

**Minute Record of MUSD Personnel Commission Meeting
Regular Meeting Held on Wednesday, February 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, February 17, 2016 at 5:00 p.m.

ROLL CALL

Philip Janzen, Personnel Commission Chair
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
Vicky Zamora, Office Technician, Personnel Commission

Edward González, Superintendent
Kent Albertson, Chief Human Resources Officer

Josie Zaragosa, CSEA Vice President

There were 5 other visitor/ district employee 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,**

Personnel Commissioner, Bruce Koch, led the pledge of allegiance. There were no members of the media present.

3. ADOPTION OF AGENDA

Mary Siegl, Human Resources Specialist, asked the Commissioners if Item C, discuss and approve modification to Supervisor – Transportation Shop job description, could be added to the agenda? It had just come to the attention of the Personnel Commission that there were no qualified candidates that had the required certification for the position. By revisiting the job description, there would be qualified candidates and the recruitment would be able to move forward.

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It was moved by Personnel Commissioner Philip Janzen and seconded by Commissioner Bruce Koch to adopt Item C under New Business on the agenda.
MOTION NO. 42 -2015/16

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

It was moved by Personnel Commissioner Bruce Koch and seconded by Commissioner Lynn Cogdill to adopt the agenda. MOTION NO. 43 -2015/16

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

4. COMMUNICATIONS

Superintendent Ed González spoke regarding the Multi-Lingual Student Services Liaison position. He stated that the Board of Trustees expressed an interest in creating a position to support the Indigenous people in Madera, many who speak Mixteco. The position was originally titled Indigenous Support Specialist and also required speaking Spanish and English, as well as one indigenous language. A job description was developed and the job title was changed by the Personnel Commission to Multi Lingual Student Services Liaison. The position was approved by the Board of Trustees but no recruitment was done initially. In the meantime Timoteo Mendoza, a Madera Unified employee, has sent legal correspondence as to Superintendent as to why the position was not recruited for. I have discussed the situation with Director Perea and we now have a path forward for this position.

I know that there is speculation that this job is intended for someone, unless someone has reemployment rights to the job, we are going to go through our normal recruitment process. There is not a specific individual being recruited for this position.

Henry Perea, Director of Classified Personnel, stated he has to be in a position to defend the language requirement for the position. In this case, there is not a 15 percent threshold to defend requiring the Mixteco language for this position as stated in Ed Code. If the District wants to disregard the requirement, the Personnel Commission will move forward and deal with the aftermath that may occur by requiring the Mixteco language. The problem here is this job

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appears to be created for someone and that is not what the Merit system is designed for.

Josie Zaragosa, CSEA Vice President, stated that CSEA has been communicating with Mr. Mendoza for the past 3 months regarding this position. Mr. Mendoza stated that this position had been promised to him. CSEA agrees that if the Personnel Commission moves forward with the position, it should be a Family Liaison job description.

5. CONSENT AGENDA

It was moved by Personnel Commissioner Bruce Koch and seconded by Commissioner Lynn Cogdill to adopt the consent agenda. MOTION NO. 44-2015/16

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

6. NEW BUSINESS

A. Discuss and Approve Classified Salary Survey

Sandra Edwards, Human Resources Specialist presented the salary survey.

No public comments were made.

It was moved by Personnel Commissioner Bruce Koch and seconded by Commissioner Lynn Cogdill to approve the classified salary survey. MOTION NO. 45-2015/16

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

B. Discuss and approve revised classified job description – Mechanic Specialist

It was discussed that in order to increase the applicant pool, the job description for Mechanic Specialist would be revised to allow for one year to complete the required diesel school certification.

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It was moved by Personnel Commissioner Bruce Koch and seconded by Commissioner Lynn Cogdill to approve the revised job description –Mechanic Specialist. MOTION NO. 46-2015/16, DOCUMENT NO. 26-2015/16

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

C. Discuss and approve modification to Supervisor Transportation Shop job description

In order to broaden the recruitment pool, it was requested that the required ASE certification be removed from the job description.

It was moved by Personnel Commissioner Bruce Koch and seconded by Commissioner Lynn Cogdill to approve the modification to the Supervisor – Transportation Shop job description. MOTION NO. 47-2015/16, DOCUMENT NO. 27-2015/16

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

7. ADVANCE PLANNING

Due to a scheduling conflict, it was decided the March meeting would be cancelled and the April meeting would be moved to April 6, 2016 at 5:00 pm.

8. SUGGESTED FUTURE AGENDA ITEMS

It was suggested that a follow up be made regarding the status of the Multi Lingual Student Services Liaison position.

9. ADJOURNMENT

Commissioner Philip Janzen adjourned the Public Session at 6:01 p.m.

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Mary Siegl
Human Resources Specialist

Dated: March 23, 2016



Henry Perea
Director of Classified Human Resources