

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

**AGENDA
Regular Meeting
Wednesday, September 20, 2023
4:30 PM Public Meeting**

**MADERA UNIFIED SCHOOL DISTRICT – BOARDROOM
1902 HOWARD ROAD
MADERA, CA 93637**

**COMMISSIONER HERNANDEZ WILL PARTICIPATE FROM THE FOLLOWING
TELECONFERENCE LOCATION PURSUANT TO GOVERNMENT CODE SECTION 54953(B)(2);
all action taken during this teleconferenced meeting shall be by roll call vote.**

**The Mirage Hotel
3400 S. Las Vegas Blvd.
Las Vegas, Nevada 89109, US**

**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, August 16, 2023 Regular Meeting

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

1. Administrative Assistant VI – Promotional
2. Behavioral Health Clinician II - Open Competitive
3. Child Nutrition Assistant I – Open Competitive
4. Child Nutrition Assistant II – Promotional
5. Communications Analyst - Open Competitive
6. Facilities Project Manager -Open Competitive
7. Full Stack Developer - Open Competitive
8. Licensed Vocational Nurse - Open Competitive
9. Paraprofessional Autism - Open Competitive/Promotional
10. Parent Resource Center Assistant 3.5 hours - Open Competitive
11. School Safety Officer - Open Competitive

7. New Business

- A. Discuss and approve the revised job classifications for Head Custodian I, II, and III
- B. Discuss and approve the revised job classifications for Library Media Technician Middle School and Library Media Technician High School
- C. Discuss and approve the proposed new job classification for the Maintenance Journeyperson - Specialty
- D. Discuss and approve the job classifications' title changes for the Maintenance Tradespersons of Carpenter, Electrician, HVAC, Painter, Plumber, and Welder/Fabricator
- E. Discuss and approve the title change for the job classification of Payroll Specialist

8. Information and Reports

- A. Update on Assembly Bill 1699 Classified Employees
- B. Director's Report
- C. Commissioner's Report

9. Next Regular Personnel Commission Meeting

Wednesday, October 18, 2023 at 4:30 pm
Madera Unified School District Office – Board Room
1902 Howard Road
Madera, California 93637

10. Suggested Future Agenda Items

11. 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 get in touch with 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: September 20, 2023

Agenda Item:

Consideration and approval of the minutes from Wednesday, August 16, 2023 Regular Meeting

Agenda Placement:

Consent

Background:

Consideration and approval of the minutes from Wednesday, August 16, 2023 Regular Meeting.

Recommendation:

It is recommended that the Personnel Commission approve the minutes from Wednesday, August 16, 2023 Regular Meeting.

Attachment: August 16, 2023 Regular Meeting

Minutes Record of MUSD Personnel Commission
Regular Meeting held on Wednesday, August 16, 2023 at 4:30 PM

The Personnel Commission of the Madera Unified School District convened in a Regular Board Meeting in the District Boardroom, 1902 Howard Road, Madera, California, on Wednesday, August 16, 2023, at 4:30 p.m.

1. Call to Order

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

2. Pledge of Allegiance

- Commissioner Janzen led the flag salute.

3. Roll Call

- Mary Siegl, Personnel Specialist Lead, took the roll call
- **Roll Call**

The following were in attendance:

David Hernandez, Personnel Commission Chair, present
Fran Wheat, Personnel Commissioner Vice-Chair,
Philip Janzen, Personnel Commissioner,

Isabel Barreras, Director of Classified Human Resources
Mary Siegl, Personnel Specialist Lead
Alejandra Venegas- Chaves, Personnel Specialist

Joe Aiello, Assistant Superintendent of Human Resources
Vicky Zamora, 1st Vice- President, CSEA
There were other employees in attendance.

4. Adoption of the Agenda

- It was moved by Commissioner Wheat and seconded by Commissioner Janzen to approve the Agenda. MOTION NO. 11-2023/24.
Ayes: Commissioners: Hernandez, Janzen, and Wheat
Noes: None
Absent: None
Abstained: None

5. Public Comment

- No comments were made.

6. Consent Agenda

- It was moved by Commissioner Wheat and seconded by Commissioner Janzen to approve adopting the consent agenda. MOTION NO. 12 -2023/24.

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

7. New Business

A. Consideration and Announcement of the Commissioners' Joint Appointee

- Chairperson Wheat announced that the current Commissioners' Joint Appointee, David Hernandez, will have his term expire on December 1, 2023. According to Personnel Commission Rules 2.1.2.3 and 2.1.2.31, the Commissioners have until September 30, 2023, to publicly announce the name of the person they would like to appoint or reappoint as the Commissioner's Joint Appointee. Commissioner Hernandez has expressed interest and is willing to continue to serve as the Joint Appointee. A public hearing will be held at the October 18, 2023, Regular PC meeting, at which time the reappointment of David Hernandez will be discussed. The Commissioners may make their joint appointee appointment following the Hearing on October 18, 2023.

B. Discuss and approve the extension of the following Promotional and Open/Competitive Eligibility Lists for Student Advocate

- Director Barreras requested that the Eligibility List for Student Advocates be extended until September 30, 2023. This will expedite filling the upcoming vacancies at the start of the school year.
- It was moved by Commissioner Janzen, seconded by Commissioner Wheat, to approve the extension of the Eligibility List for Student Advocates until September 30, 2023. MOTION NO. 13-2023/24

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

C. Discuss and approve the Initial Salary Placement for the candidate of Lighting and Sound Specialist

- Director Barreras presented the District's request to place a candidate's initial salary step for the Lighting and Sound Specialist position on Step 7, Range 40 (\$36.19 hourly rate) of the classified salary schedule. The candidate exceeds the position's minimum qualifications by holding a Master's Degree in Fine Arts and has over 12 years of experience working directly in lighting and sound and managing theatrical productions, as well as currently serving as a Professor of Theatre Arts and Program Director for Fresno Pacific University.
- It was moved by Commissioner Janzen, seconded by Commissioner Wheat, to approve Step 7, initial salary step placement Range 40 (\$36.19 hourly rate) of the classified salary schedule for the Lighting and Sound Specialist candidate. MOTION NO. 14-2023/24, DOCUMENT NO. 06-2023/24

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

D. Discuss and approve the revised job classification for Communications Analyst

- Director Barreras presented the District's request to revise the job classification for Communications Analyst. The changes to the job classification reflect the objective to improve the functioning of certain specialized areas with a highly focused skill set.
- It was moved by Commissioner Janzen, seconded by Commissioner Wheat, to approve the revised job classification for Communications Analyst. MOTION NO. 15-2023/24, DOCUMENT NO. 07-2023/24

Ayes: Commissioners: Hernandez, Janzen, and Wheat

Noes: None

Absent: None

Abstained: None

E. Discuss and approve the Professional Services Agreement for Boucher Law, PC, for Fiscal Year 2023-2024

- Director Barreras presented the Professional Services Agreement for Boucher Law, PC, for the Fiscal Year 2023-2024.
- It was moved by Commissioner Janzen and seconded by Commissioner Wheat to approve the Professional Services Agreement for Boucher Law, PC, for the Fiscal Year 2023-2024. MOTION NO. 16-2023/24

Ayes: Commissioners: Hernandez, Janzen, and Wheat

Noes: None

Absent: None

Abstained: None

F. Discuss and approve the proposed new job classification and recommended salary recommendation for the School Safety Dispatcher

- Director Barreras presented the new job classification description and salary recommendation for School Safety Dispatcher. This position will fall under the general direction of the Director of Safety and Security. A salary recommendation of classified salary range 25 (\$20.98 -\$27.45 hourly rate) was recommended. This is the same salary range as the Transportation Dispatcher, which performs similar duties.
- It was moved by Commissioner Wheat, seconded by Commissioner Janzen, to approve the new job description and recommend a classified salary range of 25 (\$20.98 - \$27.45 per hour) for the position of School Safety Dispatcher. MOTION NO. 17-2023/24, DOCUMENT NO. 08-2023/24

Ayes: Commissioners: Hernandez, Janzen, and Wheat

Noes: None

Absent: None

Abstained: None

8. Informational and Reports

A. Director's Report

- Director Barreras reported that the PC Office continues to stay busy recruiting and filling positions.
- Director Barreras reported that the performance test for Custodian at Matilda Torres High School was a very successful recruitment with 30 testing and 23 passing.

- The Board of Trustees unanimously approved the Classification and Compensation Study on August 8. The next step is to have the first reading of salary negotiations on 9/12 and the second reading on 9/26. The Behavior Clinician I's commented that they disagreed with their salary recommendation. The PC office is reviewing; any new information discovered will be provided to CSEA and HR.
- We successfully filled our ten spots for the Classified Teaching Grant recruitment for this school year, and we are now complete with 25 classified employees moving forward with Fresno State and on the career ladder pathway to becoming teachers.

B. Commissioner's Report

- No reports were made.

9. Next Regular Personnel Commission Meeting

- Wednesday, September 20, 2023 at 4:30 pm
Madera Unified School District Office - Boardroom
1902 Howard Road
Madera, California 93637

10. Suggested Future Agenda Items

- No suggestions were made.

11. Adjournment

- Commissioner Hernandez adjourned the meeting at 4:47 p.m.


Isabel Barreras, Director of Classified HR

Date: September 12, 2023



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: September 20, 2023

Agenda Item:

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

Agenda Placement:

Consent

Background:

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

1. Administrative Assistant VI – Promotional
2. Behavioral Health Clinician II – Open Competitive
3. Child Nutrition Assistant I – Open Competitive
4. Child Nutrition Assistant II – Promotional
5. Communications Analyst – Open Competitive
6. Facilities Project Manager -Open Competitive
7. Full Stack Developer - Open Competitive
8. Licensed Vocational Nurse - Open Competitive
9. Paraprofessional Autism - Open Competitive/Promotional
10. Parent Resource Center Assistant 3.5 hours - Open Competitive
11. School Safety Officer - Open Competitive

Recommendation:

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

No attachment:



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: September 20, 2023

Agenda Item:

Discuss and approve the revised job classifications for Head Custodians I, II, and III

Agenda Placement:

Action

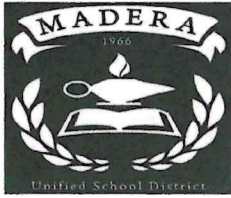
Background:

District Administration and CSEA have presented the Personnel Commission with revisions to the Head Custodian I, II, and III job classifications. These changes were initiated during the Salary Study Negotiations Process between the District and CSEA. The proposed revisions are highlighted in blue with a strikeout of old language highlighted in red in the job classifications' Purpose Statements and Distinguished Characteristic sections. These changes will keep the job description up to date.

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

Recommendation:

The Personnel Commission is recommended to approve the revised changes to Head Custodians I, II, and III job classifications.



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

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

HEAD CUSTODIAN I

DEPARTMENT/SITE: Maintenance and
Operations

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 25

WORK CALENDAR: 261 Days

REPORTS TO: Principal/Custodial Supervisor

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Principal and Custodial Supervisor, the Head Custodian I plans, organizes, leads, and participates in a variety of special cleaning operations and the preparation of facilities for classroom activities and campus events; ensures an attractive, sanitary, and safe environment for students, staff and visitors; trains and provides work guidance assigned custodians in the performance of their assignments and ensures that assignments are completed in a safe, proper and timely manner. The incumbents in this classification provide the school community with leadership in custodial services at an assigned site, which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS:

This job is distinguished from similar jobs by the following characteristics: this position is assigned at a smaller elementary school campus, ~~small~~ K-8 schools, Alternative Education school, or other District sites with fewer or no custodians to lead and less square footage responsibilities than the campus of a Head Custodian II.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

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

- Completes all responsibilities of the custodian in a manner that sets the standard of quality at the site for maintaining a sanitary, safe, and attractive environment.
- Conducts a variety of training and drills with students and staff (e.g., fire, intruder, earthquake, health, and safety) to ensure that emergency procedures are in order, alarm systems are operational, and/or established procedures are effective.
- Consult with administrative personnel to plan, prioritize, and schedule custodial activities and achieve site maintenance objectives.
- Inspects facilities to ensure that the site is suitable for safe operations, maintained in an attractive and clean condition and identifies necessary repairs to facilities and/or equipment.
- Leads and provides work guidance to assigned custodial personnel; trains assigned personnel to develop and/or improve professional trade and safety awareness skills.
- Maintains, cleans, and performs minor servicing and repairs to all custodial equipment.
- Operates a computer and assigned software to perform various job duties (e.g., work orders, supply orders, monitor custodial budget, timesheets).
- Oversees facility maintenance activities and assigned custodial personnel to ensure functions are performed efficiently and in compliance with site requirements and established standards.
- Participates in meetings, workshops, trainings, and seminars to convey and/or gather information required to perform job functions.

- Performs seasonal maintenance (e.g., strip/wax floors, shampoo carpet, move furniture) to complete and/or facilitate summer projects.
- Prepares athletic fields/courts and sets up for events (e.g., chalking, paint striping, assemblies, dances, promotion/graduation ceremonies, community rentals) to provide adequate, attractive, and safe areas for athletic and campus events.
- Prepares the site for daily operations (e.g., unlocks and opens gates, raises flags, picks up trash, blows/sweeps walkways) to ensure facilities are operational and hazard-free.
- Prepares written materials (e.g., supply requisitions, safety inspections, work orders, inventory records, timesheets) to document activities and/or related activities to administration for action.
- Requisitions equipment, supplies, and materials to maintain the availability of required items and complete jobs efficiently.
- Responds to immediate safety and/or operational concerns (e.g., facility damage, vandalism, alarms) and take appropriate action or notify appropriate personnel for resolution.
- 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:

- Proper methods, techniques, materials, tools, and equipment used in industrial cleaning, including basic methods of cleaning floors, carpets, furniture, walls, and fixtures
- Proper use and care of equipment, materials, and supplies
- Principles and practices of training, leading, and providing work direction to others
- Requirements of maintaining schools and buildings in a safe, clean, secure, and orderly condition
- Perform basic math, including calculations using fractions, percentages, and/or ratios
- Read a variety of manuals; write documents following prescribed formats, and/or present information to others
- Understand complex, multi-step written and oral instructions
- Operation of a computer and assigned software
- Basic tools for minor repairs
- Use and care of supplies and equipment
- Safety practices, procedures, and precautions, including proper lifting techniques

Skills and Abilities to:

- Operate a variety of equipment and materials used in industrial maintenance, including electrical cleaning equipment and basic repair tools (e.g., vehicle, floor washer/buffer, backpack blower, scissor lift, boom lift, pressure washer, small hand/power tools)
- Adhere to safety practices
- Train, lead, and provide work guidance to assigned custodial personnel
- Prepare and maintain accurate records
- Work cooperatively with others in a variety of circumstances
- Interpret, apply, and explain rules, regulations, policies, and procedures
- Operate a computer and assigned software needed to accomplish assigned duties (e.g., spreadsheets, databases, word processing, email) Problem solve to identify issues and select appropriate action plan
- Read, write, speak, and understand English, and follow verbal and written directions
- Adapt to changing work priorities
- Meet schedules and timelines and plan and organize work effectively
- Work confidentially with discretion and work independently with minimal supervision
- Work flexible hours

- Establish and maintain effective working relationships with all those encountered in the course of work
- Analyze situations accurately and adopt an effective course of action or improve procedures
- Physical stamina sufficient to maintain a strenuous work schedule
- Maintain certifications and ongoing training

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:

High school diploma or equivalent.

EXPERIENCE REQUIRED:

Two (2) years of experience as a school custodian.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License to operate a district vehicle as needed to conduct work.

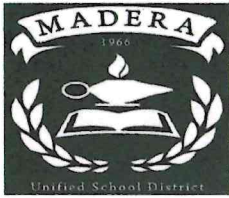
CERTIFICATIONS AND TESTING REQUIRED:

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

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations.)

- The job is performed both indoors and outdoors under extreme temperature variations and hazards such as driving a vehicle, working with a variety of custodial equipment and power tools, and regular exposure to biohazardous waste, hazardous materials, dirt, dust, fumes, unpleasant odors, and/or loud noises
- Employees are required to work irregular shifts depending on the season
- Drive a vehicle/golf cart to conduct work
- Visual acuity to see, to drive, view a computer screen, and read a variety of materials
- Significant dexterity of hands and fingers to operate custodial equipment, power tools, and manipulate objects
- Hearing and speaking to exchange information on the radio, by phone, or in person
- Sitting, standing, or walking for extended periods and on uneven ground
- Regular lifting, carrying, pushing, pulling, and/or moving moderate to heavy objects
- Reaching overhead, above/below the shoulders, and horizontally to retrieve and store equipment and supplies
- Bending at the waist, kneeling, crouching, and crawling
- Neck flexion/rotation
- Climbing, balancing, and working at heights
- Heavy manual labor



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

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

HEAD CUSTODIAN II

DEPARTMENT/SITE: Maintenance and
Operations

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 30

WORK CALENDAR: 261 Days

REPORTS TO: Principal/Custodial Supervisor

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Principal and Custodial Supervisor, the Head Custodian II plans, organizes, leads, and participates in a variety of special cleaning operations and the preparation of facilities for classroom activities and campus events; ensures an attractive, sanitary, and safe environment for students, staff, and visitors by performing, trains and provides work guidance to assigned custodians in the performance of their assignments and ensures that assignments are completed in a safe, proper and timely manner. The incumbents in this classification provide the school community with leadership in custodial services at an assigned site, which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: the Head Custodian is distinguished from other custodian positions by their responsibility for planning, organizing, and leading the work of all custodians and related positions at a school site. The Head Custodian II positions are assigned to junior high schools and larger K-8 sites; whereas Head Custodian I is assigned to elementary, small K-8 schools, Alternative Education schools, or other District sites with smaller student populations, fewer assigned personnel, and less complex school campus needs, and the Head Custodian III class is assigned to the comprehensive high school sites where the complexity of duties increases due to more varied class and program schedules, increased coordination of assigned personnel, and more complex school campus.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

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

- Completes all responsibilities of the custodian in a manner that sets the standard of quality at the site for maintaining a sanitary, safe, and attractive environment.
- Conducts a variety of training and drills with students and staff (e.g., fire, intruder, earthquake, health, and safety) to ensure that emergency procedures are in order, alarm systems are operational, and /or established procedures are effective.
- Consults with administrative personnel to plan, prioritize, and schedule custodial activities and achieve site maintenance objectives.
- Inspects facilities to ensure that the site is suitable for safe operations, maintained in an attractive and clean condition and identifies necessary repairs to facilities and/or equipment.
- Leads and provides work guidance to assigned custodial personnel; trains assigned personnel to develop and/or improve professional trade and safety awareness skills.
- Maintains, cleans, and performs minor servicing and repairs to all custodial equipment.
- Operates a computer and assigned software to perform various job duties (e.g., work orders, supply

orders, monitor custodial budget, timesheets).

- Oversees facility maintenance activities and assigned custodial personnel to ensure functions are performed efficiently and in compliance with site requirements and established standards.
- Participates in meetings, workshops, trainings, and seminars to convey and/or gather information required to perform job functions.
- Performs seasonal maintenance (e.g., strip/wax floors, shampoo carpet, move furniture) to complete and/or facilitate summer projects.
- Prepares the site for daily operations (e.g., unlocks and opens gates, raises flags, picks up trash, blows/sweeps walkways) to ensure facilities are operational and hazard-free.
- Prepares written materials (e.g., supply requisitions, safety inspections, work orders, inventory records, timesheets) to document activities and/or related activities to administration for action.
- Requisitions equipment, supplies, and materials to maintain the availability of required items and complete jobs efficiently.
- Responds to immediate safety and/or operational concerns (e.g., facility damage, vandalism, alarms) and take appropriate action or notify appropriate personnel for resolution.
- 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:

- Proper methods, techniques, materials, tools, and equipment used in industrial cleaning, including basic methods of cleaning floors, carpets, furniture, walls, and fixtures
- Proper use and care of equipment, materials, and supplies
- Principles and practices of training, leading, and providing work direction to others
- Requirements of maintaining schools and buildings in a safe, clean, secure, and orderly condition
- Perform basic math, including calculations using fractions, percentages, and/ or ratios
- Read a variety of manuals; write documents following prescribed formats, and/or present information to others
- Understand complex, multi-step written and oral instructions
- Basic tools for minor repairs
- Use and care of supplies and equipment
- Safety practices, procedures, and precautions, including proper lifting techniques

Skills and Abilities to:

- Operate a variety of equipment and materials used in industrial maintenance, including electrical cleaning equipment and basic repair tools (e.g., vehicle, floor washer/buffer, backpack blower, scissor lift, boom lift, pressure washer, small hand/power tools)
- Adhere to safety practices
- Train, lead, and provide work guidance to assigned custodial personnel
- Prepare and maintain accurate records
- Work cooperatively with others in a variety of circumstances
- Interpret, apply, and explain rules, regulations, policies, and procedures
- Operate a computer and assigned software needed to accomplish assigned duties (e.g., spreadsheets, databases, word processing, and email)
- Problem-solve to identify issues and select appropriate action plan
- Read, write, speak, and understand English, and follow verbal and written directions
- Adapt to changing work priorities
- Meet schedules and timelines and plan and organize work effectively

- Work confidentially with discretion and work independently with minimal supervision
- Work flexible hours
- Establish and maintain effective working relationships with all those encountered in the course of work
- Analyze situations accurately and adopt an effective course of action or improve procedures
- Physical stamina sufficient to maintain a strenuous work schedule
- Maintain certifications and ongoing training

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:

High School diploma or equivalent.

EXPERIENCE REQUIRED:

Two (2) years of experience as a school custodian, with at least one (1) year experience as a head custodian.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License to drive a vehicle to perform job duties as assigned.

CERTIFICATIONS AND TESTING REQUIRED:

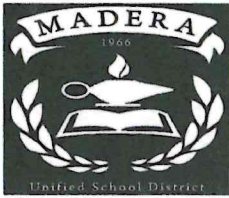
- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After an offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment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

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations.)

- The job is performed both indoors and outdoors under extreme temperature variations and hazards such as driving a vehicle, working with a variety of custodial equipment and power tools, and regular exposure to biohazardous waste, hazardous materials, dirt, dust, fumes, unpleasant odors, and/or loud noises
- Employees are required to work irregular shifts depending on the season
- Drive a vehicle/golf cart to conduct work
- Visual acuity to see, drive, view a computer screen, and read a variety of materials
- Significant dexterity of hands and fingers to operate custodial equipment, power tools, and manipulate objects
- Hearing and speaking to exchange information on the radio, by phone, or in person
- Sitting, standing, or walking for extended periods of time and on uneven ground
- Regular lifting, carrying, pushing, pulling, and/or moving moderate to heavy objects
- Reaching overhead, above/below the shoulders, and horizontally to retrieve and store equipment and supplies

- Bending at the waist, kneeling, crouching, and crawling
- Neck flexion/rotation
- Climbing, balancing, and working at heights
- Heavy manual labor



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

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

HEAD CUSTODIAN III

DEPARTMENT/SITE: Maintenance and
Operations

SALARY SCHEDULE: Classified Bargaining Unit
SALARY RANGE: TBD
WORK CALENDAR: 261 Days

REPORTS TO: Principal/Custodial Supervisor

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Principal and Custodial Supervisor, the Head Custodian III plans, organizes, leads, and participates in a variety of special cleaning operations and the preparation of facilities for classroom activities and campus events; ensures an attractive, sanitary, and safe environment for students, staff and visitors by performing, trains and provides work guidance to assigned custodians in the performance of their assignments and ensures that assignments are completed in a safe, proper and timely manner. The incumbents in this classification provide the school community with leadership in custodial services at an assigned site, which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS:

This job is distinguished from similar jobs by the following characteristics: the Head Custodian is distinguished from other custodian positions by their responsibility for planning, organizing, and leading the work of all custodians and related positions at a school site. The Head Custodian III job class is assigned to the comprehensive high school sites where the complexity of duties increases due to more varied class and program schedules, increased coordination of assigned personnel, and a more complex school campus. The Head Custodian II job class is assigned to junior high schools ~~and larger K-8 sites~~, whereas Head Custodian I is assigned at elementary, K-8 schools, Alternative Education schools, or other District sites with smaller student populations, fewer assigned personnel, and less complex school campus needs.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

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

- Assist with seasonal maintenance (e.g., strip/wax floors, shampoo carpet, move furniture) to complete and/or facilitate summer projects.
- Completes all responsibilities of the custodian in a manner that sets the standard of quality at the site for maintaining a sanitary, safe, and attractive environment.
- Conducts a variety of training and drills with students and staff (e.g., fire, intruder, earthquake, health, and safety) to ensure that emergency procedures are in order, alarm systems are operational, and /or established procedures are effective.
- Consults with administrative personnel to plan, prioritize, and schedule custodial activities and achieve site maintenance objectives.
- Inspects facilities to ensure the site is suitable for safe operations and maintained in an attractive and clean condition and identifies necessary repairs to facilities and/or equipment.

- Leads and provides work guidance to assigned custodial personnel; trains assigned personnel to develop and/or improve professional trade and safety awareness skills.
- Maintains, cleans, and performs minor servicing and repairs to all custodial equipment.
- Operates a computer and assigned software to perform various job duties (e.g., work orders, supply orders, monitor custodial budget, timesheets).
- Oversees facility maintenance activities and assigned custodial personnel to ensure functions are performed efficiently and in compliance with site requirements and established standards.
- Participates in meetings, workshops, trainings, and seminars to convey and/or gather information required to perform job functions.
- Prepares the site for daily operations (e.g., unlocks and opens gates, raises flags, picks up trash, blows/sweeps walkways) to ensure facilities are operational and hazard-free.
- Prepares written materials (e.g., supply requisitions, safety inspections, work orders, inventory records, and timesheets) to document activities and/or relate activities to administration for action.
- Requisitions equipment, supplies, and materials to maintain the availability of required items and complete jobs efficiently.
- Responds to immediate safety and/or operational concerns (e.g., facility damage, vandalism, alarms) and take appropriate action or notify appropriate personnel for resolution.
- 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:

- Proper methods, techniques, materials, tools, and equipment used in industrial cleaning, including basic methods of cleaning floors, carpets, furniture, walls, and fixtures
- Proper use and care of equipment, materials, and supplies
- Principles and practices of training, leading, and providing work direction to others
- Requirements of maintaining schools and buildings in a safe, clean, secure, and orderly condition
- Perform basic math, including calculations using fractions, percentages, and/ or ratios
- Read a variety of manuals; write documents following prescribed formats, and/or present information to others
- Basic tools for minor repairs
- Use and care of supplies and equipment
- Safety practices, procedures, and precautions, including proper lifting techniques

Skills and Abilities to:

- Operate a variety of equipment and materials used in industrial maintenance, including electrical cleaning equipment and basic repair tools (e.g., vehicle, floor washer/buffer, backpack blower, scissor lift, boom lift, pressure washer, small hand/power tools)
- Interpret, apply, and explain rules, regulations, policies, and procedures
- Train, lead, and provide work guidance to assigned custodial personnel
- Perform minor non-technical repairs
- Prepare and maintain accurate records
- Work cooperatively with others in a variety of circumstances
- Understand complex, multi-step written and oral instructions
- Operate a computer and assigned software needed to accomplish assigned duties (e.g., spreadsheets, databases, word processing, and email)
- Problem-solve to identify issues and select appropriate action plan
- Read, write, speak, and understand English, and follow verbal and written directions

- Adapt to changing work priorities
- Meet schedules and timelines and plan and organize work effectively
- Work confidentially with discretion and work independently with minimal supervision
- Work flexible hours
- Establish and maintain effective working relationships with all those encountered in the course of work
- Analyze situations accurately and adopt an effective course of action or improve procedures
- Adhere to safety practices
- Physical stamina sufficient to maintain a strenuous work schedule
- Maintain certifications and ongoing training

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:

High School diploma or equivalent.

EXPERIENCE REQUIRED:

Three (3) years of experience as a school custodian, with at least two (2) years of experience as a head custodian.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License to drive a vehicle to perform job duties as assigned.

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 the following:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam (C) through the District's provider at the District's expense
 - Enrollment in the Department of Motor Vehicles Employer Pull Notice Program and submission of a current DMV driving record printout within six months of employment

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations.)

- The job is performed both indoors and outdoors under extreme temperature variations and hazards such as driving a vehicle, working with a variety of custodial equipment and power tools, and regular exposure to biohazardous waste, hazardous materials, dirt, dust, fumes, unpleasant odors, and/or loud noises
- Employees are required to work irregular shifts depending on the season
- Drive a vehicle/golf cart to conduct work
- Visual acuity to see, to drive, view a computer screen, and read a variety of materials
- Significant dexterity of hands and fingers to operate custodial equipment, power tools, and manipulate objects
- Hearing and speaking to exchange information on the radio, by phone, or in person
- Sitting, standing, or walking for extended periods of time and on uneven ground
- Regular lifting, carrying, pushing, pulling, and/or moving moderate to heavy objects

- Reaching overhead, above/below the shoulders, and horizontally to retrieve and store equipment and supplies
- Bending at the waist, kneeling, crouching, and crawling
- Neck flexion/rotation
- Climbing, balancing, and working at heights
- Heavy manual labor



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: September 20, 2023

Agenda Item:

Discuss and approve the revised job classifications for Library Media Technician Middle School and Library Media Technician High School

Agenda Placement:

Action

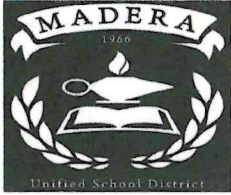
Background:

District Administration and CSEA have presented the Personnel Commission with revisions to the Library Media Technician Middle School and Library Media Technician High School job classifications. These changes were initiated during the Salary Study Negotiations Process between the District and CSEA. The added essential function is highlighted in blue in the job classifications' Essential Functions, Duties, and Task section. These changes will keep the job description up to date.

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

Recommendation:

The Personnel Commission is recommended to approve the revised changes to the Library Media Technician Middle School and Library Media Technician High School job classifications.



CLASSIFIED
Job Class Description
Equal Employment Opportunity

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

LIBRARY MEDIA TECHNICIAN – MIDDLE SCHOOL

DEPARTMENT/SITE: School Site

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 16

WORK CALENDAR: 211 Days

REPORTS TO: Principal/Site Administrator

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Principal/Site Administrator, the Library Media Technician – Middle School maintains the library collections at a middle school site; identifies age-appropriate resources for students and teachers utilizing library resources and selects appropriate items in support of classroom instruction; keeps the library a clean and inviting setting; and performs clerical functions related to collection, processing, circulation, maintenance, and inventory of library materials. The incumbents in this classification provide the school community with library services which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in this class perform library support for students and teachers at a middle school. This class differs from the Library Media Technician – Elementary School class that works in an elementary school and the Library Media Technician – High School working in a high school.

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 teachers, students, and administrators in identifying resource materials for use in classroom and/or class assignments.
- Assists students with the check-in/check-out of instructional technology devices for the purpose of providing students with the technology necessary to access digital curriculum and instruction. This includes assisting the Information Technology Department staff in following District and school site processes for the check-in/check-out of student loaners, student device replacement, and student device returns.
- Coordinates special events on request (e.g., Book Fairs, reading contests, pizza parties) to promote reading.
- Evaluates books and/or periodicals for retention within the collection and repair damaged books or recommend the retirement of books and/or periodicals to ensure the availability of books and library materials.
- Maintains a clean, attractive setting with seasonal and other themes to create an inviting learning environment.
- Maintains materials inventory by researching and purchasing library books, textbooks, library hardware/software, media equipment, and related instructional materials to provide up-to-date references and ensure the availability of materials when required.
- Monitors student activities, handles behavior issues and maintains a quiet and safe environment conducive to learning.

- Orders office supplies and equipment (e.g., laminating film, book jackets, paper, pens) to ensure availability as needed.
- Participates in unit meetings, in-service training, workshops, etc., to convey and/or gather information required to perform functions.
- Performs circulation activities (e.g., item check-in and checkout, lists of overdue items) to record and control the use, location, and availability of items in the collection.
- Performs general clerical duties to support the library and instructional program.
- Prepares manual and electronic documents and reports (e.g., collection statistics, scheduling reports/requests, renewal information, overdue lists, fines) to provide documentation and information to others.
- Processes library books, periodicals, and related media materials (e.g., logging into the online catalog, barcoding, shelving, and producing required reports) to provide students and staff with the required materials.
- Processes notices of missing, damaged, or overdue books, media, and materials; collects and processes fines in order to provide and/or maintain access to library resources and secure reimbursement for losses.
- Read stories to students with appropriate emphasis and style.
- Responds to inquiries from students, staff, and parents (e.g., availability of books, finding appropriate reference documents, Chromebook support, status of overdue fines) by providing information and/or direction as required.
- 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:

- Library practices
- Dewey decimal system
- Basic math, including calculations using fractions, percentages, and/or ratios
- English usage, grammar, spelling, and punctuation
- Computer and Internet operations and pertinent software applications
- Operation of standard office equipment
- Student behavior and psychology at middle school age

Skills and Abilities to:

- Communicate effectively in writing and orally
- Understand complex, multi-step written and oral instructions
- Schedule activities, meetings, and/or events
- Gather and/or collate data
- Establish and maintain effective working relationships
- Be organized, adaptable and flexible
- Read stories to students in an effective, interesting way

RESPONSIBILITY:

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

JOB QUALIFICATIONS / REQUIREMENTS:

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

EDUCATION REQUIRED:

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

EXPERIENCE REQUIRED:

One and a half (1.5) years of working in a school or community youth organization, with library experience preferable.

LICENSE(S) REQUIRED:

None required

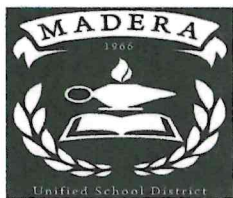
CERTIFICATIONS AND TESTING REQUIRED:

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

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations.)

- The job is performed indoors under minimal temperature variations and in a generally hazard-free environment
- Requires extensive standing and walking
- Lifting, carrying, pushing, and/or pulling objects of moderate weight, such as books and supplies
- Stooping/crouching, reaching/handling, bending at the waist, kneeling, reaching, handling, or crouching to retrieve and place books and other materials
- Dexterity of hands and fingers to operate a computer keyboard and handle books and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read documents and computer screen



CLASSIFIED
Job Class Description
Equal Employment Opportunity

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

LIBRARY MEDIA TECHNICIAN-HIGH SCHOOL

DEPARTMENT/SITE: School Site

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 18

WORK CALENDAR: 239 Days

REPORTS TO: Principal/Site Administrator

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Principal/Site Administrator the Library Media Technician-High School maintains the library collections at a high school or adult school/alternative educational site; identifies age-appropriate resources for students and teachers utilizing library resources and selects appropriate items in support of classroom instruction; keeps the library a clean and inviting setting; and performs clerical functions related to collection, processing, circulation, maintenance, and inventory of library materials, computer lab materials and/or textbooks. The incumbents in this classification provide the school community with library services which directly support student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in this class perform library support for students and teachers at a high school. This class differs from the Library Media Technician-Elementary School class that works in an elementary school and the Library Media Technician-Middle School working in a middle school.

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 teachers, students, and administrators in identifying resource materials for use in classroom and/or class assignments.
- Assists students with the check-in/check-out of instructional technology devices for the purpose of providing students with the technology necessary to access digital curriculum and instruction. This includes assisting the Information Technology Department staff in following District and school site processes for the check-in/check-out of student loaners, student device replacement, and student device returns.
- Evaluates books and/or periodicals for retention within the collection and repairs of damaged books or recommend the retirement of books and/or periodicals to ensure the availability of books and library materials.
- Maintains a clean, attractive setting with seasonal and other themes to create an inviting learning environment.
- Maintains materials inventory by researching and ordering library books, textbooks, library and computer lab hardware/software, media equipment, and related instructional materials) to provide up-to-date references and ensure the availability of materials when required.
- Monitors student activities, and maintains order and a quiet and safe environment conducive to learning.
- Orders office supplies and equipment for the purpose of ensuring availability as needed.

- Participates in unit meetings, in-service training, workshops, etc. to convey and/or gather information required to perform functions.
- Performs circulation activities (e.g., item check-in and check-out, prepare circulation count, lists of overdue items, set calendar dates) to record and control the use, location, and availability of items in the collection.
- Performs general clerical duties to support the library and instructional program.
- Prepares manual and electronic documents and reports (e.g., collection statistics, scheduling reports/requests, renewal information, overdue lists, fines, costs, Loss of Privileges (LOP) list, purchase orders, textbook checkouts) to provide documentation and information to others.
- Processes library books, periodicals, software, and related media materials (e.g., logging into the online system; barcoding, shelving, cataloging, and producing required reports) to provide students and staff with required materials.
- Processes notices of missing, damaged, or overdue books, media, and materials to provide and/or maintain access to library resources and secure reimbursement for losses.
- Provides flexible library times (e.g., during school, before school, after school) to ensure participation for all students, teachers, and/or administration.
- Responds to inquiries of students, staff, and parents (e.g., availability of books, finding appropriate reference documents, status of overdue fines) to provide information and/or direction as required.
- Trains assigned personnel, including student helpers, to ensure library policies and procedures are used in performing job functions.
- 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:

- Library practices
- MARC records
- Dewey decimal system
- Basic math, including calculations using fractions, percentages, and/or ratios
- English usage, grammar, spelling, and punctuation
- Computer usage, Internet operations/searches and pertinent software applications
- Operation of standard office equipment

Skills and Abilities to:

- Communicate effectively in writing and orally
- Understand complex, multi-step written and oral instructions
- Schedule activities, meetings, and/or events
- Gather and/or collate data
- Establish and maintain effective working relationships
- Be organized, adaptable and flexible

RESPONSIBILITY:

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

JOB QUALIFICATIONS / REQUIREMENTS:

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

EDUCATION REQUIRED:

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

EXPERIENCE REQUIRED:

Two (2) years of working in a school or community youth organization, with library experience preferable.

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 an offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam B through the District's provider at the District's expense

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- The job is performed indoors under minimal temperature variations and in a generally hazard-free environment
- Requires extensive standing and walking
- Lifting, carrying, pushing, and/or pulling objects of moderate weight such as books and supplies
- Stooping/crouching, reaching/handling, bending at the waist, kneeling, reaching, handling, or crouching to retrieve and place books and other materials
- Dexterity of hands and fingers to operate a computer keyboard and handle books and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read documents and computer screen



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: September 20, 2023

Agenda Item:

Discuss and approve the proposed new job classification for the Maintenance Journeyperson - Specialty

Agenda Placement:

Action

Background:

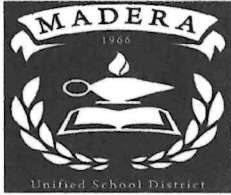
District Administration and CSEA have requested to create a new job classification title of Maintenance Journeyperson - Specialty. This job is under the general direction of the Supervisor - Maintenance. The Maintenance Journeyperson - Specialty provides maintenance services with specific responsibility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

This job classification is the same as the Maintenance Journeyperson; however, this new job classification of Maintenance Journeyperson – Specialty will be used when recruiting for any specialty such as (e.g., carpentry, plumbing, painting, electrical, HVAC, ventilating systems, alarms). This aligns with a career ladder pathway within the Department of Maintenance and Operations, as it will be negotiated to be paid at a higher range.

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

Recommendation:

The Personnel Commission is recommended to approve the proposed job class description of Maintenance Journeyperson - Specialty.



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

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

MAINTENANCE JOURNEYPerson- SPECIALITY

DEPARTMENT/SITE: Maintenance and
Operations

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: TBD

WORK CALENDAR: 261 Days

REPORTS TO: Supervisor - Maintenance

FLSA: Non-Exempt

PURPOSE STATEMENT:

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

DISTINGUISHING CHARACTERISTICS

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

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

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

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

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

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

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

Skills and Abilities to:

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

RESPONSIBILITY:

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

JOB QUALIFICATIONS / REQUIREMENTS:

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

EDUCATION REQUIRED:

High School diploma or equivalency.

EXPERIENCE REQUIRED:

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

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

LICENSE(S) REQUIRED:

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

CERTIFICATIONS AND TESTING REQUIRED:

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

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations.)

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



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: September 20, 2023

Agenda Item:

Discuss and approve the job classifications' title changes for the Maintenance Tradespersons of Carpenter, Electrician, HVAC, Painter, Plumber, and Welder/Fabricator

Agenda Placement:

Action

Background:

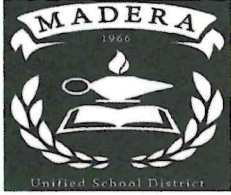
District Administration and CSEA have presented the Personnel Commission with title changes to the Department of Maintenance and Operations job classifications listed in the table below. These changes were initiated during the Salary Study Negotiations Process between the District and CSEA. The proposed revisions are highlighted in blue with a strikeout of old language highlighted in red in the job descriptions' Title and Purpose Statements sections. These changes will keep the job description up to date.

Old Title	New Title
Maintenance Journeyperson – Lead Carpenter	Maintenance Tradesperson - Carpenter
Maintenance Journeyperson – Lead Electrician	Maintenance Tradesperson - Electrician
Maintenance Journeyperson – Lead HVAC	Maintenance Tradesperson - HVAC
Maintenance Journeyperson – Lead Painter	Maintenance Tradesperson - Painter
Maintenance Journeyperson – Lead Plumber	Maintenance Tradesperson - Plumber
Maintenance Journeyperson – Lead Welder/Fabricator	Maintenance Tradesperson – Welder/Fabricator

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

Recommendation:

The Personnel Commission is recommended to approve the revised title changes to the Maintenance Tradespersons of Carpenter, Electrician, HVAC, Painter, Plumber, and Welder/Fabricator job descriptions as listed.



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

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

MAINTENANCE ~~TRADESPERSON - JOURNEYPERSON~~ LEAD CARPENTER

DEPARTMENT/SITE: Maintenance & Operations

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: TBD

WORK CALENDAR: 261 Days

REPORTS TO: Supervisor - Maintenance

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Supervisor - Maintenance, the Maintenance ~~Tradesperson - Journeyperson~~ Lead Carpenter provides maintenance services with specific responsibility for ensuring the completion of carpentry projects; and performs support as required in other skilled maintenance activities (e.g., plumbing, painting, HVAC, ventilating systems, alarms); assigns the workflow of other staff; and ensures that tools and materials are available at the job site. The incumbents in this classification provide the school community with building maintenance services to keep the school and other facilities operational, which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in this class perform at the journey level in a lead role in the carpentry trade and provide leadership to the lower-level Maintenance Journeyperson classification, which may also provide assistance on large-scale projects. This class differs from the other Lead-level classes in the various trades by their individual focus.

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.

- Constructs, alters, and repairs structures related to floors, ceilings, roofs, stairways, doors, windows, modular cabinets, shelving, and finishes carpentry components by using various materials (e.g., wood, fiberboard, gypsum board, mineral tile, metals).
- Repairs school and office furniture and wooden fixtures.
- Maintains and repairs woodwork of buildings.
- Builds and sets forms for concrete construction.
- Measures, saws, and installs sheathing for walls and roofs.
- Covers sheathing with building paper and applies sidings.
- Saws, fits and erects exterior and interior trim.
- Installs locks and other building hardware.
- May assist in preparing material lists, estimating job costs, preparing job records, and making surveys of carpentry needs.
- Installs a wide variety of materials (e.g., carpet, tile, roofing, cabinetry, drywall, plumbing, insulation, glass, electrical, and masonry) to provide enhancements and/or upgrades.
- Leads and provides work guidance to assigned maintenance personnel; trains assigned personnel to develop and/or improve professional trade and safety awareness skills.
- Maintains vehicle, tools, and equipment to ensure their availability in safe operating conditions.

Maintenance ~~Tradesperson - Carpenter~~ Journeyperson—Lead Carpenter
New: 2022 EH&A

MUSD BOARD APPROVED:
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- Oversees outside contractors to ensure the completion of projects in a timely manner and according to specifications.
- Participates in educational seminars and meetings to maintain and upgrade job knowledge and skills and for safety training.
- Performs a variety of trade-specific functions (e.g., plumbing, painting, HVAC, carpentry, electrical) to complete projects within established time frames.
- Performs routine and preventive maintenance to ensure the ongoing functioning of facilities.
- Prepares written materials (e.g., repair status, activity logs) to document activities and/or convey information.
- Repairs facilities, equipment, and systems to ensure they are in a safe working condition.
- Transports a variety of tools, equipment, and supplies to the job site.
- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Methods, practices, equipment, and tools used in the carpentry, cabinet-making, building, and construction trades
- Health and safety regulations
- Proper methods of storing equipment, materials, and supplies
- Requirements of maintaining school buildings in a safe, clean, and orderly condition
- Basic math
- English usage, grammar, punctuation

Skills and Abilities to:

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

RESPONSIBILITY:

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

JOB QUALIFICATIONS / REQUIREMENTS:

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

EDUCATION REQUIRED:

High School diploma or equivalent.

EXPERIENCE REQUIRED:

Maintenance Tradesperson - Carpenter ~~Journeyman~~ ~~Lead Carpenter~~
New: 2022 EH&A

<p>MUSD BOARD APPROVED: Month da, Year MOTION NO. ##-####/## DOCUMENT NO. ##-####/##</p>
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Five (5) years of experience as a Maintenance Worker or Maintenance Journeyperson, with three (3) years of this experience performing carpenter trade-specific journeyperson level work.

LICENSE(S) REQUIRED:

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

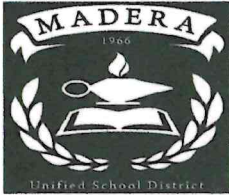
CERTIFICATIONS AND TESTING REQUIRED:

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

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations.)

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



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

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

MAINTENANCE TRADESPERSON - ~~JOURNEYPERSON~~ LEAD ELECTRICIAN

DEPARTMENT/SITE: Maintenance and Operations

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: TBD

WORK CALENDAR: 261 Days

REPORTS TO: Supervisor - Maintenance

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Supervisor - Maintenance, the Maintenance ~~Tradesperson - Journey~~person ~~Lead~~ Electrician provides maintenance services with specific responsibility for ensuring the completion of low voltage electrical projects; performs support as required in other skilled maintenance activities (e.g., carpentry, plumbing, painting, HVAC, ventilating systems, alarms); assigns the workflow of other staff; and ensures that tools and materials are available at the job site. The incumbents in this classification provide the school community with building maintenance services to keep the school and other facilities operational, which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in this class perform at the journey level in a lead role in the electrical trade and provide leadership to the lower-level Maintenance Journeyperson and Electrical specialty classifications, both of which may also help on larger-scale projects. This class differs from the other Lead-level classes in the various trades by their individual focus.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

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

- Analyzes blueprints, schematics, and drawings to determine the efficient installation of new or upgraded systems.
- Coordinates workflow of other maintenance staff to ensure that tasks are prioritized and assigned according to individual strengths and time availability.
- Fabricates equipment parts as required to meet specialty needs and/or replace unavailable parts.
- Informs personnel regarding procedures and/or status of work orders to provide information for making decisions, take appropriate action, and/or comply with building and safety regulations.
- Diagnoses causes of electrical problems or failures (e.g., power outage, school clock system malfunction, outlet failures) to identify equipment and/or systems repair.
- Estimates materials and/or equipment quantities needed to complete work projects to obtain materials and assign tasks to ensure job completion.
- Informs personnel regarding the status of work orders (e.g., supervisory staff, other maintenance workers, school site personnel) to provide information for making decisions, take appropriate action, and/or comply with health and building regulations.
- Installs electrical system components (e.g., power outlets, interior and exterior light fixtures, electrical wiring and conduit, security alarm systems, school clock system) to provide enhanced and/or upgraded electrical capabilities.

Maintenance ~~Tradesperson - Journey~~person ~~Lead~~ Electrician
New: 2022 EH&A

MUSD BOARD APPROVED:
Month da, Year
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DOCUMENT NO. ##-####/##

- Leads and provides work guidance to assigned maintenance personnel; trains assigned personnel to develop and/or improve professional trade and safety awareness skills.
- Maintains tools and equipment.
- Participates in meetings, workshops, training, and seminars as assigned.
- Performs routine and preventive maintenance (e.g., bell schedule updates, checking wiring and fixtures) to ensure the ongoing functioning of electrical systems.
- Procures equipment and supplies (e.g., switches, circuits, wiring, conduit) to maintain inventory and ensure availability of items required to complete the necessary installation and/or repair.
- Repairs electrical components and/or systems (e.g., motors, circuits, transformers, generators, compressors, switches, outlets, school clock systems, cathodic protection systems, and building security alarm systems) to ensure their safe working condition.
- Responds as directed to emergency situations during and after hours to resolve immediate safety concerns.
- Transports a variety of tools, equipment, and supplies (e.g., switches, circuits, conduit, wiring) to ensure the availability of materials required at the job site.
- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Basic math, including calculations using fractions, percentages, and/or ratios
- Methods, techniques, materials, and tools used in the installation, troubleshooting, maintenance, and repair of electrical systems/subsystems
- Blueprints and schematics
- Safety precautions and procedures
- Electrical codes and regulations
- Health and safety regulations
- Proper methods of storing equipment, materials, and supplies
- Requirements of maintaining school buildings in a safe, clean, and orderly condition
- English usage, grammar, punctuation

Skills and Abilities to:

- Use hand and power tools skillfully and safely
- Safely operate a variety of equipment and machinery used in the electrical trade
- Operate a motor vehicle as necessary
- Troubleshoot/maintain mechanical, electrical, and environmental systems/subsystems, including control/balancing these systems
- Establish and maintain effective working relationships
- Solve problems effectively, including with equipment
- Understand and follow oral and written directions
- Analyze situations accurately and adopt an effective course of action
- Plan and manage projects
- Maintain routine records
- Adapt to changing work priorities
- Communicate with diverse groups
- Meeting deadlines and schedules
- Work as part of a team

- Work independently and with interruptions

RESPONSIBILITY:

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

JOB QUALIFICATIONS / REQUIREMENTS:

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

EDUCATION REQUIRED:

High School diploma or equivalency.

EXPERIENCE REQUIRED:

Five (5) years of experience as a Maintenance Worker or Maintenance Journeyperson, with three (3) years of this experience performing electrical trade-specific journeyperson level work.

LICENSE(S) REQUIRED:

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

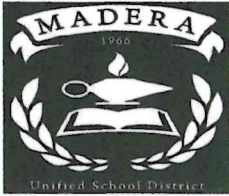
CERTIFICATIONS AND TESTING REQUIRED:

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

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations.)

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



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

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

MAINTENANCE TRADESPERSON - ~~JOURNEYPERSON~~ - ~~LEAD~~ HVAC

DEPARTMENT/SITE: Maintenance and Operations

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: TBD

WORK CALENDAR: 261 Days

REPORTS TO: Supervisor - Maintenance

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Supervisor - Maintenance, the Maintenance ~~Tradesperson - Journey person~~ ~~Lead~~ Heating, Ventilation, Air Conditioning (HVAC) provides maintenance services with specific responsibility for ensuring completion of heating, ventilation, air conditioning projects; performs support as required in other skilled maintenance activities (e.g., carpentry, plumbing, painting, electrical, ventilating systems, alarms); assigns the workflow of other staff; and ensures that tools and materials are available at job site. The incumbents in this classification provide the school community with building maintenance services to keep the school and other facilities operational, which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in this class perform at the journey level in a lead role in the electrical trade and provide leadership to the lower-level Maintenance Journey person and HVAC specialty classifications, both of which may also help on larger-scale projects. This class differs from the other Lead-level classes in the various trades by their individual focus.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

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

- Analyzes blueprints, schematics, and drawings to determine the efficient installation of new or upgraded systems.
- Assists with planning of special projects and related fields of HVAC trades.
- Assures that proper safety, health regulations, codes, and practices are observed.
- Conducts surveys of all district HVAC equipment and systems to determine the need for maintenance, repair, or replacements directed.
- Coordinates the work of private contractors, architects, and vendors and inspects work in progress and completed work for proper application, function, quality, and quantity of materials used.
- Coordinates workflow of other maintenance staff to ensure that tasks are prioritized and assigned according to individual strengths and time availability.
- Fabricates equipment parts as required to meet specialty needs and/or replace unavailable parts.
- Informs personnel regarding procedures and/or status of work orders to provide information for making decisions, take appropriate action, and/or comply with building and safety regulations.
- Installs, maintains, troubleshoots, and repairs a variety of HVAC equipment, including but not limited to rooftop units, heat pumps, refrigeration units, boilers, air handling units, heating systems, control systems, Energy Management Systems (EMS), relays, blowers, exhaust fans, and related low voltage systems.
- Leads, assigns, inspects, and oversees day-to-day repairs and projects relating to HVAC and related

fields.

- Leads and provides work guidance to assigned maintenance personnel; trains assigned personnel to develop and/or improve professional trade and safety awareness skills.
- Maintains inventories of equipment and supplies,
- Maintains vehicle, tools, and equipment to ensure their availability in safe operating conditions.
- Maintains, diagnoses, troubleshoots, and repairs Central Plant equipment, including, but not limited to, chillers, boilers, cooling towers, pumps, valves, fan coil units, and other associated distribution equipment.
- Observes and demonstrates proper safety techniques and repair procedures as related to the HVAC and refrigeration fields.
- Operates hand and power tools, equipment, and vehicles as necessary to perform the duties in this position.
- Participates in educational seminars and meetings to maintain and upgrade job knowledge and skills and for safety training.
- Performs routine and preventive maintenance to ensure the ongoing functioning of facilities.
- Prepares written materials (e.g., repair status, activity logs) to document activities and/or convey information.
- Reads blueprints, interprets specifications and estimates labor and materials costs.
- Repairs facilities, equipment, and systems (e.g., HVAC, electrical) to ensure they are in a safe working condition.
- Transports a variety of tools, equipment, and supplies to the job site.
- When not engaged in HVAC maintenance or repair duties, may assist as required in a variety of maintenance work throughout the district.
- 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:

- Materials, tools, and equipment common to commercial-industrial HVAC and electrical construction, maintenance, and repair
- Methods, practices, equipment, and tools used in various trades, including carpentry, electrical, painting, HVAC, and plumbing
- Preventive maintenance practices and procedures, applicable codes, regulations, laws, and procedures related to assigned activities
- Principles and practices of leadership and training
- English usage, grammar, punctuation, and spelling
- Math applicable to the trade
- Safety rules and regulations
- Hazmat and safety regulations
- Computerized access control systems
- Oral and written communication practices
- Record-keeping techniques
- Operation of a computer and applicable software
- Inventory methods and practices with proper methods of storing equipment, materials, and supplies
- Reading and interpreting working drawings, plans, and blueprints

Skills and Abilities to:

- Use hand and power tools skillfully and safely

- Operate a variety of equipment and machinery, such as various saws, planes, welding torches, drill presses, sanders, jackhammers, drills, and forklifts
- Operate a motor vehicle as necessary
- Establish and maintain effective working relationships
- Solve problems effectively, including with equipment
- Understand and follow oral and written directions
- Analyze situations accurately and adopt an effective course of action
- Plan and manage projects
- Drive and operate a variety of vehicles and equipment used legally and defensively
- Work without immediate supervision
- Train, coordinate, assign, and monitor the work of others
- Determine priorities and schedule work effectively and efficiently
- Maintain records and prepare proper reports
- Effectively troubleshoot and repair HVAC problems
- Communicate effectively both orally to apply and explain rules, regulations, policies, and procedures and in writing

RESPONSIBILITY:

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

JOB QUALIFICATIONS / REQUIREMENTS:

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

EDUCATION REQUIRED:

High School diploma or equivalency.

EXPERIENCE REQUIRED:

Five (5) years of experience as a Maintenance Worker or Maintenance Journeyperson, with three (3) years of this experience performing HVAC trade-specific journeyperson level work.

LICENSE(S) REQUIRED:

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

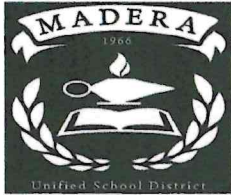
CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- HVAC Technology I Certificate or North American Technician Excellence (NATE) HVAC certification
- Environmental Protection Act (EPA) Refrigerant Recycling Certificate (within six months of hire)
- After an offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam C through the District's provider at the District's expense
 - Enrollment in the Department of Motor Vehicles Employer Pull Notice Program and submission of a current DMV driving record printout within six months of employment

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations.)

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



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

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

MAINTENANCE TRADESPERSON - ~~JOURNEYPERSON~~ LEAD PAINTER

DEPARTMENT/SITE: Maintenance and Operations

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: TBD

WORK CALENDAR: 261 Days

REPORTS TO: Supervisor and Maintenance

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Supervisor - Maintenance, the Maintenance ~~Tradesperson - Journey~~ ~~person~~ ~~Lead~~ Painter provides maintenance services with specific responsibility for ensuring completion of specific responsibility for preparing, painting and/or staining a variety of surfaces and creating/maintaining signage; performs support as required in other skilled maintenance activities (e.g., carpentry, plumbing, electrical, HVAC, ventilating systems, alarms); assigns the workflow of other staff; and ensures that tools and materials are available at job site. The incumbents in this classification provide the school community with building maintenance services to keep the school and other facilities operational, which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in this class perform at the journey level in a lead role in the painting trade and provide leadership to the lower-level Maintenance Journey person classification, which may also provide assistance on large-scale projects. This class differs from the other Lead-level classes in the various trades by their individual focus.

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.

- Coordinates workflow of other maintenance staff to ensure that tasks are prioritized and assigned according to individual strengths and time availability.
- Informs personnel regarding procedures and/or status of work to provide information for making decisions, taking appropriate action, and/or complying with building and safety regulations.
- Leads and provides work guidance to assigned maintenance personnel; trains assigned personnel to develop and/or improve professional trade and safety awareness skills.
- Maintains tools and equipment (e.g., cleans painting tools and work areas) to ensure availability in safe operating conditions.
- Paints a variety of surfaces (e.g., buildings, parking lot markings, floors, outdoor furniture, signs, athletic areas) to maintain facilities in an attractive, safe, and usable condition.
- Participates in meetings, workshops, trainings, and seminars as assigned for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares a variety of surfaces (e.g., taping/texturing/patching walls/drywall, cleaning, sanding, patching, masking) to ensure that they are ready for painting and/or refinishing.
- Prepares written materials (e.g., open new work orders, complete work orders with time, labor, and materials information) to document activities and/or convey information.
- Procures equipment and supplies (e.g., brushes, rollers, tarps, paint) to maintain inventory and ensure availability of items required to complete the necessary installation and/or repair.

- Removes graffiti to minimize vandalism and maintain attractive facilities.
- Transports a variety of tools, equipment, and supplies (e.g., paint, ladders, scaffolding, scraper, sander, power washer) to ensure the availability of materials required at the job site.
- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Basic math, including calculations using fractions, percentages, and/or ratios
- Methods, techniques, materials, and tools used in painting
- Safety precautions and procedures
- Health and safety regulations
- Proper methods of storing equipment, materials, and supplies
- Requirements of maintaining school buildings in a safe, clean, and orderly condition
- English usage, grammar, punctuation

Skills and Abilities to:

- Operate equipment used in industrial painting including air spraying equipment, line spraying equipment, brushes, rollers, ladders, scaffolding, etc.
- Prepare and maintain accurate records
- Use hand and power tools skillfully and safely
- Operate a motor vehicle as necessary
- Establish and maintain effective working relationships
- Solve problems effectively, including with equipment
- Understand and follow oral and written directions
- Analyze situations accurately and adopt an effective course of action
- Plan and manage projects
- Maintain routine records
- Adapt to changing work priorities
- Communicate with diverse groups
- Meeting deadlines and schedules
- Work as part of a team
- Work independently and with interruptions

RESPONSIBILITY:

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

JOB QUALIFICATIONS / REQUIREMENTS:

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

EDUCATION REQUIRED:

High School diploma or equivalency.

EXPERIENCE REQUIRED:

Five (5) years of experience as a Maintenance Worker or Maintenance Journey person, with three (3) years of this experience performing painting trade-specific journey person level work.

LICENSE(S) REQUIRED:

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

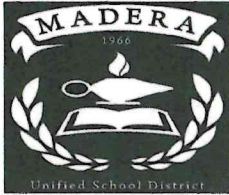
CERTIFICATIONS AND TESTING REQUIRED:

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

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations.)

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



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

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

MAINTENANCE TRADESPERSON - ~~JOURNEYPERSON~~ LEAD PLUMBER

DEPARTMENT/SITE: Maintenance and
Operations

SALARY SCHEDULE: Classified Bargaining Unit
SALARY RANGE: TBD
WORK CALENDAR: 261 Days

REPORTS TO: Supervisor - Maintenance

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Supervisor - Maintenance, the Maintenance ~~Tradesperson - Journey~~person ~~Lead~~ Plumber provides maintenance services with specific responsibility for ensuring completion of plumbing projects, including identifying repair and/or replacement needs; performs support as required in other skilled maintenance activities (e.g., carpentry, electrical, painting, HVAC, ventilating systems, alarms); assigns the workflow of other staff; and ensures that tools and materials are available at the job site. The incumbents in this classification provide the school community with building maintenance services to keep the school and other facilities operational, which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in this class perform at the journey level in a lead role in the plumbing trade and provide leadership to the lower-level Maintenance Journey person classification, which may also provide assistance on large-scale projects. This class differs from the other Lead-level classes in the various trades by their individual focus.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

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

- Analyzes blueprints, schematics, and drawings to determine the efficient installation of new or upgraded systems.
- Coordinates workflow of other maintenance staff to ensure that tasks are prioritized and assigned according to individual strengths and time availability.
- Fabricates equipment parts as required to meet specialty needs and/or replace unavailable parts.
- Informs personnel regarding procedures and/or status of work orders to provide information for making decisions, take appropriate action, and/or comply with building and safety regulations.
- Diagnoses causes of problems and/or failures in plumbing/irrigation/stormwater/natural gas delivery systems (e.g., leaks, overflows, blockages) to identify repair and/or replacement needs.
- Estimates materials and/or equipment quantities needed to complete work projects to obtain materials and assign tasks to ensure job completion.
- Informs personnel regarding the status of work orders (e.g., supervisory staff, other maintenance staff) to provide information for making decisions, taking appropriate action, and/or complying with building and safety regulations.
- Installs plumbing/irrigation/stormwater/natural gas delivery systems and fixtures (e.g., hot water heaters, drinking fountains, toilets, and urinals, catch basins, downspouts, sump pumps) to provide enhanced

and/or upgraded capabilities.

- Leads and provides work guidance to assigned maintenance personnel; trains assigned personnel to develop and/or improve professional trade and safety awareness skills.
- Maintains tools and equipment to ensure availability in safe operating conditions.
- Participates in meetings, workshops, trainings, and seminars as assigned.
- Maintains and repairs plumbing/irrigation/stormwater/natural gas delivery systems (e.g., faucets and drinking fountains, hot water heaters and pumps, plumbing fixtures, plumbing and natural gas piping, downspouts, bubblers, roof drains, sump pumps); recommends preventative maintenance to ensure a comfortable and safe learning environment.
- Requests equipment and supplies to maintain inventory and ensure availability of items required to complete the necessary installation and/or repair.
- Responds as directed to emergency situations during and after hours to resolve immediate safety concerns.
- Estimates materials and/or equipment quantities needed to complete work projects to obtain materials and assign tasks to ensure job completion.
- Transports a variety of tools, equipment, and supplies (e.g., valves, pipe, parts, cutting/soldering tools, snakes/rooters) to ensure the availability of materials required at the job site.
- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Basic math, including calculations using fractions, percentages, and/or ratios
- Methods, techniques, materials, and tools used in plumbing, gas delivery system, and stormwater system installation, maintenance, and repair
- Blueprints and schematics
- Safety precautions and procedures
- Plumbing codes and regulations
- Health and safety regulations
- Proper methods of storing equipment, materials, and supplies
- Requirements of maintaining school buildings in a safe, clean, and orderly condition
- English usage, grammar, punctuation

Skills and Abilities to:

- Use hand and power tools skillfully and safely
- Safely operate a variety of equipment and machinery used in the plumbing trade
- Operate a motor vehicle as necessary
- Establish and maintain effective working relationships
- Solve problems effectively, including with equipment
- Understand and follow oral and written directions
- Analyze situations accurately and adopt an effective course of action
- Maintain routine records
- Plan and manage projects
- Train, coordinate, assign, and monitor the work of others
- Determine priorities and schedule work effectively and efficiently
- Adapt to changing work priorities
- Communicate with diverse groups

- Meeting deadlines and schedules
- Work as part of a team
- Work independently and with interruptions

RESPONSIBILITY:

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

JOB QUALIFICATIONS / REQUIREMENTS:

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

EDUCATION REQUIRED:

High School diploma or equivalency.

EXPERIENCE REQUIRED:

Five (5) years of experience as a Maintenance Worker or Maintenance Journeyman Journeyperson, with three (3) years of this experience performing plumbing trade-specific journeyman journeyperson level work.

LICENSE(S) REQUIRED:

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

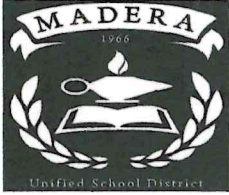
CERTIFICATIONS AND TESTING REQUIRED:

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

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations.)

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



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

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

MAINTENANCE ~~TRADESPERSON - JOURNEYPERSON - LEAD~~
WELDER/FABRICATOR

DEPARTMENT/SITE: Maintenance and
Operations

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: TBD

WORK CALENDAR: 261 Days

REPORTS TO: Supervisor - Maintenance

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Supervisor - Maintenance, the Maintenance ~~Tradesperson - Journey person - Lead~~ Welder/Fabricator provides maintenance services with specific responsibility for projects requiring welding and fabrication of items and parts; performs support as required in other skilled maintenance activities (e.g., carpentry, plumbing, painting, HVAC, ventilating systems, alarms); assigns the workflow of other staff; and ensures that tools and materials are available at job site. The incumbents in this classification provide the school community with building maintenance services to keep the school and other facilities operational, which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in this class perform at the journey level in a lead role in the welding-fabrication trade and provides leadership to the lower-level Maintenance Journey person classification, which may also provide assistance on larger-scale projects. This class differs from the other Lead-level classes in the various trades by their individual focus.

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 with the planning, designing, and determining layout for all District welding projects.
- Designs, fabricates, repairs, maintains, and installs District projects and equipment by performing welding work in accordance with laws, regulations, and District standards using Stick Shielded Metal Arc Welding, Flux-Cored Arc Welding, TIG-Gas Tungsten Arc Welding, and MIG-Gas Metal Arc Welding.
- Designs, manufactures, and installs security screens, cages, and other security devices for the protection of school property.
- Leads and provides work guidance to assigned maintenance personnel; trains assigned personnel to develop and/or improve professional trade and safety awareness skills.
- Maintains tools and equipment; performs routine and preventive maintenance to ensure the ongoing functioning of parts and equipment.
- Measures, draws, sketches, orders material, designs, fabricates, and installs ornamental and wrought iron structures and fences.
- Participates in meetings, workshops, training, and seminars as assigned.
- Performs period inspections and repairs on playground and related equipment.
- Procures equipment and supplies to maintain inventory and ensure availability of items required to complete the necessary installation and/or repair.

- Repairs and constructs all types of metal, machinery, and equipment (e.g., gates, fences, tables and chairs, door frames, hinges, water, and gas keys).
- Responds as directed to emergency situations during and after hours to resolve immediate safety concerns.
- Transports a variety of tools, equipment, and supplies to ensure the availability of materials required at the job site.
- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Basic math, including calculations using fractions, percentages, and/or ratios
- Methods, techniques, materials, and tools used in installation, troubleshooting, maintenance, and repair with welding and fabrication of parts
- Safety precautions and procedures
- Health and safety regulations
- Proper methods of storing equipment, materials, and supplies
- Requirements of maintaining school buildings in a safe, clean, and orderly condition
- English usage, grammar, punctuation

Skills and Abilities to:

- Use hand and power tools skillfully and safely
- Safely operate a variety of equipment and machinery used in the electrical trade
- Operate a motor vehicle as necessary
- Establish and maintain effective working relationships
- Solve problems effectively, including with equipment
- Understand and follow oral and written directions
- Analyze situations accurately and adopt an effective course of action
- Plan and manage projects
- Maintain routine records
- Adapt to changing work priorities
- Communicate with diverse groups
- Meet deadlines and schedules
- Work as part of a team
- Work independently and with interruptions

RESPONSIBILITY:

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

JOB QUALIFICATIONS / REQUIREMENTS:

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

EDUCATION REQUIRED:

High School diploma or equivalency.

EXPERIENCE REQUIRED:

Five (5) years of experience as a Maintenance Worker or Maintenance Journeyperson, with three (3) years of this experience performing welding and fabrication trade-specific journeyperson level work.

LICENSE(S) REQUIRED:

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

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- American Welding Society (AWS) heavy plate, structural steel, pipe/tube welding certification (within 6 months of employment)
- After an offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam C through the District's provider at the District's expense
 - Enrollment in the Department of Motor Vehicles Employer Pull Notice Program and submission of a current DMV driving record printout within six months of employment

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations.)

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



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: September 20, 2023

Agenda Item:

Discuss and approve the title change for the job classification of Payroll Specialist

Agenda Placement:

Action

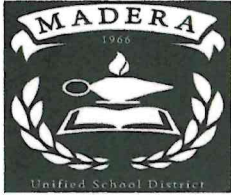
Background:

District Administration and CSEA have presented the Personnel Commission with a recommendation for a title change to the Payroll Technician job classification. The new job classification title is Payroll Specialist. The change was initiated during the Salary Study Negotiations Process between the District and CSEA. The proposed revisions are highlighted in blue with a strikeout of old language highlighted in red in the job classifications' Title and Purpose Statements sections of the job classification. These changes will keep the job description up to date.

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

Recommendation:

The Personnel Commission is recommended to approve the revised title change for the job classification of Payroll Specialist.



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

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

PAYROLL ~~TECHNICIAN~~ SPECIALIST

DEPARTMENT/SITE: Fiscal Services

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 38

WORK CALENDAR: 261 Days

REPORTS TO: Business Manager or Chief
Financial Officer

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Business Manager, **Supervisor of Payroll**, or Chief Financial Officer, the Payroll **Specialist ~~Technician~~** processes all phases of payroll, responds to complex and unusual payroll problems and computational questions, ensures compliance with mandated requirements, and maintains confidential employee records. The incumbents in this classification provide the school community with payroll services, which directly support student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in this class have significant responsibility in the payroll process, ensuring accurate and timely processing of employee payments. This class differs from the lower-level Accounting Technician IV class, which has more specialized accounting responsibility in a department or school, such as handling ASB funds at a high school or department financial activities. The class also differs from the higher-level Payroll Specialist–Lead, which provides leadership and support to lower-level payroll positions and handles the more complex payroll problems as the highest level, non-supervisory, position in payroll.

ESSENTIAL FUNCTIONS, DUTIES AND TASKS:

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

- Assists auditors by providing supporting documentation and/or information.
- Assists with preparing reports (e.g., state labor reports, benefit, gross to net calculations) to provide written support and/or convey information.
- Compiles payroll information related to work assignments to provide required documentation and/or process information.
- Distributes payroll and other documents (e.g., sub-tracking, new/change forms, flyers).
- Informs other staff and/or outside parties regarding procedural requirements to process transactions.
- Maintains a variety of payroll information, files, and records to ensure the availability of documentation and compliance with established policies and regulatory guidelines.
- Monitors assigned payroll activities and/or components (e.g., leave time, work location) to ensure compliance with established financial, legal, and/or administrative requirements.
- Participates in unit meetings, in-service training, and workshops.
- Prepares written materials and electronic payroll information to document activities, provide references,

Payroll **Specialist ~~Technician~~**

Updated: 10/19/2022

Previous update: 2017

- convey information, and comply with established financial, legal, and/or administrative requirements.
- Processes payroll-related data (e.g., timesheets, withholding information) to update information, authorize timely payment, and/or comply with established payroll practices.
- Reconciles payroll account balances to maintain accurate account balances and comply with established guidelines.
- Researches and resolves discrepancies in payroll and/or benefit information and/or documentation (e.g., timesheets, leave time, benefit provider/s, withholding, and salary status) to ensure the accuracy of records, employee payments, and adherence to procedures prior to processing.
- Responds to inquiries regarding payroll procedures (e.g., wage levies and garnishments, savings, contributions, direct deposits) to provide necessary information for making decisions, assist employees, take appropriate action, and/or comply with established fiscal guidelines.
- 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:

- Accounting and bookkeeping principles and practices
- Basic math, including calculations using fractions, percentages, and/or ratios
- English usage, grammar, punctuation, and spelling
- Relevant software applications, including advanced spreadsheet applications
- Codes/laws/rules/regulations/policies related to accounting and payroll
- Personnel processes and practices

Skills and Abilities to:

- Apply district, state, and federal policies and regulations
- Read and understand complex, multi-step written and oral instructions
- Gather, collate, classify and/or analyze data
- Prepare and maintain written reports and accurate records
- Work with a wide diversity of individuals and diverse groups in a variety of circumstances
- Present information orally and in writing to others
- Problem solve with data and situations, identifying issues and creating action plans
- Meet deadlines and schedules and set priorities
- Work as part of a team
- Maintain confidentiality
- Show attention to detail
- Provide quality customer service
- Develop and maintain effective work relationships

RESPONSIBILITY:

Responsibilities include working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

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

EDUCATION REQUIRED:

High School diploma or equivalent.

EXPERIENCE REQUIRED:

Three (3) years of increasing responsibility in payroll, accounting, bookkeeping, or other areas as appropriate.

Equivalency - Twelve (12) units in college-level study in business administration, accounting, bookkeeping, and related fields, which require computer applications from an accredited college or university, can be substituted for one year of experience.

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 an offer of employment, obtain the following:
 - 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 the District's provider

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations.)

- This job is performed in an indoor office environment
- Significant amount of time sitting, with some walking and standing
- Lifting, carrying, pushing, and/or pulling objects such as files and boxes of supplies, etc.
- Manual dexterity to operate a keyboard, handle paperwork, and use other office equipment
- Hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and computer screen



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: September 20, 2023

Agenda Item: Update on Assembly Bill 1699 Classified Employees

Agenda Placement:
Information and Reports

Background:

This item is being presented as an informational item for the purpose of providing an update to the Commission on Assembly Bill 1699 Classified Employees. Personnel Commission staff will provide an update and allow for discussion on the status.