

In accordance with [Assembly Bill 361 \(2021-2022\)](#), this meeting will be held via Zoom, a cloud-based video conference in which Commissioners, staff and the public can join via a link or by phone as listed below on the agenda. It is advisable to test your electronic devices to ensure you are able to access the link. If you have concerns or issues accessing the link prior to this meeting, email marysiegl@maderausd.org by 3:00 pm on Tuesday, July 12, 2022.

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

**AGENDA
Regular Meeting
Wednesday, July 13, 2022**

4:30 PM Public Meeting

Join Zoom Meeting
<https://maderausd.zoom.us/j/88214246729>
Meeting ID: 882 1424 6729

One tap mobile
+16699009128 8821426729# US (San Jose)

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

1. Pledge of Allegiance, Opening and Acknowledgement of Visitors and Media

2. 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 prior to adoption of the agenda.

3. Communications

Public Hearing for visitors who wish to speak on a subject not on 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. If you wish to address the Commission, you may do so in two ways:

- **Prior to the meeting:** you may email your comments to marysiegl@maderausd.org at least 24 hours prior to the meeting. Include your full name and city of residence and public comment in your email. Your comment will be read during this portion of the meeting.
- **While in the Zoom meeting:**
 1. Click on the **Participants** icon located at the bottom of the screen.
 2. On the new window, click on the Raise Hand icon and wait for your name to be called.
 3. State your name and city of residence prior to your comment.

4. 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 prior to the Commission's vote unless a member of the Commission, staff or public requests specific items be considered and discussed separately and/or removed from the Consent Agenda prior to the adoption of 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. Approve the minutes from the June 15, 2022, Regular Meeting
2. Consideration and Approval of the following Eligibility Lists for Open/Competitive:
 1. Administrative Assistant IV – Open/Competitive
 2. Buyer - Open/Competitive
 3. School Safety Officer -Open/Competitive
 4. Warehouse Assistant - Open/Competitive

5. New Business

- A. Consideration to continue to hold the Personnel Commission's Board public meeting via teleconferencing in August 2022 to safeguard the health of attendees amid the emergency of the COVID-19 Pandemic
- B. Discuss and approve the revised job classification description for Student Mentor-Robotics (Supplemental Help)

6. Informational and Reports

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

7. Next Regular Personnel Commission Meeting

Wednesday, August 10, 2022 at 4:30 pm
Madera Unified School District Office –Virtually through Zoom
1902 Howard Road
Madera, California 93637

8. Suggested Future Agenda Items

9. Adjournment

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



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: July 13, 2022

Agenda Item:

Consideration and approval of the Minutes from June 15, 2022 Regular Meeting

Agenda Placement:

Consent

Background:

Approval of Minutes from the Regular Meeting of June 15, 2022.

Recommendation:

It is recommended that the Personnel Commission approve the Minutes from June 15, 2022 Regular Meeting.

**Minutes Record of MUSD Personnel Commission Meeting
Regular Meeting held on Wednesday, June 15, 2022 at 4:30 PM**

The Personnel Commission of the Madera Unified School District convened at a Regular Board Meeting via Zoom, a cloud-based video communication, on Wednesday, June 15, 2022 at 4:30 p.m.

Roll Call

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

Isabel Barreras, Director Classified Human Resources
Mary Siegl, Personnel Specialist Lead
Ana Perez, Personnel Specialist

Vicky Zamora, CSEA 1st Vice – President
Lucy Osuna, on behalf of Assistant Superintendent of HR, Joseph Aiello

1. Call to Order of Public Meeting Pledge of Allegiance, Opening and Acknowledgement of Visitors and Media

- Commissioner Janzen called the meeting to order at 4:30 pm.
- Personnel Specialist Lead, Mary Siegl, led the flag salute.

2. Adoption of Agenda

- It was moved by Commissioner Hernandez and seconded by Commissioner Janzen to approve the adoption of the agenda. MOTION NO. 47-2021/22.
Ayes: Commissioners: Hernandez and Janzen
Noes: None
Absent: Commissioner Wheat
Abstained: None

3. Communications

- Ana Perez, Personnel Specialist, announced she would be leaving the Madera Unified Personnel Commission to serve as Director of HR at Weaver Union School District. She thanked the Commissioners and Director Barreras for the professional growth opportunities she received while working for the Commission.

4. Consent Agenda

- It was moved by Commissioner Hernandez and seconded by Commissioner Janzen to approve the Consent Agenda. MOTION NO. 48-2021/22.
Ayes: Commissioners: Hernandez and Janzen
Noes: None
Absent: Commissioner Wheat
Abstained: None

5. New Business

A. Discuss and approve the extension of the following Promotional Eligibility list for: Administrative Assistant III

- Director Barreras requested that the Personnel Commission allow the extension of the Eligibility list for Administrative Assistant III until the end of June 30, 2022. The Eligibility list had expired on 05/13/22.
- It was moved by Commissioner Hernandez and seconded by Commissioner Janzen to approve to the extension of the Promotional Eligibility list for Administrative Assistant III with an expiration date of June 30, 2022. MOTION NO. 49-2021/22, DOC NO. 20-2021/22

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

B. Discuss and approve the new job classification description and salary survey recommendation for Senior District Registrar

- Director Barreras presented the new job description and salary recommendation for Senior District Registrar. The new job description was requested by District Administration and will help create a career ladder pathway for the department. A salary survey was conducted and classified Range 40 was recommended.
- It was moved by Commissioner Hernandez and seconded by Commissioner Janzen to approve to the new job description for Senior District Registrar and salary recommendation of Classified Salary Range 40. MOTION NO. 50-2021/22, DOC NO. 21-2021/22

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

C. Discuss and approve the Professional Services Agreement for Boucher Law, PC

- Director Barreras presented a Professional Service Agreement for Boucher Law, PC to provide services on an as needed basis in the event there is a conflict of interest with the District's legal counsel law firm.
- Commissioner Janzen stated it was a good idea to do this just in case the Commission need legal services.
- It was moved by Commissioner Hernandez and seconded by Commissioner Janzen to approve the Professional Services Agreement for Boucher Law, PC. MOTION NO. 51-2021/22, DOC NO. 22-2021/22

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

6. Information and Reports

A. Director's Report

- Director Barreras reported that classified conference was a huge success with over 500 in attendance at Torres High School. We have received great feedback from

the classified on how much they have enjoyed the conference. We had great news coverage, which highlighted the “Active Shooter Workshop”. The conference was attended by Superintendent Lile, Commissioner Hernandez and some members from the Board of Trustees. The Conference Committee will be meeting tomorrow to debrief on the conference and to review the evaluations that were submitted.

- The PC office is heavily impacted by recruitments, filling open vacancies, and new positions for the next school year.
- I would like to congratulate Ana Perez in our office. Ana is leaving to become the Director of HR at Weaver Middle School District. Last year, the PC office invested in Ana by sending her to an HR Academy with ACSA, which has paid off for her. We wish Ana all the best in her new position,
- The PC office will start a new recruitment to fill the position of PC Specialist. Director Barreas will keep the Commissioners updated on the status of the position.

B. Commissioner’s Report

- Commissioner Hernandez commended the PC staff and PD conference committee on their hard work in creating a very successful employee conference. The speaker was excellent and Commissioner Hernandez also congratulated Assistant Superintendent Joe Aiello for serving as a copartner with Director Barreras during the conference.
- Lucy Osuna, Executive Administrative Assistant to the Assistant Superintendent of Human Resources, thanked Commissioner Hernandez for his kind words and stated that Assistant Superintendent Aiello was currently in another meeting, but wanted the Commissioners to know that he was happy to serve on the Classified Professional Development Conference Committee.

7. Next Regular Personnel Commission Meeting

- Wednesday, July 13, 2022 at 4:30 pm
Madera Unified School District Office –Virtually through Zoom
1902 Howard Road
Madera, California 93637

8. Suggested Future Agenda Items

- None were suggested.

9. Adjournment

- Commissioner Janzen adjourned the meeting at 4:54 pm.



Isabel Barreras, Director of Classified HR

Date: June 21, 2022



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: July 13, 2022

Agenda Item:

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

Agenda Placement:

Consent

Background:

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

1. Administrative Assistant IV – Open/Competitive
2. Buyer - Open/Competitive
3. School Safety Officer -Open/Competitive
4. Warehouse Assistant - 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: July 13, 2022

Agenda Item:

Consideration to continue to hold the Personnel Commission's Board public meeting via teleconferencing in August 2022 to safeguard the health of attendees amid the emergency of the COVID-19 Pandemic

Agenda Placement:

Action

Background:

On March 4, 2020, Governor Gavin Newsom proclaimed a State of Emergency in California due to the COVID-19 pandemic. This declaration remains active.

On March 17, 2020, the governor issued Executive Order N-29-20, which authorized the holding of public meetings via teleconferencing during the pandemic and suspended requirements of the Bagley-Keen Act and the Brown Act that members of a legislative body and the public be present in person.

Since April 16, 2020, public meetings of the Personnel Commission Board have been held via online video conferencing due to pandemic health concerns.

On June 11, 2021, the governor issued Executive Order N-08-21, which set an ending of September 30, 2021, to the public meeting rules in Executive Order N-29-20.

On September 16, 2021, the governor signed Assembly Bill (AB) 361 (2021-2022), which enables teleconferencing for public meetings during a proclaimed state of emergency under certain conditions. AB 361 will sunset on January 1, 2024.

The state and county departments of Public Health publicly report local COVID-19 data and only 53.18% of all eligible Madera County resident have been fully vaccinated for COVID-19 ([as of June 28](#)). Holding public in-person meetings in May could thus pose a potential health risk to the public.

Given the situation stated above, it seems our district's circumstances would satisfy the requirements of the state to hold public meetings via teleconferencing in May. The Personnel Commission will need to review this decision and make findings every 30 days regarding the need to meet via teleconferencing.

Recommendation:

The Personnel Commission discuss and consider holding their Personnel Commission's Board public meeting via teleconferencing in August 2022 to safeguard the health of attendees amid the emergency of the COVID-19 Pandemic.



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: July 13, 2022

Agenda Item:

Discuss and approve the revised job classification description for Student Mentor-Robotics (Supplemental Help)

Agenda Placement:

Action

Background:

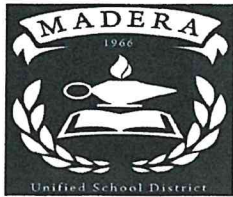
During the recent District's financial audit it was discovered that the job description of Student Mentor-Robotics (Supplemental Help) did not list the hourly rate of \$33.00. This was inaccuracy. The change is highlighted in red on the attached job description.

This job description was first approve by the Commission on July 16, 2020, which included the recommended hourly rate of \$33.00 per hour. This position is a non-contracted position that reports to the Vice-Principal of Manufacturing/Engineering Pathway.

This was done in accordance with Ed Code 45256 and Personnel Commission Rules 3.2.3. Class Specifications.

Recommendation:

It is recommended that the Personnel Commission approve the revised job description for Student Mentor-Robotics (Supplemental Help) to include the rate of \$33.00 per/hour.



CLASSIFIED

Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. ##-####/##
DOCUMENT NO. ##-####/##
DATED Mo/Da/Year

STUDENT MENTOR-ROBOTICS (SUPPLEMENTAL HELP)

DEPARTMENT/SITE: Matilda Torres High School

SALARY SCHEDULE: Classified Supplemental Help

HOURLY RATE: \$33.00 Per Hour

WORK YEAR: Non-Contracted

REPORTS TO: Vice Principal of
Manufacturing/Engineering Pathway

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under direction, the job of Student Mentor-Robotics (Supplemental Help) supports the educational process by providing real world specialized coaching of skills in the area of engineering and manufacturing and/or computer programming for our students who participate in Madtown Robotics. Performs general shop custodial and maintenance duties so that students have a safe, attractive, and clean place in which students can learn and develop.

ESSENTIAL FUNCTIONS, DUTIES AND TASKS:

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

- Assists in the coordination and planning of student events.
- Maintain confidentiality about the status of students and program activities.
- Oversees and coordinates the safety procedures and protocols for student use of manufacturing machines and tools.
- Provides coaching and leadership skills to high school students in the areas of public speaking and community service.
- Provides mentoring and skill sets in the industry areas of; manufacturing, engineering and programming.
- Relays pertinent student information to the Vice-Principal of Manufacturing/Engineering Pathway.
- Supervises students at after school practices and during building season.
- Supervises students at out of town competitions and regional events.
- Travels to out of town events as needed.
- Working evenings and some weekends is required.
- 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.

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

KNOWLEDGE, SKILLS AND ABILITIES

(At time of application)

Knowledge of:

- Experience or knowledge of First Inspiration & Recognition of Science & Technology (FIRST) Robotics
- Experience with Manufacturing machines and tools
- Experience in engineering and design techniques
- Experience with computer programming
- Leadership skills when working with high school students
- Interpersonal skills using tact, patience and courtesy
- Familiar with Engineering Design Process
- Knowledge of Occupational of Safety & Health (OSHA) Regulations
- Written and oral directions in English

Skills and Abilities to:

- Operate a computer and oversee programming as needed
- Maintain professional working relationships with a diverse group of students and adults
- Work independently and with others as needed
- Understand and work within the assigned scope of authority
- Plan, prioritize and organize work to meet all schedules and timelines
- Communicate, understand, and follow both oral and written directions effectively
- Apply integrity and trust in all situations
- Work with a diverse student population
- Actively participate in meeting district goals and outcomes
- Contribute to the successful fulfillment of the District Mission

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 may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

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

EDUCATION REQUIRED:

Associate's degree in a related field from an accredited college or university **OR:** An equivalent combination of education, work experience, and certifications that demonstrates possession of the requisite knowledge, skills and abilities of the position may be substituted.

EXPERIENCE REQUIRED:

One (1) year of work experience in one or more of the following areas: manufacturing, engineering or

computer programming; and experience with First Inspiration & Recognition of Science & Technology (FIRST) Robotics.

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
- Staying current with the use of manufacturing machines and tools
- **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
- Some lifting, carrying, pushing, and/or pulling;
- Some climbing and balancing;
- Some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.
- Generally the job requires 15% sitting, 70% walking, and 15% standing; the job is performed in a generally hazard free environment and in a clean atmosphere.
- The employee may be required to travel to locations other than assigned work site.