

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 Wednesday, December 15, 2021.

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

AGENDA
Regular Meeting
Thursday, December 16, 2021

4:30 PM Public Meeting

Join Zoom Meeting
<https://maderausd.zoom.us/j/84628782693>

Meeting ID: 846 2878 2693
One tap mobile
+16699009128 - 84628782693#

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. Appointment and Swearing in of CSEA Appointee – Fran Wheat**
- 3. Consideration of MUSD Personnel Commission Organization:**
 - 2022 Personnel Commission Officers; Chairperson, Vice-Chairperson, and Secretary

4. Adoption of Agenda

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

5. 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.

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 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, November 19, 2021, Regular Meeting
- B. Consideration and approval of Eligibility List/s for:
 - 1. Accounting Technician V-Open/Competitive & Promotional
 - 2. Child Welfare & Attendance Liaison-Open/ Competitive
 - 3. Custodian - Open/Competitive
 - 4. Child Nutrition Assistant I-Open/Competitive
 - 5. Child Nutrition Technician -Open/Competitive & Promotional
 - 6. HR Technician I/Spanish Bilingual Required-Open/Competitive
 - 7. Information Systems Specialist I-Open/ Competitive & Promotional
 - 8. Office Assistant- 2 year grant funded-Open/ Competitive & Promotional
 - 9. School Safety Officer/Part time (20 hours per week)-Open/ Competitive

7. New Business

- A. Discuss and approve the proposed new job class description for Parent Resource Center Assistant –Lead and Classified Salary Compensation Survey
- B. Consideration and Adoption of the 2022 Personnel Commission Regular Meeting Calendar

8. Information and Reports

- A. Presentation of the Classified Quarterly Employee Award 1st Quarter to Erika Agredano – Alpha Elementary-Parent Resource Center Assistant
- B. Director's Report
- C. Commissioner's Report

9. Next Regular Personnel Commission Meeting

Thursday, January 13, 2022 at 4:30 pm
Madera Unified School District Office – via Zoom
1902 Howard Road
Madera, California 93637

10. Suggested Future Agenda Items

11. Adjournment

Board Room Accessibility: The Madera Unified School District encourages those with disabilities to participate fully in the public meeting process. If you need a disability related modification or accommodation to participate in the public meeting, please 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: December 16, 2021

Agenda Item:

Consideration of MUSD Personnel Commission Organization: 2021-2022 Personnel Commission Officers; Chairperson, Vice-Chairperson, and Secretary.

Agenda Placement:

Action

Background:

As stated in Personnel Commission Rule 2.1.5, "At its first regularly scheduled meeting in December of each year, the Commission shall establish a rotation for members to serve as Chairperson and Vice-Chairperson for a period of one (1) year or until such time as their successors are duly elected. The rotation for Chairperson shall be a Commissioner whose term is set to expire the following year. The Vice-Chairperson should be the Commissioner whose term will expire one year after that of the Chairperson. The Commission at this same meeting shall appoint the Director of Personnel Classified Human Resources as Secretary to the Personnel Commission."

Recommendation:

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

1. Chairperson
2. Vice-Chairperson
3. Secretary



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: December 16, 2021

Agenda Item:

Consideration and approval of the Minutes from the Regular Meeting of November 18, 2021

Agenda Placement:

Consent

Background:

Approval of Minutes from the Regular Meeting of November 18, 2021.

Recommendation:

It is recommended that the Personnel Commission approve the Minutes from the Regular Meeting of November 18, 2021.

**Minutes Record of MUSD Personnel Commission Meeting
Regular Meeting held on Thursday, November 18, 2021 at 4:30 PM**

The Personnel Commission of the Madera Unified School District convened at their regular Board Meeting at the Madera Unified District –Board Room, 1902 Howard Road, Madera, California on Thursday, November 18, 2021 at 4:30 p.m.

Roll Call

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

Isabel Barreras, Director Classified Human Resources
Mary Siegl, Human Resources Specialist - Personnel Commission

Joseph Aiello, Assistant Superintendent, Human Resources
Elia Medina, Director of Community Services and Parent Resource Centers

Vicky Zamora, 1st Vice President CSEA

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 Janzen led the flag salute.

2. Adoption of Agenda

Director Barreras requested to remove the Human Resources Technician II extension – Item B under New Business on the agenda.

- It was moved by Commissioner Janzen and seconded by Commissioner Hernandez to approve the adoption of the agenda with the change to remove the extension of the Human Resources Technician II Eligibility List - Item B on the Agenda. MOTION NO. 15-2021/22.

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

3. Communications

- No comments were made.

4. Consent Agenda

- It was moved by Commissioner Janzen and seconded by Commissioner Hernandez to approve the Consent Agenda. MOTION NO. 16-2021/22.
Ayes: Commissioners: Janzen, Hernandez and Wheat
Noes: None
Absent: None
Abstained: None

5. New Business

A. Consideration to hold the Personnel Commission’s Board public meeting via teleconferencing in December 2021 to safeguard the health of attendees amid the emergency of the COVID-19 Pandemic

- Director Barreras shared that there will need to be a Special Meeting in January in order to fulfill the 30 day virtual meeting requirements per Assembly Bill 361. It was agreed that the Personnel Commission would follow the Board of Trustees’ public meeting practices and continue to meet on Zoom.
- It was moved by Commissioner Janzen and seconded by Commissioner Hernandez to approve to hold the December 2021 Personnel Commission meeting by teleconferencing. MOTION NO. 17-2021/22
Ayes: Commissioners: Janzen, Hernandez and Wheat
Noes: None
Absent: None
Abstained: None

B. Discuss and approve the extension of the Open Competitive and Promotional Eligibility list for Office Technician

- It was moved by Commissioner Janzen and seconded by Commissioner Hernandez to approve the extension of the Eligibility list for Office Technician until December 31, 2021. MOTION NO. 18-2021/22
Ayes: Commissioners: Janzen, Hernandez and Wheat
Noes: None
Absent: None
Abstained: None

C. Discuss and approve the revised job class description for Educational Information Systems Manager

- Director Barreras requested that changes be made to the sections of: knowledge, work experience and educational requirements for the Educational Information Systems Manager. Two recruitments were previously conducted in March and June/July of 2021 and the position was unable to be filled. The proposed revisions should attract more qualified candidates that are needed for this recruitment.
- It was moved by Commissioner Hernandez and seconded by Commissioner Janzen to approve the revisions to the Educational Information Systems Manager job description. MOTION NO. 19-2021/22, DOCUMENT NO. 05-2021/22

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

D. Discuss and approve the revised classified job description for Test Administrator (Supplemental Help)

- Director Barreras reported that as the District has increased the pay for substitute teachers, they are now struggling to find people to work in the Test Administrator position. In order to attract highly qualified candidates to assist with the District's required assessments. The District is requesting to increase the hourly rate of pay for the Test Administrator position from \$20 to \$32 per hour. The educational requirements will now require completion of a bachelor's degree. This position is non – contracted (seasonal) during the school year.
 - It was moved by Commissioner Janzen and seconded by Commissioner Hernandez to approve the revisions to the Test Administrator job description.
- MOTION NO. 20-2021/22, DOCUMENT NO. 06/2021/22

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

6. Information and Reports

A. Classification and Compensation Study Update

- Director Barreras provided an updated on the Classification and Compensation Study. Phase II started on May 4, 2021 and will conclude in December 2021 for the following departments;
 - Educational Support Instructional Services
 - Nutritional Services
 - Security Services
 - Student/Community Services
- The Library Media Technicians (LMTs) had new duties added to their position this school year. Because of this, the LMTs will be evaluated in Phase III of the Classification Study.
- Currently there are 521 incumbent employees in Phase II.
- The Personnel Commission Office received 103 questionnaires, approximately 20% of the incumbents in Phase II.
- 344 employees were invited to be interviewed for the Classification Study and 59 employees (approximately 17%) participated.
- 18 Supervisors were invited to the interviews and 14 Supervisors attended (approximately 75%).

B. Director's Report

- Director Barreras reported that the Personnel Commission recently held a job fair on November 9, 2021 from 8:30 am to 12:00 pm at the Madera Workforce

Assistance Center. Over 130 people attended the job fair. Staff was available to assist many who applied on the spot by using the Workforce Assistance Resource Room, where computers were available. To promote the event the Personnel Commission created a short video that was imbedded to the job fair announcement, held a live radio interview with Radio Bilingue, a Zoom TV interview with Arriba Valley and created banners and lawn signs that were placed in various locations throughout Madera. The job fair was featured on ABC 30 News and KSEE 24 News.

- The Board of Trustees recently approved 51 paraprofessional jobs; these are grant-funded positions for 3 years and the positions are offering health benefits. The Personnel Commission office did offer most of the part time Paraprofessionals who were interested in the opportunity to increase their hours and we are recruiting applicants to fill the remaining openings.
- During the Thanksgiving Break, the PC office is having the carpets replaced and will be relocating to the Boardroom temporarily.

C. Commissioner's Report

- Commissioner Hernandez reported he was very happy to see the Personnel Commission working together with the Madera Workforce Assistance Center.
- Commissioner Wheat wished Director Barreras and Staff a Happy Thanksgiving.

7. Next Regular Personnel Commission Meeting

- Thursday, December 16, 2021 at 4:30 pm
Madera Unified School District Office –Virtually through Zoom
1902 Howard Road
Madera, California 93637

8. Suggested Future Agenda Items

- No agenda items were mentioned.

9. Adjournment

- Commissioner Wheat adjourned the meeting at 5:02 pm.



Isabel Barrejas, Director of Classified HR

Date: November 19, 2021



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: December 16, 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. Accounting Technician V-Open/Competitive & Promotional
2. Child Welfare & Attendance Liaison-Open/ Competitive
3. Custodian - Open/Competitive
4. Child Nutrition Assistant I-Open/Competitive
5. Child Nutrition Technician -Open/Competitive & Promotional
6. HR Technician I/Spanish Bilingual Required-Open/Competitive
7. Information Systems Specialist I-Open/ Competitive & Promotional
8. Office Assistant- 2 year grant funded-Open/ Competitive & Promotional
9. School Safety Officer/Part time (20 hours per week)-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: December 16, 2021

Agenda Item:

Discuss and approve the new job class description and salary compensation recommendation for Parent Resource Center Assistant-Lead

Agenda Placement:

Action

Background:

District Administration has brought forward the request to strengthen the Parent Resource Center program and its functions by adding a single-position lead-level class to be filled through a competitive/promotional recruitment opportunity. The number of Parent Resource Centers and the growth in their target populations and services warrant a non-supervisory leadership position to maintain a cohesive orientation among all the site-based centers ensuring a similar level of quality and equity of services throughout the District. The general concept of a lead level class within a series is to coordinate and/or standardize workflow, work quality, program cohesion, and overall consistency in delivery and reporting of services.

No direct matches to this proposed new Madera class were found among the usual comparison districts, leaving it to consideration of internal relationships for establishing an initial salary range allocation recommendation. This is not surprising in view of the remarkable, initiative-taking effort being made at Madera to identify the numerous obstacles that can present to inhibit the success of this target population. These efforts go beyond the parent resource centers to create, globally, a web of services and support from the student advocate program, the child welfare and attendance program, the career center program, the migrant liaison program, and the community support program addressing the difficult issues surrounding substance abuse and gang violence.

An initial salary range allocation of SR 30 is recommended for the proposed new class of Parent Resource Center Assistant-Lead. In addition to the lead role for the various resource centers, this position will have its own responsibilities for organizing large, district-wide events and activities as well as supporting those being coordinated by an individual center at a site. This more wide-ranging scope warrants the suggested level. This allocation level should be revisited in connection with the overall assessment of salary allocations in the last phase of the current four-phase classification plan review currently underway. That final phase is currently projected for Fall 2022.

When the parent resource center program is successful there is a major positive effect on the successful outcome of student learning. Multiple centers and their staffs are located at a variety of different sites which requires significant effort for coordination. The establishment of this proposed new class and salary range allocation are anticipated to have a positive and significant effect on the program's success. This creates a career ladder pathway for promotional opportunities.

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

Recommendation:

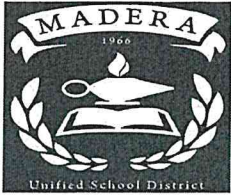
It is recommended that the Personnel Commission approve the new class and its recommended Salary Range allocations as presented in the table below:



**MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

<u>JOB CLASS TITLE</u>	<u>NEW OR REVISED</u>	<u>SALARY RANGE RECOMMENDATION</u>
Parent Resource Center Assistant – Lead	New	SR 30 on the 2021/2022 Classified Salary Schedule

Attachments: Job Class Descriptions: Parent Resource Center – Lead
Salary Compensation Survey Recommendation



CLASSIFIED
Job Class Description
 Equal Employment Opportunity

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

<u>NEW CLASS: PARENT RESOURCE CENTER ASSISTANT-LEAD</u>	
DEPARTMENT/SITE: Student and Family Support Services REPORTS TO: Director of Community Services and Parent Resource Centers	SALARY SCHEDULE: Classified Bargaining Unit SALARY RANGE: TBD WORK YEAR: 11 Months (211 Calendar) FLSA: Non-Exempt

PURPOSE STATEMENT:

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

DISTINGUISHING CHARACTERISTICS

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

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all 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 the Director of Community Services and Parent Resource Centers to identify relevant and effective educational sessions, workshops, and webinars for families, especially with the planning, preparation, and organization of the District's annual Parent Resource Center Conference.
- Attends community and partner meetings as needed.
- Conducts presentations on services and educational programs offered by Parent Resource Centers.
- Coordinates as needed any increases in the number of referrals and in the variety of services to which the Parent Resource Center Assistants can refer families of District students.
- Coordinates information and communication about training available to Parent Resource Center Assistants.
- Coordinates services with appropriate community groups.

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

- Coordinates the completion of special projects with Parent Resource Center Assistants.
- Maintains a Districtwide calendar that includes programming at all Parent Resource Center sites.
- May fill in at a Parent Resource Center as needed during peaks in workload or during temporary staff absences.
- Monitors completion and accuracy of programming and call center tracking sheets.
- Monitors quality assurance processes of the District's call center.
- Prepares exhibits, posters, and public display for presentations at meetings and events.
- Provides coordination, direction, and support to Parent Resource Center Assistants to develop parent education programming, outreach activities, projects as assigned.
- Serves as a liaison to expand wraparound and referral services, coordinating with partner agencies and the two school-based health centers and to outside agencies that offer family assistance resources.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

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

Skills and Abilities to:

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

RESPONSIBILITY:

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others. Utilization of some 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:

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

EXPERIENCE REQUIRED:

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

LICENSE(S) REQUIRED:

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

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District’s applicable proficiency exam for the job class, including bilingual proficiency exam, with a satisfactory score
- After 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 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

SURVEY FOR PARENT RESOURCE CENTER ASSISTANT - LEAD

<p>Madera USD (K-12) 21,148*</p>	<p>PARENT RESOURCE CENTER ASSISTANT - LEAD <i>(proposed class)</i></p>	<p>High school diploma and Associate degree with significant coursework in sociology, psychology, social work and/or community outreach. Two years of additional qualifying experience can substitute for the degree.</p>	<p>Three (3) years of progressively responsible experience in working with community and or social service organizations including lead or supervisory experience. Experience in a school district preferred.</p>	<p>CA Driver's License</p>	<p>Suggested: \$44,976 SR 30 Step 1</p>	<p>Suggested: \$56,898 SR 30 Step 7:</p>	<p>Suggested: \$20.83 - \$27.75</p>
<p>Central USD (K-12)15,841*</p>	<p>No match Related Community Liaison - Bilingual which does general outreach to parents SR 13 \$14,71 - \$17.06 Or remotely</p>	<p>High School + 1 yr. experience</p>	<p>4 yrs. college or BA sociology, psychology, human social welfare Experience dealing with needs and problems of clients</p>				
<p>Clovis USD (K-12)43,654*</p>	<p>No match Related: District Community Liaison SR 116 (12 steps) \$23.48 \$28.50 Class not described as lead level</p>	<p>High School and 1 yr. experience</p>					
<p>Fresno USD (K-12)73,381*</p>	<p>No Match Related: Home/School Liaison SR G29 \$17,1972 - \$20,9867</p>	<p>High School and 1 yr. experience in social program</p>					

SURVEY FOR PARENT RESOURCE CENTER ASSISTANT - LEAD

	<p>School/Community Liaison SR G35 \$19,9882 - \$24,2825 Community Relations Liaison SR G44 \$24,9587 - \$30,4655 There is no lead level</p>	<p>High school and 2 years increasingly responsible experience High school and 5 yrs. experience</p>					
<p>Merced City SD (K-8) 11,079 *</p>	<p>No match Related: Community Liaison – Bilingual at SR H \$17,19 - \$29,41 Hr. There is no lead level</p>	<p>High school, no experience stipulated</p>					
<p>Stockton USD (K-12) 47,679 *</p>	<p>No match Related: Parent Liaison CSEA 821 SR 54 \$29,48 - \$35,84 Social Work Assistant CSEA 821 SR 60 \$34,14 - \$41,39 Social Work Case Manager – Student Support Services CSEA 821 SR 62 \$35,84 - \$43,57 There is no lead level</p>	<p>BA social services or related and 2 years' experience Associate preferred, or NCLB compliant and 4years experience social work, psychology, related College graduation 4 yrs. plus 3 years' experience or combination</p>					
<p>² Visalia USD (K-12) 29,375 *</p>	<p>No match Closest related: District Liaison – Spanish SR 52 \$18,07 – \$23,06 Steps 1-6 Similar to Child Welfare and Attendance Liaison and Parent Resource Center Assistant There is no lead level.</p>	<p>Associate degree or equivalent with an emphasis in Information Systems, Computer Science, and/or Data Processing. Appropriate experience may be substituted for a degree on a 2:1 basis.</p>	<p>Three (3) years of increasingly responsible experience in the installation, configuration, maintenance and management of computer and network systems; two (2) years of supervisory or leadership experience.</p>	<p>Hold and maintain a valid California Driver License</p>	<p>\$85,399 Div. "X" Step 1 259 days on Mgt. Schedule</p>	<p>\$96,942 Div. "X" Step 5 259 days on Mgt. Schedule</p>	<p>41.22 – 46.79 13.59%</p>

SURVEY FOR PARENT RESOURCE CENTER ASSISTANT - LEAD

				AVERAGES:	No data available	No data available	No data available
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* NOTE: Enrollment numbers from <https://www.ed-data.org/> and from <https://www.soccd.edu/about/>

FOOTNOTE DETAILS REGARDING THE COMPARISON AGENCIES IN THE TABLE ABOVE:

Six (06) districts were surveyed for comparison in November/December in connection with salary allocation recommendations to the Commission for the *Parent Resource Coordinator - Lead*. These were the six districts that have been requested by Madera’s classified bargaining unit as the minimum array of districts to be surveyed in Phase 4 of the current classification and compensation review being conducted by EH&A:
Central USD, Clovis USD, Fresno USD, Merced City SD, Stockton USD, and Visalia USD



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: December 16, 2021

Agenda Item:

Consideration and Adoption of the 2022 Personnel Commission Regular Meeting Calendar.

Agenda Placement:

Action

Background:

The Personnel Commission will consider and adopt a calendar of meetings for the next year. Regular meetings of the Personnel Commission will be held on the 2nd or 3rd Thursday of each month. All meeting will begin at 4:30 p.m. in the MUSD Board Room at 1902 Howard Road, Madera, CA or via Zoom. The blue highlighted dates are considered for special meetings dates to comply with the AB361 mandate requirement of holding virtual zoom meetings. *The meeting dates and times are subject to change.*

Recommendation:

Proposed Meeting Dates
Thursday, January 13, 2022
Thursday, February 24, 2022
Thursday, March 24, 2022
Thursday, April 21, 2022
Thursday, May 19, 2022
Wednesday, June 16, 2022
Thursday, July 14, 2022
Thursday, August 11, 2022
Thursday, September 22, 2022
Thursday, October 20, 2022
Thursday, November 17, 2022
Thursday, December 8, 2022

2022 Personnel Commission Meeting Calendar

Regular Meetings held on the **highlighted** dates. Meeting dates and times are subject to change. **Blue** highlighted dates are Special Meetings held in compliance of AB 361.

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

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

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