

**Minute Record of MUSD Personnel Commission Meeting
Special Meeting Held on Monday, April 10, 2017 at 4:00 pm**

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, April 10, 2017 at 4:00 p.m.

ROLL CALL

Bruce Koch, Personnel Commission Chair
Arlene Saucedo, Personnel Commission Vice - Chair
Philip Janzen, Personnel Commissioner

Sandra Edwards, Human Resources Specialist, Personnel Commission
Mary Siegl, Human Resources Specialist, Personnel Commission
Vicky Zamora, Office Technician, Personnel Commission

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

There were no other visitors/ district employees in attendance.
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1. CALL TO ORDER OF PUBLIC MEETING

Personnel Commissioner, Bruce Koch, called the meeting to order at 4:00 pm. Commission Philip Janzen, led the pledge of allegiance. There were no members of the media present.

2. ADOPTION OF AGENDA

It was moved by Personnel Commissioner Philip Janzen and seconded by Commissioner Arlene Saucedo to adopt the agenda. MOTION NO. 34 - 2016/17

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

3. COMMUNICATIONS

No comments were made.

4. OLD BUSINESS

A. Approve revised classified job description – Director – Classified Human Resources

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Consultant, Henry Perea of Perea Consultant Services (PCS), presented the revised job description to the Commissioners. According to Perea, based on the proposed budget for 2017-2018, funds would be available to hire a new Director at 65%, which would allow for 5.2 hours per day. Moving forward with the revised job description, we will request that the Board of Trustees approve the amended job description and open the recruitment upon their final approval.

Kent Albertson, Chief Human Resources Officer, stated that the District supports the changes to the job description, in addition to being able to operate within the proposed budget. Albertson also stated that his office will work on securing signatures from employees that haven't signed off to verify their seniority date.

Commissioner Koch, expressed concerns on whether or not the seniority list will be a legit hiring list if all of the details weren't listed and also stated the importance of the list being accurate.

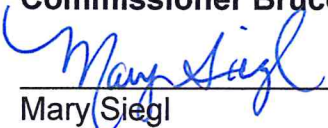
Vicky Zamora, CSEA Executive Board Member, stated that CSEA approves of the changes made in the revised job description.

It was moved by Personnel Commissioner Arlene Saucedo and seconded by Commissioner Philip Janzen to approve the amended job description Director of Classified Human Resources. MOTION NO. 35 - 2016/17, DOCUMENT NO.23-2016/17

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


6. ADJOURNMENT

Commissioner Bruce Koch adjourned the Public Session at 4:16 p.m.



Mary Siegl
Human Resources Specialist

Dated: April 11, 2017



Sandra Edwards
Human Resources Specialist

Dated: April 11, 2017