources, but not limited to the Special Education Information System (SEIS) and Aeries.
- Assist the department with the facilitation of State/District special education programs for the purpose of delivering special education services within the required and established guidelines.
- Maintains a variety of confidential, non-confidential manuals, electronic files, records, assessments, Special Education Information System (SEIS), reports, state/ federal compliance documents, student data imports and teacher/administrator accounts in various contracted academic data website, for the purpose of providing up to date information and/or historical references in accordance with established guidelines and legal requirements.
- Oversees Special Education Information System: coordinates related improvement activities within the Office of Special Education and with other departments within the district; submits reports to the California Department of Education upon request. Assigns caseloads, adds student records, monitors access to student records, monitors and verify completed Individualized Education Programs (IEP's) annual and triennial dates, monitors proper student identification in Aeries.
- Perform a variety of technical duties in the management of student information database and student records for the district program; manage the accuracy of the database to compile and develop statistical reports as requested; maintain confidentiality of student information.

REVISED

- Supports student data collection specifically required for CALPADS, SEIS and Aeries; designs custom reports and queries for Special Education Local Plan Area (SELPA) to target specific management issues/concerns and ensure all issues are resolved promptly.
- Provide reports and other documents as needed for school personnel, including program entry and exit reports; prepare reports for outside agencies including educational institutions as requested, including the California Special Education Management Information System (CASEMIS) report; input coded information according to site and outside academic agency standards; assure accuracy of data and efficiency of report preparation.
- Manages the development and implementation of assigned project plans to include timelines, responsible parties, communications and key performance indicators.
- Attends department, in-service meetings, workshops and/or seminars as assigned for the purpose of conveying and/or gathering information required to perform job functions.
- Participates in district mandated trainings and retraining programs.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the Special Services Department.

Job Requirements

Skills, Knowledge and Abilities

SKILLS: Specific skilled-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; planning and managing projects; problem solving, logical thinking, preparing and maintaining accurate records; and utilizing pertinent software applications.

KNOWLEDGE: Specific knowledge based competencies required to satisfactorily perform the functions of the job include; pertinent codes, policies, regulations and/or laws.

ABILITY: Operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/ or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include; meeting deadlines and schedules; maintaining confidentiality and work independently with little direction and with many interruptions. Understand and work within scope of authority. Plan, prioritize and organize work to meet schedules and timelines.

Communicate, understand and follow both oral and written directions effectively. Learn new or updated computer systems/software programs to apply to current work.

Communicate using patience and courtesy in a manner that reflects positively on the organization. Apply integrity and trust in all situations and actively participate in meeting District goals and outcomes. Learn District organization, operations, policies, objectives and goals.

REVISED

Responsibility

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

Working Environment

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 75% sitting, 10% walking, and 10% standing. This job is performed under minimal temperature variations.

Minimum Qualifications

Experience Two years of advanced clerical experience working with data systems applications, and data input consisting of programs like Special Education Information System (SEIS), California Longitudinal Pupil Achievement Data System (CALPADS), AERIES or other similar software systems. Must be skilled in Microsoft Office & Google Sheets and Docs.

Education High School diploma or equivalency.

Required Testing

Pre-employment Proficiency Test
Pre-employment Physical exam

Continuing Educ./Training

Maintain as needed

Certificates

None Specified

Clearances

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

FLSA Status

Non-
exempt

Approval Date

Salary Range



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: July 17, 2019

Agenda Item:

Discuss and approve new classified job description for Supervisor – District Warehouse and Classified Supervisory Salary Recommendation.

Agenda Placement:

Action

Background:

The District Administration has presented the Personnel Commission with new duties for a classified supervisory position with the proposed title of Supervisor - District Warehouse. This is a reorganization within the Purchasing Department. This position plans, organizes and participates in the operations and activities of the District's centralize Warehouse, which receives all stock and non-stock items that are purchased for the District. The Supervisor of the District Warehouse assures warehouse activities meet site needs and distribution timelines; train, supervise and assist in the evaluation of performance of all assigned personnel. This job reports to the Director of Purchasing.

This was done in accordance with Personnel Commission Rules 3.1.1, 3.2.1 thru 3.2.6 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 classified job description of Supervisor – District Warehouse and Classified Supervisory Salary Recommendation of Range 9, (\$29.89 - \$38.08 hourly).

NEW

Madera Unified School District Classified Job Description

Supervisor- District Warehouse

Purpose Statement

Under the direction of the Director of Purchasing, the Supervisor- District Warehouse plans, organizes and participates in the operations and activities of the District's centralize Warehouse, which receives all stock and non-stock items that are purchased for the District. The Supervisor of the District Warehouse assures warehouse activities meet site needs and distribution timelines; train, supervise and assist in the evaluation of performance of all assigned personnel.

This job reports to the Director of Purchasing.

Essential Functions

- Plan, organize and participate in daily warehouse operations and activities, including the receipt, documentation, storage, safety and distribution of all district supplies, such as but not limited to, technology, textbooks and any other product ordered throughout the District.
- Train, supervise, and assist in evaluation performances of assigned warehouse employees; assign workloads to warehouse workers, and adjust deliveries to accommodate District priorities.
- Supervise the processing of requisitions and request for returns for all stock and non-stock items, maintain proper stock levels to meet site needs and responds to inquiries from a variety of internal and external services.
- Coordinate with site staff for the pickup of District Permanent Records and shredding, and schedules warehouse staff for pick up and storage.
- Route and schedule orders for delivery and pick up for school sites, and District satellite offices, schedules District Mail Deliveries, schedules pick ups for stock and non-stock items for the purpose of vendor/stock items returns. Adjust financial system to reflect correct inventory.
- Prepares and maintains a variety of records and logs; and prepares reports as required; maintain inventory of items in the District Warehouse.
- Operate and demonstrate use of specialized warehouse equipment as necessary, assure proper and routine maintenance and servicing of warehouse vehicles and equipment and maintains a log of equipment usage from other District departments.
- Observe health and safety regulations; maintain warehouse in a clean, safe and orderly condition.

NEW

- Maintains a variety of reports, documents, schedules and policies pertaining to storage, equipment maintenance costs, inventory, and supplies.
- Identifies fixed assets for the purpose of bar coding property and assists in inventory controls.
- Conducts physical inventories for the purpose of verifying stock and identifying losses and making appropriate adjustments in the system, researches discrepancies on orders (ex: overages, shortages, duplicates, etc,) for the purpose of correcting errors and or/ returning damaged incorrect items to vendors.
- Attend and participate in department meetings, plans and executes on going Safety Training for Warehouse personnel.
- Works on special projects as assigned.

Other Functions

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

Job Requirements:

Skills, Knowledge and Abilities

SKILLS OF: Strong leadership and supervisory skills; ability to operate a computer and use software computer systems.

KNOWLEDGE OF: Practices and terminology used in warehouse operations; warehousing and shipping and receiving procedures; use and terminology of requisitions, purchase orders, invoices, bill of lading and other warehouse documents; operation of equipment used in the receipt, storage and shipping of materials, commodities and equipment; use proper storage, lifting, filing, record keeping and reporting techniques; general space utilization and inventory control methods and practices; operate a computer and assigned software to perform duties of operation; basic health and safety regulations as it pertain to industry stands for warehouse operation; perform mathematical computations for an efficient operation; general principles and practices of supervision and training of assigned personnel; oral and written communication skills; interpersonal skills using tact, patience and courtesy.

ABILITY TO: Plan, organize oversee and participate in the operations and activities of the District's centralized warehouse; train, supervise, and assist in the evaluation the performance of assigned personnel and provide clear expectations to assigned personnel; receive, store, ship and deliver materials, supplies and equipment to various locations in a timely manner; establish and maintain effective storekeeping procedures; operate a variety of warehouse material handling equipment including a forklift, pallet jack, hand truck, etc; operate a computer and/or assigned software; utilize space efficiently and effectively; oversee and participate in maintaining and recording inventory; interpret, apply and explain rules, regulations, policies and procedures; understand and resolve issues, complaints or problems; prioritize and schedule workloads as assignments; meet schedules and timelines; maintain records and files and prepare reports; establish and maintain cooperative and effective working relationships with others; communicate, understand and follow both oral and written directions effectively; observe health and safety regulations; perform mathematical computations.

NEW

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under temperature variations.

Minimum Qualifications

Experience: Three years of progressively responsible experience performing a variety of warehouse related duties including but not limited to order fulfillment, inventory control and analysis, order entry, and inventory accounting/identification. One year as a warehouse lead strongly preferred.

Education: High school diploma or equivalency.

Required Testing

Pre-employment Proficiency Test
Pre-employment Physical exam

Certificates

Valid CDL
Forklift operators certificate

Continuing Educ/Training

Maintain certifications
On-going as needed

Clearances

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

FLSA Status

Non Exempt

Approval Date

Salary Range