

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

AGENDA
Regular Meeting
Wednesday, October 18, 2023
4:30 PM Public Meeting
District Office – Conference Room

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

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

4. Adoption of Agenda

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

5. Public Comment

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

6. Consent Agenda

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

A. Approval of minutes:

1. Consideration and approval of the minutes from Wednesday, September 20, 2023 Regular Meeting

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

1. Accounting Technician IV – Promotional/Open Competitive
2. Administrative Assistant III - Promotional
3. Administrative Assistant V - Promotional/Open Competitive

4. CALPADS Data Technician – Open Competitive
5. Career Technician - Open Competitive
6. Child Nutrition Technician - Lead – Promotional
7. Community Support Specialist - Promotional
8. Parent Resource Center Assistant - Promotional/Open Competitive
9. School Office Technician - Promotional/Open Competitive
10. Student Advocate (limited-term) - Open Competitive
11. Warehouse Lead – Promotional

7. New Business

- A. Discuss and approve the Initial Salary Placement for A. Austin, candidate for Licensed Vocational Nurse (LVN)
- B. Discuss and approve the Initial Salary Placement for M. Cosio, candidate for Licensed Vocational Nurse (LVN)
- C. Discuss and approve the Initial Salary Placement for M. Hernandez, candidate for Behavioral Health Clinician II
- D. Discuss and approve the title change for the job classification of Manager of Student Mentor Services
- E. Discuss and approve the revised job classifications for Personnel Technician, Personnel Specialist, and Personnel Specialist - Lead
- F. Discuss and approve the proposed new job classification for the School Safety Officer Lead - Therapy Support Dog
- G. Presentation and Approval of the 2022-2023 Personnel Commission Annual Report
- H. Public Hearing for the Appointment of the Commissioner's Joint Appointee; term to begin December 1, 2023 – November 30, 2026

8. Information and Reports

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

9. Next Regular Personnel Commission Meeting

Wednesday, November 15, 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



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: October 18, 2023

Agenda Item:

Consideration and approval of the minutes from Wednesday, September 20, 2023, Regular Meeting

Agenda Placement:

Consent

Background:

Consideration and approval of the minutes from Wednesday, September 20, 2023, Regular Meeting.

Recommendation:

It is recommended that the Personnel Commission approve the minutes from Wednesday, September 20, 2023, Regular Meeting.

Minutes Record of MUSD Personnel Commission
Regular Meeting held on Wednesday, September 20, 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, September 20, 2023, at 4:30 p.m.

1. Call to Order

- Commissioner Wheat 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 via teleconference call
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
Mary Jane Falcon, Administrative Assistant V

Cheri Giddens, CSEA President

There were other employees in attendance.

4. Adoption of the Agenda

- It was moved by Commissioner Janzen and seconded by Commissioner Hernandez to approve the Agenda. MOTION NO. 18-2023/24.
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 Janzen and seconded by Commissioner Hernandez to approve the adoption of the Consent Agenda. MOTION NO. 19 -2023/24.
Ayes: Commissioners: Hernandez, Janzen, and Wheat
Noes: None

Absent: None
Abstained: None

7. New Business

A. Discuss and approve the revised job classifications for Head Custodian I, II, and III

- Director Barreras presented the revisions to the Head Custodian I, II, and III job classifications. The revisions were made to the Distinguishing characteristics of the job classification due to the CSEA and the District's negotiation process.
- It was moved by Commissioner Janzen and seconded by Commissioner Hernandez to approve the revised job classifications for Head Custodians I, II, and III. MOTION NO. 20 -2023/24, DOC. NO. (09-11)-2023/24

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

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

- Director Barreras presented the revisions to the Library Media Technician Middle School and High School job classifications. An additional essential function was requested to be added to the job classifications during the District's Salary Study Negotiations Process between the District and CSEA.
- Mona Gutierrez, Library Media Technician High School, requested that the Commission hold off on approving the revised job description.
- Cheri Giddens, CSEA President, spoke in support of the revised job description and indicated it was not changing the job's essential functions.
- Rosalinda Herrera Torres, Library Media Technician High School, discussed her concerns with revising the job classification.
- Gracia Salazar, Library Media Technician, shared that she was concerned about the revision because an IT employee had indicated she would now be handling the Chromebooks.
- Cheri Giddens, CSEA President, clarified that the IT employee was mistaken and that President Giddens had communicated with Technology Director Kee Vang regarding the miscommunication with his staff.
- It was moved by Commissioner Janzen, seconded by Commissioner Hernandez, to approve the revisions to the job classifications Library Media Technician Middle School and Library Media Technician High School. MOTION NO. 21-2023/24, DOCUMENT NO. (12-13)-2023/24.

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

C. Discuss and approve the proposed new job classification for the Maintenance Journeyman - Specialty

- Director Barreras presented the District's request to create a new job classification title of Maintenance Journeyman – Specialty. This position is under the general director of the Supervisor – Maintenance and will be used when recruiting for any specialist (e.g., carpentry, plumbing, painting, electrical, HVAC). This position aligns with a career

ladder pathway within the Department of Maintenance and Operations, as it will be negotiated to be paid a higher range due to the CSEA and District's negotiations process.

- It was moved by Commissioner Janzen, seconded by Commissioner Hernandez, to approve the new job classification for Maintenance Journeyman – Specialty.

MOTION NO. 22-2023/24, DOCUMENT NO. 14-2023/24

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

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

- Director Barreras presented the District's requested job classifications' title changes for Maintenance Tradesperson Carpenter, Electrician, HVAC, Painter, Plumber, and Welder/Fabricator due to the CSEA and District's negotiations process. These positions were formerly titled Maintenance Journeyman Lead and included the specialty area.
- It was moved by Commissioner Janzen, seconded by Commissioner Hernandez, to approve the job classifications' title changes for the Maintenance Tradespersons of Carpenter, Electrician, HVAC, Painter, Plumber, and Welder/Fabricator. MOTION NO. 23-2023/24, DOCUMENT NO. (15-20)-2023/24

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

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

- Director Barreras presented the District and CSEA's request to change the position classification title from Payroll Technician to Payroll Specialist due to the CSEA and District's negotiations process.
- It was moved by Commissioner Janzen and seconded by Commissioner Hernandez to approve the title change for the Payroll Technician job classification to Payroll Specialist. MOTION NO. 24-2023/24, DOCUMENT NO. 21-2023/24

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

8. Informational and Reports

A. Update on Assembly Bill 1699 Classified Employees

- Director Barreras gave an update on Assembly Bill 1699. The bill will be going to Governor Newsom for his approval or veto. The California School Personnel Commissioners Association (CSPCA) opposes this bill.

B. Director's Report

- Director Barreras reported that the PC Office continues to stay busy with recruitment and filling position vacancies for permanent and temporary positions

- On Saturday, September 16th, the PC office conducted the Classified Teaching Grant Professional Development workshop in collaboration with Fresno State.
- Next week, Director Barreras will be having the first meeting with the PC Rules Adhoc Committee to start the review of the PC Rules.
- The 2023 PC Annual Report will be brought to the October 2023 PC Meeting.
- The PC office provided the District and CSEA with the additional salary survey information for their negotiations.
- At the next PC meeting, a Public Forum will be held regarding the appointment of the Joint Appointee.
- Director Barreras is working with the Madera Workforce Investment Office to Plan another Job Fair for some time in early November.

C. Commissioner's Report

- There were no reports made.

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

- No suggestions were made.

11. Adjournment

- Commissioner Wheat adjourned the meeting at 5:15 p.m.



Isabel Barreras, Director of Classified HR

Date: October 2, 2023



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: October 18, 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. Accounting Technician IV – Promotional/Open Competitive
2. Administrative Assistant III - Promotional
3. Administrative Assistant V - Promotional/Open Competitive
4. CALPADS Data Technician – Open Competitive
5. Career Technician - Open Competitive
6. Child Nutrition Technician - Lead – Promotional
7. Community Support Specialist - Promotional
8. Parent Resource Center Assistant - Promotional/Open Competitive
9. School Office Technician - Promotional/Open Competitive
10. Student Advocate (limited-term) - Open Competitive
11. Warehouse Lead – Promotional

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: October 18, 2023

Agenda Item:

Discuss and approve the Initial Salary Placement for A. Austin, candidate for Licensed Vocational Nurse (LVN)

Agenda Placement:

Action

Background:

The Coordinator of Health Services has presented the Personnel Commission with a request for an initial salary placement for the Licensed Vocational Nurse (LVN) candidate (A. Austin). The Personnel Commission staff requests approval to place the candidate with an initial salary placement at Range 31, Step 4 (\$26.78 hourly rate) of the classified salary schedule.

The candidate has over seven years of experience performing LVN duties as a Patient Care Technician at the Madera Community Hospital. The candidate's work experience far exceeds the minimum qualification of 2 years of nursing experience, preferably working in a school or Pediatrics Care environment. This is a difficult recruitment and MUSD is excited to continue to attract highly qualified candidates.

This recommended proposed action has been compiled as provided under the authority of California Education Code section 45260-45261 and Personnel Commission Rule 8.2.1.1: for initial salary placement based on additional qualifying experience; and PC Rule 8.2.1.3: difficulty experience in the recruitment of candidates to meet the vacancy needs of the course.

Recommendation:

The Personnel Commission is recommended to approve the Initial Salary Placement for the candidate of Licensed Vocational Nurse (LVN) at Range 31, Step 4 (\$26.78 hourly rate) of the classified salary schedule.

No attachment:



**MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

**REGULAR MEETING
AGENDA ITEM COVER PAGE**

Meeting Date: October 18, 2023

Agenda Item:

Discuss and approve the Initial Salary Placement for M. Cosio, candidate for Licensed Vocational Nurse (LVN)

Agenda Placement:

Action

Background:

The Coordinator of Health Services has presented the Personnel Commission with a request for an initial salary placement for the Licensed Vocational Nurse (LVN) candidate (M.Cosio). The Personnel Commission staff requests approval to place the candidate with an initial salary placement at Range 31, Step 6 (\$29.30 hourly rate) of the classified salary schedule.

The candidate has over eight years of experience working directly in performing LVN duties at a behavioral health facility. The candidate's work experience far exceeds the minimum qualification of 2 years of nursing experience, preferably working in a school or Pediatrics Care environment. The candidate holds an Associate of Arts Degree in the field, which exceeds the minimum high school diploma education. This is a difficult recruitment and MUSD is excited to continue to attract highly qualified candidates.

This recommended proposed action has been compiled as provided under the authority of California Education Code section 45260-45261 and Personnel Commission Rule 8.2.1.1: for initial salary placement based on additional qualifying experience; PC Rule 8.2.1.2: for beyond the educational requirements established for entry-level into the class, and PC Rule 8.2.1.3: difficulty experience in the recruitment of candidates to meet the vacancy needs of the course.

Recommendation:

The Personnel Commission is recommended to approve the Initial Salary Placement for the candidate of Licensed Vocational Nurse (LVN) at Range 31, Step 6 (\$29.30 hourly rate) of the classified salary schedule.

No attachment:



**MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

**REGULAR MEETING
AGENDA ITEM COVER PAGE**

Meeting Date: October 18, 2023

Agenda Item:

Discuss and approve the Initial Salary Placement for M. Hernandez, candidate for Behavioral Health Clinician II

Agenda Placement:

Action

Background:

The Supervisor of Behavioral Health has presented the Personnel Commission with a request for an initial salary placement for the Behavioral Health Clinician II candidate (M. Hernandez). The Personnel Commission staff requests approval to place the candidate with an initial salary placement at Range 63, Step 5 (\$52.07 hourly rate) of the classified salary schedule.

The candidate has over eight years of experience of providing mental health services, social services, case management, and counseling to children. The candidate's work experience far exceeds the minimum qualification of 3 years of work experience in providing mental health services, social services, case management, and counseling with children. This is a difficult recruitment and MUSD is excited to continue to attract highly qualified candidates.

This recommended proposed action has been compiled as provided under the authority of California Education Code section 45260-45261 and Personnel Commission Rule 8.2.1.1: for initial salary placement based on additional qualifying experience; and PC Rule 8.2.1.3: difficulty experience in the recruitment of candidates to meet the vacancy needs of the course.

Recommendation:

The Personnel Commission is recommended to approve the Initial Salary Placement for the candidate of Behavioral Health Clinician II at Range 63, Step 5 (\$52.07 hourly rate) of the classified salary schedule.

No attachment:



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: October 18, 2023

Agenda Item:

Discuss and approve the title change for the job classification of Manager of Student Mentor Services

Agenda Placement:

Action

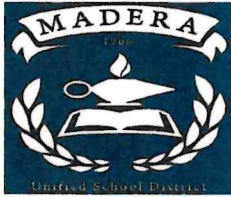
Background:

The Director of School Culture and Climate presented the Personnel Commission with some revisions to the classification of the Manager of Student Mentor Services. The proposed revisions are highlighted in blue with a strikethrough language highlighted in red in the following areas of the job classification: Department/Site, Reports To, Purpose Statements, and the Essential function, Duties, and Task sections. These changes will bring the job classification 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 Manager of Student Mentor Services.



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

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

MANAGER OF STUDENT MENTOR SERVICES

DEPARTMENT/SITE: Student Services School
Culture and Climate

REPORTS TO: Director of Student Services
School Culture and Climate

SALARY SCHEDULE: Classified Supervisory

SALARY RANGE: 12

WORK CALENDAR: 261 Days

FLSA: Exempt

PURPOSE STATEMENT:

Under the general direction of the Director of School Culture and Climate Student Services, the Manager of Student Mentor Services plans organizes, and coordinates the student mentor program and provides technical supervision and program consistency oversight to Student Mentors assigned to school sites throughout the District. This position serves in a leadership role as a district student mentoring coordinator managing a program to ensure the safe learning and work environment for the Madera Unified student body. The incumbents in this classification provide the school community with more engaged and committed students, which directly supports student learning and achievement.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

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

- Collects, maintains, and reports year-end data for various mentoring programs.
- Communicates and establishes collaborative relationships with students, staff, administrators, and other District personnel and specialty service contractors to coordinate activities and programs, resolve issues and conflicts, and exchange information.
- Coordinates the services of Teach One to Lead One® representatives with site principals.
- Coordinates special events or projects as directed by District and site administrators for program support and growth, including, but not limited to charitable contribution campaigns geared toward student-based fundraising.
- Coordinates with teachers to schedule the best times for student-mentor meetings and works with site Principals to create space for mentors and students to meet.
- Establishes a mentor recognition program.
- Establishes program-relevant criteria to rate the effectiveness and outcomes of the various mentoring programs.
- Initiates, coordinates, and supervises school resources and community stakeholders to support positive adolescent behaviors.
- Initiates media coverage in coordination with the Office of Accountability and Communications and serves as a district spokesperson to the media involving athletics and school image; in concert with District strategies, may arrange media conferences and develop media releases to promote school culture,
- Plans, develops, and coordinates with the Office of Accountability and Communications a comprehensive public relations program for the mentor program in order to establish collaborative relationships and

communication with students and school personnel; enhances the District's image in the community to a wide variety of constituents to garner mentoring support; highlight the program's achievements to build student relationships and positive behaviors for student success.

- Plans, organizes, coordinates, and implements **the student mentor activities (B.A.M.) Becoming A Man Program**. The school-based student mentoring program focused on violence prevention and educational enrichment that promotes social, emotional, and behavioral competency in at-risk students, male and female alike. The program curriculum addresses six core values: integrity, accountability, self-determination, positive anger expression, visionary goal setting, and respect for women and their fellow men. Each value relates to the mentored student's personal and academic success.
- Partners with **community partners Big Brothers/Big Sisters** organizations to build connections, relationships, and **mentoring opportunities** outside the school setting.
- Serves as an active member of the District's crisis intervention team when incidents occur.
- **Supervises Collaborates**, and coordinates the services of Student Advocates with PBIS (Positive Behavior Intervention and Support), Student Ambassadors, and community mentoring groups focusing on the social and emotional health needs for sustained academic success.
- Supervises the mentor selection process, including the matching of mentors with students.
- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the District, including various mandatory District training.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Student mentoring training, principles and techniques
- Techniques to minimize and resolve conflict
- Policies, procedures, and techniques for maintaining confidential records and files
- Special projects related to mentoring and student support
- Crisis team intervention techniques, policies, and procedures
- Planning, organization, and direction of business finance, fundraising, and community partnerships
- Public speaking techniques, news media, legal entitlements and restraints
- Community resources
- District resources and community service functions and activities
- Brown Act and laws related to freedom of the press and free access to public information;
- Correct oral and written usage of English, grammar, spelling, punctuation, and vocabulary
- Principles and practices of supervision and management
- Advanced techniques in marketing

Skills and Abilities to:

- Supervise staff and lead programs in a manner that encourages high morale and efficiency and models the best behavior for students
- Communicate the goals and general provisions of the program
- Communicate, understand, and follow both oral and written directions effectively
- Maintain confidentiality of District information
- Establish and maintain cooperative, effective, and collaborative working relationships with diverse groups and individuals
- Prepare and deliver oral presentations
- Build a network of individual, community, and corporate support
- Analyze situations accurately and adopt effective courses of action

- Work independently with little direction
- Analyze and synthesize information for accurate data reporting to support district goals
- Communicate using patience, tact, and courtesy in a manner that reflects positively on the organizational unit
- Actively participate in meeting district goals and outcomes
- Apply integrity and trust in all situations

RESPONSIBILITY:

Responsibilities include working independently under broad organizational guidelines to achieve unit objectives, managing department staff members, 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:

Bachelor's degree in public affairs, communications, child and adolescent psychology, and motivation or a related field.

EXPERIENCE REQUIRED:

Three (3) years experience in student mentoring or student affairs, including at least one (1) year at a supervisory or management level that included program development and evaluation and measurement. Experience in a school setting is preferred.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License for travel to/from District Office and school sites and to workshops, conferences, and training relative to performance of job functions, duties, and responsibilities.

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 A through the District's provider

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations.)

- Work is generally performed in an indoor office environment, requiring extensive sitting and, some walking and standing
- Light lifting, carrying, pushing, and/ or pulling
- Some stooping, kneeling, crouching, and/or crawling to access files
- Manual dexterity to operate a computer keyboard and handle paperwork in the office.
- Hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and computer screen



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: October 18, 2023

Agenda Item:

Discuss and approve the revised job classifications for Personnel Technician, Personnel Specialist, and Personnel Specialist - Lead

Agenda Placement:

Action

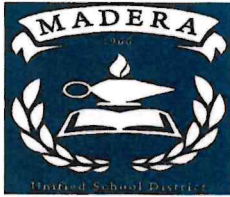
Background:

The Personnel Commission staff has revised the job classifications of Personnel Technician, Personnel Specialist, and Personnel Specialist - Lead. These changes resulted from the added Administrative Assistant V position and some shifted duties in the PC office. The incumbents in these classifications had a chance to review the changes in their job classification. The proposed revisions are highlighted in blue with a strikeout language in red in the following sections of the job classifications: Reports To, Purpose Statements, and Essential Functions, Duties, and Tasks. These changes will bring these job classifications up to date.

This recommended proposed action has been compiled as provided under the authority of California Education Code section 45264; Personnel Director and other employees; appointments; duties; rights and the Personnel Commission Rules 3.2.1. through 3.2.5.5 and 3.2.9. Review of positions.

Recommendation:

The Personnel Commission is recommended to approve the revised changes to Personnel Technician, Personnel Specialist, and Personnel Specialist Lead.



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

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

PERSONNEL TECHNICIAN

DEPARTMENT/SITE: Personnel Commission

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 30

WORK CALENDAR: 261 Days

REPORTS TO: Director of Classified Personnel

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Director of Classified Personnel, the Personnel Technician performs routine clerical and technical support to the Personnel Commission office requiring Merit System and Human Resources specific knowledge; provides customer service to the public and outside agencies; provides information and assistance to applicants and District employees regarding classified job recruitment opportunities, examinations, and the selection processes. The incumbents in this classification provide the school community with clerical and technical duties, in support of the Personnel Commission department, which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in this class provide routine clerical and technical support to the Personnel Commission office. This class differs from the Personnel Specialist class, which provides complex and professional support in the Merit System personnel programs for classified staff. It is the entry-level class of the three classes in the Personnel Commission office.

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 department staff in the employee recruitment and transfer processes using the NeoGov Applicant Tracking System; distributes and posts job announcements on multiple platforms; updates, prints and assembles competency, performance, and oral examination materials.
- ~~Assists in updating the Classified Seniority list when needed.~~
- Assists with the preparation of materials for the monthly Personnel Commission meetings and Job Fairs.
- Attends and participates in a variety of meetings, workshops, and/or trainings as required by the Director.
- ~~Maintains room reservation calendars; schedules meetings and appointments following instructions and office procedures.~~
- ~~Orders supplies and materials for keeping inventory; maintains equipment; prepares mailings and duplicates materials for meetings; retains and purges documents in accordance with record retention policies and regulations.~~
- Performs a wide variety of technical and clerical work, including typing/keyboarding, proofreading, filing, and scanning of confidential records and/or reports using Laserfiche; and maintaining recruitment and eligibility list files.
- ~~Performs primary receptionist duties for the Personnel Commission department; greets the public and walk-up inquiries regarding classified opportunities, and procedural information, answers telephone call inquiries; distributes office mail; prepares office correspondence by using standard office software.~~
- Prepares and distributes hiring packets for District hiring managers.

- Processes classified Temporary/Substitute Employee recruitments in accordance with established procedures; recruits, screens applications, contacts candidates selected for temporary employment; notifies applicants of non-eligibility; and works in coordination with the Human Resources Department.
- Proctors examinations by checking candidate's identification, distributing exam materials, and ensuring testing security and instructions are followed; collects and accounts for all testing documents and materials used in the examination.
- **Answers calls to provide** **Provides** technical and procedural guidance to District staff and the public regarding job vacancies, employment, and examination procedures while applying Federal and State law, Rules, and Regulations of the Classified Service and Bargaining Unit contract agreement.
- Solicits subject matter experts for examination panels by contacting internal District employees and external community members to solicit their service; maintain oral boards and raters' database for ongoing use.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS AND ABILITIES

(At time of application)

Knowledge of:

- Merit System Rules and procedures governing recruitment, testing, and selection and position classification
- Modern office practices, procedures, and equipment including computers, applicable software programs, and online platforms, including NEOGOV
- Personnel Commission and Human Resources services, objectives, policies, procedures and practices
- Correct English usage, including grammar, spelling, and punctuation; and vocabulary
- Expertise in Microsoft Office, Google Suite tools, and other applicable software applications including virtual meeting platforms
- Basic practices of recruitment and selection
- Business telephone techniques and etiquette
- Processes and practices for maintaining employment test security and integrity
- Recordkeeping policies, practices, and procedures involving human resource operations
- District organization and locations
- Relevant sections of the California Education Code, Personnel Commission Rules, the Brown Act, collective bargaining agreement, and other applicable laws
- Safety policies and safe work practices applicable to the assignment

Skills and Abilities to:

- Keyboard accurately at an acceptable rate of speed
- Understand and apply the California Education Code, Merit System Rules, Board policies, administrative regulations and collective bargaining agreements
- Provide support and service in a wide range of recruitment, testing, and other employment activities
- Support the Personnel Commission in preparation for and to conduct monthly meetings
- Compose clear, concise, and comprehensive correspondence, reports, studies, agreements, presentations, and other written materials from instructions.
- Track and report information utilizing spreadsheets and databases
- Perform mathematical calculations
- Maintain confidentiality of Personnel Commission files and records
- Communicate with diverse groups maintaining confidentiality, meeting deadlines and schedules; working with frequent interruptions, setting priorities; establishing and maintaining effective working relationships
- Understand and follow written and oral instructions.
- Operate standard office equipment utilizing pertinent software applications

- Flexibility and exercise tact and diplomacy in dealing with sensitive, complex, and confidential issues and situations.
- Communicate with staff and the public using patience and courtesy, and in a manner that reflects positively on the organizational unit
- Read, write, and communicate clearly in English; a second language (usually Spanish) may be required
- Perform well under pressure for competing time-sensitive priorities

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 years of clerical office work experience, which includes one year of work experience in a human resources office.

Associate's degree or higher in the field of Human Resources, or a closely related field from an accredited college or university may be substituted for 2 years of work experience.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License or ability to provide transportation to meetings, events, and trainings associated with essential functions, duties, and tasks.

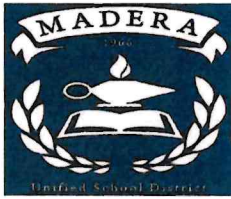
CERTIFICATIONS AND TESTING REQUIRED:

- 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 A through the District's provider

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Lift objects such as boxes containing documents weighing up to 35 pounds
- Work is primarily indoors and requires sitting for extended periods
- Hearing and speaking to exchange information
- Sitting or standing for extended periods of time
- Bending at the waist, kneeling or crouching to file materials or access equipment, carrying, pushing and/or pulling
- Dexterity of hands and fingers to operate a computer keyboard and maintain paper files and documents
- 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:

PERSONNEL SPECIALIST

DEPARTMENT/SITE: Personnel Commission

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 38

WORK YEAR: 261 Days

REPORTS TO: Director of Classified **Personnel**
Human Resources

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general supervision of the Director of Classified **Personnel Human Resources**, the Personnel Specialist performs professional technical tasks and duties in support of personnel programs for classified staff; carries out the recruitment process to fill classified position vacancies, prepares and executes classified recruitment plans and the examination components with the plans. The incumbents in this classification provide the school community with complex and varied technical functions in support of the Merit System which directly support student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in this class provide complex and professional support in Merit System personnel programs for classified staff. This class differs from the Personnel Technician class, which provides general and routine office and clerical/technical support. It is the mid-level class of the three classes in the Personnel Commission office.

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, as needed, with conducting salary surveys and wage studies; analyzes and reports on data/material utilized by management including market compensation, and develops recommendations on classified salary structure and class placement within the range structure; provides District data as a participant in various external surveys.
- Assists with conducting the lateral transfer process for classified employees; for vacant positions, posts applications for internal candidates and screens applications for validity; certifies and places qualified candidates on a lateral list; notifies applicants of non-eligibility.
- Attends and participates in job recruitment fairs as needed.
- Consults with hiring authorities in establishing recruitment timelines and testing calendars; publish and advertises classified recruitments, including drafting job announcements and supplemental applications; posts and distributes job announcements for internal and external posting.
- **Coordinates the summer school recruitment and selection process.**
- Coordinates and administers the MUSD Spanish Bilingual Skills examination process.
- Meets with candidates to discuss and provide feedback concerning test results; reviews, analyzes, and responds to protests and challenges concerning test results.
- Participates in a variety of meetings, and attends Commission meetings, workshops, and/or trainings as required by the Director.
- Performs a wide variety of routine clerical activities associated with record keeping of personnel

transactions; including employee requisitions, temporary assignments, and preparation of a wide variety of documents and reports.

- Performs routine professional and technical assignments in support of classified recruitment and selection programs and coordinates assigned recruitment needs
- Provides professional advice to administrators, managers, employees, union leadership, and the public on human resources policies, and procedures; interprets and applies Personnel Commission rules; California Education Code; and State/federal laws applicable to human resources management.
- Receives and reviews assigned applications for accuracy and completeness; screens applications for minimum qualifications; responds to candidate questions; generates notices and correspondence to applicants and candidates regarding application status and scores from competency, performance, and written examinations.
- Schedules tests and makes other testing arrangements; proctors the administration of tests; works with Personnel Commission staff to make arrangements for subject-matter experts for examination panels and performance exams; coordinates and conducts oral panel examination; distributes confirmation letters and interview guidelines to candidates and oral panel members; provides orientation and coaching to panel members; scans and inputs test scores; creates lists of eligible applicants.
- Works closely with hiring authorities to identify and select/place temporary employees in provisional or limited-term assignments; contacts candidates selected for temporary employment; establishes start dates with hiring managers and tracks temporary/provisional employees.
- 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:

- Merit System Rules and procedures governing recruitment, testing, and selection and position classification
- District and Personnel Commission organization, operations, policies, objectives, and applicable legal requirements, collective bargaining agreements, including the Brown Act
- Modern office practices, procedures, and equipment including computers, applicable software programs, and online platforms, including NEOGOV
- Applicable sections of the California Education Code and federal, state, and local laws, rules, regulations, and court decisions
- Correct English usage, including grammar, spelling, punctuation, and vocabulary
- Expertise in Microsoft Office, Google Suite tools, and other applicable software applications including virtual meeting platforms
- Processes and practices for maintaining employment test security and integrity
- Social media platforms and their use for District and Personnel
- Research methods and data analysis techniques
- Safety policies and safe work practices applicable to the assignments
- Basic math, including calculations using fractions, percentages, and/or ratios
- Business telephone techniques and etiquette

Skills and Abilities to:

- Keyboard accurately at an acceptable rate of speed
- Develop and implement comprehensive Personnel Commission programs in assigned areas of responsibility
- Conduct the full range of recruitment, testing, and selection processes for classified positions
- Represent the District and department effectively with other departments, applicants, and interview panels
- Support the Personnel Commission in preparation for and in conducting monthly meetings

- Compose clear, concise, and comprehensive correspondence, reports, studies, agreements, presentations, and other written materials from instructions
- Track and report statistical information utilizing spreadsheets and databases
- Maintain confidentiality of Personnel Commission files and records
- Communicate with diverse groups maintaining confidentiality, meeting deadlines and schedules; working with frequent interruptions, setting priorities; establishing and maintaining effective working relationships
- Understand and follow written and oral instructions
- Operate standard office equipment utilizing pertinent software applications
- Exercise tact and diplomacy in dealing with sensitive, complex, and confidential issues and situations
- Communicate with staff and the public using patience and courtesy, and in a manner that reflects positively on the organizational unit
- Read, write, and communicate clearly in English

RESPONSIBILITY:

Responsibilities include working under limited supervision; following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to affect the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

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

EDUCATION REQUIRED:

Associate's Degree in Human Resources, Business Administration, Public Administration, or a closely related field from an accredited college or university; **OR** two years of college-level coursework in Human Resources or related field from an accredited college or university.

EXPERIENCE REQUIRED:

Four (4) years of increasingly responsible human resources experience in one or more of following areas: recruitment and selection, classification, compensation, and/or any other specialty areas within a Human Resources Department, Merit and/or Civil Service system; **OR** an equivalent combination of education, work experience, and certifications that demonstrates possession of the requisite knowledge, skills and abilities of the position may be substituted.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License or ability to provide transportation to meetings, events and trainings associated with essential functions, duties and tasks.

CERTIFICATIONS AND TESTING REQUIRED:

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

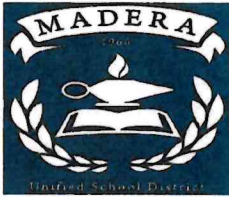
WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Work is primarily indoors and requires sitting for extended periods
- Sitting or standing for extended periods of time
- Lift objects such as boxes containing documents weighing up to 35 pounds
- Bending at the waist, kneeling or crouching to file materials or access equipment, carrying, pushing

and/or pulling

- Dexterity of hands and fingers to operate a computer keyboard and maintain paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read documents and computer screen



CLASSIFIED
Job Class Description
Equal Employment Opportunity

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

PERSONNEL SPECIALIST - LEAD

DEPARTMENT/SITE: Personnel Commission
Department

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 40

WORK YEAR: 261 Days

REPORTS TO: Director of Classified **Personnel**
Human Resources

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the direction of the Director of Classified **Personnel Human Resources**, the Personnel Specialist – Lead; leads and performs highly complex, analytical, and technical professional work to administer a comprehensive and diversified Merit System personnel program services including recruitment/testing, and selection, employee relations, job analysis and position classification, training and development, research/analysis and a wide range of functions to support the classified services. The incumbent in this classification provides the school community with current personnel services and tools which directly support student learning and achievement.

DISTINGUISHING CHARACTERISTICS:

Positions in this class provide the application of specialized knowledge and expertise in the areas of Human Resources and Merit System personnel programs to support the classified services. Incumbents in this classification perform highly complex and analytical duties and provide support to other support staff. This class differs from the Personnel Specialist, which provides varied professional technical tasks and duties in support of the Merit System; and differs from the Personnel Technician class, which provides general and routine office and clerical/technical support. It is the highest-level class of the three classes in the Personnel Commission office.

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 the Director in coordinating a variety of presentations and trainings for Classified Professional Learning Development. ~~serves on or leads committees and work groups as needed.~~
- Assists the Director with the design and implementation of employee recruitment plans, testing, and selection programs; ensures all phases of recruitment and selection comply with applicable federal, state, and local laws, regulations, and guidelines; assists in developing recruitment methodologies, supplemental questionnaires, timelines and advertisement venues; creates position-specific testing materials, reviews with subject matter experts and hiring authorities and coordinates with contracted testing firms; recommends examination pass points; obtains and reviews test panelist and oral board participants; reviews and evaluates candidate testing results to ensure lack of adverse impact based on exam results; creates and certifies eligibility lists.
- Assists the Director in resolving disciplinary appeals and works with legal counsel in the scheduling of appeal timelines and processes.
- Assists the Director in managing the applicant tracking system, and testing platforms.; ~~and the department's website.~~

- Assists with the preparation of recommendations, backup material, and agenda items for monthly Personnel Commission meetings and for Commission approval as needed.
- Conducts a variety of special projects as directed by the director and the Personnel Commission.
- Conducts job analysis, reclassifications (in the event of disagreement, pursuant to Article XIV of the CSEA Collective Bargaining Agreement), and classification studies for new and existing classifications; writes, revises, and reviews class specifications; ensures up-to-date copies are posted on the Personnel Commission portion of the District website; performs comparability of duties analyses; prepares findings/recommendations and writes reports.
- Conducts salary surveys and wage studies; analyzes and reports on data/material utilized by management including market compensation; develops recommendations on classified salary structure and class placement within the range structure; provides District data as a participant in various external surveys.
- ~~Coordinates the summer school recruitment and selection process.~~
- Coordinates recruitment fairs; assists with new employee orientation.
- Prepares required correspondence and documentation for the purpose of affecting layoffs of classified employees, advises employees of their rights, and ensures the Reemployment List and reinstatements take priority in filling vacancies in affected classifications.
- Participates in a variety of meetings, and attends Commission meetings, workshops, and/or trainings as required by the Director.
- Prepares required correspondence and documentation for the purpose of affecting layoffs of classified employees, advises employees of their rights, and ensures the Reemployment List and reinstatements take priority in filling vacancies in affected classifications.
- Provides professional advice to administrators, managers, employees, union leadership, and the public on human resources policies, procedures, interpretation, and application of Personnel Commission rules, California Education Code, and state/federal laws applicable to human resources management.
- Provides work direction to lower-level staff and monitors work for accuracy; provides instruction/training on Human Resource and Personnel Commission work processes to staff; provides input to the supervisor on employee work performance.
- Receives and reviews assigned applications for accuracy and completeness; screens applications for minimum qualifications; proctor competency and performance examinations as needed.
- Recommends, develops, implements, and revises Personnel Commission policies, standard operating procedures, and guidelines to improve and/or clarify processes.
- Reviews initial salary step placement requests and recommends placement with the approval of the Director; reviews and analyzes working out-of-class requests for Confidential, Supervisory, and Classified Management employees as needed.
- **Updates and maintains the classified seniority list.**
- Works closely with hiring authorities to identify and select/place temporary employees in provisional or limited-term assignments; contacts candidates selected for temporary employment; establishes start dates with hiring managers and tracks temporary/provisional employees.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District.

KNOWLEDGE, SKILLS AND ABILITIES

(At time of application)

Knowledge of:

- Merit System Rules and procedures governing recruitment, testing, and selection and position classification

- District and Personnel Commission organization, operations, policies, objectives, and applicable legal requirements, collective bargaining agreement, including the Brown Act
- Modern office practices, procedures, and equipment including computers, applicable software programs, and online platforms
- Applicable sections of the California Education Code and federal, state, and local laws, rules, regulations, and court decisions
- Processes and practices for maintaining employment test security and integrity
- Maintaining confidential records and files
- Social media platforms and their use for District and Personnel Commission outreach/communication
- Practices and techniques of sound business communication; correct English usage, including spelling, grammar, and punctuation
- Research methods and data analysis techniques
- Safety policies and safe work practices applicable to the assignments

Skills and Abilities to:

- Conduct the full range of recruitment, testing, and selection processes for classified positions
- Define issues, analyze problems, evaluate alternatives, and develop sound, independent conclusions, and recommendations in accordance with laws, regulations, rules, and policies
- Lead the work of others
- Perform responsible and complex Personnel Commission work in assigned areas of responsibility
- Represent the District and department effectively with other departments, applicants, and interview panels
- Provide support and service in a wide range of recruitment, testing, and other employment activities
- Compose clear, concise, and comprehensive correspondence, reports, studies, agreements, presentations, and other written materials from instructions
- Plan and organize, set priorities, and exercise sound, independent judgment within areas of responsibilities
- Meet schedules and timelines
- Establish priorities and work effectively and independently with many demands on time
- Track and report statistical information utilizing spreadsheets and databases
- Maintain confidentiality of Personnel Commission files and records
- Communicate effectively, both orally and in writing
- Prepare and present periodic training sessions as directed
- Understand and follow written and oral instructions
- Operate a computer and use standard business software
- Type accurately at a speed necessary to meet the requirements of the position
- Exercise tact and diplomacy in dealing with sensitive, complex, and confidential issues and situations
- Establish and maintain effective working relationships with all those encountered in the course of work

RESPONSIBILITY:

Responsibilities include working under limited supervision following standardized practices and/or methods; providing information and /or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to affect the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

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

EDUCATION REQUIRED:

Associate degree in Human Resources, Business Administration, or other related field from an accredited college or university; **OR** two years of college-level coursework in Human Resources or related field from an accredited college or university. Bachelor of Arts/Bachelor of Science preferred, in Human Resources, Business Administration, Public Administration, or a closely related field.

EXPERIENCE REQUIRED:

Five (5) years of increasingly responsible work experience responsible professional human resource experience involving recruitment, selection, examination, position classification, and compensation which includes lead experience; **OR** an equivalent combination of education, work experience, and certifications that demonstrates possession of the requisite knowledge, skills, and abilities of the position may be substituted.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License to drive to meetings, training sessions, and conferences away from the office such as at school sites.

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 A through the District's provider

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Work is primarily indoors and requires sitting for extended periods
- Sitting or standing for extended periods of time
- Lift objects such as boxes containing documents weighing up to 35 pounds
- Bending at the waist, kneeling or crouching to file materials or access equipment, carrying, pushing and/or pulling
- Dexterity of hands and fingers to operate a computer keyboard and maintain paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read documents and computer screen



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: October 18, 2023

Agenda Item:

Discuss and approve the proposed new job classification for the School Safety Officer Lead - Therapy Support Dog

Agenda Placement:

Action

Background:

District Administration and CSEA have requested to create a new job classification title of School Safety Officer Lead - Therapy Support Dog. This job is under the general direction of the Director of Safety and Security. The School Safety Officer Lead - Therapy Support Dog is responsible for providing support to the instructional process with specific responsibilities for the safety and welfare of students while on Elementary and Junior High School grounds, monitoring personnel and visitors, communicating information in response to inquiries, and enforcing the school and District rules and regulations about student academic behavior. A therapeutic support dog will be provided for the needs of MUSD to help students deal with stress, process mental health concerns, boost academic engagement, and deter drugs on school campuses through positive interventions.

We have found that mental and behavioral health concerns have been on the rise for today's youth. Students enter our building with the weight of the world on their shoulders. With exposure to social media, cyberbullying, digital media, violence, and much more, our students experience immense feelings of stress, anxiety, and depression. This job classification will implement a program to improve the mental well-being of our students, which is critical and necessary.

The PC Staff conducted a Salary Comparison for this job classification. However, there were no comparisons. Typically, school districts contract with their local police departments. This job classification is the same as the current School Safety Officer Lead classification, which is at Range 26 of the Classified Salary Schedule, except that this new classification has the additional duties to support and care for the Therapy Dog.

Therefore, the PC staff is recommending the placement of this new classification of School Safety Officer Lead - Therapy Support Dog at Range 26 of the Classified Salary Schedule with the additional stipends that were negotiated with CSEA and the District through a signed MOU to provide stipends for those employees who will be overseeing the Therapy Dog. I have attached the MOU for your reference.

1. The employee will receive a \$2,000 annual stipend to care for the Therapy Dog.
2. Valley State Prison will provide free training to the Therapy Dog.
3. Employee will receive a \$150 annual stipend for the therapy Dog Certification.



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

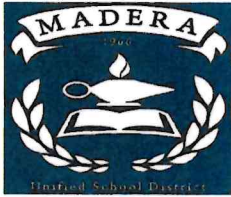
4. Employee will receive a \$1200 annual stipend for food purchases.
5. Employee will receive a \$720 annual stipend to purchase Pet Insurance.
6. Employee will receive a \$500 annual stipend for equipment purchase.

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 School Safety Officer Lead - Therapy Support Dog.

Attachments: Job Classification Description and CSEA MOU: School Safety Officer Lead - Therapy Support Dog



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

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

SCHOOL SAFETY OFFICER LEAD –THERAPY SUPPORT DOG

DEPARTMENT/SITE: Student and Family
Support Services

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: TBD

WORK CALENDAR: 261

REPORTS TO: Director of Safety and Security

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Director of Safety and Security, the School Safety Officer - Therapy Support Dog is responsible for providing support to the instructional process with specific responsibilities for the safety and welfare of students while on Elementary and Junior High School grounds, monitoring personnel and visitors; communicating information in response to inquiries; and enforcing the school and District rules and regulations about student academic behavior. A therapeutic support dog will be provided for the needs of MUSD to help students deal with stress, process mental health concerns, boost academic engagement, and deter drugs on school campuses through positive interventions.

DISTINGUISHING CHARACTERISTICS

Positions in this class are at the lead level of the School Safety Officer series. The School Safety Officer Lead –Therapy Support Dog performs activities related to the support and operation of the Security Services Programs, specifically assisting school personnel with student control and leading School Safety Officers and other campus security activities at the elementary and junior high level while also handling and caring for a therapy support dog.

School Safety Officers are at the entry level of the School Safety Officer series. The School Safety Officer performs activities related to the support and operation of the Security Services Programs, specifically maintaining safety for the welfare of students while on school grounds and enforcing rules and regulations about student academic behavior and drug prevention.

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 the Supervisor of Safety and Security in planning the annual graduation ceremony regarding safety and security purposes for the school sites.
- Attends school site football games, major dance functions, and graduation ceremonies on and off-campus.
- Attends all trainings necessary to prepare the Support Dog for duty.
- Collaborates with community agencies (e.g., law enforcement, courts, mental health agencies) to address individual cases and/or acts regarding criminal activities, vandalism) for the safety and

security of the school site.

- Communicates safety and security policies and enforcement procedures to students, staff, parents, and visitors to ensure understanding of information and the potential consequences of violating policies and procedures.
- Compiles site and/or security documents and statistics for the Supervisor, as directed, for presentations to the Board of Trustees and other meetings.
- Conducts home visits in collaboration with site staff (e.g., school counselor, psychologist, nurse, student advocate) to carry out health and welfare checks, attendance issues, to respond to emergencies in and around the school campus, and other necessary reasons, utilizing assigned District patrol vehicles.
- Coordinates the supervision of students while entering, moving around, parking, and exiting both on-campus and off-campus school activities.
- Coordinates with the Supervisor of Safety and Security to identify training presentations and materials and conducts site training on emergency procedures, lockdowns, drill procedures, etc.
- Ensures the Support Dog is adequately fed, sheltered, groomed, exercised, and provided veterinary care. (It should be noted that all of the Support Dog's necessities, such as food, kennel, and veterinarian visits, will be paid for by MUSD).
- Escorts students, school personnel, and/or visitors to provide direction, ensure safety, and provide site security.
- In coordination with site administration, conducts and monitors fire drills, lockdowns, and other emergency procedure drills for compliance with established guidelines.
- Leads and directs School Safety Officer response to significant and/or major incidents for primary site and additional sites; dispatches Officer crews to site incidents; assigns Officers to act as primary when no longer appropriate for Lead Officer to be primary; assigns overtime duty for special events on campus by seniority.
- Monitors camera surveillance systems on campus; accesses and secures surveillance video to be utilized in identifying individuals and activities of a criminal and/or behavioral nature.
- Monitors student behavior on and around campus to ensure student compliance with established guidelines, maintaining a safe and positive learning environment and secure facility.
- Participates in workshops, in-service training, and hearings (e.g., court hearings, suspension, and expulsion hearings) to convey and/or gather information required to perform job functions.
- Responds to situations that indicate a need for a Support Dog (e.g., assisting with small group counseling, De-escalation techniques, individual counseling sessions for worry, anxiety, grief, etc., lunch or visits with MUSD Support Dog as rewards for attendance, behavior intervention incentives, and greeting students and welcoming new students) providing additional support.
- Responds to various situations (e.g., accidents, injuries, vandalism, suspicious activities, alarms) to resolve immediate safety and/or security concerns.
- Responds to inquiries from students and parents regarding campus security issues to provide information, direction, and/or referrals.
- Reviews incident reports submitted by School Safety Officers for correct grammar and content; submits formal incident reports; prepares written materials.
- Testifies in court proceedings for the purpose of providing information regarding alleged illegal activity.
- Transports students (e.g., to and from home, court proceedings, or juvenile hall) to ensure the individual's arrival at a specific destination, utilizing the assigned District patrol vehicle.
- Works with school administration while following the chain of command to manage the school's activities to maximize school safety.

- 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:

- Conflict resolution techniques appropriate to deter situations from escalating
- Laws related to minors and educational settings
- Justice system as it relates to students or criminal/civil activity in the school environment
- Safety practices and procedures
- Health standards and hazards
- Camera surveillance systems
- Current policies, codes, laws, regulations and procedures
- Use of job-related software applications, including virtual meeting platforms
- Business telephone techniques and etiquette
- Correct English usage, including grammar, spelling, punctuation, and vocabulary
- District policies and procedures associated with educational processes
- District organization and locations

Skills and Abilities to:

- Work with dogs and command obedience
- Properly house and care for the Support Dog (Safety & Security Administration will clear the living conditions before placement)
- Handle and control the Support Dog humanely and effectively under stressful or emergency situations
- Maintain a clean and safe environment, including picking up excrement
- Maintain a schedule based on the Support Dog's needs
- Evaluate any situation for potential security issues
- Work with various ethnic, cultural, gender, age, and beliefs of students and teachers
- Operate standard office equipment utilizing pertinent software applications
- Plan and manage complex and responsible projects; problem-solving, logical thinking
- Prepare and maintain Security Services files and records and ensure confidentiality
- Display exemplary planning, prioritization, and time management skills
- Communicate with diverse groups, maintaining confidentiality, meeting deadlines and schedules; working with frequent interruptions, setting priorities; establishing and maintaining effective working relationships
- Read, write, and communicate clearly in English; a second language (usually Spanish) may be required
- Perform well under pressure for competing time-sensitive priorities

RESPONSIBILITY:

Responsibilities include working under limited supervision following standardized practices and/or methods; 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 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. Security and/or law enforcement training courses are highly desirable.

EXPERIENCE REQUIRED:

Two (2) years of experience working as a MUSD School Safety Officer or three (3) years of experience working with youth and/or safety and security work.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License to provide transportation to transport students, school staff, and others for home visits, meetings, and other events and training associated with essential functions, duties, and tasks.
- CPR/First Aid Certificates
- Pepper spray Certification (may be required)
- Arrest and Control or 832 P.C. Certification (is highly desirable)
- SB 390 Certificate Mandated Training
- Other certifications and training (e.g., drug evaluation, Redirect, sexting) (may be required)
- MUSD's District Driver's Authorization

CERTIFICATIONS AND TESTING REQUIRED:

- Completion of Therapy Dog Handler Certification (within 6 months of hire): The district will pay for the training
- 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 through the District's provider at District's expense

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations.)

- Work is primarily outdoors and requires walking and standing for extended periods
- Job is performed under temperature extremes and under conditions with some exposure to the risk of injury and/or illness
- Lifting students or objects such as boxes containing documents up to 60 lbs.
- Physical abilities include stooping/crouching, reaching/handling, bending at the waist, kneeling, crawling, reaching, handling, or crouching to retrieve and store materials and to assist students
- Dexterity of hands and fingers to operate a computer keyboard and maintain paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read documents and computer screens and to supervise students

**MEMORARDUM OF UNDERSTANDING BETWEEN MADERA UNIFIED SCHOOL
DISTRICT (MUSD) AND CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS
LOCAL CHAPTER 169 (COLLECTIVELY "CSEA") REGARDING
ANNUAL STIPEND TO CARE FOR A THERAPY DOG**


WHEREAS, this MOU arises due to the implementation of a Therapy Dog program which will reduce the stress and ease the overwhelming adversities our students endure daily as a result of social challenges, peer pressure and the impact of the recent pandemic.

NOW, BE IT THEREFORE RESOLVED THAT, MUSD, and CSEA and its Local Chapter 169 hereby agree as follows:

Safety Officers who accept the assignment to oversee a Therapy Dog will receive the following stipends:

1. Employee will receive a \$2,000 annual stipend to care for the Therapy Dog.
2. Valley State Prison will provide free training to the Therapy Dog.
3. Employee will receive a \$150 annual stipend for the Therapy Dog Certification.
4. Employee will receive a \$1,200 annual stipend for food purchase.
5. Employee will receive a \$720 annual stipend to purchase Pet Insurance.
6. Employee will receive a \$500 annual stipend for equipment purchase.

MADERA UNIFIED SCHOOL DISTRICT




Joseph Aiello
Assistant Superintendent of Human Resources

3-13-23

Date

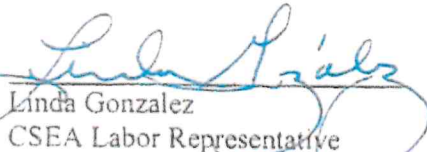
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION



Cheri Giddens
CSEA President

3/13/23

Date



Linda Gonzalez
CSEA Labor Representative

March 13, 2023
Date



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: October 18, 2023

Agenda Item:

Presentation and Approval of the 2022-2023 Personnel Commission Annual Report

Agenda Placement:

Action

Background:

Education Code 45266 and the Personnel Commission Rule 2.6 require the Director of Classified Personnel to prepare an annual report of the Commission's activities. When approved by the Commission, the annual report shall be submitted to the Governing Board at a regular meeting for its review.

Attached is the annual report for the fiscal year July 1, 2021 - June 30, 2023. Information is available regarding the various areas of the Commission's responsibilities, activities, and recruitments. The Commission staff continues to "think outside of the box" and create different avenues to recruit and meet the needs of the District. This annual report provides some important highlights for the year.

Recommendation:

It is recommended that the Personnel Commission approve the 2022-2023 Personnel Commission Annual Report as presented and direct that it be sent to the Board of Trustees, as mandated.

2022-2023

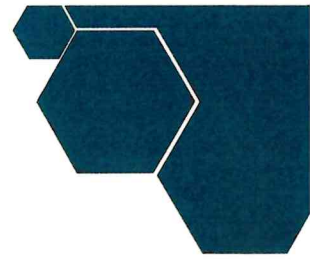
Annual Report



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

1902 Howard Road
Madera, CA 93637
559-675-4500 Ext. 298

MESSAGE FROM THE DIRECTOR



ISABEL BARRERAS

It is that time again to present the Personnel Commission Annual Report for the fiscal year 2022-2023. Over the last year, the Personnel Commission staff focused our efforts on recruitment and selection to fill vacancies throughout the School District.

Other exciting news is that after a two-and-a-half-year process, the Classification and Compensation Study was completed. Thank you to the Steering Committee, who were engaged through the entire study process to ensure all phases were vetted. The next step in the process is for the District and CSEA to negotiate the effects of the Wage Survey report.

Another significant accomplishment is that the Personnel Commission received the 2023 California School Personnel Commissioners Association (CSPCA) Innovation Award in Long Beach, CA, during the CSPCA Annual Conference. The CSPCA Innovation Award promotes innovation in merit districts by recognizing outstanding classified personnel programs that bring ideas to life. Thank you to our Commission Chair, David Hernandez, Commissioner Fran Wheat, and our Board of Trustee, Ruben Mendoza, for being present and accepting the award.

Once again, the Classified Professional Development Committee put on another successful classified conference. This year's theme was "Rising to the Challenge," and over 700 were in attendance. Our classified employees enjoyed various professional and personal development workshops and a vendor fair that provided many educational resources.

I sincerely hope you enjoy reading other highlights that transpired throughout the year!

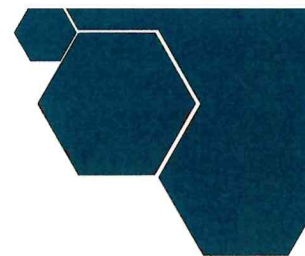


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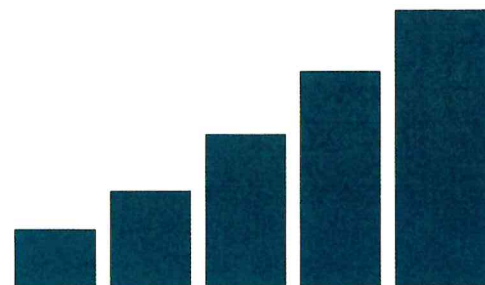
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What is the Merit System?

The Personnel Commission and Merit System provide the framework for the personnel management system for classified employees of the school system and for fostering the advancement of career service. The Commission enacts and implements rules and regulations pertinent to job classification, recruitment/selection, and examination procedures as well as hearing procedures for appeals of disciplinary/dismissal matters, examination protests, and various other personnel practices. Sections 45220 through 45320 of the Education Code and appropriate sections of the Government Code provide authority for Personnel Commission functions. The fundamental purpose of the Merit System is to ensure that employees are selected, promoted and retained without favoritism or prejudice, on the basis of merit and fitness.

The Personnel Commission is an independent body composed of three citizens appointed for three-year staggered terms under the California Education Code. The Personnel Commission of Madera Unified School District has been in place since September 2007.

Our office conducts recruitments, candidate assessments, job classification, and compensation administration for classified (non-teaching) positions for Madera Unified School District



PERSONNEL COMMISSIONERS



DAVID HERNANDEZ

Commission - Chair - began his term as the Joint Appointee on October 21, 2021. Mr. Hernandez is a retired, Director of Family and Community Services for the Madera Unified School District (MUSD) - Department of Family and Community Services. Mr. Hernandez has a passion for helping and educating parents; he has over 35 years of experience overseeing successful award-winning parent engagement programs. One of David's greatest accomplishments was being successful in adding five Parent Resource Centers (PRC's) that were designed to assist and support MUSD's overall mission and quality educational standards. Mr. Hernandez was very instrumental in building partnerships with a host of community agencies, teachers, students, and parents to promote and maximize learning opportunities across the full spectrum of parent engagement. Mr. Hernandez currently serves on the Board of Directors for the Madera Linkage Foundation. David was inducted into the Fresno State Teachers and Friends of Education Honor Wall for Exemplary Contributions in Support of Education in 2021.



FRAN WHEAT

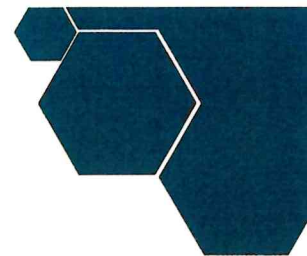
Commissioner -Vice Chair - CSEA Appointee has been a resident of Madera for 63 years and attended Madera schools. Fran was appointed to serve as the Classified School Employees Association on December 17, 2018. Fran is active in the community working with the City and County to help incorporate the Madera County Arts Council as their first president. She also held many chapter offices and served as the State President of the California Young Homemakers Association. Fran is blessed with one son who attended and graduated from local schools. Fran is a 20-year retiree from Madera Unified School District.



PHIL JANZEN

Commissioner - Board of Trustee's appointee. Sworn in to the Personnel Commission on December of 2010. Mr. Janzen is no stranger to public service, having been a member of the MUSD Board for eight years (2002-2010), including two terms as president. Mr. Janzen is a native Maderan and has family ties to the city that go back as far as the 1920's. Along with his brother and father, Janzen is the co-owner of Janzen Farms, a cattle-feeding operation for the dairy industry. Janzen is a graduate of Cal Poly and has two children.

Paula Garibay



2023 Loretta Edwards Employee of the Year



Vice Principal, Elizabeth Saldivar, nominated Paula for her leadership and dedication to Sierra Vista Elementary School. Paula helps organize school events for her peers and volunteers at the carnival, math night, open house, and other events. Paula is a true champion for consistently generating ways to help Spanish-speaking parents in the educational process. Her understanding and respect for the cultural and educational backgrounds of all the families at Sierra Vista is amazing.

Classified Quarterly Award Winners 2022-2023

Paula Garibay
Paraprofessional Aide
Special Needs



Silvia Joaquin
Administrative Assistant



Monica Gonzalez
Administrative
Assistant V

2022/2023 Service with Pride Honorees

Thank you for your
service and dedication to the
students of Madera Unified!

Retirees

Arleen Alves
Blanca Boweden
Stephanie Janzen
Joseph Saucedo
Sotero Uribe
Forsie Vial
Joe Zamilpa
Dorothy Zaragoza

35 Years of Service

Isabel Barreras
Esperanza Cuevas
Norma Martinez
Rhonda Vaughn

30 Years of Service

Tony Cardiel
Mary Lena Cortez
Sandra Downing
Ricardo Garcia
Isadore Garcia III
Tarica Howard
Joe Lopez
Emelda Sansinera
Deborah Taff

25 Years of Service

Mario Alvarez
Alfredo Barreras
Annamarie Demarco
Carmen Gonzalez-Barriga
Tracy Janzen
Irene Ramirez
Christina Simmons
Mark Talkington
Rebecca Valencia
Lisa Villanueva
Jennifer Weber



20 Years of Services

Debra Allen
Sylvia Barrientos
Benita Bermea
Ruben Cano
Gina Cardenas
Anthony Donatelli
Andrew Gonzalez
Patricia Gordillo
Susan Hansen
Norma Hunter
Raquel Nunez
Victoria Perez
Eric Philip
Timothy Rodriguez
Carmen Tiscarena



Recruitment and Selection Data



Examinations

Job Recruitments: 212

Transfer Postings: 123

Supplemental Help: 22

Temporary Pools: 22

Applicants Tested: 565

Number of Applications for Permanent Positions: 1,349

Certifications Processed

Eligibility Lists Created: 96

Candidates Certified: 505

Certified Hires: 307

Reemployment List: 0

Positions filled by Transfers: 13

Positions filled by Promotion: 69

New Classifications - 25

Administrative Specialist

Assessment Specialist

Chief Executive Assistant

Costume, Makeup & Hair Specialist

Director of Athletics & Community Activities

Director of Communications

Director of Continuous Improvement

Expanded Learning Program Manager

Facilities Project Manager

Human Resources Technician – Benefits

Information Security Specialist

Instrument Repair Assistant

Instrument Repair Specialist

Lighting & Sound Specialist

Music Tutor

Music Tutor Assistant

Occupational Therapist

Piano Accompanist

Secretary-Department

Scenic Specialist

Special Services Specialist

Supervisor – Safety & Security

Supervisor – Student Events

Supervisor – Payroll

Visiting Artist

2023 Classified Conference



This year's 4th annual Classified Conference, "Rising to the Challenge," was held at Matilda Torres High School on June 13th. It was a fantastic day of personal and professional workshops for all classified employees. We highlighted classified employees who have been promoted to become teachers and supervisors within our School District. Our conference attendance grew, and the Classified Conference Professional Development Committee launched an excellent conference program.



Professional and Personal Development Workshops



- How to Ace Your Interview
- Stress Reduction Tool Bag
- MUSD's Journey to Student Champion
- Google Tips and Tricks
- Aeries Querying
- Bus Drivers Basics
- Escape Running Reports
- Communication Skills In The Workplace



2023 CSPCA Innovation Award



**Commissioner Fran Wheat, Ruben Mendoza-MUSD Board Trustee, Isabel Barreras
Director Classified Personnel, and Commission Chair David Hernandez
2023 CSPCA Conference, Long Beach, CA.**

Personnel Commission Team



Isabel Barreras
Director of Classified Personnel



Mary Siegl
Personnel Specialist - Lead
Ext. 295



Alejandra Venegas-Chaves
Personnel Specialist,
Ext. 294



Vicky Zamora
Personnel Technician,
Ext. 296



Mary Jane Falcon
Administrative Assistant V,
Ext. 298



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: October 18, 2023

Agenda Item:

Public Hearing for the Appointment of the Commissioner's Joint Appointee; term to begin December 1, 2023 – November 30, 2026

Agenda Placement:

Action

Background:

Pursuant to MUSD Personnel Commission Rule 2.1.3.3 Appointment Procedures, the following is a summary of the appointment procedures for the Commissioner's appointment.

1. The current Commissioner's appointment will expire on November 30th. Mr. David Hernandez is willing to make himself available for appointment to a new term.
2. At the August 16, 2023, meeting of the Personnel Commission, the appointee of the Board of Trustees and the appointee of the Classified School Employees Association (CSEA) publicly announced the name of the person they intended to appoint or reappoint to fill the vacancy.
3. After 30 days following the formal announcement, a hearing will be held to allow public comment. This hearing can be agendized for the October regular meeting.
4. The Commissioners may make their appointment following the hearing.
5. If the Commissioners are unable to agree on a joint appointment within the next 45 days, the Director of Classified Personnel will take the steps to have the appointment made by the State Superintendent of Public Instruction. The Commissioner's prior appointee shall continue in office and function as a member of the District's Personnel Commission until such time as the Superintendent of Public Instruction takes the necessary action to appoint and publicly announce the successor.

Recommendation:

It is recommended that the appointee of the Board of Trustees and the appointee of the classified employees hold a public hearing and approve the Commissioners' Appointment.

hearing to provide the public, employees, and employee organizations the opportunity to express their views on the qualifications of the person recommended by the Board of Education for appointment. The Board at that time may make its appointment or may make a substitute appointment or recommendation without further notification or public hearing.

2.1.2.2

THE CLASSIFIED EMPLOYEES' APPOINTMENT: By November 1, the classified employee organization having authority to nominate the classified employees' appointee to the Commission shall submit to the Board the name of the person it wishes to appoint to the Commission. The Board shall appoint the nominee, unless the classified employees voluntarily withdraw the name of the nominee and submit the name of a new nominee. In the latter case, the Board shall then appoint the new nominee, to be effective on the date on which the vacancy would occur.

2.1.2.2.1

In the event that the classified employees of the District are represented by one or more recognized employee organizations, the employee organization which represents the largest number of the District's classified staff on August 15 of the year in which the classified employees' appointment is to be made shall be the one authorized to submit the recommended appointment to the Board of Education for action as required by law and these Rules and Regulations.

2.1.2.2.2

In the event that the classified employees have no exclusive representative, the Director-Personnel Commission shall solicit nominees from the classified employees. Those qualified nominees accepting the nomination shall be placed on a ballot for a vote by all classified employees of the District. The name of the nominee receiving the greatest number of votes cast in a secret ballot shall be submitted to the Board of Education for appointment to fill the vacancy.

2.1.2.2.3

In the event that a vacancy is created on the Personnel Commission because of the classified employees' failure to agree upon a nominee, the Board of Education, upon the recommendation of the Director-Personnel Commission, may make an emergency appointment for hiring purposes only until such time as a permanent appointment can be made, but not to exceed sixty (60) days.

2.1.2.3

THE COMMISSIONERS' APPOINTMENT: By September 30th, the appointee of the Board of Education and the appointee of the classified employees shall publicly announce the name of the person they intend to appoint or reappoint. At a Personnel Commission meeting to be held after 30, and within 45 days of the date the Commission publicly announced its candidate, the Commission shall hold a public hearing to provide the public,

employees, employee organizations, and members of the Board of Education the opportunity to express their views on the qualifications of the person recommended by the Commission for appointment. The Commission at that time may make its appointment or may make a substitute appointment or recommendation without further notification or public hearing.

- 2.1.2.3.1 In the event that a vacancy would otherwise exist on the Personnel Commission as of December 1st because of the failure of the Commission to take action on a new appointment, the commissioners' prior appointee shall continue in office and to function as a member of the District's Personnel Commission until such time as the commissioners take the necessary action(s) to appoint a qualified successor and that person is prepared to assume the duties and responsibilities of the position. If the reason for the lack of appointment is an inability to agree upon a joint appointee, the appointment shall be made by the State Superintendent of Public Instruction if no agreement is reached by December 15th.

REFERENCE: Education Code Sections 45245 - 45248

2.1.3

FILLING OF VACANCIES DURING TERM OF OFFICE:

In the event that a vacancy occurs during the term of office of any of the commissioners, a new appointee shall be selected by the original appointing authority to complete the unexpired term in accordance with the procedures noted below. The Director-Personnel Commission shall immediately notify the other commissioners, the Board of Education and the recognized classified employee organization(s) of the name of the commissioner, the effective date of the vacancy, the duration of the unexpired term, the name of the appointing authority, and the procedures to be followed in filling the vacancy.

- 2.1.3.1 THE BOARD OF EDUCATION'S APPOINTMENT: Within 15 days of notification of the vacancy, the Board of Education shall publicly announce the name of the person it intends to appoint to fill the unexpired term. At a Board meeting to be held after 30, and within 45 days of the date the Board publicly announced its candidate, the Board shall hold a public hearing to provide the public, employees, and employee organizations the opportunity to express their views on the qualifications of the person recommended by the Board of Education for appointment. The Board at that time may make its appointment or may make a substitute appointment or recommendation without further notification or public hearing.

- 2.1.3.2 THE CLASSIFIED EMPLOYEES' APPOINTMENT: Within 15 days of notification of the vacancy, the classified employee organization having authority to nominate the classified employees' appointee to the Commission, shall publicly submit the name of the person it wishes to appoint to the Commission to fill the unexpired term.



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: October 18, 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.