

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

AGENDA
Regular Meeting
Wednesday, December 13, 2023
4:30 PM Public Meeting
District Office – Board Room

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

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Swearing in of Commissioners' Joint Appointment – David Hernandez**
- 5. Consideration of the Personnel Commission Organization:
2024 Personnel Commission Officers: Chairperson, Vice-Chairperson, and Secretary**

6. 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.

7. 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.

8. 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, November 15, 2023 Regular Meeting**

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

1. Behavior Analyst - Open/Competitive
2. Bilingual/Biliterate Paraprofessional Aide - Promotional & Open/Competitive
3. Director of Transportation - Open/Competitive
4. Language and Literacy Technician (Spanish Required) - Promotional & Open/Competitive
5. Low Voltage Systems Specialist - Open/Competitive
6. School Safety Dispatcher - Promotional & Open/Competitive
7. School Safety Officer - Open/Competitive

9. New Business

- A. Discuss and approve the Initial Salary Placement for J. Barriga, candidate for Behavioral Analyst
- B. Discuss and approve the Initial Salary Placement for T. Smith, candidate for Scenic Specialist
- C. Discuss and approve the Initial Salary Placement for C. Chapman, candidate for School Safety Officer
- D. Discuss and approve the Initial Salary Placement for J. Pinder, candidate for School Safety Dispatcher
- E. Discuss and approve the Initial Salary Placement for V. Patlan, candidate for School Safety Officer
- F. Discuss and approve the revised job classification of Communications Technician
- G. Discuss and approve the revised job classification of Communications Technician – Spanish Bilingual
- H. Discuss and approve the title change and revisions for the job classification of District Mail Clerk
- I. Discuss and approve the revised job classification of Parent Resource Center Assistant
- J. Discuss and approve the revised job classification of Parent Resource Center Assistant-Lead
- K. Consideration and Adoption of the 2024 Personnel Commission Regular Meeting Calendar
- L. Consideration of MUSD Personnel Commission Organization: Election of Officers

10. Information and Reports

- A. Presentation of the Classified 1st Quarterly Employee Award to Suzana Perez-Cardenas, Millview Elementary School
- B. Director's Report
- C. Commissioner's Report

11. Next Regular Personnel Commission Meeting

Wednesday, January 24, 2024 at 4:30 p.m.
Madera Unified School District Office – Board Room
1902 Howard Road
Madera, California 93637

12. Suggested Future Agenda Items

11. Adjournment

Board Room Accessibility: The Madera Unified School District encourages those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation to participate in the public meeting, please get in touch with the Personnel Commission Office at 559-675-4500 extension 294 at least 48 hours before the scheduled Personnel Commission meeting so that we may make every reasonable effort to accommodate you. (Government code 54954.2)



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: December 13, 2023

Agenda Item:
Swearing in of Commissioners' Joint Appointment

Agenda Placement:
Procedural

Background:
The District's Personnel Commission consists of three commissioners who serve staggered three-year terms. The term of the Commissioner's appointee expired on December 1, 2023.

On October 18, 2023, the Commissioners approved David Hernandez as the Commissioners' appointee.

Recommendation:
It is recommended that Mr. David Hernandez be sworn in as the Commissioners' Joint Appointee for another three-year term.



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: December 13, 2023

Agenda Item:

Consideration and approval of the minutes from Wednesday, November 15, 2023, Regular Meeting

Agenda Placement:

Consent

Background:

Consideration and approval of the minutes from Wednesday, November 15, 2023, Regular Meeting.

Recommendation:

It is recommended that the Personnel Commission approve the minutes from Wednesday, November 15, 2023, Regular Meeting.

Minutes Record of MUSD Personnel Commission
Regular Meeting held on Wednesday, November 15, 2023 at 4:30 PM

The Personnel Commission of the Madera Unified School District convened in a Regular Board Meeting in the District Office Conference room, 1902 Howard Road, Madera, California, on Wednesday, November 15, 2023, at 4:30 p.m.

1. Call to Order

- Commissioner Hernandez called the meeting to order at 4:33 p.m.

2. Pledge of Allegiance

- Commissioner Wheat led the flag salute.

3. Roll Call

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

- **Roll Call**

Commissioner Philip Janzen, absent

The following were in attendance:

David Hernandez, Personnel Commission Chair

Fran Wheat, Personnel Commission Vice-Chair

Isabel Barreras, Director of Classified Human Resources

Mary Siegl, Personnel Specialist Lead

Alejandra Venegas-Chaves, Personnel Specialist

Mary Jane Falcon, Administrative Assistant V

Joe Aiello, Assistant Superintendent of Human Resources

Cheri Giddens, CSEA President

Vicky Zamora, CSEA 1st Vice President

Wanda Pickett, CSEA 2nd Vice President

Tanya Miranda, Chief Union Steward

There was one other employee in attendance.

4. Adoption of the Agenda

- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the agenda. MOTION NO. 35-2023/24.

Ayes: Commissioners: Wheat and Hernandez

Noes: None

Absent: Janzen

Abstained: None

5. Public Comment

- No comments were made.

6. Consent Agenda

- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the adoption of the Consent Agenda. MOTION NO. 36 -2023/24.
Ayes: Commissioners: Wheat and Hernandez
Noes: None
Absent: Janzen
Abstained: None
- Cheri Giddens, CSEA President, requested the Spanish Bilingual Assessment be given three or four times throughout the year. This will give the Spanish-bilingual classified staff an opportunity to apply for the Spanish Bilingual required positions.

7. New Business

A. Discuss and approve the Initial Salary Placement for A. Birge, candidate for Paraprofessional-Special Needs Preschool

- Director Barreras presented the District's request to place A. Birge candidate for Paraprofessional Special Needs Preschool on an initial salary step placement of Range 28, Step 5 (\$25.52 hourly rate). The candidate has over 7 years of experience working as an Instructional Aide with children with special needs. The candidate far exceeds the minimum qualification of 6 months of experience in working with children in a specialized learning environment and brings the Crisis Prevention Intervention Certification (CPI) as additional training.
- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the initial salary step placement of Range 28, Step 5 ((\$25.52 hourly rate) of the classified salary schedule for A. Birge candidate for Paraprofessional Special Needs Preschool. MOTION NO. 37-2023/24, DOC. NO. 29-2023/24.
Ayes: Commissioners: Wheat and Hernandez
Noes: None
Absent: Janzen
Abstained: None

B. Discuss and approve the Initial Salary Placement for E. Montes, candidate for Full Stack-Developer

- Director Barreras presented the District's request to place E. Montes candidate for Full Stack – Developer on an initial salary step placement of Range 65, Step 6 (\$56.51 hourly rate) of the classified salary schedule. The candidate has over nine years of experience in Software Development, Full-Stack Development, and Front-End Engineering.
- It was moved by Commissioner Wheat, seconded by Commissioner Hernandez to approve the initial salary step placement of Range 65, Step 6 (\$56.51 hourly rate) of the classified salary schedule for E. Montes, candidate for Full Stack-Developer. MOTION NO. 38-2023/24, DOCUMENT NO. 30-2023/24.
Ayes: Commissioners: Wheat and Hernandez
Noes: None
Absent: Janzen
Abstained: None

C. Discuss and approve the revised job classification for the Personnel Technician.

- The Director of Classified Personnel presented the revised job classification for the Personnel Technician. These changes resulted from the reorganization of the department

and the added position of Administrative Assistant V. The incumbent in this classification has reviewed the changes to the job classification.

- It was moved by Commissioner Wheat, seconded by Commissioner Hernandez to approve the proposed revisions to the job classification of Personnel Technician.

MOTION NO. 39-2023/24, DOCUMENT NO. 31-2023/24

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

8. Informational and Reports

A. Director's Report

- At the October 24th BOT meeting, the board approved the Wage Survey. Thank you to CSEA and the District for completing this difficult task.
- PC staff recently visited the Madera Adult Ed School to secure space for our PC testing. Thanks to Superintendent Lile and Principal Keledjian. Moving forward, the PC office can use space on Mondays and Fridays.
- We conducted a Job Fair on November 8, 2024, at the Madera Workforce Investment Office and had over 150 participants. Kudos to my staff for a great job in organizing this event along with our partners at the Madera Workforce Investment Office.
- I attended the 2023 SPCA/NC Annual Membership Meeting in Castro Valley on November 6th. Christopher Boucher presented a workshop on the PC Appeal Process. Chris is also our PC's legal counsel. I was also voted in as VP for the Northern Region Association.
- The Classified PD Conference Committee met on October 26 to kick off the classified conference planning. The theme for next year's conference is "Together Towards Tomorrow". Our conference date is Tuesday, June 11, 2024, at MTHS. More details to come as we move forward with our planning.
- I continue to stay busy with the vendor planning for the 2024 CSPCA conference.
- Mary Jane will contact you to confirm your registration and hotel reservations for the CSPCA conference in Monterey.

B. Commissioner's Report

- Commissioner Hernandez attended the 2023 SPCA/NC Annual Membership Meeting in Castro Valley on November 6, 2023.
- Commissioner Wheat brought up a concern about the District not providing military leave for our employees who are veterans, most importantly, to serve during funeral ceremonies for a fellow veteran who has passed away. President Giddens mentioned that it was a previous item that was brought to the negotiation table and would keep it in mind as a future item.

9. Next Regular Personnel Commission Meeting

- Wednesday, December 13, 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 Hernandez adjourned the meeting at 4:59 p.m.



Isabel Barreras, Director of Classified HR

Date: November 15, 2023



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: December 13, 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 pull a list for further discussion, it can be done.

1. Behavior Analyst - Open/Competitive
2. Bilingual/Biliterate Paraprofessional Aide - Promotional & Open/Competitive
3. Director of Transportation - Open/Competitive
4. Language and Literacy Technician (Spanish Required) - Promotional & Open/Competitive
5. Low Voltage Systems Specialist - Open/Competitive
6. School Safety Dispatcher - Promotional & Open/Competitive
7. School Safety Officer - Open/Competitive

Recommendation:

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

No attachment:



**MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

**REGULAR MEETING
AGENDA ITEM COVER PAGE**

Meeting Date: December 13, 2023

Agenda Item:

Discuss and approve the Initial Salary Placement for J. Barriga, candidate for Behavioral Analyst

Agenda Placement:

Action

Background:

The Supervisor of Behavioral Analysts has presented the Personnel Commission with a request for an initial salary placement for the behavioral analyst candidate (J. Barriga). The Personnel Commission staff requests approval to place the candidate with an initial salary placement at Range 58, Step 7 (\$51.76 hourly rate) of the classified salary schedule.

The candidate has over seven years of experience completing comprehensive functional behavior assessments, behavior therapy, and behavior support plans, including two years of supervisory experience. The candidate's work experience exceeds the minimum qualification of two years of experience completing comprehensive functional behavior assessments and behavior support plans and one year of experience serving individuals exhibiting inappropriate or explosive behavior. The education requirement is a Master's degree from an accredited university and college with major coursework in Human Services, Psychology, or a related field. This is difficult recruitment, and MUSD is excited to continue attracting highly qualified candidates who bring in the experience of working with challenging behaviors and can provide our most at-risk and vulnerable population with strategies for academic achievement and social-emotional support to increase their school engagement.

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 and PC Rule 8. 2.1.4; additional skills or qualifications of the candidate that make them exceptionally qualified for the position.

Recommendation:

The Personnel Commission is recommended to approve the Initial Salary Placement for (J. Barriga), a candidate for Behavioral Analyst candidate at Range 58, Step 7 (\$51.76 hourly rate) of the classified salary schedule.

No attachment:



**MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

**REGULAR MEETING
AGENDA ITEM COVER PAGE**

Meeting Date: December 13, 2023

Agenda Item:
Discuss and approve the Initial Salary Placement for T. Smith, candidate for Scenic Specialist

Agenda Placement:
Action

Background:
The Director of Visual and Performing Arts has presented the Personnel Commission with a request for an initial salary placement for the candidate of Scenic Specialist (T. Smith). The Personnel Commission staff requests approval to place the candidate with an initial salary placement at Range 40, Step 6 (\$34.62 hourly rate) of the classified salary schedule.

The candidate has seven years of experience working as a Senior SPFX Technician at Walt Disney Imagineering. The candidate's work experience far exceeds the minimum qualification of three years of scenic carpentry or design for theatre experience or three years of professional carpentry experience and a High School Diploma requirement. The District is thrilled to fill this position as it is a specialized, skilled position.

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 class; and PC Rule 8.2.1.4: additional skills or qualifications of the candidate that make him/her especially qualified for the position.

Recommendation:
It is recommended that the Personnel Commission approve the Initial Salary Placement (T. Smith), a candidate for Scenic Specialist at Range 40, Step 6 (\$34.62 hourly rate) of the classified salary schedule.

No attachments:



**MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

**REGULAR MEETING
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Meeting Date: December 13, 2023

Agenda Item:
Discuss and approve the Initial Salary Placement for C. Chapman, candidate for School Safety Officer

Agenda Placement:
Action

Background:
The Director of Safety and Security has presented the Personnel Commission with a request for an initial salary placement for the School Safety Officer (C. Chapman). The Personnel Commission staff requests approval to place the candidate with an initial salary placement at Range 28, Step 5 (\$26.52 hourly rate) of the classified salary schedule.

The candidate brings thirteen years of experience working as a Security Officer for various employers. This far exceeds the High School diploma, equivalency, and two years of experience working with youth and adults in an organized setting as an employee focusing on law enforcement or security work. This is a difficult recruitment, and MUSD is excited to continue attracting highly qualified candidates who will make a difference at Madera Unified.

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 recruiting candidates to meet the vacancy needs of the class.

Recommendation:
The Personnel Commission is recommended to approve the Initial Salary Placement for (C. Chapman), a candidate for School Safety Officer at Range 28, Step 5 (\$26.52 hourly rate) of the classified salary schedule.

No attachment:



**MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

**REGULAR MEETING
AGENDA ITEM COVER PAGE**

Meeting Date: December 13, 2023

Agenda Item:
Discuss and approve the Initial Salary Placement for J. Pinder, candidate for School Safety Dispatcher

Agenda Placement:
Action

Background:
The Director of Safety and Security has presented the Personnel Commission with a request for an initial salary placement for the School Safety Dispatcher (J. Pinder). The Personnel Commission staff requests approval to place the candidate with an initial salary placement at Range 28, Step 6 (\$27.68 hourly rate) of the classified salary schedule.

The candidate brings over 25 years of work experience as a Juvenile Correctional Officer I for the Fresno County District Probation Department. The candidate also has 131 college units. This far exceeds the High School diploma, equivalency, and two years of experience working with youth and adults in an organized setting as an employee focusing on law enforcement or security work. This is a difficult recruitment, and MUSD is excited to continue attracting highly qualified candidates who will make a difference at Madera Unified.

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 8.2.1.2: additional education at the college level is limited to no more than one step beyond every two years of education related to the position but beyond the educational requirements established for entry into the class; and PC Rule 8.2.1.3: difficulty experience in recruiting candidates to meet the vacancy needs of the course and PC Rule 8.2.1.4; additional skills or qualifications of the candidate that make them exceptionally qualified for the position.

Recommendation:
The Personnel Commission is recommended to approve the Initial Salary Placement for (J. Pinder), a candidate for School Safety Dispatcher at Range 28, Step 6 (\$27.68 hourly rate) of the classified salary schedule.

No attachment:



**MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

**REGULAR MEETING
AGENDA ITEM COVER PAGE**

Meeting Date: December 13, 2023

Agenda Item:

Discuss and approve the Initial Salary Placement for V. Patlan, candidate for School Safety Officer

Agenda Placement:

Action

Background:

The Director of Safety and Security has presented the Personnel Commission with a request for an initial salary placement for the School Safety Officer (V. Patlan). The Personnel Commission staff requests approval to place the candidate with an initial salary placement at Range 28, Step 7 (\$28.97 hourly rate) of the classified salary schedule.

The candidate brings combined experience working eight years as a Senior Criminal Investigator for the Madera County District Attorney's Office and 11 years of experience working as a police officer in Firebaugh, three of the 11 years as a School Resource Officer. The candidate also brings a Bachelor's degree in Criminal Justice. This far exceeds the High School diploma and equivalency and two years of experience working with youth and adults in an organized setting as an employee focusing on law enforcement or security work. This is a difficult recruitment, and MUSD is excited to continue attracting highly qualified candidates who will make a difference at Madera Unified.

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 8.2.1.2: additional education at the college level is limited to no more than one step beyond every two years of education related to the position but beyond the educational requirements established for entry into the class; and PC Rule 8.2.1.3: difficulty experience in recruiting candidates to meet the vacancy needs of the course and PC Rule 8.2.1.4; additional skills or qualifications of the candidate that make them exceptionally qualified for the position.

Recommendation:

The Personnel Commission is recommended to approve the Initial Salary Placement for (V. Patlan), candidate School Safety Officer at Range 28, Step 7 (\$28.97 hourly rate) of the classified salary schedule.

No attachment:



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: December 13, 2023

Agenda Item:

Discuss and approve the revised job classification of Communications Technician

Agenda Placement:

Action

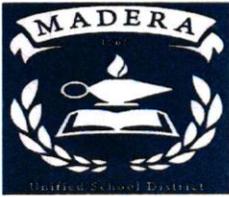
Background:

The Director of Communications presented the Personnel Commission with some revisions to the Communications Technician job classification. The proposed revisions are highlighted in blue with a strikethrough language highlighted in red in the following areas Distinguishing Characteristics, Essential Functions, Duties, and Tasks, and KSAs of the job classification. 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 Communications Technician job classification.



CLASSIFIED
Job Classification Description
 Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
 PERSONNEL COMMISSION
 APPROVED MOTION NO. 22-2022/23
 DOCUMENT NO. 10-2022/23
 DATED: 10/19/2022

<u>COMMUNICATIONS TECHNICIAN</u>	
DEPARTMENT/SITE: Communications / assigned to one or more schools REPORTS TO: Director of Communications	SALARY SCHEDULE: Classified Bargaining Unit SALARY RANGE: 23 WORK CALENDAR: 261 Days FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general supervision of the Director of Communications and in coordination with an assigned site administrator, the Communications Technician supports the development of school-level communication, promotional and marketing collateral projects, and materials, which will be used to market the school site’s programs and activities. This includes but is not limited to the day-to-day operations of school websites, social media, [photography](#), video, and graphic creation. The incumbents in this classification provide the school community with clear, consistent, and compelling information about events at sites that directly support student learning and achievement.

DISTINGUISHING CHARACTERISTICS

This is the first level in the Communications series as an entry-level class. Incumbents in this class are assigned to one or more school sites to assist site administration in its efforts to maintain effective communication with its school community that is consistent with the messaging at the District [and school](#) level. While incumbents in this class are a resource from the ~~Accountability and~~ Communications Department, their day-to-day activities must coordinate closely with site administration in the development and maintenance of school websites, district websites, and information releases. ~~Incumbents become eligible for promotion to Communications Specialist after at least one year of service as a Communications Technician and demonstration of ability to perform the work of Communications Specialist.~~

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.

- Assures that the schools' website design is attractive, professional, informative, error-free, and intuitive.
- Assists with maintaining and updating the schools' social media accounts, if needed.
- Assists with the school and/or District's adopted communication platform, supporting the development of weekly school newsletters and other critical communications.
- Creates written content and designs graphics with the purpose of keeping the community

MUSD BOARD APPROVED: Month da, Year MOTION NO. ##-####/## DOCUMENT NO. ##-####/##
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informed in an easy-to-understand manner, which includes content creation, design and layout of various publications and marketing material (Digital and Print).

- Ensures the functionality, navigation, and overall performance meet the needs of our school/district.
- Manages the day-to-day operations of the school websites as well as ongoing maintenance and updates; **and assists with district website updates.**
- May be required to work **an occasional flex schedule or overtime which** that may include some weekends and evening hours ~~to cover district events~~ due to the needs of the department. **The flex schedule and/or overtime will be discussed with the employee in advance.**
- Participates in unit meetings, in-service training, and workshops for the purpose of conveying and/or gathering information required to perform functions and for ongoing professional development.
- Works closely with the Principal, Vice Principal, Administrative Assistant, and other staff to support school communication activities.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Communications media and their most effective uses, including print, radio, and television
- ~~Appropriate media contacts regarding given issues and circumstances~~
- Utilization of social media **platforms and communication styles and others**
- ~~Oral and written communication skills~~
- ~~District organization, operations, practices, objectives, and goals~~
- Strong proficiency in Microsoft Office, Adobe Photoshop Professional, iMovie, and other Software Applications
- Familiar with utilizing infographics in the development of marketing materials
- **ADA website compliance WCAG2.0 standards**
- **Oral presentation principles and practices**
- **Extensive vocabulary and correct usage, grammar, syntax, spelling, and punctuation of English**
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- **Operation of standard office equipment**
- **Computer usage and assigned software**
- **Customer service principles and practices**

Skills and Abilities to:

- Handle basic web programming, including knowledge of HTML (Hypertext Markup Language) and CSS (Cascading Style Sheets)
- Work with WordPress to design and establish webpages and websites
- **Design and maintain assigned school websites using District-standard software WordPress or other software designated by the District**
- Meet strict deadlines and commitments
- Adopt and adapt to new skills quickly

- Utilize effective interpersonal and communication skills to establish and maintain working relationships
- Maintain an attitude of positive customer service in carrying out tasks and responsibilities
- Be thorough, precise, and proficient in completing work assignments and follow-up with customers to ensure their satisfaction
- To perform a variety of tasks in a fast-paced work environment
- ~~Motivate and organize others when providing services~~
- Maintain attention to detail and be highly organized
- Utilize technology and social media efficiently and effectively during the course of work
- Maintain responsible social media protocols and civility
- Use correct English grammar, spelling, punctuation, and style when producing written work
- ~~Apply skillful graphic design and effectively utilize graphic software such as Adobe Suite programs (e.g., Photoshop, Illustrator, Premiere Pro)~~
- ~~Apply video journalism and photography techniques when planning and producing informational products~~
- Work with diverse groups and individuals utilizing tact and courtesy in communication
- ~~Implement WCAG2.0 standards (Web Content Accessibility Guidelines 2.0) in the design, development, and maintenance of school websites~~
- Implementation of ADA website compliance WCAG2.0 standards and maintenance of the school websites to that level
- Establish and maintain an effective and presence on a variety of social media platforms
- Model responsible social media protocols and correct grammar in all final work products
- Design appealing and effective graphic presentations and layouts on Web and social media pages and in print media using assigned District-standard software (e.g., Adobe Suite programs such as Photoshop, Illustrator, and Premiere Pro)
- Communicate effectively and courteously with contacts within and outside the District.
- Prepare and maintain accurate records
- Schedule a number of activities, meetings, and/or events
- Meet schedules and timelines
- Maintain confidentiality of sensitive and privileged information

RESPONSIBILITY:

Responsibilities include working under limited supervision using standardized practices and/or methods; working as part of a team; and monitoring budget expenditures. Utilization of resources from other work units is sometimes 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; an Associate's Degree in communication, journalism, marketing, graphic arts, web design, or a related field from an accredited college or university is preferred.

EXPERIENCE REQUIRED:

One (1) year of work experience in communications or related fields (e.g., graphic design, marketing,

video production, web design, journalism). Experience that included working in a public setting is desirable; **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 for travel to/from/among District Office and school sites and to workshops, conferences, and trainings relative to the 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 the offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam A through the District’s provider at the District’s expense

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Work is primarily indoors and occasionally requires sitting for extended periods
- Lift and move equipment and other objects weighing up to 35 pounds
- Dexterity of hands and fingers to operate hand tools, a computer keyboard, and other office equipment and to maintain paper files and documents
- Use hands and fingers to grasp, hold, and manipulate objects
- Kneeling, bending at the waist, sitting, squatting, crawling, stretching, and reaching overhead, above the shoulders, and horizontally to place and or operate equipment such as cameras and retrieve and store files and supplies
- Hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents, computer screen, and camera equipment and settings
- Frequent operation of a personal vehicle, and occasional operation of a District vehicle, to travel within and outside the District for meetings, training sessions, and assisting staff at school sites
- Exposure to intermittent noise and interruptions typical of a school environment
- Potential for contact with blood-borne pathogens and communicable diseases

MUSD BOARD APPROVED: Month da, Year MOTION NO. ##-####/## DOCUMENT NO. ##-####/##
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MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: December 13, 2023

Agenda Item:

Discuss and approve the revised job classification of Communications Technician – Spanish Bilingual

Agenda Placement:

Action

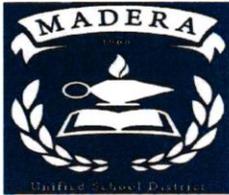
Background:

The Director of Communications presented the Personnel Commission with some revisions to the Communications Technician – Spanish Bilingual job classification. The proposed revisions are highlighted in blue with a strikeout language highlighted in red in the following areas of the job classification: Department/Site, Reports To, Purpose Statement, Essential Functions, Duties, and Tasks, and KSAs sections. These changes will keep the job classification up to date so we can start the recruitment process.

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 Communications Technician – Spanish Bilingual job classification.



CLASSIFIED
Job Class Description
 Equal Employment Opportunity

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

COMMUNICATIONS TECHNICIAN – BILINGUAL SPANISH	
DEPARTMENT/SITE: Accountability and Communications	SALARY SCHEDULE: Classified SALARY RANGE: 27 WORK YEAR: 261 Days
REPORTS TO: Executive Director of Account- ability and Communications Director of Communications	FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general supervision of the ~~Executive Director of Accountability and Communications~~ Director of Communications, the Communications Technician – Bilingual Spanish will support the development of District-level communication, promotional and marketing information, and materials in Spanish and interpret complex written translation work of various documents and activities into Spanish or English which will be used to market schools and District programs and activities. This includes, but is not limited to, the day-to-day operations of district and school websites, social media, photography, video, and graphic creation. Interpret for all meetings assigned to the Communications ~~Accountability~~ department such as, but not limited to, committee and community meetings. This class assists in establishing, in Spanish, clear and positive information about the District and its school sites and activities which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in this class work from the District Office to support and enhance District and school sites' web and social media presence and communications outreach efforts to more effectively link and serve the community of students, parents, and the public whose primary language is Spanish.

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.

- ~~Creates written content and designs graphics with the purpose of keeping the community informed in an easy to understand manner, which includes content creation, design, and layout of various publications and marketing material (Digital and Print) with a primary focus on creating and developing communications for Spanish-speaking families.~~
- Assures that the schools' website design is attractive, professional, informative, error-free, and intuitive.
- Assists with maintaining and updating the schools' social media accounts, if needed.
- Assists with the school and/or District's adopted communication platform, supporting the development of weekly school newsletters and other critical communications.

- Creates written content and designs graphics with the purpose of keeping the Spanish language community informed in an easy-to-understand manner. Which includes content creation, design, and layout of various publications and marketing material (Digital or Print) in Spanish language, or marketing programs and activities specific to the Spanish community. This includes but is not limited to Dual Language Immersion (DLI) and English Learner (EL) programs.
- Manages the day-to-day operations of the school websites as well as ongoing maintenance and updates with a primary focus on ensuring website communications meet the needs of Spanish-speaking families and supports the District's website with Spanish language content; **and assists with district website updates.**
- ~~May assist~~ **Assists** with the school and/or District's adopted communication platform, supporting the development of weekly school newsletters and other critical communications with a focus on serving Spanish-speaking families.
- **May be required to work an occasional flex schedule or overtime that may include some evenings and weekends due to the needs of the department. The flex schedule and/or overtime will be discussed with the employee in advance.**
- **Participates in unit meetings, in-service training, and workshops for the purpose of conveying and/or gathering information required to perform functions and for ongoing professional development.**
- Performs clerical duties such as typing, preparing, and maintaining records and files utilizing a variety of office equipment including a computer, copier, and phone.
- Prepares written translation from English to Spanish for a variety of documents (e.g. formal letters, general information, newsletters, newspaper articles, crisis communication, forms, brochures, correspondence, legal documents).
- **Recreates and formats** documents utilizing a variety of word processing tools such as text boxes, headings, etc.
- **Researches** legal terminology as needed for written translation in reference to Educational, Medical, and Psychological topics.
- Reviews and edits translated material for accuracy, context, readability, and style for the purpose of ensuring the accuracy of information and complying with established guidelines.
- ~~Translates and verbally interprets, for a variety of formalized meetings. **This includes but is not limited to the Parent Advisory Committee (PAC) and the Local Control and Accountability Plan (LCAP) meetings held on evenings and weekends requiring flexibility in work schedule and/or overtime work.**~~
- Uses a variety of online software in order to translate content into Spanish directly in the software used to create it. This includes but is not limited to web-based and graphic design platforms such as Adobe Suite, Google Suite, Canvas, Lucidchart, etc.
- Works closely with the Principal, Vice Principal, Administrative Assistant, and other staff to support school communication activities with a focus on serving Spanish-speaking families.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the district, including various mandatory district trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Communications media and their most effective uses, including print, radio, and television.
- Appropriate media contacts regarding given issues and circumstances
- Social media platforms and communication styles
- ~~Utilization of social media~~

- ~~Oral and written communication skills~~
- District organization, operations, practices, objectives, and goals
- Strong proficiency in Microsoft Office, Adobe Photoshop Professional, iMovie, and other Software Applications
- Familiar with utilizing infographics in the development of marketing materials
- ~~The application and utilization of infographics in the development of marketing materials~~
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- ADA website compliance WCAG2.0 standards
- ~~Basic math, including calculations using fractions, percentages, and/or ratios~~
- Oral presentation principles and practices
- Extensive vocabulary and correct usage, grammar, syntax, spelling, and punctuation of English and Spanish
- Correct oral and written usage of English and Spanish
- Simultaneous and consecutive interpretation techniques
- Operation of standard office equipment
- Computer usage and assigned software
- ~~Current office practices, equipment, and procedures~~
- Cultural differences
- Customer service principles and practices

Skills and Abilities to:

- Handle basic web programming, including knowledge of HTML and CSS
- Work with WordPress to design and establish webpages and websites
- Design and maintain assigned school websites using District-standard software WordPress or other software designated by the District
- Meet strict deadlines and commitments
- Adopt and adapt to new skills quickly
- Utilize effective interpersonal and communication skills to establish and maintain working relationships
- Maintain an attitude of positive customer service in carrying out tasks and responsibilities
- Establish and maintain positive and effective interpersonal and communication skills
- Recognize and value the importance of customer service
- Be thorough and precise in accomplishing assigned work and have excellent follow-up with customers to ensure their satisfaction
- ~~Performing a variety of tasks applying an eclectic blend of talents and skills~~
- To perform a variety of tasks in a fast-paced work environment
- ~~Motivate and organize others~~
- Maintain strong attention to detail and be highly organized
- Utilize technology and social media efficiently and effectively during the course of work
- Use correct English grammar, spelling, punctuation, and style when producing written work
- Apply skillful graphic design and effectively utilize graphic software such as Adobe Suite programs (e.g., Photoshop, Illustrator, Premiere Pro)
- Apply video journalism and photography techniques when planning and producing informational products
- Work with diverse groups and individuals utilizing tact and courtesy in communication
- ~~Apply technology proficiently to the successful completion of all assignments~~
- Establish and maintain an effective and savvy presence on a variety of social media platforms
- Model responsible social media protocols and correct grammar in all final work products
- Design appealing and effective graphic presentations and layouts on Web and social media pages

and in print media using assigned District-standard software (e.g., Adobe Suite programs such as Photoshop, Illustrator, and Premiere Pro)

- ~~Apply correct English grammar, spelling, punctuation, and effective style to produce good-quality text material~~
- ~~Apply and incorporate video journalism and photography concepts and practices to work products~~
- Communicate effectively and courteously with contacts within and outside the District.
- Implementation of ADA website compliance WCAG2.0 standards and maintenance of the school websites to that level
- Prepare and maintain accurate records
- Schedule a number of activities, meetings, and/or events
- ~~Work with a diversity of individuals and/or groups in a wide variety of circumstances~~
- ~~Establish and maintain cooperative and effective working relationships with others~~
- ~~Type and input data at an acceptable rate of speed~~
- Meet schedules and timelines
- Maintain confidentiality of sensitive and privileged information
- ~~Provide quality customer service~~

RESPONSIBILITY:

Responsibilities include working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

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

EDUCATION REQUIRED:

Associate of Arts (A.A.) / Associate of Science is required, with a preference for significant coursework in communication, graphic design, marketing, video production, journalism, or a related field. A Bachelor's degree is preferred.

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.

EXPERIENCE REQUIRED:

One (1) year of work experience in communications or related fields (i.e. graphic design, marketing, video production, journalism, etc.). Some work experience in a public setting is desirable. In addition, two years of experience translating written documents from English to Spanish and providing simultaneous oral interpretation services.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License to drive personal or district vehicle to travel within and outside the District for meetings, training sessions, and assisting staff 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)

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Work is primarily indoors and requires sitting for extended periods of time with some walking and standing
- 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, video and photography cameras, and maintain paper files and documents
- Use hands and fingers to grasp, hold, and manipulate objects
- Kneeling, bending at the waist, sitting, squatting, stretching, and reaching overhead, above the shoulders, and horizontally to retrieve and store equipment, files, and supplies
- Hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and computer screen
- Occasional operation of a personal vehicle to travel within and outside the district for meetings, training sessions, and assisting staff at school sites
- Exposure to intermittent noise and interruptions typical of a school environment and public events
- Potential for contact with blood-borne pathogens and communicable diseases



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: December 13, 2023

Agenda Item:

Discuss and approve the title change and revisions for the job classification of District Mail Clerk

Agenda Placement:

Action

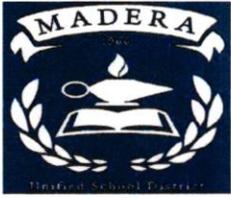
Background:

The Director of Purchasing presented the Personnel Commission with a title change and revisions to the District Mail Clerk job classification. The proposed revisions are highlighted in blue with a strikeout language highlighted in red in the following areas of the job classification: Change in the Title, Reports To, Purpose Statement, Distinguishing Characteristics and the Essential Functions, Duties and Tasks, and the Experience sections. These changes will keep the job classification up to date so we can start the recruitment process.

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 and revisions for the District Mail Clerk job classification.



CLASSIFIED
Job Classification Description
 Equal Employment Opportunity

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

<u>DISTRICT MAIL CLERK/COURIER</u>	
<p>DEPARTMENT/SITE: Purchasing/Warehouse</p> <p>REPORTS TO: Director – Purchasing/ District Warehouse Supervisor</p>	<p>SALARY SCHEDULE: Classified Bargaining Unit</p> <p>SALARY RANGE: 20</p> <p>WORK CALENDAR: 261 Days</p> <p>FLSA: Non-Exempt</p>

PURPOSE STATEMENT:

Under the general direction of the Director – Purchasing ~~and supervision of the District Warehouse Supervisor~~, the District Mail Clerk/Courier, provides mail delivery and courier services for schools and departments throughout the District; accurately sorts incoming mail for distribution to various sites and departments; ~~prepares District outgoing mail for pickup and processing by the United States Postal Service (USPS)~~; drives a District vehicle to deliver mail and other items on an assigned route; performs various office-clerical duties in support of other units within the Purchasing department, as assigned. The incumbents in this classification provide the school community with timely processing and delivery of intra-district mail which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS:

Positions in this class are responsible for District mail services and office-clerical duties in support of various units within the Purchasing Department. This class differs from the Warehouse ~~Assistant Person/Driver~~ job classes that are responsible for journey-level warehouse operations and day-to-day transport of stock items to various District locations.

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 in the print shop (i.e., restocking paper, stapling, binding, packaging), as assigned.
- Drives a District vehicle on a regular route to various schools, District sites, and warehouse to pick up and deliver mail, small parcels, and other items to assigned locations and/or individuals; loads and unloads delivery vehicle.
- Maintains assigned vehicle (e.g., fluid levels, fueling, cleaning, tire pressure) to ensure safe operation of the vehicle.
- Maintains accurate operational records in accordance with established administrative guidelines.
- Participates in unit meetings, in-service training, and workshops to convey and/or gather information required to perform job functions and for ongoing professional development.
- Plans routes for the destination; meets schedules and timelines.
- ~~Prepares outgoing mail for pick up and processing by the United States Postal Service (USPS); prepares and processes certified registered and insured mail; prepares and processes bulk mail.~~

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- Receives, sorts, and distributes intra-district. ~~and USPS mail in a timely manner to meet the needs of schools and departments.~~
- Resolves issues, concerns, or questions regarding mail.
- 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:

- ~~Basic USPS mailing rules and regulations~~
- Traffic laws, defensive driving techniques, and rules of the road
- Map reading techniques
- Proper lifting techniques
- Current office clerical practices and procedures
- Basic record-keeping techniques

Skills and Abilities to:

- Learn District operations, policies, procedures, and individuals of importance quickly
- Learn the general geographical layout of the school district and routes quickly
- Receive, sort, distribute, and process District and USPS mail efficiently
- Prepare ~~outgoing~~ intra-district mail for delivery
- Operate an assigned vehicle safely and efficiently
- Read and follow road signs and directions
- Observe legal and defensive driving practices
- Plan routes for destination and meet schedules and timelines
- Establish and maintain cooperative and effective working relationships with others
- Operate standard office equipment, including a computer and assigned software
- Maintain records and files
- Read, write, and communicate effectively in English
- Understand and follow multi-step oral and written directions effectively
- Work independently with little direction
- Adapt to changing priorities
- Observe health and safety regulations

RESPONSIBILITY:

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

JOB QUALIFICATIONS / REQUIREMENTS:

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

EDUCATION REQUIRED:

High School diploma or equivalent.

EXPERIENCE REQUIRED:

~~Six (6) months experience; in. of recent experience in sorting and distributing all classes of mail and other materials. in a large organization.~~

Six (6) months of general office and clerical experience that includes sorting and distributing mail.

LICENSE(S) REQUIRED:

- Valid, current California Driver’s License to drive a vehicle to various district sites to transport and distribute goods, equipment, and materials.

CERTIFICATIONS AND TESTING REQUIRED:

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

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- The job is performed both indoors and outdoors under varying temperatures and potential exposure to hazardous conditions such as driving a vehicle, traffic, adverse weather conditions, and regular exposure to vehicle exhaust fumes, dirt, dust, odors, and physical hazards when loading/unloading mail van and carrying mail and packages over uneven ground or up/down stairways
- Visual acuity to see to drive, view a computer screen and read a variety of materials
- Significant dexterity of hands and fingers to drive a vehicle, operate a computer and a variety of equipment and handle mail/packages
- Hearing and speaking to exchange information by telephone or in person
- Sitting, standing, or walking for extended periods of time
- Regular lifting, carrying, pushing, pulling, and/or moving moderate to heavy objects
- Reaching overhead, above the shoulders, and horizontally to retrieve files and store materials
- Bending at the waist, kneeling, crouching, and crawling



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: December 13, 2023

Agenda Item:

Discuss and approve the revised job classification of Parent Resource Center Assistant

Agenda Placement:

Action

Background:

The Director of Community Services and Parent Resource Centers presented the Personnel Commission with some revisions to the Parent Resource Center Assistant job classification. The proposed revisions are highlighted in blue with a strikeout language highlighted in red in the following areas of the job classification: Essential Functions, Duties, and Tasks and Experience 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 Parent Resource Center Assistant job classification.



CLASSIFIED
Job Classification Description
 Equal Employment Opportunity

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

PARENT RESOURCE CENTER ASSISTANT

<p>DEPARTMENT/SITE: Student and Family Support Services</p> <p>REPORTS TO: Director of Community Services and Parent Resource Centers</p>	<p>SALARY SCHEDULE: Classified Bargaining Unit</p> <p>SALARY RANGE: 18</p> <p>WORK CALENDAR: 201 Days</p> <p>FLSA: Non-Exempt</p>
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PURPOSE STATEMENT:

Under the general supervision of the Director of Community Services and Parent Resource Centers, the Parent Resource Center Assistant provides various resources and information to parents through workshops and trainings as part of maintaining the services of a Parent Resource Center assigned at a school site and for assigned satellite schools; relays information facilitates and maintains parent-school communication; coordinates and organizes volunteers and interns at the Parent Resource Center. Incumbents in this classification support and assist a program that increases parents’ understanding of, participation/engagement in, and active support of their children’s schooling and related activities which directly support student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in this classification are part of the District’s overall effort to establish and maintain rapport with and foster the engagement of parents in school processes and activities in support of their children. The scope of service is not limited only to school-based events but can include wrap-around with community-based organizations to address the non-academic needs of families by reducing barriers to student success. Work includes intermediate clerical skills to support office activities (qualifying for competitive promotional/transfer opportunities to some classes in the clerical series) as well as higher-level interpersonal and communication skills to gain the trust and involvement of parents.

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.

- Acts as liaison to outside agencies that are available for parents involved in the program.
- Administers, monitors and supervises various designated phases of the Parent Resource Center.
- Answers calls that come into the Districtwide call center in order to address parent/family needs by coordinating with appropriate Madera USD departments and various external community agencies; maintains and updates call logs to document responses.
- Assists in planning outreach activities for parents and assists in trainings interns and parent advocates and volunteers, especially with the planning, preparation, and organization of the District’s annual Parent Resource Center Conference.
- Assists in arranging volunteers, speakers, subject matter experts, and discussion leaders for the Parent Resource Center.
- Attends community meetings; recruits parent volunteers; and conducts parent satisfaction surveys.

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- Communicates with and assists parents both at the school where the Parent Resource Center is located and at assigned satellite sites that do not have a Center regarding the parents' concerns such as health coverage for children, mental health, childcare, social services, immigration, and basic family needs such as food, clothing, and transportation.
- Increases the school's connections with families by facilitating parent events and acting as a resource for students, parents, guardians, and caregivers.
- Maintains inventory of forms, office supplies, and equipment and requisitions as needed.
- Maintains various records and files.
- Makes room scheduling arrangements to accommodate space needs for meetings, community agency presentations, and parent training sessions.
- *May be required to work at various site locations as needed and work a flexed schedule or a split shift due to evening meetings and events to meet the programming needs of parents. The flex schedule or split shift will be determined by the employee in coordination with their direct supervisor.*
- Organizes, coordinates, and schedules parent education classes and various workshops and maintains the monthly calendar of the Parent Resource Center's activities and events.
- Participates in trainings and workshops and/or presents approved information on topics such as effective home-school communications, effective parenting, basic computer skills, nutrition, physical health, academic testing, high school graduation requirements, and other District programs.
- Performs clerical tasks such as answering telephones, typing memos, creating forms, flyers, and brochures, and maintaining routine bookkeeping records and a parent database.
- Prepares and delivers presentations to parent groups about school programs and curricula designed to aid the parents in supporting their children's education.
- 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:

- Modern office practices, procedures, and equipment
- Use of job-related software applications, including virtual meeting platforms at an intermediate level, and Microsoft Office, Google Suite tools, and other applications at a beginning level
- Business telephone techniques and etiquette
- proper document construction, and
- Correct English usage, including grammar, spelling, punctuation, and vocabulary
- Current policies and procedures pertaining to a Parent Resource Center and District organization, site locations, policies, and procedures associated with educational processes in order to facilitate parent involvement and participation

Skills and Abilities to:

- Adhere to safety practices
- Keyboard accurately at an acceptable rate of speed
- Operate standard office equipment including computers and software
- Prepare and maintain accurate records.
- Communicate effectively, using patience, tact, and courtesy, and work cooperatively with a diverse group of parents, students, staff members of the community, and agency representatives
- Understand and follow written and oral instructions
- Maintain confidentiality of family and student information
- Work effectively without immediate supervision
- Maintain accurate records and files

- Adapt to changing work priorities
- Work as part of a team
- Set priorities and meet schedules and timelines
- Oral bilingual/bicultural proficiency in a second language is required (usually Spanish)
- Exercise tact and diplomacy in dealing with sensitive, complex, and confidential issues and situations in a manner that reflects positively on the organizational unit

RESPONSIBILITY:

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

JOB QUALIFICATIONS / REQUIREMENTS:

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

EDUCATION REQUIRED:

High school diploma or equivalent.

EXPERIENCE REQUIRED:

~~Two (2)~~ **One (1) years** year of experience working with community, educational, and /or social service organizations preferably working directly with **families and/or adults**. ~~working directly with school age children.~~

LICENSE(S) REQUIRED:

- Valid, current California Driver’s License to drive a personal vehicle to meetings and trainings away from the school site.

CERTIFICATIONS AND TESTING REQUIRED:

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

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: December 13, 2023

Agenda Item:

Discuss and approve the revised job classification of Parent Resource Center Assistant-Lead

Agenda Placement:

Action

Background:

The Director of Community Services and Parent Resource Centers presented the Personnel Commission with some revisions to the Parent Resource Center Assistant-Lead job classification. The proposed revisions are highlighted in blue with a strikethrough language highlighted in red in the following areas of the job classification: Work Year and the Essential Functions, Duties, and Tasks 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 Parent Resource Center Assistant-Lead job classification.



CLASSIFIED
Job Class Description
 Equal Employment Opportunity

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

PARENT RESOURCE CENTER ASSISTANT-LEAD

DEPARTMENT/SITE: Student and Family Support Services	SALARY SCHEDULE: Classified Bargaining Unit
	SALARY RANGE: 30
	WORK YEAR: 11 Months (211 Calendar)
REPORTS TO: Director of Community Services and Parent Resource Centers	FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Director of Community Services and Parent Resource Centers, the Parent Resource Center Assistant-Lead serves as a liaison to expand wraparound and referral services, coordinating with partner agencies and the two school-based health centers; coordinates programming for parent education classes at all school sites; and provides support to Parent Resource Center Assistants in planning and implementing at individual sites. Incumbents in this classification support and assist a program that increases parents' understanding of, participation/engagement in, and active support of their children's schooling and related activities, which directly support student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in this classification act in a formal lead capacity for the Parent Resource Center Assistants and thus are part of the District's overall effort to establish and maintain rapport with and foster the engagement of parents in school processes and activities in support of their children. The scope of service is not limited only to school-based events but can include wrap-around with community-based organizations to address the non-academic needs of families by reducing barriers to student success. Work includes intermediate clerical skills to support office activities, higher level interpersonal and communication skills to gain the trust and involvement of parents, and leadership skills to guide others in the work of the Parent Resource Centers and help solve problems and issues encountered by the staff in the day-to-day operation of the Centers.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

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

- Assists the Director of Community Services and Parent Resource Centers to identify relevant and effective educational sessions, workshops, and webinars for families, especially with the planning, preparation, and organization of the District's annual Parent Resource Center Conference.
- Attends community and partner meetings as needed.
- Conducts presentations on services and educational programs offered by Parent Resource Centers.
- Coordinates as needed any increases in the number of referrals and in the variety of services to which the Parent Resource Center Assistants can refer families of District students.
- Coordinates information and communication about training available to Parent Resource Center Assistants.
- Coordinates services with appropriate community groups.
- Coordinates the completion of special projects with Parent Resource Center Assistants.

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- Maintains a Districtwide calendar that includes programming at all Parent Resource Center sites.
- May fill in at a Parent Resource Center as needed during peaks in workload or during temporary staff absences.
- *May be required to work at various site locations as needed and work a flexed schedule or a split shift due to evening meetings and events to meet the programming needs of parents. The flex schedule or split shift will be determined by the employee in coordination with their direct supervisor.*
- Monitors completion and accuracy of programming and call center tracking sheets.
- Monitors quality assurance processes of the District's call center.
- Prepares exhibits, posters, and public displays for presentations at meetings and events.
- Provides coordination, direction, and support to Parent Resource Center Assistants to develop parent education programming, outreach activities, and projects as assigned.
- Serves as a liaison to expand wraparound and referral services, coordinating with partner agencies, the two school-based health centers, and outside agencies that offer family assistance resources.
- 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 the time of application)

Knowledge of:

- Modern office practices, procedures, and equipment
- Use of job-related software applications, including virtual meeting platforms at an intermediate level, and Microsoft Office, Google Suite tools, and other applications at a beginning level
- Business telephone techniques and etiquette
- proper document construction, and
- Correct English usage, including grammar, spelling, punctuation, and vocabulary
- Current policies and procedures pertaining to a Parent Resource Center and District organization, site locations, policies, and procedures associated with educational processes in order to facilitate parent involvement and participation

Skills and Abilities to:

- Adhere to safety practices
- Keyboard accurately at an acceptable rate of speed
- Operate standard office equipment, including computers and software
- Prepare and maintain accurate records.
- Communicate effectively, using patience, tact, and courtesy, and work cooperatively with a diverse group of parents, students, staff members of the community, and agency representatives
- Understand and follow written and oral instructions
- Maintain confidentiality of family and student information
- Work effectively without immediate supervision
- Maintain accurate records and files
- Adapt to changing work priorities
- Work as a team
- Set priorities and meet schedules and timelines
- Oral bilingual/bicultural proficiency in a second language is required (usually Spanish)
- Exercise tact and diplomacy in dealing with sensitive, complex, and confidential issues and situations in a manner that reflects positively on the organizational unit

RESPONSIBILITY:

Responsibilities include: working under limited supervision following standardized practices and/or methods, providing information and/or advising others. 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 the time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

High School Diploma and an Associate degree with an emphasis on coursework in sociology, psychology, social work, and/or community outreach. Two additional years of the required experience can substitute for the Associate degree on the basis of one year of experience for 24-semester units of coursework.

EXPERIENCE REQUIRED:

Three (3) years of progressively responsible experience working with community, educational, and/or social service organizations, including lead or supervisory experience. Experience in a school district preferred.

LICENSE(S) REQUIRED:

- Valid, current California Driver’s License to drive personal vehicle to school sites and to meetings, trainings, seminars, workshops, and conferences away from the District.

CERTIFICATIONS AND TESTING REQUIRED:

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

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

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**MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

**REGULAR MEETING
AGENDA ITEM COVER PAGE**

Meeting Date: December 13, 2023

Agenda Item:
Consideration and Adoption of the 2024 Personnel Commission Regular Meeting Calendar

Agenda Placement:
Action

Background:
The Personnel Commission will consider and adopt a calendar of meetings for the next year. Regular meetings of the Personnel Commission meetings are typically held on the 3rd Wednesday of the month at 4:30 p.m., in the MUSD Board Room at 1902 Howard Road, Madera, CA. However, dates are subject to change.

Recommendation:
It is recommended that the Personnel Commission adopt the proposed meeting dates for the 2024 Personnel Commission Regular Meeting Calendar.

2024 Proposed Regular Meeting Dates
Wednesday, January 24, 2024
Wednesday, February 21, 2024
Wednesday, March 20, 2024
Wednesday, April 17, 2024
Wednesday, May 15, 2024
Thursday, June 20, 2024
Wednesday, July 17, 2024
Wednesday, August 21, 2024
Wednesday, September 18, 2024
Wednesday, October 16, 2024
Wednesday, November 20, 2024
Wednesday, December 11, 2024

2024 Personnel Commission Meeting Calendar

Regular Meetings are held on the highlighted dates at 4:30 pm at the Madera Unified District Office. Meeting dates and times are subject to change.

January

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May

S	M	T	W	Th	F	S
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June

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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: December 13, 2023

Agenda Item:

Consideration of MUSD Personnel Commission Organization: Election of Officers

Agenda Placement:

Action

Background:

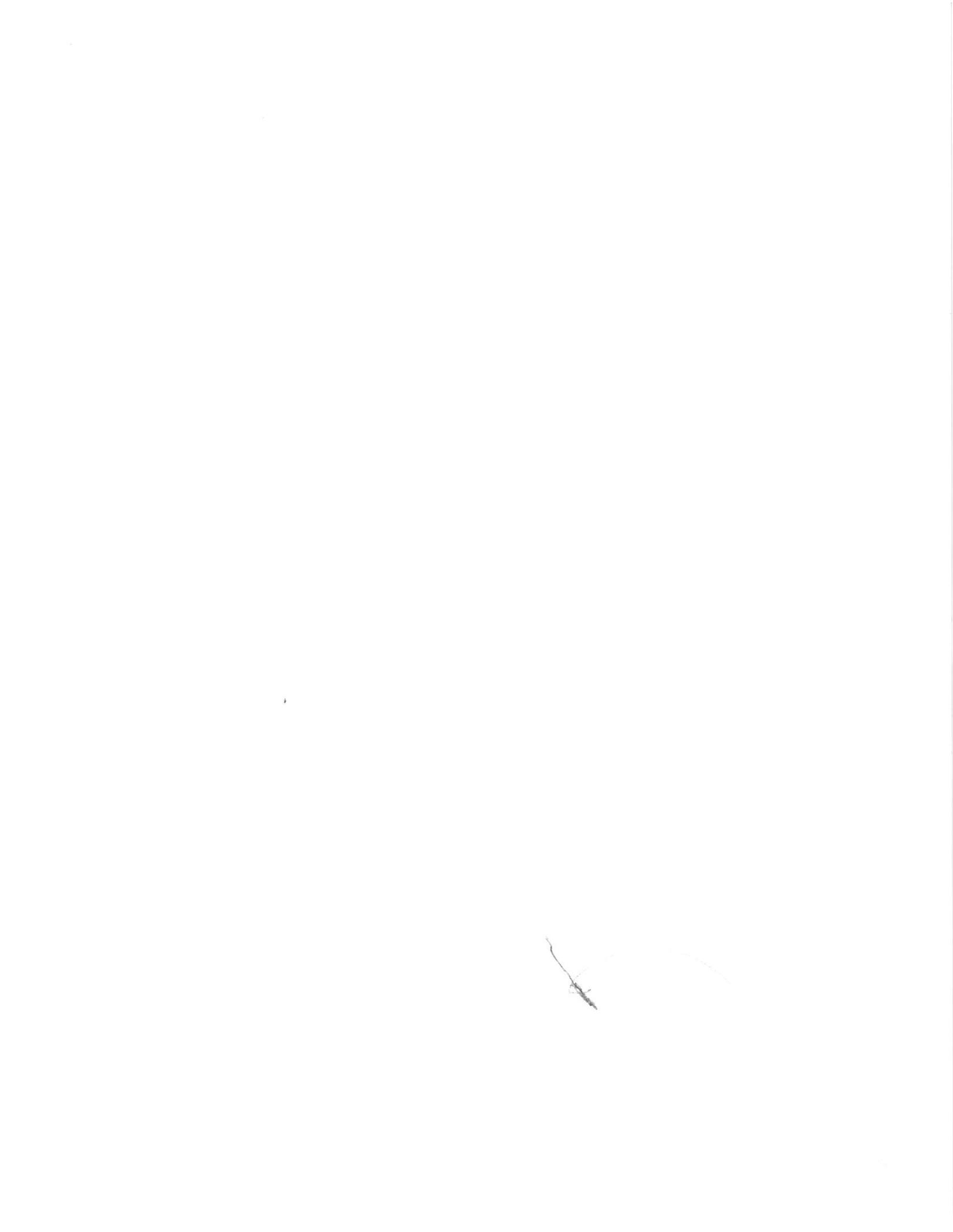
As stated in Personnel Commission Rule 2.1.5, "At its first regularly scheduled meeting in December of each year, the Commission shall establish a rotation for members to serve as Chairperson and Vice-Chairperson for a period of one (1) year or until such time as their successors are duly elected."

The Commission at this same meeting shall elect the Director of Classified Personnel as Secretary to the Personnel Commission."

Recommendation:

It is recommended the following officers be considered and elected to serve for the next calendar year.

1. Chairperson
2. Vice-Chairperson
3. Secretary





MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: December 13, 2023

Agenda Item:

Presentation of the Classified 1st Quarterly Employee Award to Suzana Perez-Cardenas, Millview Elementary School

Agenda Placement:

Informational

Background:

The Personnel Commission will present the Classified 1st Quarterly Employee Award to Suzana Perez-Cardenas, Millview Elementary School.

Recommendation:

Presentation of the Classified 1st Quarterly Employee Award.