

**Minute Record of MUSD Personnel Commission Meeting
Regular Meeting Held on Monday, September 12, 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 Monday, September 12, 2016 at 5:00 p.m.

ROLL CALL

Philip Janzen, Personnel Commission Chair, ABSENT
Bruce Koch, Personnel Commission Vice-Chair,
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

Kent Albertson, Chief Human Resources Officer
Adele Nikkel, Chief Financial Officer

Amanda Vela, 1st Vice President, CSEA

There were 2 other visitor/ district employees in attendance.
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1. CALL TO ORDER OF PUBLIC MEETING

Personnel Commissioner, Lynn Cogdill , called the meeting to order at 5:00 pm.

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

Kent Albertson, Chief Human Resources Officer, led the pledge of allegiance.
There were no members of the media present.

3. ADOPTION OF AGENDA

It was moved by Personnel Commissioner Bruce Koch and seconded by
Commissioner Lynn Cogdill to adopt the agenda. MOTION NO. 09 - 2016/17

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

4. COMMUNICATIONS

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No comments were made.

5. CONSENT AGENDA

It was moved by Personnel Commissioner Bruce Koch and seconded by Commissioner Lynn Cogdill to adopt the consent agenda. MOTION NO. 10 - 2016/17

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

6. OLD BUSINESS

- A. Discuss and approve revised confidential classified job description – Position Control/Payroll Technician II

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

Adelle Nikkel, Chief Financial Officer, requested that the bullet point on the job description that states, “serves as lead to personnel in the Human Resource Department and Payroll Department,” be removed.

Janet Pavlovich, Position Control, stated that regarding the job title, she does not work in payroll and does not understand why the job title includes Payroll. She does nothing with payroll other than for budgeting purposes.

Adelle Nikkel, Chief Financial Officer, confirmed that currently the position does not perform accounting work and she agrees with changing the title of the job description to Position Control Technician.

Henry Perea, Director of Classified Human Resources, suggested that the title be changed on the proposed job description to Position Control Technician and that the title of the previously approved Position Control /Payroll Technician I be changed to Position Control/Payroll Technician.

It was moved by Personnel Commissioner Lynn Cogdill and seconded by Commissioner Philip Janzen to approve the job description – Position Control Technician and to change the title of the previous job description approved to Position Control/Payroll Technician. MOTION NO. 11-2016/17, DOC. NO. 05-2016/17, 06-2016/17

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

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

Sandra Edwards presented the job description

Amanda Vela, CSEA First Vice President, stated that CSEA met with District Administration and now has a better understanding of the Student Advocate position. CSEA agreed that the position should require a bachelor's degree since the pay level is higher.

It was moved by Personnel Commissioner Bruce Koch Janzen and seconded by Commissioner Lynn Cogdill to approve the Student Advocate job description.
MOTION NO. 12-2016/17, DOC. NO. 07-2016/17

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

7. NEW BUSINESS

- A. Discuss and approve new classified job description – Test Administrator
CELDT TESTING – Supplemental Help
Recommend salary rate \$20.24 – \$26.60 per hour

It was moved by Personnel Commissioner Bruce Koch Janzen and seconded by Commissioner Lynn Cogdill to approve the Test Administrator – CELDT TESTING job description. MOTION NO. 13-2016/17, DOC. NO. 08-2016/17

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

- B. Limit the number of candidates advancing to the oral examination for Secretary- Attendance position to the top 12 testing scores

Mary Siegl, Human Resources Specialist, reported that 48 qualified applications were received for the Secretary – Attendance position. Due to the large number

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of applicants and time constraints, the Commission would like to limit the number of applicants proceeding to the oral interview to the top 12 scores.

It was moved by Personnel Commissioner Bruce Koch Janzen and seconded by Commissioner Lynn Cogdill to limit the number of candidates advancing to the oral examination for Secretary- Attendance to the top 12 scores. MOTION NO. 14-2016/17, DOC. NO. 08-2016/17

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

7. INFORMATION AND REPORTS

Henry Perea, Director of Classified Human Resources, reported that the Human Resources Department is in the process of having classified employees come in and validate their hire dates on the seniority list.

Kent Albertson, Chief Human Resources Officer, stated that employees are verifying their hire date of the current position they are working in and their anniversary date, which is when the employee first started within the District.

Lynn Cogdill, Personnel Commissioner, expressed his concern regarding the fact that the employees who do not show up to Human Resources to verify their seniority date are waiving their rights. He recommended that the Human Resources department go out to the school sites and have the employees verify their seniority at their work sites.

Bruce Koch, Personnel Commissioner, stated that their needs to be some system in place to verify that every employee has an opportunity to view their seniority date.

Henry Perea, Director of Classified Human Resources, stated that if CSEA is in agreement with this process then not much can be done.

Dorothy Zaragosa, Office Technician, stated that she knows there are 3.5 hour Paraprofessionals that do not have District email accounts. She recommended that one person from each school site have employees verify the list.

Amanda Vela, 1st Vice President CSEA, stated that the verification had been handled at the sites in the past, but it was not very successful.

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8. ADVANCE PLANNING

Next Meeting: Wednesday, October 19, 2016 at 5:00pm
Madera Unified School District Boardroom
1902 Howard Road
Madera, CA 93637

9. SUGGESTED FUTURE AGENDA ITEMS

None were suggested

10. ADJOURNMENT

Commissioner Lynn Cogdill adjourned the Public Session at 5:43 p.m.

Mary Siegl
Human Resources Specialist

Dated: October 6, 2016

Henry Perea
Director of Classified Human Resources