

**Minute Record of MUSD Personnel Commission Meeting
Regular Meeting Held on Wednesday, August 17, 2016**

The Personnel Commission of the Madera Unified School District convened in a Regular Board Meeting in the District Boardroom, 1902 Howard Road, Madera, California on Wednesday August 17, 2016 at 5:00 p.m.

ROLL CALL

Philip Janzen, Personnel Commission Chair
Bruce Koch, Personnel Commission Vice-Chair, ABSENT
Lynn Cogdill, Personnel Commissioner,

Henry Perea, Director of Classified Human Resources
Mary Siegl, Human Resources Specialist, Personnel Commission
Sandra Edwards, Human Resources Specialist, Personnel Commission
Vicky Zamora, Office Technician, Personnel Commission

Adele Nikkel, Chief Financial Officer

Amanda Vela, 1st Vice President, CSEA

There were 4 other visitor/ district employees in attendance.
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1. CALL TO ORDER OF PUBLIC MEETING

Personnel Commissioner, Philip Janzen, called the meeting to order at 5:00 pm.

2. PLEDGE OF ALLEGIANCE, OPENING, AND ACKNOWLEDGEMENT OF VISITORS AND MEDIA,

Mary Siegl, Human Resources Specialist, led the pledge of allegiance. There were no members of the media present.

3. ADOPTION OF AGENDA

It was moved by Personnel Commissioner Philip Janzen and seconded by Commissioner Lynn Cogdill to adopt the agenda. MOTION NO. 04 - 2016/17

Ayes:	Commissioners Philip Janzen, Lynn Cogdill
Noes:	None
Absent:	Bruce Koch
Abstained:	None

4. COMMUNICATIONS

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No comments were made.

5. CONSENT AGENDA

It was moved by Personnel Commissioner Lynn Cogdill and seconded by Commissioner Philip Janzen to adopt the consent agenda. MOTION NO. 05 - 2016/17

Ayes: Commissioners Philip Janzen, Lynn Cogdill
Noes: None
Absent: Bruce Koch
Abstained: None

6. NEW BUSINESS

- A. Discuss and approve revised classified job description- Ag Farm Manager

Sandra Edwards, Human Resources Specialist, presented the change which would allow applicants 6 months to obtain a Qualified Applicator's License.

It was moved by Personnel Commissioner Lynn Cogdill and seconded by Commissioner Philip Janzen to approve the change to the Ag Farm Manager job description. MOTION NO. 06-2016/17, DOC. NO. 02-2016/17

Ayes: Commissioners Philip Janzen, Lynn Cogdill
Noes: None
Absent: Bruce Koch
Abstained: None

- B. Discuss and approve new classified job description – Position Control/ Payroll Technician I
Recommend salary rate: \$20.97-\$27.58 per hour

It was moved by Personnel Commissioner Philip Janzen and seconded by Commissioner Lynn Cogdill to approve the Position Control/Payroll Technician I job description. MOTION NO. 06-2016/17, DOC. NO. 02-2016/17

Ayes: Commissioners Philip Janzen, Lynn Cogdill
Noes: None
Absent: Bruce Koch
Abstained: None

- C. Discuss and approve revised confidential classified job description –

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Position Control/Payroll Technician II

Sandra Edwards, Human Resources Specialist, presented the job description.

Janet Pavlovich, Position Control, addressed the Commission stating that she has a lot of concerns regarding this job description and she will be meeting with the Chief of Financial Services and Chief of Human Resources on Friday. This job description will probably come back to the Commission.

Amanda Vela, CSEA 1st Vice President, stated that this position used to be a classified CSEA position and that there are current guidelines for the confidential class.

Henry Perea, Director of Classified Human Resources clarified that the position presented is in the confidential class and this is not being changed. There are other positions in the confidential class that may need to be looked at.

Adele Nikkel, Chief Financial Officer, stated that the definition of confidential is someone who prepares financial information and data which will be used for collective bargaining. This current position- Position Control/Payroll Technician II will always be a confidential position.

It was moved by Personnel Commissioner Philip Janzen to approve the Position Control/Payroll Technician II job description. Motion failed.

Ayes:	Commissioners Philip Janzen
Noes:	None
Absent:	Bruce Koch
Abstained:	Lynn Cogdill

E. Discuss and approve new classified job description – Student Advocate
Recommend salary rate: \$17.50 to \$22.89 per hour

Sandra Edwards, Human Resources Specialist, presented the job description.

Amanda Vela, CSEA 1st Vice President, stated that this job description was not given to CSEA for review. There are numerous job descriptions that are already created with similar duties. Family Liaison is a similar position as well as Community Support Specialist, Family Support Specialist, Migrant Liaison. The District just recently eliminated their Intervention Specialist positions which were certificated positions. It is frustrating that the District has the time and money to create new positions with similar job duties. The District should use the current positions created and bring back the Intervention Specialist positions to fill this need.

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Josie Zaraogsa, 2nd Vice President, inquired if this job description had been written for a specific employee in mind.

The Personnel Commission decided to table the approval of this position.

F. Designate FLSA status for Director of Performance Management and Internal Communications

Sandra Edwards, Human Resources Specialist, presented the change which designated the FLSA status as exempt.

It was moved by Personnel Commissioner Philip Janzen and seconded by Commissioner Lynn Cogdill to approve the change to the Director of Performance Management and Internal Communications job description.
MOTION NO. 08-2016/17, DOC. NO. 04-2016/17

Ayes:	Commissioners Philip Janzen, Lynn Cogdill
Noes:	None
Absent:	Bruce Koch
Abstained:	None

7. INFORMATION AND REPORTS

None were presented.

8. ADVANCE PLANNING

Next Meeting: Wednesday, September 21, 2016 at 5:00pm
Madera Unified School District Boardroom
1902 Howard Road
Madera, CA 93637

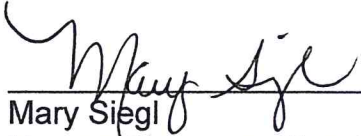
9. SUGGESTED FUTURE AGENDA ITEMS

Lynn Cogdill, Personnel Commission, stated that District Administration was given a break a month ago at the previous meeting. The Personnel Commission was supposed to receive the layoff list from Human Resources. Commissioner Cogdill would like to have it ready by September meeting.

10. ADJOURNMENT

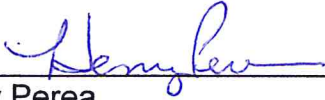
Commissioner Philip Janzen adjourned the Public Session at 5:21 p.m.

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Mary Siegl
Human Resources Specialist

Dated: August 8, 2016



Henry Perea
Director of Classified Human Resources