

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

**AGENDA
Regular Meeting
Wednesday, May 15, 2024
4:30 PM Public Meeting
District Board Room**

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

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

4. Adoption of Agenda

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

5. Public Comment

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

6. Consent Agenda

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

A. Approval of minutes:

1. Consideration and approval of the minutes from Wednesday, April 17, 2024, Regular Meeting

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

1. Bus Driver – Open Competitive
2. Director of Health and Wellness - Open/Competitive

3. Student Services Technician - Promotional
4. School Safety Officer Lead - Therapy Support Dog - Promotional/Open Competitive

C. Consideration and approval of Initial Salary Placements for:

1. T. Dominguez – School Safety Officer Lead – Therapy Support Dog
2. N. Hayes – Information Systems Technician
3. E. Lopez – Paraprofessional Autism
4. S. Martinez – Speech and Language Pathologist Assistant (SLPA)

7. New Business

- A. Discuss and approve the proposed new job classification for the Child Nutrition Head Custodian – Food Handler
- B. Public Hearing and Adoption of the 2024-2025 Personnel Commission Budget

8. Information and Reports

- A. Presentation of the Classified 3rd Quarterly Employee Award to Michell Angulo, Nishimoto Elementary School
- B. Director's Report
- C. Commissioner's Report

9. Next Regular Personnel Commission Meeting

Thursday, June 20, 2024 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: May 15, 2024

Agenda Item:

Consideration and approval of the minutes from Wednesday, April 17, 2024, Regular Meeting

Agenda Placement:

Consent

Background:

Consideration and approval of the minutes from Wednesday, April 17, 2024, Regular Meeting.

Recommendation:

It is recommended that the Personnel Commission approve the minutes from Wednesday, April 17, 2024, Regular Meeting.

Minutes Record of MUSD Personnel Commission
Regular Meeting held on Wednesday, April 17, 2024 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, April 17, 2024, 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 Hernandez led the flag salute.

3. Roll Call

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

- **Roll Call**

The following were in attendance:

Fran Wheat, Personnel Commission Chair

Philip Janzen, Personnel Commission Vice-Chair

David Hernandez, Personnel Commissioner

Isabel Barreras, Director of Classified Human Resources

Mary Siegl, Personnel Specialist Lead

Mary Jane Falcon, Administrative Assistant V

Aprille Meza, Human Resources Officer

Cheri Giddens, CSEA President

Vicky Zamora, CSEA 1st Vice- President

Alejandra Venegas-Chaves, Personnel Specialist

4. Adoption of Agenda

- It was moved by Commissioner Janzen and seconded by Commissioner Hernandez to approve the adoption of the Agenda. MOTION NO. 80 -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. 81 -2023/24.

Ayes: Commissioners: Hernandez, Janzen, and Wheat

Noes: None

Absent: None

Abstained: None

7. New Business

A. Discuss and approve the proposed new job classification and salary survey recommendation for the Curator of Arts and Exhibits

- Director Barreras presented the new job description for Curator of Arts and Exhibits. This job classification is under the general direction of the Director of Visual and Performing Arts. A salary survey was conducted, and it was recommended that the position be placed in Salary Range 40 (\$27.52- \$36.19 hourly rate) on the 2023/2024 Classified Salary Schedule.
- It was moved by Commissioner Janzen and seconded by Commissioner Hernandez to approve the new job classification, Curator of Arts and Exhibits, and salary recommendation of Range 40 (\$27.52 - \$36.19 hourly rate) of the classified salary schedule. MOTION NO. 82 -2023/24, DOC. NO. 71-2023/24

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

B. Discuss and approve the revised job classification for the Human Resources Manager

- Director Barreras presented the revised job classification: Human Resource Manager. Changes were proposed in the following areas: Essential Functions, Duties and Tasks sections.
- It was moved by Commissioner Janzen and seconded by Commissioner Hernandez to approve the revised job classification for the Human Resources Manager. MOTION NO. 83 -2023/24, DOC. NO. 72-2023/24.

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

8. Information and Reports

A. Information on the Personnel Commission Proposed Budget for FY 2024-2025

- Director Barreras presented the proposed 2024-2025 Personnel Commission budget. The District Business Office computes the figures for the salaries and benefits to include mandated personnel costs. To offset increasing advertising expenses, the Personnel Commission office will contract with Careers in Government for the upcoming year. This will allow for unlimited annual membership for recruitment marketing. There will be a public hearing before adopting the 2024-2025 school yearly budget at the next Personnel Commission meeting on May 15, 2024.

B. Director's Report

- The Personnel Commission Office (PC) continues to stay busy with the day-to-day operations of the PC office and the planning of the classified conference.
- The PC office attended the 2024 Madera County Job Fair at the Madera Fair Grounds hosted by the Workforce Development Board of Madera County. Approximately 200 people visited our table.

- Director Barreras sent out the pre-registration conference email on April 12. We have over 300 pre-registered with 35 workshop offerings. We have raised \$10,000 in donations funds. We are 54 days away from the conference.
- Director Barreras provided an update on the AB 2088 Bill. Various organizations, school districts, and community colleges, such as ACSA, CASBO, CSBA, and ACCCA, have joined forces once again to oppose this bill. We hope CSPCA will join the coalition immediately following the recent statewide meeting with our PC district leaders. Director Barreras will continue to provide updates on this critical legislation that would affect us negatively if it passes.

C. Commissioner's Report

- No reports were made.

9. Next Regular Personnel Commission Meeting

- Wednesday, May 15, 2024 at 4:30 pm
Madera Unified School District Office – Board Room
1902 Howard Road
Madera, California 93637

10. Suggested Future Agenda Items

- None were suggested.

11. Closed Session

- The Personnel Commission Board adjourned to Closed Session at 4:50 pm to discuss the following matter:
A. Public Employee Performance Evaluation: Director of Classified Personnel [Government Code Section 54957]

12. Reconvene to Open Session

A. Report of Actions Taken in Closed Session

- Commission Chair Wheat reconvened the Open Session at 6:04 p.m. and reported no reportable action items.

13. Adjournment

- Commission Chair Wheat adjourned the regular meeting at 6:05 p.m.


Isabel Barreras, Director of Classified HR

Date: April 19, 2024



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: May 15, 2024

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. Bus Driver – Open Competitive
2. Director of Health and Wellness – Open Competitive
3. Student Services Technician - Promotional
4. School Safety Officer Lead - Therapy Support Dog - Promotional/Open Competitive

Recommendation:

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



**MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

**REGULAR MEETING
AGENDA ITEM COVER PAGE**

Meeting Date: May 15, 2024

Agenda Item:

Consideration and approval of initial salary placement for T. Dominguez, candidate for School Safety Officer Lead – Therapy Support Dog

Agenda Placement:

Consent

Background:

The Director of Safety and Security has presented the Personnel Commission with a request for an initial salary placement for (T. Dominguez), a candidate for School Safety Officer Lead – Therapy Support Dog. The Personnel Commission staff requests approval to place the candidate with an initial salary placement at Range 32, Step 6 (\$29.84 hourly) of the classified salary schedule.

The candidate has five years of experience as a Deputy Correctional Officer for the Madera County Sheriff's Department. This work experience far exceeds the minimum qualification of two years of experience working as a MUSD School Safety Officer or three years of experience working with youth and/or safety and security work. This candidate also has a Bachelor of Science in Criminal Justice, which far exceeds the minimum High School diploma or equivalent, and security and/or law enforcement training courses are highly desirable. Other certifications that this candidate holds are the following PC 8332 Firearms certificate, Behavioral Health Crisis Intervention for Public Safety Officers certificate, Corrections and Stress: Managing Trauma certificate, De-Escalation skills certificate, Hostage Awareness training certificate, Leadership certificates, Organizational Diversity and Inclusion training certificate, Sexual Misconduct training. MUSD is thrilled to continue attracting highly qualified candidates.

This recommended proposed action has been compiled as provided under the authority of California Education Code sections 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 for each two years of education related to the position, but beyond the educational requirements established for entry into the class PC Rule 8.2.1.3: Difficulty experienced in the recruitment of candidates to meet the vacancy needs in the class and PC Rule 8.2.1.4: The additional skills or qualifications of the candidate that make him/her especially qualified for the position.

Recommendation:

The Personnel Commission recommends approval of the initial salary placement for the School Safety Officer Lead – Therapy Support Dog candidate (T. Dominguez) at Range 32, Step 6 (\$29.84 hourly) of the classified salary schedule.

No attachment:



**MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

**REGULAR MEETING
AGENDA ITEM COVER PAGE**

Meeting Date: May 15, 2024

Agenda Item:

Consideration and approval of Initial Salary Placement for N. Hayes, candidate for Information Systems Technician

Agenda Placement:

Consent

Background:

The Director of Information Technology and Support Services has presented the Personnel Commission with a request for an initial salary placement for the Information Systems Technician (N. Hayes). The Personnel Commission staff requests approval to place the candidate with an initial salary placement at Range 30, Step 5 (\$27.46 hourly) of the classified salary schedule.

The candidate has seventeen years of experience working in the field of technology. The candidate's work experience far exceeds the minimum qualification of one year of experience in computer hardware/software user support environment and/or IT helpdesk work. The candidate has an Associate of Arts degree in Computer Science, far exceeding the minimum education experience of a High School Diploma or equivalent. We are thrilled to continue attracting highly qualified candidates to fill hard-to-recruit positions.

This recommended proposed action has been compiled as provided under the authority of California Education Code sections 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 for each two years of education related to the position, but beyond the educational requirements established for entry into the class.

Recommendation:

The Personnel Commission recommends approval of the Initial Salary Placement for the Information Systems Technician candidate (N. Hayes) at Range 30, Step 5 (\$27.46 hourly) of the classified salary schedule.

No attachment:



**MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

**REGULAR MEETING
AGENDA ITEM COVER PAGE**

Meeting Date: May 15, 2024

Agenda Item:
Consideration and approval of initial salary placement for E. Lopez, candidate for Paraprofessional - Autism

Agenda Placement:
Consent

Background:
The Director of Special Services has presented the Personnel Commission with a request for an initial salary placement for (E. Lopez), a candidate for Paraprofessional - Autism. The Personnel Commission staff requests approval to place the candidate with an initial salary placement at Range 28, Step 5 (\$26.52 hourly) of the classified salary schedule.

The candidate has two years of experience working as a certified behavior technician; this work experience far exceeds the minimum qualification of one year of experience working with autistic children with Behavioral & Educational Intervention training in Autism. The candidate also has a Bachelor's Degree in Psychology, which far exceeds the minimum education High School diploma or equivalent, and completion of 48 units from a nationally accredited college or university or an A.A. degree or higher, or the passage of a local assessment test. This candidate is also a certified Autism Technician, which is an additional certification. We are thrilled to continue attracting highly qualified candidates to fill hard-to-recruit positions.

This recommended proposed action has been compiled as provided under the authority of California Education Code sections 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 for each two years of education related to the position, but beyond the educational requirements established for entry into the class PC Rule 8.2.1.3: Difficulty experienced in the recruitment of candidates to meet the vacancy needs in the class and PC Rule 8.2.1.4: The additional skills or qualifications of the candidate that make him/her especially qualified for the position.

Recommendation:
The Personnel Commission recommends approval of the initial salary placement for the Paraprofessional – Autism candidate (E. Lopez) at Range 28, Step 5 (\$26.52) of the classified salary schedule.

No attachment:



**MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

**REGULAR MEETING
AGENDA ITEM COVER PAGE**

Meeting Date: May 15, 2024

Agenda Item:

Consideration and approval of initial salary placement for S. Martinez, candidate for Speech and Language Pathologist Assistant (SLPA)

Agenda Placement:

Consent

Background:

The Director of Special Services has presented the Personnel Commission with a request for an initial salary placement for (S. Martinez), a candidate for Speech and Language Pathologist Assistant (SLPA). The Personnel Commission staff requests approval to place the candidate with an initial salary placement at Range 40, Step 6 (\$34.62 hourly) of the classified salary schedule.

The candidate has three years of experience working as an SLPA in Merced County and three years of experience working as an instructional aide in the Speech Department for the Madera County Office of Education. This work experience far exceeds the minimum qualification of one year of experience working with children with speech and language disorders. The candidate also has a Bachelor's Degree in Communicative Disorders and is certified through the Speech-Language Pathology and Audiology and Hearing Aide Dispensers Board as a Speech-language Pathology Assistant, which far exceeds the minimum education experience of an Associate of Arts Degree in Speech and Language Pathology or Communication Disorders and/or graduation from a Speech and Language Pathology Assistant Certificate Program. A Bachelor's Degree in Speech and Language Pathology or Communication Disorders may be substituted for the required Associate of Arts Degree in Speech and Language Pathology or Communication Disorders. We are thrilled to continue attracting highly qualified candidates to fill hard-to-recruit positions.

This recommended proposed action has been compiled as provided under the authority of California Education Code sections 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 for each two years of education related to the position, but beyond the educational requirements established for entry into the class PC Rule 8.2.1.3: Difficulty experienced in the recruitment of candidates to meet the vacancy needs in the class.

Recommendation:

The Personnel Commission recommends approval of the initial salary placement for the Speech and Language Pathologist Assistant (SLPA) candidate (S. Martinez) at Range 40, Step 6 (\$34.62 hourly) of the classified salary schedule.

No attachment:



**MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

**REGULAR MEETING
AGENDA ITEM COVER PAGE**

Meeting Date: May 15, 2024

Agenda Item:

Discuss and approve the proposed new job classification for the Child Nutrition Head Custodian – Food Handler.

Agenda Placement:

Action

Background:

District Administration has brought forward the request to create a new job classification of Child Nutrition Head Custodian – Food Handler. This job classification is under the general direction of the Director of Child Nutrition and the Supervisor of Child Nutrition Warehouse. The Child Nutrition Head Custodian/Food Handler plans, organizes, leads, and participates in a variety of special cleaning operations and the preparation of facilities for events; ensures an attractive, sanitary, and safe environment for staff and visitors, and ensures that work is completed in a safe, proper and timely manner. The incumbent in this classification provides the department with leadership in custodial services that directly support student learning and achievement.

The recommended allocation is based on an internal comparison with the Head Custodian I classification. The Child Nutrition Head Custodian – Food Handler classification is comparable in scope of responsibility, education, and experience. Therefore, the Personnel Commission recommends salary placement at Range 25 of the Classified Salary Schedule.

This information and proposal have been compiled in accordance with California Education Code section 45276 and the Personnel Commission Rules 3.2.1. through 3.2.5.5 and 3.2.9., which state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees.

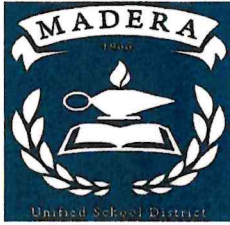
Recommendation:

The Personnel Commission is recommended to approve the proposed job class description for the Child Nutrition Head Custodian – Food Handler and the salary recommendation, as listed in the table below.

<u>JOB CLASS TITLE</u>	<u>NEW OR REVISED</u>	<u>SALARY RANGE RECOMMENDATION</u>
Child Nutrition Head Custodian – Food Handler	New	SR 25 (\$43,806 - \$57,316 yearly) on the 2023/2024 Classified Salary Schedule

Attachments:

Job Class Description: Child Nutrition Head Custodian – Food Handler



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

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

NEW PROPOSED CLASSIFICATION:
CHILD NUTRITION HEAD CUSTODIAN - FOOD HANDLER

DEPARTMENT/SITE: Child Nutrition

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE:

WORK CALENDAR: 261 Days

REPORTS TO: Director of
Child Nutrition/Warehouse Supervisor

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Director of Child Nutrition and Supervisor – Child Nutrition Warehouse, the Child Nutrition Head Custodian/Food Handler plans, organizes, leads, and participates in a variety of special cleaning operations and the preparation of facilities for events; ensures an attractive, sanitary, and safe environment for staff and visitors, and ensures that work is completed in a safe, proper and timely manner. The incumbent in this classification provides the department with leadership in custodial services that directly support student learning and achievement.

DISTINGUISHING CHARACTERISTICS:

This job is distinguished from similar jobs by the following characteristics: the Child Nutrition Head Custodian/Food Handler is distinguished from other custodian positions by their responsibility for planning, organizing, and leading the work within the Child Nutrition department. The Child Nutrition Head Custodian/Food Handler job class is assigned to the Child Nutrition Department.

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

- Operates a computer and assigned software to perform various job duties (e.g., work orders, supply orders, monitor custodial budget, timesheets).
- Operates a forklift or pallet jack for loading, unloading, shipping, and receiving warehouse items or materials.
- Oversees facility maintenance activities and assigned custodial personnel to ensure functions are performed efficiently and in compliance with site requirements and established standards.
- Participates in meetings, workshops, trainings, and seminars to convey and/or gather information required to perform job functions.
- Prepares food items, supplies, and equipment for transport, adhering to health and safety guidelines.
- Prepares the site for daily operations (e.g., unlocks and opens gates, raises flags, picks up trash, blows/sweeps walkways) to ensure facilities are operational and hazard-free.
- Prepares written materials (e.g., supply requisitions, safety inspections, work orders, inventory records, and timesheets) to document activities and/or relate activities to administration for action.
- Requisitions equipment, supplies, and materials to maintain the availability of required items and complete jobs efficiently.
- Responds to immediate safety and/or operational concerns (e.g., facility damage, vandalism, alarms) and take appropriate action or notify appropriate personnel for resolution.
- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

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

Skills and Abilities to:

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

- Read, write, speak, and understand English, and follow verbal and written directions
- Adapt to changing work priorities
- Meet schedules and timelines and plan and organize work effectively
- Work confidentially with discretion and work independently with minimal supervision.
- Work flexible hours
- Establish and maintain effective working relationships with all those encountered in the course of work
- Analyze situations accurately and adopt an effective course of action or improve procedures
- Physical stamina sufficient to maintain a strenuous work schedule
- Maintain certifications and ongoing training

RESPONSIBILITY:

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

JOB QUALIFICATIONS / REQUIREMENTS:

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

EDUCATION REQUIRED:

High School diploma or equivalent.

EXPERIENCE REQUIRED:

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

LICENSE(S) REQUIRED:

- Valid, current California Driver's License to operate assigned light truck to make deliveries to various sites in the District

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- Valid forklift operator certificate must be obtained within six months of appointment
- Possession of, or ability and qualifications to obtain Food Safety Certification within twelve months of appointment and failure to do so could result in release
- After an offer of employment, obtain the following:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam (C) through the District's provider at the District's expense
 - Enrollment in the Department of Motor Vehicles Employer Pull Notice Program and submission of a current DMV driving record printout within six months of employment

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations.)

- The job is performed both indoors and outdoors under extreme temperature variations and hazards such as driving a vehicle, working with a variety of custodial equipment and power tools, and regular exposure to biohazardous waste, hazardous materials, dirt, dust, fumes, unpleasant odors, and/or loud noises
- Employees are required to work irregular shifts depending on the season
- Drive a vehicle/golf cart to conduct work
- Visual acuity to see, drive, view a computer screen, and read a variety of materials

- Significant dexterity of hands and fingers to operate custodial equipment, power tools, and manipulate objects
- Hearing and speaking to exchange information on the radio, by phone, or in person
- Sitting, standing, or walking for extended periods of time and on uneven ground
- Regular lifting, carrying, pushing, pulling, and/or moving moderate to heavy objects
- Reaching overhead, above/below the shoulders, and horizontally to retrieve and store equipment and supplies
- Bending at the waist, kneeling, crouching, and crawling
- Neck flexion/rotation
- Climbing, balancing, and working at heights
- Heavy manual labor

DRAFT



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: May 15, 2024

Agenda Item:

Public Hearing and Adoption of the 2024-2025 Personnel Commission Budget

Agenda Placement:

Action

Background:

At the previous board meeting, staff presented a preliminary budget for the 2024-2025 fiscal year. As done in the past years, the Business Office has computed the figures for the salaries and benefits to include the mandated personnel costs; however, wages and benefits have yet to be finalized.

The current staff members' salaries include longevity amounts projected for the coming year. Health & Welfare benefits amounts typically increase by 3% annually, along with the cost of CALPERS benefits.

This past year, we had slight expense increases for supplies, travel and conference, recruitment/advertisements, and software licenses. The Personnel Commission budget also includes the amount of \$44,000, which is designated for the 2025 Classified Conference.

This is the final draft budget based on a discussion with the District Administration. Per Education Code 45253, the Commission must prepare an annual budget and present it for a public hearing by May 30 each year.

Recommendation:

The Personnel Commission will open the meeting for public comment on the proposed 2024-2025 Budget.

Once the budget is adopted, it will be submitted to the Madera County Superintendents of Schools for approval and presented to the Board of Trustees at a future meeting in June 2024.

2024-25 Department Budget Allocation

Department 5260 - PERSONNEL COMM, Resource 00000 - UNRESTRICTED RE					2023/24 Adopted Budget	2023/24 Revised Budget	2023/24 Actuals with Encum	2024/25 Budget
CLERICAL & OFFI,PERSONNEL/HUMAN	0100-00000-0-0000-7400-2460-01-260-5260				2,732.00	2,732.00	1,573.97	2,732.00
		Total for Object 3000			355.00	282.00	160.13	Estimate: 355.00
SUPPLIES,PERSONNEL/HUMAN	0100-00000-0-0000-7400-4300-00-260-5260				4,000.00	7,868.00	6,580.99	5,166.00
Computer Hdw,PERSONNEL/HUMAN	0100-00000-0-0000-7400-4385-00-260-5260				0.00	351.00	350.44	0.00
Computer Hardw,PERSONNEL/HUMAN	0100-00000-0-0000-7400-4485-00-260-5260				0.00	3,000.00	2,630.77	0.00
		Total for Object 4000			4,000.00	11,219.00	9,562.20	5,166.00
TRAVEL & CONFER,PERSONNEL/HUMAN	0100-00000-0-0000-7400-5200-00-260-5260				8,000.00	8,000.00	6,696.70	9,000.00
DUES & MEMBERSH,PERSONNEL/HUMAN	0100-00000-0-0000-7400-5300-00-260-5260				3,600.00	4,150.00	3,755.00	3,800.00
MAINTENANCE CON,PERSONNEL/HUMAN	0100-00000-0-0000-7400-5650-00-260-5260				250.00	3,292.00	1,091.33	2,000.00
DUPLICATING-D/C,PERSONNEL/HUMAN	0100-00000-0-0000-7400-5715-00-260-5260				50.00	50.00	0.00	0.00
PROFES'L/CONSUL,PERSONNEL/HUMAN	0100-00000-0-0000-7400-5800-00-260-5260				1,500.00	950.00	200.00	1,000.00
LEGAL,PERSONNEL/HUMAN	0100-00000-0-0000-7400-5840-00-260-5260				3,000.00	3,000.00	3,000.00	1,000.00
ADVERTISEMNT,PERSONNEL/HUMAN	0100-00000-0-0000-7400-5870-00-260-5260				7,313.00	2,128.00	1,639.00	4,000.00
HARDWARE/SOFTWA,PERSONNEL/HUMAN	0100-00000-0-0000-7400-5885-00-260-5260				22,000.00	16,997.00	16,997.00	23,747.00
		Total for Object 5000			45,713.00	38,567.00	33,379.03	44,547.00
Base Budget					52,800.00	52,800.00	44,675.33	52,800.00
\$52,800.00								

Department 5261 - CLASS CONFERENCE, Resource 00000 - UNRESTRICTED RE								
OTHER CLASSIFIE,OTHER GENERAL A	0100-00000-0-0000-7200-2990-01-260-5261				14,000.00	14,000.00	500.00	13,231.00
		Total for Object 3000			4,200.00	4,200.00	47.65	Estimate: 3,969.00
SUPPLIES,OTHER GENERAL A	0100-00000-0-0000-7200-4300-00-260-5261				12,800.00	12,800.00	892.98	14,000.00
DUPLICATING-D/C,OTHER GENERAL A	0100-00000-0-0000-7200-5715-00-260-5261				1,000.00	1,000.00	0.00	800.00
PROFES'L/CONSUL,OTHER GENERAL A	0100-00000-0-0000-7200-5800-00-260-5261				11,000.00	11,000.00	0.00	11,000.00
HARDWARE/SOFTWA,OTHER GENERAL A	0100-00000-0-0000-7200-5885-00-260-5261				1,000.00	1,000.00	999.00	1,000.00
		Total for Object 5000			13,000.00	13,000.00	999.00	26,800.00
Base Budget					44,000.00	44,000.00	2,439.63	44,000.00
\$44,000.00								

Principal/Dept Head

Isabel Banneras

Date

5/15/2024



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: May 15, 2024

Agenda Item:

Presentation of the Classified 3rd Quarterly Employee Award to Michell Angulo, Nishimoto Elementary School

Agenda Placement:

Informational

Background:

The Personnel Commission will present the Classified 3rd Quarterly Employee Award to Michell Angulo, Student Advocate for Nishimoto Elementary School.

Recommendation:

Presentation of the Classified 3rd Quarterly Employee Award.