

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

**AGENDA
Regular Meeting
Wednesday, August 28, 2024
4:30 PM Public Meeting
District Board Room**

**THIS MEETING WILL BE HELD AT
1920 Howard Road
Madera, CA 93637 and**

**COMMISSIONER HERNANDEZ WILL PARTICIPATE FROM THE FOLLOWING
TELECONFERENCE LOCATION UNDER GOVERNMENT CODE SECTION 54953(b) (2).**

All action taken during this teleconference meeting shall be by roll call vote.

**Sheraton Grand Seattle
1400 Sixth Avenue
Seattle, Washington, 98101, United States**

**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 THE 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, July 17, 2024, Regular Meeting.
- B. Consideration and approval of Eligibility List/s for:
 - 1. Bus Driver - Open Competitive
 - 2. Costume, Makeup & Hair Specialist - Open Competitive
 - 3. Custodian - Open Competitive
 - 4. Office Technician - Promotional
 - 5. Paraprofessional - Autism - Open Competitive
 - 6. Paraprofessional - Special Needs - Open Competitive
 - 7. Payroll Specialist – Open Competitive
 - 8. School Safety Officer - Open Competitive
 - 9. School Safety Officer Lead - Promotional
 - 10. Student Advocate – Promotional
 - 11. Registrar – High School – Promotional
- C. Consideration and approval of Initial Salary Placements for:
 - 1. N. Escobedo, candidate for Licensed Vocational Nurse
 - 2. E. Giron, candidate for Paraprofessional – Autism
 - 3. T. Gomez, candidate for Payroll Specialist

7. NEW BUSINESS

- A. Discuss and approve the revised job classification for the Family Liaison and Student Attendance Specialist.
- B. Discuss and approve the reclassification of the current Personnel Technician vacancy to Personnel Specialist.
- C. Discuss and approve the limited-term salary step placement for Philip J. Gordillo, part-time Interim Director of Classified Personnel at Step 6.
- D. Discuss and approve the retired annuitant limited-term agreement for Philip J. Gordillo- Interim Director of Classified Personnel.

8. INFORMATION AND REPORTS

- A. Director's Report
- B. Commissioner's Report

9. CLOSED SESSION

- A. Public Employee Appointment/Employment [Director of Classified Personnel] [Government Code Section 54957]

10. RECONVENE FROM CLOSED SESSION

- A. Report of Actions Taken in Closed Session

11. NEXT REGULAR PERSONNEL COMMISSION MEETING

Wednesday, September 25, 2024 at 4:30 pm
Madera Unified School District Office – Board Room
1902 Howard Road

Madera, California 93637

12. SUGGESTED FUTURE AGENDA ITEMS

13. ADJOURNMENT

Board Room Accessibility: The Madera Unified School District encourages those with disabilities to participate fully in public meetings. 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 298 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: August 28, 2024

Agenda Item:

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

Agenda Placement:

Consent

Background:

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

Recommendation:

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

Minutes Record of MUSD Personnel Commission
Regular Meeting held on Wednesday, July 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 Boardroom, 1902 Howard Road, Madera, California, on Wednesday, July 17, 2024, at 4:30 p.m.

1. CALL TO ORDER

- Commissioner Wheat called the meeting to order at 4:30 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, arrived at 4:33 p.m.

David Hernandez, Personnel Commissioner

Isabel Barreras, Director of Classified Human Resources

Mary Siegl, Personnel Specialist Lead

Mary Jane Falcon, Administrative Assistant V

Joe Aiello, Assistant Superintendent of Human Resources

Aprille Meza, Human Resources Officer

Cheri Giddens, CSEA President

Alejandra Venegas-Chaves, Personnel Specialist

Philip Gordillo, Executive Director California School Personnel Commissioners Association

There were others in attendance.

4. ADOPTION OF THE AGENDA

- It was moved by Commissioner Hernandez and seconded by Commissioner Wheat to approve adopting the Agenda. MOTION NO. 03 -2024/25.

Ayes: Commissioners: Hernandez and Wheat

Noes: None

Absent: Janzen

Abstained: None

- Commissioner Janzen arrived at 4:33 pm after this item was approved.

5. PUBLIC COMMENT

- No comments were made.

6. CONSENT AGENDA

- It was moved by Commissioner Hernandez and seconded by Commissioner Janzen to approve adopting the Consent Agenda. MOTION NO. 04 -2024/25.

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

7. NEW BUSINESS

A. Discuss and approve the proposed new job classification for the Adult Education – Data and Exam Technician

- Director Barreras presented the new job description for Adult Education – Data and Exam Technician. This job classification is under the general direction of the Principal/Site Administrator. The Adult Education Data/Exam Technician administers the HiSet and CASAS Programs and performs data monitoring, data management, and test administration duties.
- The PC recommends an internal alignment for this new job classification since its technical functions, duties, and responsibilities are similar to those of the Purchasing Technician job classification. Therefore, salary placement at a Salary Range of 26 (\$21.33 - \$27.99 hourly rate) of the classified salary schedule was recommended. Two incumbents will be reclassified into this new job classification. The District and CSEA will meet to negotiate the salary placement recommendation.
- It was moved by Commissioner Hernandez and seconded by Commissioner Janzen to approve the new job classification, Adult Education Data/Exam Technician, and salary recommendation of Classified Salary Range 26 (\$21.33 - \$27.99 hourly rate).

MOTION NO. 05 -2024/25, DOCUMENT NO. 03-2024/25

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

B. Discuss and approve the revised job classification for the Student Advocate

- Director Barreras presented the revised job description for Student Advocate. Changes were proposed in the following areas: Department/Site, Distinguishing Characteristics, Skills and Abilities, and Certification and Testing sections. The changes will allow for the recruiting of bilingual Spanish candidates when needed.
- It was moved by Commissioner Janzen and seconded by Commissioner Hernandez to approve the revised job classification, Student Advocate. MOTION NO. 06-2024/25, DOCUMENT NO. 04-2024/25.

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

C. Discuss and approve the new job classification for the Student Advocate – Social Emotional Behavior (SEB)

- Director Barreras presented the new job description for Student Advocate – Social Emotional/Behavioral. This job classification is under the general direction of the site Principal. The Student Advocate – Social Emotional/Behavioral (SEB) is a resource for

students and parents to provide and coordinate targeted interventions and supports for social-emotional, behavioral, and attendance needs to support student learning within a Multi-tiered System of Support (MTSS).

- The PC recommends an internal alignment for this new job classification since its essential functions, duties, and responsibilities are similar to those of the Student Advocate job classification. Therefore, we recommend placement at Salary Range 34 (\$24.63- \$32.36 hourly rate) of the Classified Salary Schedule. The District and CSEA will meet to negotiate the salary placement recommendation.
- It was moved by Commissioner Janzen and seconded by Commissioner Hernandez to approve the revised job classification, Student Advocate. MOTION NO. 07-2024/25, DOCUMENT NO. 05-2024/25

D. Discuss and approve the Second Reading for the Personnel Commission Rules Chapters 1-13

- Director Barreras presented the revised Personnel Commission Rules Chapters 1 -13.
- Commissioner Hernandez noticed a spacing correction needed to be made in the Table of Contents and renumbering of Chapter Rules 10.1.3 and 13.33.
- It was moved by Commissioner Janzen and seconded by Commissioner Hernandez to approve the revised Personnel Commission Rules with changes made to the table of contents and renumbering of Chapter Rules 10.1.3 and 13.33. MOTION NO. 08 - 2024/25, DOC. NO. 06-2024/25

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

8. CLOSED SESSION

- Commission Chair Wheat adjourned the meeting at 4:45 pm to discuss the following matter:
- A. Public Employee Appointment/Employment: Director of Classified Personnel [Government Code Section 54957]**

9. RECONVENE TO OPEN SESSION

A. Report of Actions Taken in Closed Session

- Commission Chair Wheat reconvened the Open Session at 5:46 p.m. and reported that at a 3 to 0 vote, the Personnel Commission voted to offer Philip Gordillo a part-time, remote Interim Director of Classified Personnel position. This position will begin on August 6, 2024, and will be in place until the position is filled. Mary Siegl will be working out of class during this time and will be paid according to CBA Article 5.10.1.

10. REPORTS AND PRESENTATIONS

A. Director of Classified Search Process – Philip Gordillo, Executive Director of the California Schools Personnel Commissions Association (CSPCA)

- Philip Gordillo, Executive Director of CSPCA, provided an update to the Commission regarding recruiting the Director of Classified Personnel. The job has been posted, and there is a link on the Personnel Commission webpage. The following steps will be the Merit Panel interview and the District Advisory Panel.

B. Director's Report

- Director Barreras reported that Commission staff remains busy recruiting to fill this upcoming year's open and new vacancies.
- Director Barreras submitted the annual data reporting for the Classified Employee Teacher Grant year and is waiting to hear back from the CTC.
- Director Barreras will be hosting a Zoom informational meeting for REACH University. They offer a BA and credentialing accelerated program for classified employees who want to become teachers.
- Director Barreras will also host a recruitment Zoom meeting for the Classified Teaching Grant on July 30th. There are 16 spots available to fill.
- Amanda Vela and Director Barreras submitted the CSBA application for the Golden Bell Award on behalf of the Classified Conference Committee. The winner will be notified in August and recognized at the annual CSBA Conference in Anaheim in early December.
- Director Barreras announced it was her last PC before retirement and thanked the Commissioners for the opportunity to lead and represent the Commission Office. She leaves with a bittersweet feeling but also knows that the Commission is in a better place than six years ago. She mentioned that the PC had done tremendous work under the Commission's leadership and that the PC team is the best, ready to embrace new challenges and changes. I wish you all the best as you continue the Commission's work. To my team, I will miss you all, but I know that you continue to be passionate about the work you do daily.
- Director Barreras thanked Executive Director Gordillo for recruiting her position and helping the PC Office with the transition.

C. Commissioner's Report

- Commissioner Wheat thanked Director Barreras for all her years of service to the Madera Unified School District and Personnel Commission.

11. NEXT REGULAR PERSONNEL COMMISSION MEETING

- Wednesday, August 21, 2024 at 4:30 pm
Madera Unified School District Office – Board Room
1902 Howard Road
Madera, California 93637

12. SUGGESTED FUTURE AGENDA ITEMS

- None were suggested.

13. ADJOURNMENT

- Commission Chair Wheat adjourned the regular meeting at 6:01 p.m.



Isabel Barreras, Director of Classified HR

Date: July 22, 2024



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: August 28, 2024

Agenda Item:

Consideration and Approval of the following Eligibility Lists for Open Competitive/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. Costume, Makeup & Hair Specialist - Open Competitive
3. Custodian - Open Competitive
4. Office Technician - Promotional
5. Paraprofessional - Autism - Open Competitive
6. Paraprofessional - Special Needs - Open Competitive
7. Payroll Specialist – Open Competitive
8. School Safety Officer - Open Competitive
9. School Safety Officer Lead - Promotional
10. Student Advocate – Promotional
11. Registrar – High School – Promotional

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: August 28, 2024

Agenda Item:

Discuss and approve the initial salary placement for N. Escobedo, candidate for Licensed Vocational Nurse (LVN)

Agenda Placement:

Consent

Background:

The Coordinator of Health Services has presented the Personnel Commission with a request for an initial salary placement for the Licensed Vocational Nurse (LVN) candidate (N. Escobedo). The Personnel Commission staff requests approval to place the candidate with an initial salary placement at Range 38, Step 6 (\$33.35 hourly rate) of the classified salary schedule.

The candidate has over sixteen years of experience performing LVN duties at several agencies throughout the Central Valley, including 6 months of previous employment as an LVN with Madera Unified School District. The candidate's work experience far exceeds the minimum qualification of 1 to 2 years of nursing experience, preferably working in a school or Pediatrics Care environment. This is a difficult recruitment and MUSD is excited to continue to attract highly qualified candidates.

This recommended proposed action has been compiled as provided under the authority of California Education Code section 45260-45261 and Personnel Commission Rule 8.2.1.1: for initial salary placement based on additional qualifying experience; 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: the additional skills or qualifications of the candidate that make him/her especially qualified for the position.

Recommendation:

The Personnel Commission recommends approving the initial salary placement for the candidate of Licensed Vocational Nurse (LVN) candidate (N. Escobedo) at Range 38, Step 6 (\$33.35 hourly rate) of the classified salary schedule.

No attachment:



**MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

**REGULAR MEETING
AGENDA ITEM COVER PAGE**

Meeting Date: August 28, 2024

Agenda Item:

Consideration and approval of initial salary placement for E. Giron, 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. Giron), a candidate for Paraprofessional - Autism. The Personnel Commission staff requests approval to place the candidate with an initial salary placement at Range 28, Step 4 (\$25.33 hourly) of the classified salary schedule.

The candidate has nine years of experience working as an Instructional Assistant to students with special needs including physical and mental disabilities, and severe disability conditions. This work experience far exceeds the minimum qualification of one year of experience working with autistic children with Behavioral & Educational Intervention training in Autism. 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 8.2.1.3: 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. Giron) at Range 28, Step 4 (\$25.33) of the classified salary schedule.

No attachment:



**MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

**REGULAR MEETING
AGENDA ITEM COVER PAGE**

Meeting Date: August 28, 2024

Agenda Item:

Consideration and approval of Initial Salary Placement for T. Gomez, candidate for Payroll Specialist

Agenda Placement:

Consent

Background:

The Chief Financial Officer has presented the Personnel Commission with a request for an initial salary placement for the Payroll Specialist candidate (T. Gomez). The Personnel Commission staff requests approval to place the candidate with an initial salary placement at Range 38, Step 7 (\$34.90 hourly rate) of the classified salary schedule.

The candidate has twenty-two years of experience working in various accounting positions, seven of which include experience as an Accounting Supervisor. This candidate's work experience far exceeds the minimum qualification of three years of increasing responsibility in payroll, accounting, bookkeeping, or other areas as appropriate. The candidate also has a Bachelor's Degree in Business Administration, which exceeds the minimum education requirement of a high school diploma or equivalency. 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 and PC Rule 8.2.1.3: Difficulty experience in the recruitment of candidates to 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 exceptionally qualified for the position.

Recommendation:

The Personnel Commission recommends approving the Initial Salary Placement for the Payroll Specialist candidate (T. Gomez) at Range 38, Step 7 (\$34.90 hourly rate) of the classified salary schedule.

No attachment:



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: August 28, 2024

Agenda Item:

Discuss and approve the revised job classification for the Family Liaison and Student Attendance Specialist

Agenda Placement:

Action

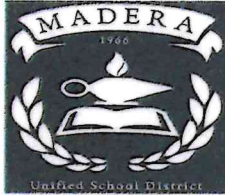
Background:

The Director of Student Services has requested revisions to the Family Liaison and Student Attendance Specialist job classification. The director has asked that bilingual Spanish skills be required to serve the parent population. Current demographics show that 55.8 percent of parents utilizing services at this site are non-English speaking. The position is currently vacant and will be advertised with the new requirements. The strike-out language is highlighted in red under Skills and Abilities. The recommended changes are added in blue to Skills, Abilities and Licenses required.

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 Family Liaison and Student Attendance Specialist job classification.



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

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

FAMILY LIAISON AND STUDENT ATTENDANCE SPECIALIST

DEPARTMENT/SITE: Student Services

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 36

WORK CALENDAR: 261 Days

REPORTS TO: Director of Student Services

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under general direction of the Director of Student Services, the Family Liaison and Student Attendance Specialist provides leadership and technical assistance to school site classified personnel that are involved with daily attendance records and monthly record-keeping procedures for reporting Average Daily Attendance (ADA) and to facilitate efforts to raise awareness among students and their families how important school and attendance are in their lives. This position provides consulting services to site administrative personnel that oversee attendance. The incumbents in this classification provide the school community with accurate and timely attendance reporting and reconciliation of student attendance and population which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

This is the second level in the series. Positions in this class focus on student attendance and support at the level of policy development, program goals and objectives, and overall attendance issues and attendance discipline data collection and reporting Districtwide. The Family Liaison & Student Attendance Technician classification focuses on the level of day-to-day student attendance issues at a site and related interactions and wraparound support for the site's students and their families.

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 site personnel in the selection of available reports and writing queries for custom reports.
- Compiles a variety of data reports for the purpose of use by administrative personnel in the analysis and projection of attendance trends.
- Conducts training sessions and makes presentations about attendance policies, procedures, and regulations to groups of District employees, students, and families.
- Coordinates regular meetings of site attendance personnel.
- Coordinates the preparation of the SARB end-of-year report.
- Demonstrates and develops Standard Operating Procedures (SOP) manuals of all aspects of Attendance functions to ensure accuracy in gathering and reporting attendance information.
- Gathers and consolidates Average Daily Attendance (ADA) information and prepares state reports; maintains and safeguard documentation of amount claims.
- Interprets District daily attendance/ Average Daily Attendance (ADA) needs to software manufacturer/ developer.
- Maintains accurate and complete records of all intra/inter District transfers in a reasonable, timely manner to meet the needs of the students, families, and sites; assist with preparation of data and reports for

transfers.

- Performs a variety of clerical and record-keeping duties requiring independent judgment and knowledge of current statutes, regulations and other policies related to transfers.
- Provides leadership and technical assistance to site administrators and classified personnel involved with daily attendance, and Average Daily Attendance (ADA) and record keeping procedures.
- Provides registration guidance to school sites with the correct procedures, processes, and protocols to follow for registering students; performs enrollment and registration procedures as needed.
- Schedules and prepares for District-level School Attendance Review Board (SARB) meetings.
- Works in close cooperation with other public agencies such as the District Attorney, Probation Department, Police and Sheriff's Departments and other community-based organizations.
- 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:

- District attendance and registration policies procedures and terminology
- Case management techniques and practices
- Modern office practices and procedures, and equipment
- Basic accounting procedures and math applicable to student attendance accounting
- Current applicable sections of State Education Code and other applicable laws relating to student attendance and attendance accounting
- Accurate record-keeping techniques
- Operation of a computer and data entry techniques
- District standard software (e.g., Email, Google forms, MS Office, Excel, PowerPoint, Aeries, Truancy Hunter, CalPADS, or California Longitudinal Pupil Achievement Data System)
- In-person and computer-based presentation skills, software, methods, and techniques
- Telephone techniques and etiquette
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Interpersonal skills using tact, patience, and courtesy
- Report writing methods and techniques

Skills and Abilities to:

- Serve as a bilingual liaison between administrators, personnel, parents, and the community related to attendance
- Read, write, translate, and interpret English and a designated second language
- Prepare and maintain accurate student attendance records
- Submit reports for local, County, State, and other attendance data purposes
- ~~Communicate, understand, and follow both oral and written directions effectively~~
- Perform timely and accurate accounting clerical work involving independent judgment and requiring speed and accuracy
- Type/keyboard and enter data accurately at an acceptable rate of speed
- Establish and maintain cooperative and effective working relationships with a diverse range of people
- Operate a variety of office equipment
- Communicate effectively, both orally and in writing in English and a designated second language
- Conduct training sessions, make presentations, and lead discussions with small groups of employees and others regarding attendance policies, procedures, and regulations
- Meet schedules and timelines

- Operate a computer terminal to enter data, maintain records and generate reports
- Learn new or updated computer systems/programs to apply to current work.
- Communicate using patience and courtesy in a manner that reflects positively on the organization
- Actively participate in meeting District goals and outcomes
- Apply integrity and trust in all situations
- Learn district organization, operations, procedures, policies, objectives, and goals

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 resource from other work units is often required to perform the job's functions. There is a continual opportunity to affect the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

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

EDUCATION REQUIRED:

Bachelor's degree with a major in sociology, psychology, social work, business or related field from an accredited college or university. An Associate's degree plus an additional two years of qualifying experience may be substituted for the Bachelor's degree requirement.

EXPERIENCE REQUIRED:

Two (2) years of responsible experience working in one of the following: social services program, community agency, or a school district, which included working with at risk children with attendance concerns.

LICENSE(S) REQUIRED:

- [Certified Bilingual Proficiency in a Second Language](#)
- Valid, current California Driver's License to drive personal vehicle to various District sites for meetings and supporting site staff and to attend conferences, workshops, seminars, and trainings outside of the District.

CERTIFICATIONS AND TESTING REQUIRED:

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

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

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



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: August 28, 2024

Agenda Item:

Discuss and approve the request to reclassify the current Personnel Technician vacancy to Personnel Specialist.

Agenda Placement:

Action

Background:

Due to a current vacancy in the PC office, the Interim – Director of Classified Personnel is requesting to reclassify the vacant Personnel Technician position to Personnel Specialist.

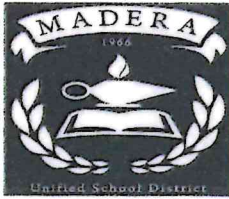
Currently, the PC office has one (1) Personnel Specialist and one (1) Personnel Specialist -Lead managing all classified recruitments. In comparison, the HR Department has 3 HR Specialists to handle classified employees of each of the 3 District pyramids. The Personnel Technician position is more clerical and limited to screening Cafeteria Playground Aide positions, Temporary Help pools, and proctoring examinations. The duties of the Personnel Technician could be absorbed into the Personnel Specialist and Personnel Specialist-lead duties, and some of the clerical duties could be absorbed into the Administrative Assistant position. Reclassifying a Personnel Specialist to the Personnel Commission staff would provide a more equitable work distribution among the Personnel Specialists and the Personnel Specialist-Lead.

The salary range for the Personnel Technician is currently in the classified range 33 (\$24.20 - \$31.80 per hour). The current salary range for a Personnel Specialist is in the classified range 38 (\$26.53 - \$34.90 per hour). The difference in the annual salary budget between these two positions is \$10,000. The next step in the process would be for the Superintendent's Executive Cabinet to approve the addition of the Personnel Specialist and close the Personnel Technician position.

This recommended proposed action has been compiled as provided under the authority of California Education Code section 45264, which states the commission shall appoint all employees paid from funds budgeted for the support of the commission and shall supervise the activities of those employees that are performed as part of the functions of the commission and per PC Rule 3.2.9. Review of positions.

Recommendation:

It is recommended that the Personnel Commission discuss the staffing change with the Interim Director of Classified Personnel and determine the next steps regarding the current vacancy.



CLASSIFIED
Job Class Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. 31-2023/24
DOCUMENT NO. 26-2023/24
DATED: 10/18/23

PERSONNEL SPECIALIST

DEPARTMENT/SITE: Personnel Commission

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 38

WORK YEAR: 261 Days

REPORTS TO: Director of Classified Personnel

FLSA: Non-Exempt

PURPOSE STATEMENT:

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

DISTINGUISHING CHARACTERISTICS

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

ESSENTIAL FUNCTIONS, DUTIES AND TASKS:

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

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

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

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

KNOWLEDGE, SKILLS AND ABILITIES

(At time of application)

Knowledge of:

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

Skills and Abilities to:

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

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

RESPONSIBILITY:

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

JOB QUALIFICATIONS / REQUIREMENTS:

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

EDUCATION REQUIRED:

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

EXPERIENCE REQUIRED:

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

LICENSE(S) REQUIRED:

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

CERTIFICATIONS AND TESTING REQUIRED:

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

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

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

and/or pulling

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



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. 39-2023/24
DOCUMENT NO. 31-2023/24
DATED: 11/14/23

PERSONNEL TECHNICIAN

DEPARTMENT/SITE: Personnel Commission

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 33

WORK CALENDAR: 261 Days

REPORTS TO: Director of Classified Personnel

FLSA: Non-Exempt

PURPOSE STATEMENT:

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

DISTINGUISHING CHARACTERISTICS

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

ESSENTIAL FUNCTIONS, DUTIES AND TASKS:

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

- Assists department staff in the employee recruitment and transfer processes using the NeoGov Applicant Tracking System; distributes and posts job announcements on multiple platforms; updates, prints and assembles competency, performance, and oral examination materials.
- Assists with the preparation of materials for the monthly Personnel Commission meetings and Job Fairs.
- Attends and participates in a variety of meetings, workshops, and/or trainings as required by the Director.
- Compiles and collects employment and recruitment data for the Personnel Commission Annual Report.
- Maintains a variety of spreadsheets including Spanish bilingual skills testing results; prepares and distributes the Spanish bilingual certificates, and maintains the Extra Help Translation list.
- Performs a wide variety of technical and clerical work, including typing/keyboarding, proofreading, filing, and scanning of confidential records and/or reports using Laserfiche, and maintaining recruitment and eligibility list files.

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

KNOWLEDGE, SKILLS AND ABILITIES

(At time of application)

Knowledge of:

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

Skills and Abilities to:

- Keyboard accurately at an acceptable rate of speed

- Understand and apply the California Education Code, Merit System Rules, Board policies, administrative regulations and collective bargaining agreements
- Provide support and service in a wide range of recruitment, testing, and other employment activities
- Support the Personnel Commission in preparation for and to conduct monthly meetings
- Compose clear, concise, and comprehensive correspondence, reports, studies, agreements, presentations, and other written materials from instructions.
- Track and report information utilizing spreadsheets and databases
- Perform mathematical calculations
- Maintain confidentiality of Personnel Commission files and records
- Communicate with diverse groups, maintaining confidentiality, meeting deadlines and schedules; working with frequent interruptions, setting priorities; establishing and maintaining effective working relationships
- Understand and follow written and oral instructions
- Operate standard office equipment utilizing pertinent software applications
- Flexibility and exercise tact and diplomacy in dealing with sensitive, complex, and confidential issues and situations.
- Communicate with staff and the public using patience and courtesy and in a manner that reflects positively on the organizational unit
- Read, write, and communicate clearly in English; a second language (usually Spanish) may be required
- Perform well under pressure for competing time-sensitive priorities

RESPONSIBILITY:

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

JOB QUALIFICATIONS / REQUIREMENTS:

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

EDUCATION REQUIRED:

High School diploma or equivalent.

EXPERIENCE REQUIRED:

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

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

LICENSE(S) REQUIRED:

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

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After an offer of employment, obtain:

- Criminal Justice and FBI Fingerprint Clearance
- Negative TB test result plus periodic post-employment retest as required (currently every four years)
- Pre-employment physical exam A through the District's provider

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

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



**MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

**REGULAR MEETING
AGENDA ITEM COVER PAGE**

Meeting Date: August 28, 2024

Agenda Item:

Discuss and approve the Limited Term Salary Step Placement for Philip J. Gordillo, Part-time - Interim Director of Classified Personnel at Step 6 (\$81.78 per hour) of the Classified Management Salary range 36.

Agenda Placement:

Action

Background:

The former Director of Classified Personnel, Isabel Barreras, has recommended that Philip J. Gordillo, part-time Interim Director of Classified Personnel, be placed at Step 6 (81.78 per hour) of the Classified Management salary schedule.

Mr. Gordillo brings four years of experience working as the part-time Director of the California School Personnel Commissioners Association (CSPA) as well as over 19 years of working in various Human Resource Executive Director positions, 15 of these years working as the Director of Classified Personnel Services at Santa Clara County Office of Education. This far exceeds the minimum experience requirements, which require five (5) years of professional-level experience in recruitment, selection, classification, job analysis, salary administration, policy development, discipline, and/or labor contract administration and at least two (2) years of the required experience must be at the supervisory or lead level in a human resource office. Mr. Gordillo has also achieved a Master's degree in Organizational Development. This exceeds the minimum education requirements of a Bachelor's degree from a nationally accredited college or university in Human Resources, Business Administration, Public Administration, or a related field of study. Mr. Gordillo's exceptional education and experience warrant the step 6 salary step placement.

This recommended proposed action has been compiled as provided under the authority of California Education Code section 45260-45261 and Personnel Commission Rule 7.4.4.2 Compensation for Limited-Term/Substitute Temporary Assignments. The rule states that any step placement higher than Step 1 will require the approval of the Director of Classified Personnel.

Recommendation:

The Personnel Commission is recommended to approve the Limited Term Salary Placement for Philip J. Gordillo, part-time Interim Director of Classified Personnel at Classified Management Range 36, Step 6 (\$81.78 hourly rate) of the classified management salary schedule.

No attachment:



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: August 28, 2024

Agenda Item:

Discuss and approve the retired annuitant limited-term agreement for Philip J. Gordillo – Interim Director of Classified Personnel.

Agenda Placement:

Action

Background:

At the July 17, 2024, Personnel Commission Meeting, the Personnel Commission voted unanimously in Closed Session to appoint Mr. Philip J. Gordillo to a part-time, remote Interim Director of Classified Personnel position. District Administration has asked that a contract be completed and approved by the Personnel Commission detailing the arrangements of Mr. Gordillo's employment.

Recommendation:

It is recommended that the Personnel Commission approve the Limited–Term agreement for Philip J. Gordillo effective August 6, 2024, and expires upon hiring a candidate for the Director of Classified Personnel position.

AGREEMENT FOR RETIRED ANNUITANT LIMITED-TERM APPOINTMENT

INTERIM DIRECTOR – CLASSIFIED PERSONNEL

The Personnel Commission of the Madera Unified School District (“Commission”) and Philip J. Gordillo (“Retired Annuitant” or “Mr. Gordillo”) (collectively referred to herein as “the Parties”) hereby enter into this Agreement for Retired Annuitant Limited-Term Appointment (“Agreement”) for employment as the Interim Director – Classified Personnel.

WHEREAS, the position of Director – Classified Personnel is vacant due to the retirement of the previous Director; and

WHEREAS, the Commission has initiated a recruitment for the vacant Director – Classified Personnel position; and

WHEREAS, Retired Annuitant has specialized skills and will furnish services in accordance with the terms and conditions hereinafter set forth.

NOW THEREFORE, in consideration of the mutual terms, covenants, and conditions contained herein, the parties hereto agree as follows:

1. Services to be Performed

In serving as the Interim Director – Classified Personnel, Mr. Gordillo is authorized to perform all duties assigned to the Director – Classified Personnel position.

2. Status

Mr. Gordillo represents that he is a Retired Annuitant of CalPERS within the meaning of California Government Code sections 7522.56 and 21221 and acknowledges that his compensation and hours worked are statutorily limited as provided in those sections.

Retired Annuitant Initial _____

3. Compensation

- (a) Rate – In accordance with CalPERS rules, Retired Annuitant shall be placed on Step of the existing salary schedule of the Director – Classified Personnel position, with an hourly rate of pay calculated as follows: \$XX,XXX per hour.
- (b) Schedule – Retired Annuitant acknowledges that his employment shall not exceed 960 hours of service to the Commission (or a combined 960 hours of service to the Commission and other CalPERS-participating agencies) per fiscal year. Mr. Gordillo shall report any other service performed to CalPERS-participating agencies during each fiscal year applicable under this Agreement to the Commission and the District’s Assistant Superintendent of Human Resources, and so that the Parties can ensure that the 960 hour limitation is not exceeded. In

addition, Mr. Gordillo shall be responsible for keeping track of his hours worked and ensuring he does not exceed the maximum hours allowed.

- (c) Benefits – In accordance with CalPERS rules, Retired Annuitant will not receive any benefit, incentive, compensation in lieu of benefits, or other form of compensation in addition to the hourly pay rate.

Retired Annuitant Initial _____

4. Certification of Eligibility

Mr. Gordillo hereby certifies that during the 12-month period prior to this appointment, he did not receive any unemployment insurance compensation arising out of prior employment with a public employer.

Retired Annuitant Initial _____

5. Term

The term of this Agreement shall commence on August 6, 2024, and shall expire upon the hiring of a candidate to the Director – Classified Personnel position, unless this Agreement is terminated sooner. The parties recognize that, in any case, this limited-term appointment shall not exceed six (6) months pursuant to Education Code section 45286.

6. Termination

This Agreement may be terminated by the Personnel Commission and/or Mr. Gordillo at any time. No compensation or severance of any kind shall be payable upon termination of this Agreement, other than any compensation due and owing under this Agreement through the last effective date of employment. The Parties understand and agree that the temporary employment relationship created by this Agreement is “at-will” and that Mr. Gordillo shall serve at the will and pleasure of the Personnel Commission, and may be terminated at any time, without notice or without cause. Nothing in this Agreement, any statute, ordinance or rule shall prevent, limit or otherwise interfere with the right of the Personnel Commission to terminate, without cause or right or appeal or grievance, the services of Mr. Gordillo at any time and without notice. Notice of termination may be delivered personally or by mail.

IN WITNESS WHEREOF, The Parties hereto have duly approved and executed this Agreement on the 28th day of August 2024.

ON BEHALF OF THE PERSONNEL COMMISSION

Chair, Personnel Commission

PHILLIP GORDILLO

I hereby accept this limited-term interim appointment and agree to comply with each and every condition thereof.



**MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

**REGULAR MEETING
AGENDA ITEM COVER PAGE**

Meeting Date: August 28, 2024

Agenda Item:

A. Public Employee Appointment/Employment/Director of Classified
Personnel [Government Code Section 54957]

Agenda Placement:

Closed Session