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

AGENDA
Regular Meeting
Thursday, October 21, 2021

4:30 PM Public Meeting

Join Zoom Meeting

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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 Thursday, September 16, 2021, Regular Meeting
 - 2. Approve the revised Minutes from Monday, June 28, 2021
- B. Consideration and approval of Eligibility List/s for:
 - 1. Administrative Assistant III (Open/Competitive and Promotional)
 - 2. Administrative Assistant V (Open/Competitive and Promotional)
 - 3. Behavioral Health Supervisor (Open/Competitive)
 - 4. Behavioral Intervention Technician (Open/Competitive and Promotional)
 - 5. Child Nutrition Assistant I (Open/Competitive)
 - 6. GED/CASAS Exam Coordinator (Open/Competitive)
 - 7. Head Custodian III (Open/Competitive and Promotional)
 - 8. Human Resource Specialist (Open/Competitive and Promotional)
 - 9. Migrant Student and Support Specialist (Open/Competitive and Promotional)
 - 10. Pool Maintenance Technician (Open/Competitive)
 - 11. Student Advocate (Open/Competitive and Promotional)
 - 12. Videographer (Open/Competitive)

5. New Business

- A. Public hearing for the appointment of the Commissioner's Joint (Neutral) Appointee: term to begin October 21, 2021 through November 30, 2023
- B. Consideration to appoint David Hernandez for the remainder of a 3-year term as the Commissioner's Joint (Neutral) Appointee; term to begin October 21, 2021 through November 30, 2023
- C. Discuss and approve the extension of the following Open/Competitive and Promotional Eligibility Lists for: Office Assistant
- D. Discuss and approve the Initial Salary Placement for Behavioral Health Clinician I
- E. Presentation and Approval of the 2020-2021 Personnel Commission Annual Report

6. Informational and Reports

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

7. Next Regular Personnel Commission Meeting

Thursday, November 18, 2021 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: October 21, 2021

Agenda Item:

Consideration and approval of the Minutes from the Regular Meeting of September 16, 2021

Agenda Placement:

Consent

Background:

Approval of Minutes from the Regular Meeting of September 16, 2021.

Recommendation:

It is recommended that the Personnel Commission approve the Minutes from the Regular Meeting of September 16, 2021.

**Minute Record of MUSD Personnel Commission Meeting
Regular Meeting held on Thursday, September 16, 2021 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 Thursday, September 16, 2021 at 4:30 p.m.

Roll Call

Fran Wheat, Personnel Commission Chair
Philip Janzen, Personnel Commissioner Vice-Chair

Isabel Barreras, Director Classified Human Resources
Ana Perez, Personnel Specialist - Personnel Commission
Lucy Osuna for Joe Aiello – Assistant Superintendent, Human Resources
Vicky Zamora, CSEA, Vice President
David Soldani, Attorney AALR

Other visitors were in attendance

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

- Chair Wheat called the meeting to order at 4:30 pm.
- Commissioner Wheat led the flag salute.

2. Adoption of Agenda

- Commissioner Wheat mentioned that there would be a correction on the August 12, 2021 minutes due to Commissioner Koch being left out of the motion and it will be discussed during the consent agenda.
- It was moved by Commissioner Janzen and seconded by Commissioner Wheat to approve the adoption of the agenda. MOTION NO. 05-2021/22.

Ayes: Commissioner Janzen and Commissioner Wheat

Noes: None

Absent: None

Abstained: None

3. Communications

- There were no public comments.

4. Consent Agenda

- Director Barreras mentioned that for the August 12, 2021 minutes, there will need to be a few corrections made. On Items 2, 4, 5A and 5B, Commissioner Koch was left out of the motions.
- Director Barreras also mentioned that the June 28, 2021 minutes will need to be corrected as some Commissioners were left out of the motions.

- Chair Wheat asked for a motion to correct the August 12, 2021 minutes with the corrections presented.
- It was moved by Commissioner Janzen and seconded by Commissioner Wheat to approve the Consent Agenda with the corrections on the August 12th minutes. MOTION NO. 06-2021/22.

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

5. New Business

A. Declaring a vacated position under section 2.19 of the PC Rule 2.1.9 and Government Code 1770 and Filling a vacated position (Neutral Appointee) pursuant to California Education Code sections 45248, 45246, 45245, and 45244

- Commissioner Wheat shared with everyone the passing of our beloved Commissioner Koch. He passed in late August. It is with a heavy burden that we share this news with you. He was such an intricate part of the Commission and he will be missed terribly.
- Commissioner Wheat asked Director Barreras if a recruitment will be going out to fill this position.
- Director Barreras reviewed the options that the Commissioners have on how to proceed with the filling of the vacant position. She presented a draft of a Recruitment Plan along with an Announcement flyer that was created for the purpose of conducting a two week recruitment from September 17, 2021 - October 1, 2021.
- Director Barreras introduced David Soldani, Legal Counsel with AALR, to assist with any questions about the options that are available to fill the vacant position.
- Commissioner Janzen asked if the Commissioners can facilitate the interviews outside of a PC meeting.
- Mr. Soldani explained the process for the Appointee position and mentioned that the process can be the same as last time, however, when making the final selection for the Appointee that Appointee must be placed on the agenda for a Public Hearing at the Personnel Commission meeting.
- Vicky Zamora representing CSEA asked if CSEA could be part of the interviews for the Neutral Appointee.
- Mr. Soldani stated the Education Code and the Personnel Commission Rules are very specific in that this appointment is solely between both Commissioners.
- Mr. Soldani further mentioned that everyone present at the public hearing will have an opportunity to voice their concerns or support for that recommended appointee.
- It was moved by Commissioner Janzen and seconded by Commissioner Wheat to approve the declaration of the vacancy and conduct a recruitment for two weeks from September 17, 2021 - October 1, 2021. MOTION NO. 07-2021/22.

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

B. Discuss and approve the revised job description for Behavioral Health Clinician II

- Director Barreras provided the background on the recommended changes in the essential functions and minimum qualifications. The Behavioral Clinician II needs to be licensed.
- It was moved by Commissioner Janzen and seconded by Commissioner Wheat to approve the revised job description for Behavioral Health Clinician II: MOTION NO. 08-2021/22.

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

6. Information and Reports

A. Director's Report

- Director Barreras shared her condolences on the passing of Commissioner Koch. She shared that she delivered a card and plant on behalf of the PC Staff and the Board to his home. Mrs. Koch expressed how Commissioner Koch loved his work and the Board, he always felt he was giving back to the community by serving on the Personnel Commission.
- Director Barreras reported that we continue to be busy with recruitments and have been filling the recruitments in a timely manner.
- Director Barreras will be conducting final interviews for the Personnel Specialist Lead for the Personnel Commission Office this coming Friday.
- The California State Personnel Association will be hosting their annual conference in Monterey, March 6-8, 2022.
- Director Barreras will be attending on behalf of CSPCA a conference in Las Vegas to conduct a workshop. CSPCA will be paying the expenses for this conference. The workshop will be on what is the role of the Commission.
- Director Barreras spoke briefly about AB 438 which is being authored by Assembly Member Reyes. This bill is being put in place to give the Classified Permanent Employees the same rights as Certificated Employees for Layoff purposes. Director Barreras will be bringing back more information on this.

B. Commissioner's Report

None

7. Next Regular Personnel Commission Meeting

- Thursday, October 21, 2021 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 Wheat adjourned the Public Session at 5:00 pm.


Isabel Barreras, Director of Classified HR

Date: September 17, 2021



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: October 21, 2021

Agenda Item:

Consideration and approval of the Revised Minutes from the Regular Meeting of June 28, 2021

Agenda Placement:

Consent

Background:

The June 28, 2021 minutes left out the motions of Commissioner Wheat on Items numbers: 2, 4, 5A, 5B, 5C, 5D, 5E, 5G, and 5H. Corrections are listed highlighted in red.

Recommendation:

It is recommended that the Personnel Commission approve the Revised Minutes from the Regular Meeting of June 28, 2021 as presented.

Minute Record of MUSD Personnel Commission Meeting
Regular Meeting held on Monday, June 28, 2021 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 Thursday, June 28, 2021 at 4:30 p.m.

Roll Call

Fran Wheat, Personnel Commission Chair
Philip Janzen, Personnel Commissioner Vice-Chair
Bruce Koch, Personnel Commission Chairperson

Isabel Barreras, Director Classified Human Resources
Ana Perez, Human Resources Specialist - Personnel Commission
Frederick Labib-Wood, EH&A
Ross Hessler, EH&A
Christine Doss, Director of Health & Wellness

Other visitors were in attendance

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

- Chair Wheat called the meeting to order at 4:30 pm.
- Commissioner Wheat led the flag salute.

2. Adoption of Agenda

- It was moved by Commissioner Janzen and seconded by Commissioner Wheat to approve the adoption of the Agenda. MOTION NO. 53-2020/21.

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

3. Communications

- There were no public comments.

4. Consent Agenda

- It was moved by Commissioner Janzen and seconded by Commissioner Wheat to approve the Consent Agenda. MOTION NO. 54-2020/21.

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

5. New Business

- A. Discuss and approve the extension of the following Promotional and Open/Competitive Eligibility list for: Administrative Assistant II, Child Welfare and Attendance and Secretary-Attendance**

Director Barreras is asking for a 6 month extension for the following Eligibility Lists: Administrative Assistant II, Child Welfare and Attendance and Secretary-Attendance. There are quite a few applicants left on the lists and we have recruitments that we are trying to fill with the Open/Competitive and Promotional Eligibility lists for this upcoming school year.

- It was moved by Commissioner Janzen and seconded by Commissioner Koch to approve the approval of the Consent Agenda. MOTION NO. 55-2020/21.

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

B. Discuss and approve the new job class description for Behavioral Health Clinician I and Classified Salary Compensation Survey

Director Barreras introduced Christine Doss, Director of Health and Wellness and Consultant Ross Hessler who helped develop the job descriptions for her department. This position was approved through Core Staffing and will be under the direction of the Behavioral Health Supervisor and the Behavioral Health Clinician II (BHII) the department is trying to create a career ladder pathway. A salary survey was also conducted with County Offices and School Districts around the area. A recommendation of Salary Range 58. Commissioner Wheat asked if this is a new position and reason for the position. Discussion followed.

- It was moved by Commissioner Janzen and seconded by Commissioner Koch to approve the approval of new job class description for Behavioral Health Clinician I and a classified salary recommendation of Range 58. MOTION NO. 56-2020/21.

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

C. Discuss and approve the revised and proposed new title for Behavioral Health Clinician II

Director Barreras stated the job titled change is from Behavioral Health Clinician to Behavioral Health Clinician II for the purpose of a career ladder pathway. The Behavioral Health Clinician II will act like a lead position to the Behavioral Clinician I, they must be licensed. There is no salary recommendation being proposed at this time. These positions are part of phase II that are being studied at the moment. In phase IV of the classification and compensation study the salary will then be studied.

- It was moved by Commissioner Janzen and seconded by Commissioner Koch to approve the approval of new title for Behavioral Health Clinician II. MOTION NO. 57-2020/21.

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

D. Discuss and approve the revised classified job description and proposed new title for Behavioral Health Supervisor and Classified Supervisory Salary Placement Recommendation

Director Barreras gave a little background of the Department of Health and Wellness. The department started with a Supervisor of Behavioral Health. It was then reclassified to the

Director of Health and Wellness. At the time the Supervisor position was not back filled. The Supervisor position is returning to help supervise the growing department but it's revised to be in line with the Director's job description. The former supervisor was at Range 11. Currently we have a Supervisor-Behavior Analyst, which is at Range 13. We are requesting a Range 13 to be in line with the same range as the Supervisor-Behavioral Analyst.

- It was moved by Commissioner Janzen and seconded by Commissioner Koch to approve the new and revised job description and classified supervisory salary placement of Range 13. MOTION NO. 58-2020/21.

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

E. Discuss and approve the revised job description for Director of Health and Wellness

Director Barreras presented the revised Director of Health and Wellness job description. The job description was revised and brought up to date and no salary study was conducted.

- It was moved by Commissioner Janzen and seconded by Commissioner Koch to approve the approval of the revised job description for Director of Health and Wellness. MOTION NO. 59-2020/21.

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

F. Discuss and approve the new job class descriptions for: Videographer and Communications Copywriter

Director Barreras provided the background of the two job descriptions, these positions fall under the department of Accountability and Communications. These positions will help with specialized work. The proposed classified salary is Range 40. The Communications Copywriter was compared to the Communications Analyst position since it will work directly under those individuals. The salary compensation was explained and reviewed. These two positions will create a career ladder pathway and will be revisited in Phase IV when the study is reviewed next year.

- It was moved by Commissioner Janzen and seconded by Commissioner Koch to approve the new job class descriptions for: Videographer and Communications Copywriter and approve the classified salary recommendation of Range 40. MOTION NO. 60-2020/21.

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

G. Discuss and approve the new job class description for Communications Technician-Bilingual Spanish and Classified Salary Placement Recommendation

Director Barreras presented the job description. This position will support the District's communications in Spanish. It will interpret and translate communication in Spanish to market schools. The salary recommendation is Range 27.

- It was moved by Commissioner Janzen and seconded by Commissioner Koch to approve the job class description for Communications Technician-Bilingual Spanish and the classified salary recommendation of Range 27. MOTION NO. 61-2020/21.

Ayes: Commissioners: Koch, Janzen and **Wheat**
 Noes: None
 Absent: None
 Abstained: None

H. Discuss and approve the new job class description for Migrant Student & Family Support Specialist and Classified Salary Placement Recommendation

Director Barreras presented the new job description, which is a change from their former Student Migrant Advocate that was grant funded and the grant has ended. The new job class Migrant Student & Family Support Specialist is similar to the Migrant Student Advocate, therefore, no salary study was conducted. It is student targeted and will reach out to parents in the Migrant Educational Program of K-12. A proposed salary Range 34 is recommended. Commissioner Wheat asked if this is a career ladder pathway. Director Barreras explained that this is a grant funded position.

- It was moved by Commissioner Janzen and seconded by Commissioner Koch to approve the new job class description for Migrant Student & Family Support Specialist and classified salary recommendation of Range 34. MOTION NO. 62-2020/21.

Ayes: Commissioners: Koch, Janzen and **Wheat**
 Noes: None
 Absent: None
 Abstained: None

6. Information and Reports

A. Director's Report

- Director Barreras thanked Rick Labib-Wood and Ross Hessler for assisting with the job descriptions presented tonight.
- Commissioner Janzen mentioned they did well.
- Director Barreras mentioned how busy her department is with Recruitments and testing. It's been a little difficult trying to accommodate everyone with the COVID 19 restrictions still in place.
- Director Barreras shared that the Classified Conference was a huge success. She is receiving a lot of positive feedback. A survey will be sent out to get feedback. We are starting to plan for next year, and hoping to be in person for next year. The planning starts in a couple of months.
- Phase II is coming along. Virtual employee interviews are going to be set up. The Consultants will meet virtually with employees. These interviews will start towards the end of August when we get everyone settled in for the new school year. A monthly update will be shared with you.
- Director Barreras shared that Daniel Rodriguez has accepted a promotional opportunity closer to home. He has been a great addition to our office. His last day will be June 30, 2021.

B. Commissioner's Report

Commissioner Wheat thanked the classified staff. She shared the goodies that were given out and is looking forward to next year.

Director Barreras shared the Employee of the year is Karina Martinez, Security Officer at Thomas Jefferson, she was recognized at the June 8th Board meeting. She thanked the Commissioners for their continued support.

7. Next Regular Personnel Commission Meeting

- Thursday, July 15, 2021 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

- Chairperson Wheat adjourned the Public Session at 5:30 pm.


Isabel Barreras, Director of Classified HR

Date: **October 21, 2021**(Revised Date)



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: October 21, 2021

Agenda Item:

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

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 III (Open/Competitive and Promotional)
2. Administrative Assistant V (Open/Competitive and Promotional)
3. Behavioral Health Supervisor (Open/Competitive)
4. Behavioral Intervention Technician (Open/Competitive and Promotional)
5. Child Nutrition Assistant I (Open/Competitive)
6. GED/CASAS Exam Coordinator (Open/Competitive)
7. Head Custodian III (Open/Competitive and Promotional)
8. Human Resource Specialist (Open/Competitive and Promotional)
9. Migrant Student and Family Support Specialist (Open/Competitive and Promotional)
10. Pool Maintenance Technician (Open/Competitive)
11. Student Advocate (Open/Competitive and Promotional)
12. Videographer (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: October 21, 2021

Agenda Item:

Public hearing for the appointment of the Commissioner's Joint (Neutral) Appointee; term to begin October 21, 2021 through November 30, 2023

Agenda Placement:

Action

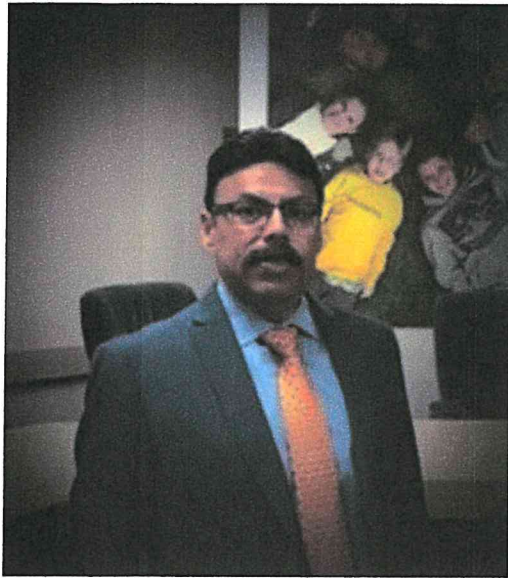
Background:

Pursuant to MUSD Personnel Commission Rule 2.1.3.3 appointment procedures and Education Section Codes 45245 – 45248:

1. At the September 16, 2021, the Personnel Commissioners gave direction to the Director of Classified Human Resources to conduct a two week recruitment from (9/17/2021 – 10/1/2021) for interested candidates to serve as the Commissioner's Joint (Neutral) Appointee.
2. The Director of Classified Human Resources conducted a recruitment by placing an ad in the Madera Tribune Newspaper and by sending out a Districtwide public announcement email.
3. The Personnel Commission received one application and on October 13, 2021, an interview was conducted by the Personnel Commissioners for the vacant Commissioner's Joint (Neutral) Appointee with David Hernandez.
4. A short biography of Mr. David Hernandez is included.

Recommendation:

The Commissioners may now open the Public Hearing for any comments on the decision to appoint David Hernandez as the Commissioner's Joint (Neutral) Appointee.



David Hernandez –After 22 years of service to MUSD and to the Community of Madera, Mr. Hernandez retired as Director of Family and Community Services.

Mr. Hernandez has a passion for helping and educating parents; he has over 35 years of experience overseeing successful award-winning parent engagement programs. One of David's most significant accomplishments was adding nine Parent Resource Centers designed to assist and support MUSD's overall mission and quality educational standards. Mr. Hernandez was instrumental in building partnerships with a host of community agencies, teachers, students, and parents to promote and maximize learning opportunities across the full spectrum of parent engagement.

Mr. Hernandez currently serves on the Board of Directors for the Madera Linkage Foundation. David was inducted into the Fresno State Teachers and Friends of Education Honor Wall for Exemplary Contributions in Support of Education, 2021. Mr. Hernandez has also received the following awards:

- Padrino Award in 2008, from the Organizacion en California de Lideres Campesinas, Inc.
- 20 Years of Service Award in 2005, Madera County Child Abuse Prevention Council
- Child Advocate of the Year in 1998, Madera County Child Abuse Prevention Council
- Distinguished Community Service Award in 1997, Hispanic Chamber of Commerce

David Hernandez has a Bachelor's Degree in Business Management from the University of Phoenix.



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: October 21, 2021

Agenda Item:

Consideration to vote on the appointment of David Hernandez to serve the remainder of a 3-year term as the Commissioner's Joint (Neutral) Appointee; term to begin October 21, 2021 through November 30, 2023

Agenda Placement:

Action

Background:

Following the public hearing for comments on the appointment of David Hernandez and Pursuant to MUSD Personnel Commission Rule 2.1.3.3 appointment procedures and Education Section Codes 45245 – 45248.

Recommendation:

It is recommended that Personnel Commission now vote on the appointment of David Hernandez to fill the remainder of a 3 year term as the Commissioner's Joint (Neutral) Appointee; remaining term to begin October 21, 2021 through November 30, 2023.



**MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
REGULAR MEETING
AGENDA ITEM COVER PAGE**

Meeting Date: October 21, 2021

Agenda Item:

Discuss and approve the extension of the following Open/Competitive and Promotional Eligibility Lists for: Office Assistant

Agenda Placement:

Action

Background:

The Eligibility List for:

- Office Assistant, Expired 08/13/2021

On October 12, 2021, the MUSD Board of Trustees took action to approve an additional 30 Office Assistant positions on a temporary basis for the 2021-2022 and 2022-2023 school years. This is due to the COVID regulations that have changed and the new testing requirements that have been added.

With these requirements, health staff and administrators' workload is no longer sustainable. Priorities have shifted due to the demand for testing students and staff in order to provide a safe and healthy school environment.

We have viable candidates remaining on both promotional and open/competitive lists. Therefore, in order to fill these positions on a timely manner; the PC Office would like to extend these eligibility lists until November 30, 2021. The PC Office will run a new recruitment following the expiration date.

Personnel Commission Rule 6.1.5 Duration of Eligibility Lists; An eligibility list shall be in effect for a period of six months or one year, unless otherwise determined by the Director of Classified Personnel, and may be extended for up to an additional year by the Commission.

Recommendation:

It is recommended that the Personnel Commission approve the extension the Office Assistant (Open/Competitive and Promotional) eligibility lists until November 30, 2021.



**MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

**REGULAR MEETING
AGENDA ITEM COVER PAGE**

Meeting Date: October 21, 2021

Agenda Item:

Discuss and approve Initial Salary Placement for Behavioral Health Clinician I

Agenda Placement:

Action

Background:

District administration has presented the Personnel Commission with a request for an initial salary placement for the candidate of Behavioral Health Clinician I. PC staff is requesting approval to place the candidate with an initial salary placement at Range 58, Step 4 (\$41.13 hourly) of the regular classified salary schedule.

The candidate has over 16 years of work experience in providing mental health services, social services and case management and counseling with children and families.

The following Personnel Commission Rules apply to this request:

PC Rules 8.2.1.1: Additional qualifying experience

PC Rule 8.2.1.3: Difficulty experience in the recruitment of candidates

PC Rule 8.2.1.4: Additional skills or qualifications of the candidate that makes him/her especially qualified for the position.

Recommendation:

It is recommended that the Personnel Commission approve the Initial Salary Placement for the Behavioral Health Clinician I at Range 58, Step 4 (\$41.13 hourly) of the classified salary schedule.

No attachments.



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: October 21, 2021

Agenda Item:

Presentation and Approval of the 2020-2021 Personnel Commission Annual Report

Agenda Placement:

Action

Background:

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

Attached is the annual report for the fiscal year July 1, 2020 - June 30, 2021. There is information available regarding the various areas of the Commission's responsibilities, activities, and recruitments. Last year we continued to experience a challenging year due to the COVID-19 Pandemic. However, the Commission continues to do great work to meet the needs of the District.

Recommendation:

It is recommended that the Personnel Commission approve the 2020-2021 Annual Report as presented and direct that it be sent to the Board of Trustees, as mandated.

Annual Report

2020-2021

Classified Conference Highlights “Don’t Stop Believing”



Letter from the Director

One of the joys of preparing an annual report is that it gives us the opportunity to look back and be thankful for all that has been accomplished. I would like to present you the Personnel Commission Annual Report for the fiscal year 2020-2021. The past fiscal year was filled with wonderful opportunities and many challenges due to the COVID-19 global pandemic. Adaptability and flexibility were the keywords being used as we adapted to the new normal. As we know, change brings new opportunities and I am happy to report that the Personnel Commission and the Madera Unified School District have embraced these new opportunities to enhance and improve our classified recruitment and selection processes. Thank you to all of our dedicated classified employees, Administrators, Commissioners and Board of Trustees for working together as a family and for staying focused with our district's mission and vision so that we can continue to serve our students.

This past October 2020 the MUSD Board of Trustees approved a two-year districtwide Classification and Compensation Study which will be completed in four phases. This study will review all classified job descriptions and will conduct a salary study in its final phase to ensure that our jobs stay competitive and that our classified employees continue to work within their classifications. We are currently in Phase II of the study and our classified employees continue to be excited about their participation in the study.

Over the last year, the Personnel Commission staff focused their efforts on recruitments and selections to fill many vacancies and created new job descriptions to meet the needs of the district during the COVID-19 pandemic. The creation of new jobs was an opportunity to hire new staff so that we can meet the demands for safety protocols within our schools.

Another big accomplishment is that the Classified Professional Development Committee (CPDC) along with the help of classified staff and administrators were able to put an amazing classified conference program. This marked the Second Annual 2021 Classified Conference "Don't Stop Believing" which was held virtually with a half-day program. The conference was a huge success with over 600+ classified employees in attendance along with an excellent student keynote speaker, virtual vendor fair and great workshops.

I would like to thank our Personnel Commissioners, Superintendent Lile, Board of Trustees and CSEA for their leadership during these difficult and challenging times. A special thank you to our Human Resource Department and our Personnel Commission Staff for their teamwork in ensuring that we continue to hire the best qualified classified employees in our district.

I sincerely hope that you enjoy reading our annual report.

Isabel Barreras

Director, Classified Human Resources

WHAT ARE THE "MERIT" PRINCIPLES?

The Merit System encompasses these basic principles and concepts:

- ♦ Hiring and promoting employees on the basis of ability as demonstrated by competitive examination.
- ♦ Providing for compensation
- ♦ Assuring fair treatment of all applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex or religious creed and with proper regard for their privacy and Constitutional rights as citizens.

PERSONNEL COMMISSIONERS

The Personnel Commission is composed of three individuals who must be registered voters, reside within the Madera Unified School District, and be "known adherents to the principles of the Merit System." One member of the Commission shall be appointed by the Board of Trustees, one member shall be appointed by the exclusive bargaining unit for classified employees, and the third member shall be appointed by the other two members of the Commission.

Chair Person



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

Commissioner



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

Commissioner



Bruce Koch, is the joint Commissioner and a resident of Madera for over 40 years. Mr. Koch was appointed to the Personnel Commission Board on December of 2012. Mr. Koch served as an Assistant Superintendent- Business & Personnel of the Madera County Office of Education, a Director of Business for Bakersfield College, a CFO of a medical non-profit, an Adjunct Business Instructor for FCC & Reedley, a CFP & Business Consultant and has been an organic raisin farmer for 40 years. Koch helped to establish the United Way of Madera, served as treasurer for several years and later as president. Koch and his wife Adelaide (Dellavalle) have been married for over 41 years; they have 4 adult children, all of whom are graduates of Madera High.

School District.





Special Thanks to Panel Members

The Personnel Commission and staff would like to wholeheartedly thank the numerous District employees and community members who assisted by serving as panel members on our interview teams. Your assistance is invaluable to the recruitment process and is greatly appreciated.

MEMBERSHIPS

- ◇ CODESP (Cooperative Organization for the Development of Employee Selection Procedures)
- ◇ California Public Employers Labor Relations Association (CALPELRA)
- ◇ California School Personnel Commissioners Association (CSPCA)
- ◇ ESkill Assessment Software
- ◇ Government Jobs (NEOGOV)

JOB FAIRS ATTENDED: 1

JOIN OUR TEAM



EXAMINATIONS

Number of Job Recruitments: 135
 Number of Job Bulletins: 82
 Number of Transfer Postings: 53
 Number of Supplemental Help: 5
 Number of Temporary Pools: 18
 Number of Applicants for Permanent Positions: 1226
 Number of Applicants Tested: 748

CERTIFICATIONS PROCESSED

Eligibility List Certified: 647
 Certified Hires: 168
 Reemployment List: 6
 Positions filled by Transfers: 16
 Positions filled by Promotion: 64

NEW CLASSIFICATIONS CREATED

Athletic Trainer
 Behavioral Health Clinician I
 Behavioral Health Supervisor
 Casas Technician
 Communications Copywriter
 Communications Technician
 Communications Technician Bilingual Spanish
 Custodial Supervisor
 Educational Information Systems Manager
 Information Security Analyst

Cont'd New Classifications:

Information Systems Technician
Information Systems Specialist II
Migrant Student Advocate (7-12)
Migrant Student and Family Support
Specialist
Network Support Specialist
Pool Maintenance Technician
School Office Technician
Student Mentor-Robotics
(Supplemental Help)
Transportation Operations Assistant
Videographer



Congratulations to
Karina Martinez—TJ Security
Officer for being awarded both
the
2021 Loretta Edwards Employee
of the Year Award!

Karina is a true Student Champion
who has made a difference to
MUSD.

2020 Service With Pride Honorees

35 Years of Service

Deidre Bishel
Mary Gonzales
Pamela Mendoza
Blanca Ultreras

Elizabeth Cruz
Marcia Lowry
Bertha Uribe
Connie Yrigollen

30 Years of Service

Esther Eledge
Edward Jones
Yvette Massey
Brenda Padilla
Daniel Salinas
Laura Stansell

Amanda Hoover
Shawn Lancaster
Rosa Navia Ramirez
David Potter
Kimberly Schultz

25 Years of Service

Brian Bennett
Maria Chaidez
Guadalupe Estrada
Rosalinda Lopez
Syria Obregon
David Rollins
Maria Zamora

Patti Bitter
Maria Elizondo
Hilda Garnica
Elizabeth Mares
Janie Puente
Frances Salinas

20 Years of Service

Henrietta Anaya
Terri Callahan
James Foster
Jean Goad
Gabriel Gonzalez
Adrienne Mosqueda
Sylvia Rodriguez
Carmen Rosario

Martha Bermudez
Steven Drell
Joanne Glantz
Sandra Gonzalez
Vicki Miller
Isabel Ornelas
Monica Romero
Rachel Schrantz

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

CONGRATULATIONS
TO OUR
CLASSIFIED RETIREES

Deidre Bishel

Juana Carranza

Steven Drell

Jesse Garza

Sandra Gonzales

Janet Linehan

Clifton Miller

Sharlet Petry

Veronica Rosel

Michael Tamberi

April Vandenberg

Janet Whitaker

Manuel Yniguez

Brenda Atkins

David Hernandez

Anna Maldonado

Gregoria Rodriguez

Joyce Tucker

Jaclynn Dover

Lydia Flores

Joanne Glantz

Shelly Huerta

Ruth Magallanes

Rosey Perreten

Hector Rivera

Darrel Smith

Celso Tovar

Arthur Villareal

Mark Woods

Maria Zamora

Wesley Brumley

Gladys Diebert

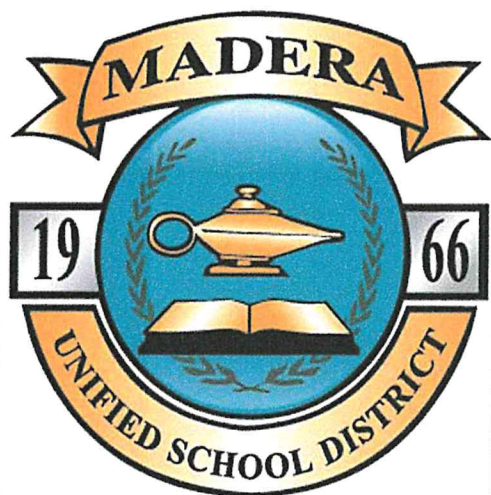
Vincent Rodriguez

Josie Zaragoza-Laizure



MEETINGS

The Personnel Commission ordinarily meets the third Thursday of each month or as approved. All meetings of the Personnel Commission are open to the public and are held at 4:30 p.m. at the Madera Unified District Office or virtually on Zoom. Meeting schedule, agenda and minutes are posted on the Madera Unified website – www.madera.k12.ca.us.



Personnel Commission Staff



Isabel Barreras
Director of Classified HR



Mary Siegl
Personnel Specialist Lead



Ana Perez
Personnel Specialist



Vicky Zamora
Personnel Technician

MUSD Personnel Commission

1902 Howard Road
Madera, CA 93637

559.675.4500 ph
559.675.1186 fax

www.madera.k12.ca.us