

# **MADERA UNIFIED SCHOOL DISTRICT**

## **Personnel Commission Meeting AGENDA**

**Regular Meeting  
Thursday, November 1, 2018  
Madera Unified School District Workshop Room  
1902 Howard Road, Madera, CA 93637  
4:00 PM – Open Session**

**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**
  - A. 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, come to the podium and state your name and city of residence.
- 4. Consent Agenda**

Items listed under the consent agenda are considered to be 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 minutes from Wednesday, September 19, 2018, Regular Meeting.

B. Consideration and approval of Eligibility Lists for:

1. Custodian
2. Director of Transportation
3. Library Media Technician – High School
4. Office Assistant
5. Office Technician
6. Safety and Security Manager

**5. New Business**

- A. Discuss and approve revised classified job description for Mechanic Specialist
- B. Discuss and approve revised classified job description for Mechanic Technician
- C. Discuss and approve revised classified job description for Supervisor – Transportation
- D. Discuss and approve the 2017- 2018 Personnel Commission Annual Report
- E. Discuss and approve Initial Salary Placement for Paraprofessional – Music at Salary Range 11, Step 7, (\$18.14 hourly)

**6. Information and Reports**

- A. AB2160 Merit System Playground Supervisors “Noon Aides” Permanent Classified Employees, January 1, 2019
- B. Director’s Report
- C. Commissioner’s Report

**7. Next Regular Personnel Commission Meeting**

Wednesday, December 12, 2018 at 5:00 pm  
Madera Unified School District Office - Board Room  
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 295 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:** November 1, 2018

**Agenda Item:**

Consideration to Approve the Minutes of the Regular Meeting for September 19, 2018.

**Agenda Placement:**

Consent

**Background:**

Approval of Minutes from the Regular Meeting for September 19, 2018.

**Recommendation:**

It is recommended that the Personnel Commission approve the Minutes from the Regular Meeting for September 19, 2018.

**Minutes Record of MUSD Personnel Commission  
Regular Meeting held on Wednesday, September 19, 2018 at 5:00 PM**

The Personnel Commission of the Madera Unified School District convened at their regular Board Meeting in the Conference Room, 1902 Howard Road, Madera, California on Wednesday, September 19, 2018 at 5:00 PM.

**ROLL CALL**

Arlene Saucedo, Personnel Commission Chair  
Philip Janzen, Personnel Commission Vice-Chair, ABSENT  
Bruce Koch, Personnel Commissioner (arrived late)

**Personnel Commission Staff**

Isabel Barreras, Director of Classified Human Resources  
Sandra Edwards, Human Resources Specialist  
Mary Siegl, Human Resources Specialist

Linda Gonzalez, CSEA Labor Relations Officer

Kent Albertson, Chief Human Resources Officer

Other visitors attended.

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**1. CALL TO ORDER OF PUBLIC MEETING**

Personnel Commissioner Koch called the meeting to order at 5:00 PM. Director Saucedo led the flag salute. There were no members of the media present.

**2. ADOPTION OF AGENDA**

It was moved by Personnel Commissioner Saucedo and seconded by Commissioner Koch to adopt the agenda. MOTION NO. 09- 2018/2019

Ayes:	Commissioners Koch, Saucedo
Noes:	None
Absent:	Commissioner Janzen
Abstained:	None

**3. COMMUNICATIONS**

No public comments were made.

**4. ADOPTION OF CONSENT AGENDA**

It was moved by Personnel Commissioner Saucedo and seconded by Commissioner Koch to adopt the consent agenda. MOTION NO. 10-2018/2019

**Minutes Record of MUSD Personnel Commission**  
**Regular Meeting held on Wednesday, September 19, 2018 at 5:00 PM**

Ayes: Commissioners Koch, Saucedo  
Noes: None  
Absent: Commissioner Janzen  
Abstained: None

**5. OLD BUSINESS**

**A. Discuss and approval of Classified Seniority list.**

Director Barreras presented the seniority list. The list has been corrected and classified employees had the opportunity to review the list and view the corrections. Moving forward the Personnel Commission will maintain the Classified Seniority List.

It was moved by Personnel Commissioner Saucedo and seconded by Commissioner Koch to approve the classified seniority list. MOTION NO. 11-2018/2019, DOCUMENT NO. 05-2018/2019

Ayes: Commissioners Koch, Saucedo  
Noes: None  
Absent: Commissioner Janzen  
Abstained: None

**6. NEW BUSINESS**

**A. Discuss and approve new Classified Job Description –Group Exercise Instructor – Zumba (Supplemental Help) and Classified Supplemental Salary Recommendation**

Director Barreras presented the job description. This position will report to the Director of Parent Resource Center and Community Services.

It was moved by Personnel Commissioner Saucedo, seconded by Commissioner Koch to approve the new classified job description – Group Exercise Instructor- Zumba, and recommended salary range. MOTION NO.12-2018/2019 DOCUMENT NO. 06-2018/2019

Ayes: Commissioners Koch, Saucedo  
Noes: None  
Absent: Commissioner Janzen  
Abstained: None

**Minutes Record of MUSD Personnel Commission**  
**Regular Meeting held on Wednesday, September 19, 2018 at 5:00 PM**

**B. Discuss and approve new Classified Job Description – Child Care Provider (Supplemental Help) and Classified Supplemental Salary Recommendation**

Director Barreras presented the job description. This position will provide quality childcare and a safe environment for children while parents are receiving a variety of professional training on educational programs.

It was moved by Personnel Commissioner Saucedo and seconded by Commissioner Koch to approve the new classified job description – Child Care Provider (Supplemental Help) and recommended salary range. MOTION NO. 13-2018/19, DOCUMENT NO. 07- 2018/2019

Ayes: Commissioners Koch, Saucedo  
Noes: None  
Absent: Commissioner Janzen  
Abstained: None

**C. Discuss and approve the list of school districts and county schools to conduct a Classified Salary Comparison Survey for the following classifications, Child Nutrition, Custodian and Spanish Interpreter/Translator.**

Director Barreras presented the recommended School Districts and County Schools that both CSEA and Human Resources have agreed on to be utilized for the Classified Salary Comparison.

It was moved by Personnel Commissioner Saucedo and seconded by Commissioner Koch to approve the list of recommended School Districts and County Schools to be used in the Classified Salary Comparison Survey  
MOTION NO. 14-2018/2019

Ayes: Commissioners Bruce Koch, Saucedo  
Noes: None  
Absent: Commissioner Janzen  
Abstained: None

**D. Discuss and approve the extension of Eligibility List for Warehouse Assistant to expire on 1/18/2019**

Director Barreras explained that the Eligibility list had expired on 1/18/18, but she would like to extend the list for an additional year as allowed in the Personnel Commission rules.

It was moved by Personnel Commissioner Saucedo and seconded by

**Minutes Record of MUSD Personnel Commission  
Regular Meeting held on Wednesday, September 19, 2018 at 5:00 PM**

Commissioner Koch to approve the extension of the Eligibility list for Warehouse Assistant to expire on 1/18/2019.

MOTION NO. 15-2018/2019

Ayes:	Commissioners Bruce Koch, Saucedo
Noes:	None
Absent:	Commissioner Janzen
Abstained:	None

**7. INFORMATION AND REPORTS**

**A. Director's Report**

Director Barreras reported that the Commission Office is very busy with recruitments. The computer testing is scheduled for the beginning of October. The new Employee Orientation is scheduled for September 26, 2018 at 1:00 pm.

The PC Specialists attended the Title IX Investigations Workshop held by the Lozano Smith Law Firm on 9/11/18 as part of their professional development.

PC Staff will be attending the Madera Superintendent of Schools Job Fair on September 27, 2018.

**B. Commissioner's Report**

No reports presented.

**8. Next Regular Personnel Commission Meeting**

Wednesday, October 17, 2018 at 5:00 PM  
Madera Unified District Office – Board Room  
1902 Howard Road, Madera, CA 93637

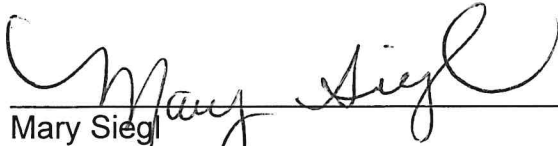
**9. Suggested Future Agenda Items**

No items were suggested.


**10. Adjournment**

**Commissioner Koch adjourned the Public Session at 5:20 PM.**

**Minutes Record of MUSD Personnel Commission**  
**Regular Meeting held on Wednesday, September 19, 2018 at 5:00 PM**

  
\_\_\_\_\_  
Mary Siegl  
Human Resources Specialist

Dated: October 18, 2018

  
\_\_\_\_\_  
Isabel Barreras  
Director of Classified Human Resources

Dated: October 18, 2018



## **MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

### **REGULAR MEETING AGENDA ITEM COVER PAGE**

**Meeting Date:** November 1, 2018

**Agenda Item:**

Consideration to Approve the Eligibility Lists for: Custodian, Office Assistant, Office Technician, Director of Transportation, Library Media Technician-High School, and Safety and Security Manager.

**Agenda Placement:**

Consent

**Background:**

Eligibility lists have 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. Custodian, 11-1-18
2. Office Assistant, 11-1-18
3. Office Technician, 11-1-18
4. Director of Transportation, 11-1-18
5. Library Media Technician-High School, 11-1-18
6. Safety and Security Manager, 11-1-18

**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:** November 1, 2018

**Agenda Item:**

Discuss and approve the revised classified job description for Mechanic Specialist.

**Agenda Placement:**

Action

**Background:**

The District administration brought forward some revisions to the job description for the Mechanic Specialist. Therefore, in reviewing the job description changes have been made in the areas of the Purpose Statement, Experience, Certificates, and Clearance. These changes will bring the job description up to date and will allow flexibility for the candidate who is hired to obtain their License/Certificates listed within the 12 months of appointment. These changes will also help in the recruitment process since we've struggled to recruit applicants.

**Recommendation:**

It is recommended that the Personnel Commission approve the revised classified job description of Mechanic Specialist as presented.

# **Madera Unified School District Classified Job Description**

## **Mechanic Specialist**

### **Purpose Statement**

The job of Mechanic Specialist was established for the purpose/s of providing support to the educational process with specific responsibility for mechanic services; inspections and preventive maintenance; identifying repair and/or replacement needs; performing journeyman level repairs; ensuring completion of projects in accordance with trade standards; providing information on the proper uses of equipment; assisting other mechanics and ensuring that tools and materials are available at job site.

This job reports to **Supervisor-Transportation Shop Supervisor**/Director of Transportation.

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### **Essential Functions**

- Assesses incidents, complaints, accidents and/or potential emergency situations for the purpose of resolving or recommending a resolution to the situation.
- Attends unit in-service and safety meetings for the purpose of conveying and/or gathering information required to perform job functions.
- Diagnoses vehicle malfunctions for the purpose of determining needed vehicle repairs and/or replacements.
- Fabricates parts for the purpose of providing items necessary for repairs.
- Inspects assigned vehicles (e.g. brake system, oil levels, coolant, tire pressure, wiper blades, fan belts, exterior and interior condition, etc.) for the purpose of ensuring that the vehicle is in a safe operating condition.
- Maintains own tools, shop tools, equipment and/or shop area for the purpose of ensuring the availability of tools and equipment, and safety within the workspace.
- Performs minor body work (e.g. front ends, fenders, frames, etc.) for the purpose of maintaining the appearance and safe operation of the vehicles.
- Performs routine vehicle maintenance program (e.g. oil change, tire rotation, break check, etc.) for the purpose of maintaining vehicles in a safe operating condition and meeting mandated requirements.
- Prepares written materials (e.g. work orders, etc.) for the purpose of documenting activities, providing written reference and meeting mandated requirements.
- Repairs vehicle systems and components, etc. (e.g. diesel/gasoline engines, transmissions, differentials, clutches, etc.) for the purpose of ensuring the availability of vehicles in safe operating condition.

- Responds to road calls regarding disabled vehicles for the purpose of performing emergency repair work in the field.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements:**

#### **Knowledge, Skills and Abilities**

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: methods of maintaining vehicles; methods of storage and removal of hazardous materials; and safety practices and procedures.

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating school buses and/or district vehicles; operating tools/equipment used in maintenance of vehicles; and preparing and maintaining accurate records.

ABILITY is required to schedule activities and/or meetings; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; and working with interruptions.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; significant climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under conditions with exposure to risk of injury and/or illness and in varying atmospheric conditions.

## Minimum Qualifications

Experience     ~~Five~~ **Three** years of journeyman experience in the repairs and maintenances of **heavy equipment** diesel and gasoline powered vehicles, **i.e. diesel trucks and/or buses, and CNG,** or **proof of** completion of accredited **diesel** mechanic program.

Education     High School diploma or equivalent.

~~Proof of satisfactory completion of an accredited diesel school program or must complete accredited diesel school program within one year from date of hire.~~

**Possession of, or ability and qualifications to obtain the Licenses/Certificates listed below within 12 months of appointment, and failure to do so will result in termination.**

### Required Testing

Pre-employment Proficiency Test  
Pre-employment Drug Screening  
Pre-employment Physical Exam

### Certificates

Valid Class A or B CDL  
Proof of satisfactory completion of a recognized diesel school or related classes (**preferred**)  
**Air Brake and Passenger Endorsements**  
**B**  
Current Medical Certificate  
~~Passenger Endorsement~~

### Continuing Educ./Training

None Specified

### Clearances

~~Criminal Justice~~ **DOJ/FBI**  
~~Fingerprint/Background~~ Clearance  
TB Clearance  
Physical Demands(F)

### FLSA Status

Non Exempt

### Approval Date

### Salary Range



## **MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

### **REGULAR MEETING AGENDA ITEM COVER PAGE**

**Meeting Date:** November 1, 2018

**Agenda Item:**

Discuss and approve the revised classified job description for Mechanic Technician.

**Agenda Placement:**

Action

**Background:**

The District administration brought forward some revisions to the job description for the Mechanic Technician. Therefore, in reviewing the job description changes have been made in the areas of the Purpose Statement, Experience, Education, Certificates, and Clearance. These changes will bring the job description up to date and will allow flexibility for the candidate who is hired to obtain their License/Certificates listed within the 12 months of appointment. These changes will also help in the recruitment process since we've struggled to recruit applicants.

**Recommendation:**

It is recommended that the Personnel Commission approve the revised classified job description of Mechanic Technician as presented.

# **Madera Unified School District Classified Job Description**

## **Mechanic Technician**

### **Purpose Statement**

The job of Mechanic Technician was established for the purpose/s of providing support to the educational process with specific responsibility for mechanic services; inspections and identifying repair and/or replacement needs; performing basic repairs and preventive maintenance; ensuring completion of projects in accordance with trade standards; providing information on the proper uses of equipment; assisting other mechanics and ensuring that tools and materials are available at job site.

This job reports to **Supervisor-Transportation** Shop ~~Supervisor~~/Director of Transportation.

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### **Essential Functions**

- Attends unit in-service and safety meetings for the purpose of conveying and/or gathering information required to perform job functions.
- Fabricates parts for the purpose of providing items necessary for repairs.
- Inspects assigned vehicles (e.g. brake system, oil levels, coolant, tire pressure, wiper blades, fan belts, exterior and interior condition, etc.) for the purpose of ensuring that the vehicle is in a safe operating condition.
- Maintains own tools, shop tools, equipment and/or shop area for the purpose of ensuring the availability of tools and equipment, and safety within the workspace.
- Performs minor body work (e.g. front ends, fenders, etc.) for the purpose of maintaining the appearance and safe operation of the vehicles.
- Performs routine vehicle maintenance program (e.g. oil change, tire rotation, break check, etc.) for the purpose of maintaining vehicles in a safe operating condition and meeting mandated requirements.
- Prepares written materials (e.g. work orders, etc.) for the purpose of documenting activities, providing written reference and meeting mandated requirements.
- Responds to road calls regarding disabled vehicles for the purpose of performing emergency repair work in the field.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements:**

### **Knowledge, Skills and Abilities**

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: methods of maintaining vehicles; methods of storage and removal of hazardous materials; and safety practices and procedures.

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating school buses and/or district vehicles; operating tools/equipment used in maintenance of vehicles; and preparing and maintaining accurate records.

ABILITY is required to schedule activities and/or meetings; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a wide variety of types of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; and working with interruptions.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; significant climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under conditions with exposure to risk of injury and/or illness and in varying atmospheric conditions.

### **Minimum Qualifications**

Experience One year of journeyman experience in the repairs and maintenances of heavy equipment diesel and gasoline powered vehicles, i.e. diesel trucks and/or buses, work experience as a mechanic or proof of successful completion of an accredited diesel mechanic automotive training school/ program.

Education      High School diploma or equivalent.

Possession of, or ability and qualifications to obtain the Licences/Certificates listed below within 12 months of appointment, and failure to do so will result in termination.

Required Testing

Pre-employment Proficiency Test  
Pre-employment Drug Screening  
Pre-employment Physical Exam

Certificates

Valid Class A or B CDL  
Proof of satisfactory completion of a recognized diesel school or related classes preferred  
Air Brake and Passenger Endorsements  
B  
Current Medical Certificate  
Passenger Endorsement

Continuing Educ./Training

Current Medical Certificate

Clearances

~~Criminal Justice~~ DOJ/FBI  
Fingerprint/Background Clearance  
TB Clearance  
Physical Demands(F)

FLSA Status

Non Exempt

Approval Date

Salary Range



## **MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

### **REGULAR MEETING AGENDA ITEM COVER PAGE**

**Meeting Date:** November 1, 2018

**Agenda Item:**

Discuss and approve the revised classified job description for Supervisor-Transportation Operations.

**Agenda Placement:**

Action

**Background:**

The District administration brought forward some revisions to the job description for the Supervisor-Transportation Operations. Therefore, in reviewing the job description changes have been made in the areas of Certificates and Clearance. These changes will bring the job description up to date and will allow flexibility for the candidate who is hired to obtain their License/Certificates listed within the 12 months of appointment. These changes will also help in the recruitment process since we've struggled to recruit applicants.

**Recommendation:**

It is recommended that the Personnel Commission approve the revised classified job description of Supervisor-Transportation Operations as presented.

# **Madera Unified School District Classified Job Description**

## **Supervisor-Transportation Operations**

### **Purpose Statement**

The job of Supervisor-Transportation Operations was established for the purpose/s of supervising student transportation services and activities; overseeing assigned personnel; providing information to others; and scheduling work assignments within established timeframes and standards.

This job reports to Director of Transportation.

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### **Essential Functions**

- Assesses incidents, complaints and/or accidents for the purpose of resolving or recommending a resolution to the situation.
- Conducts regular inspections for the purpose of ensuring work quality, performance and production, and assuring that staff performance is meeting established standards and expectations.
- Coordinates with district personnel for the purpose of implementing and maintaining services and/or programs.
- Maintains personnel records and other mandated information which is required for the purpose of meeting regulatory requirements.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Performs the functions of Dispatcher, Lead Mechanic and/or the Director in their absence for the purpose of maintaining adequate staffing and ensuring department/program outcomes are achieved.
- Prepares a variety of materials (e.g. reports, memos, letters, procedures, manuals, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Procures supplies, materials and parts for the purpose of ensuring availability of required items for transportation department.
- Provides behind the wheel and classroom training to school bus drivers for the purpose of evaluating and reviewing bus drivers' and applicants' job knowledge and complying with state requirements.
- Recommends policies, procedures and/or actions for the purpose of providing direction for meeting the district's goals and objectives.
- Responds to emergencies for the purpose of addressing immediate safety concerns.

- Responds to inquiries from a variety of internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Supervises and coordinates the transportation of students for the purpose of prioritizing project deadlines and ensuring optimal utilization of personnel.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements:**

#### **Knowledge, Skills and Abilities**

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: automobile and bus repair and maintenance; codes/laws/rules/regulations/policies governing transportation of students; requirements needed for bus driver's certificate; office equipment/software; and safety practices.

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: effective listening; guiding others; managing staff/performance; operating equipment; planning; supervision; and training.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communication with persons of diverse backgrounds/knowledge/skills; decision making; mechanical aptitude; meeting schedules/deadlines; and teamwork.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; and tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional 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 30% sitting, 40% walking, and 30% standing.

The job is performed under some temperature extremes and in a generally hazard free environment.

### **Minimum Qualifications**

**Experience** Three years of increasingly responsible experience in the field of transportation including experience in routing and dispatching, preferable supplemented by/ or including experience as a supervisor of transportations operations and/ or maintenance of a school transportation department.

**Education** High School diploma or equivalent.

Completion of an accredited program in one of the following areas; transportation management, business or public administration or a related field preferred.

Additional education, completion of 60 units of college can be substituted for up to 1 year of experience.

Possession of, or ability and qualifications to obtain the Certificates listed below within 12 months of appointment and failure to do so will result in termination.

### **Required Testing**

Pre-employment Proficiency Test

Pre-employment Physical exam

### **Certificates**

Valid Class B CDL with Bus Driver's Certificate with S and P endorsements

Ca. Dept. of Ed. School Bus Driver Instructor Certificate

Current Medical Certificate

~~CA Commercial Drivers Licenses with air brake & passenger endorsements~~  
~~CA Special Certificate~~

### **Continuing Educ./Training**

None Specified

### **Clearances**

~~Criminal Justice~~ DOJ/FBI  
Fingerprint/Background Clearance  
TB Clearance  
Physical Demands(F)

### **FLSA Status**

Non Exempt

### **Approval Date**

### **Salary Range**



## **MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

### **REGULAR MEETING AGENDA ITEM COVER PAGE**

**Meeting Date:** November 1, 2018

**Agenda Item:**

Discuss and Approve the 2017-2018 Personnel Commission Annual Report.

**Agenda Placement:**

Action

**Background:**

Education Code 45266 and Personnel Commission Rule 2.6 requires 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, 2017 - June 30, 2018. The report contains information on the various areas of Commission's responsibilities, activities, recruitments,

**Recommendation:**

It is recommended that the Personnel Commission approve the 2017-2018 Annual Report as presented and direct that it be sent to the Board of Trustees, as mandated.

# PERSONNEL COMMISSION



Annual Report  
Fiscal Year 2017—2018

Madera Unified School District

## 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.

### Chairperson



**Arlene Saucedo**, a resident of Madera for over 28 years, was appointed as the CSEA appointee to the Personnel Commission on March of 2017. Mrs. Saucedo has been involved in School Parent clubs, and anti-graffiti program and also has previously held offices on the CSEA leadership team. She currently holds the office of Pre Retirement Resource for CSEA. Mrs. Saucedo is a former classified Madera Unified employee who worked for the District for 27 years. She retired in 2016 and is enjoying spending time with her husband, Sergio, and her 15 grandchildren.

### Vice-Chair



**Philip Janzen** is the Board of Trustee's 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.

## 2018 Service With Pride Honorees

*Below is a list of Classified Employees who were recognized for their years of service to Madera Unified:*

### Retirees

John Arellano, Mary Armiento, Maria Cornier  
Rosemary Jimenez, Jeannette Lopez, Ruben Marquez  
Otilaia Meza, Reynaldo Mirelez, Otilia Morales,  
Theresa Murray, Jolene Palacios, Sergio Saucedo, and  
Robert Ward

### 40 Years of Service

Ernestina Pacho

### 35 Years of Service

Melinda Rodriguez

### 30 Years of Service

Loretta Arter, Carolyn Avila, Isabel Barreras  
Esperanza Cuevas, Norma Martinez, and Ronda Vaughn

### 25 Years of Service

Tina Arreazola, Tony Cardiel, Mary Cortez  
Sandra Downing, Ricardo Garcia, Sylvia Guzman  
Tarica Howard, Hazel Murphy, Carol Salcido, Deborah Taff  
Celso Tovar, Emelda Venegas, and Jennifer Weber

### 20 Years of Service

Kent Albertson, Mario Alvarez, Alfredo Barreras  
Theresa Brown, Chrisann Dominguez  
Jacklyn Dover, Maria Gonzalez-Barriga, Jessica Fitch,  
David Hernandez, Jason Hogue, Shelly Huerta, Cynthia Moreno-Procopio, Stefanie Schilling, Elizabeth Soto,  
Mark Talkington, Rebeca Valencia, April Vandenberg,  
Lisa Villanueva, and Christine Williams



### *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.*

## WHAT ARE "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.

## MEMBERSHIPS

- CODESP (Cooperative Organization for the Development of Employee Selection Procedures)
- California School Personnel Commissioners Association (CSPCA)
- Schools Personnel Commission of Northern California (NC SPCA)
- Western Region Intergovernmental Personnel Assessment Council (WRIPAC)
- Central California SHRM

JOB FAIRS ATTENDED: 4



## **EXAMINATIONS**

Number of Job Recruitments: 50

Number of Applications Received: 672

Number of Applicants Tested: 349

## **CERTIFICATIONS PROCESSED**

Eligibility List Certified: 325

Certified Hires: 181

Reemployment List: 0

Positions filled by transfer: 22

Positions filled by Promotion: 28

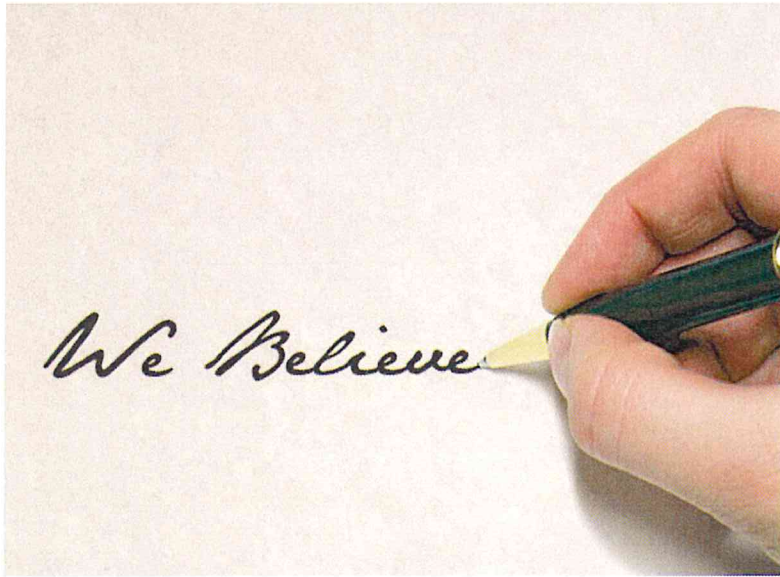
## **NEW CLASSIFICATIONS CREATED**

- Behavior Analyst
- Behavioral Health Supervisor
- Human Resources Specialist-Lead
- Human Resources Technician II
- Linkage Foundation Technician (Supplemental Help)
- Paraprofessional Math
- Paraprofessional Youth Care Facilitator (Supplemental Help)
- Safety and Security Manager
- Student Advocate-LCSP (Learning Communities for School Program)
- Technology Trainer

**JOIN  
OUR TEAM**

## MEETINGS

The Personnel Commission ordinarily meets the third Wednesday of each month or as approved. All meetings of the Personnel Commission are open to the public and are held at 5:00 p.m. in the Madera Unified School District Board Room. Meeting schedule, agenda and minutes are posted on the Madera Unified website – [www.madera.k12.ca.us](http://www.madera.k12.ca.us).



## PERSONNEL COMMISISON STAFF

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## **MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

### **REGULAR MEETING AGENDA ITEM COVER PAGE**

**Meeting Date:** November 1, 2018

**Agenda Item:**

Discuss and approve Initial Salary Placement for Paraprofessional-Music at Salary Range 11, Step 7 (\$18.14 hourly).

**Agenda Placement:**

Action

**Background:**

District administration has presented the Personnel Commission with a request to place the Paraprofessional-Music at Range 11, step 7 of the Classified Salary Schedule. The candidate hold a Bachelor's degree and teaching credential which far exceeds the minimum qualifications. The candidate has extensive experience as an accompanist of 30 years, and a piano instructor of both class piano and private lessons. Additionally, the candidate will be able to begin providing professional development to other staff across the district thus increasing staffs' ability to understand education data in an effort for continuous improvement processes.

Furthermore, it was a difficult recruitment process that started back on June 6, 2018 with very few applicants meeting the minimum qualifications and based on PC Rules 8.2.1.1: Additional qualifying experience and PC Rule 8.2.1.3: Difficulty experience in the recruitment of candidates.

**Recommendation:**

It is recommended that the Personnel Commission approve the Initial Salary Placement for the Paraprofessional-Music at Range 11, Step 7 (\$18.14 hourly) of the Classified Salary Schedule.



## **MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

### **REGULAR MEETING AGENDA ITEM COVER PAGE**

**Meeting Date:** November 1, 2018

**Agenda Item:**

AB2160 Merit System Playground Supervisors “Noon-Aides” Permanent Classified Employees, January 1, 2019

**Agenda Placement:**

Information and Reports

**Background:**

On September 18, 2018, AB 2160 was passed relating to “part-time playground positions” in school and community college districts that operate under the merit system. The bill takes effect on January 1, 2019, and all playground supervisors (also known as noon aides) employed by merit system districts as of that date will automatically become permanent classified employees.

AB 2160 does not preclude districts from requiring playground supervisors hired on or after January 1, 2019 to complete the customary classified employee probationary period before they become permanent. Selection and employment of playground supervisors on or after January 1, 2019 must comply with merit system statutes and rules.

Bargaining units are not automatically modified by the legislation. If the bargaining unit is a “wall to wall” unit representing all regular classified employees, playground supervisors would become part of the unit.

However, if the unit is not “wall to wall” and playground supervisors are not currently included as part of the unit, either the employees or the exclusive representative (e.g., CSEA) must seek to include them through the unit modification process.

**Recommendation:**

No Action needed.