

**Minute Record of MUSD Personnel Commission Meeting
Regular Meeting Held on Wednesday, March 18, 2015**

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, March 18, 2015 at 5:00 p.m.

ROLL CALL

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

Henry Perea, Director of Classified Human Resources
Mary Siegl, Human Resources Specialist, Personnel Commission
Sandra Edwards, Human Resources Specialist, Personnel Commission

Al Galvez, Madera Unified Board of Trustees
Maria Velarde- Garcia, Madera Unified Board of Trustees

Babatunde Ilori, Director of Performance Management
Steven Alexander, Director of Information and Technology
David Hernandez, Director of Community Services

Josie Zaragosa, CSEA 2nd Vice- President

There were 2 other visitors/ district employee 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,**

Phil Janzen, Personnel Commissioner, led the pledge of allegiance. There were no members of the media present.

3. Adoption of Agenda

Henry Perea, Director of Classified Human Resources, asked that a change be made to item 5C. The salary recommendation for Data Analyst has been changed to classified range 41.

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It was moved by Personnel Commissioner Philip Janzen seconded by Commissioner Bruce Koch to approve the agenda with the change to item 5C.
MOTION NO. 35-2014/15

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

4. COMMUNICATIONS

Josie Zaragosa, CSEA 2nd Vice- President, stated that CSEA has a concern over a position that went to the Board of Trustees on March 10, 2015 and was listed as other employment. The position is Examiner (high school equivalency) and these duties have been performed by classified employees in the past. CSEA would like clarification regarding if the Examiner position should be listed as classified or certificated.

Henry Perea, Director of Classified Human Resources, stated that he did communicate that with the Chief HR Officer regarding this position prior to it being approved by the Board of Trustees and he was told that the position was in the wrong place on the agenda. It was originally listed as classified employment and later moved to other employment on the Human Resources staffing list of March 10, 2015.

5. CONSENT AGENDA

It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Bruce Koch to adopt the consent agenda. MOTION NO. 36-2014/15

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

6. NEW BUSINESS

**A. Discuss and approve revisions to classified job description –
Network Administrator**

Sandra Edwards, Personnel Commission, presented the changes to the Commissioners which allow for those with an Associate's degree and CISCO certification or Microsoft certification to qualify for the position.

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Steven Alexander, Director of Information and Technology, discussed the proposed changes with the Commissioners.

Al Galvez, Board of Trustees, stated that he would like to see the process of getting these positions approved streamlined. The Network Administrator position had recently been approved by the Board of Trustees and now must come back again to the Board of Trustees for approval of the changes to the job description.

It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Bruce Koch to adopt the changes to the Network Administrator description. MOTION NO. 37-2014/15, DOCUMENT NO. 21-2014/15

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

B. Discuss and approve new classified job description – Parent Resource Center Assistant. Recommended salary range: Classified salary range 18

Sandra Edwards, Personnel Commission, presented the new job description, Parent Resource Center Assistant.

Henry Perea, Director of Classified Human Resources, stated that the requirement for a valid Driver's license should be change to may be required.

It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Lynn Cogdill to approve the Parent Resource Center Assistant job description and salary recommendation and to also change the driver's license requirement to may be required. MOTION NO. 38-2014/15, DOCUMENT NO. 22-2014/15

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

C. Discuss and approve new classified job description – Data Analyst. Recommend salary range: Classified Salary Range 41

Henry Perea, Director of Classified Human Resources, stated that this new position will be cross trained with the current Data Technician, but this position will also be writing Standard Operation Procedures for various District programs.

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It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Lynn Cogdill to approve the Data Analyst job description and to recommend classified salary range 41. MOTION NO. 39-2014/15, DOCUMENT NO. 23-2014/15

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

8. INFORMATION AND REPORTS

Henry Perea, Director of Classified Human Resources, stated that the job of Noon Aide is one of the positions that falls outside of the classified employment definition. There was recently a question regarding the requirement of a valid California driver's license on the Noon Aide job description. Due to current ADA laws, unless the position requires driving as a job duty, the Driver's license should not be required. The Personnel Commission will be updating all the job descriptions to state that a valid California Driver's license may be required.

Henry Perea, Director of Classified Human Resources, reported that the meeting with the Board of Trustees and Personnel Commission is looking at being scheduled in May 2015.

9. ANNOUNCEMENTS

Lynn Cogdill, Personnel Commissioner, reported that he had attended the CSPCA Annual conference and had learned some beneficial information and will attend the Merit Academy in Santa Barbara this month.

10. ADVANCE PLANNING

The next Personnel Commission meeting will be scheduled for Wednesday, April 19, 2015 at 5:00 pm.

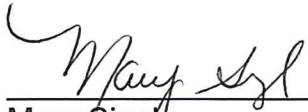
10. SUGGESTED FUTURE AGENDA ITEMS

Lynn Cogdill, Personnel Commissioner, asked that an update on the salary comparisons with other school districts be provided at the next Personnel Commission meeting.

11. ADJOURNMENT

Commission Lynn Cogdill adjourned the Public Session at 5:34 p.m.

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Mary Siegl
Human Resources Specialist

Dated: March 20, 2015



Henry Perea
Director of Classified Human Resources