

Minutes Record of MUSD Personnel Commission
Regular Meeting held on Monday, September 25, 2017 at 5:00 pm

The Personnel Commission of the Madera Unified School District convened at their regular Board Meeting in the Teacher Workshop room, 1902 Howard Road, Madera, California on Monday, September 25, 2017 at 5:00 p.m.

ROLL CALL

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

Personnel Commission Staff

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

Kent Albertson, Chief HR Officer

Amanda Vela, CSEA President
Josie Zaragosa, CSEA 1st Vice President

There were 4 other visitors in attendance.
.....

1. CALL TO ORDER OF PUBLIC MEETING

Personnel Commissioner Koch, called the meeting to order at 5:00 pm. Commission Saucedo, led the pledge of allegiance. There were no members of the media present. Commissioner Janzen was absent for the meeting.

2. ADOPTION OF AGENDA

It was moved by Personnel Commissioner Saucedo and seconded by Commissioner Bruce Koch to adopt the agenda. MOTION NO. 06 - 2017/18

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

3. COMMUNICATIONS

Amanda Vela, CSEA President, introduced herself to the Commission as the new CSEA President. She stated that she did not get a chance to meet with the Director of Classified Human Resources prior to this Personnel Commission

**Minutes Record of MUSD Personnel Commission
Regular Meeting held on Monday, September 25, 2017 at 5:00 pm**

meeting, but will be meeting prior to the next meeting. Future meetings with the Director of Classified Human Resources will also include the CSEA 1st Vice President.

4. ADOPTION OF CONSENT AGENDA

It was moved by Personnel Commissioner Saucedo and seconded by Commissioner Bruce Koch to adopt the consent agenda. MOTION NO. 07 - 2017/18

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

5. OLD BUSINESS

**A. Discuss and approve revised Classified Management job description
Director - Community Services and Parent Resource Centers (PRC)**

Director Barreras, presented the job description. It was amended to include the qualification to have the ability to communicate in Spanish orally and in writing.

It was moved by Personnel Commissioner Arlene Saucedo and seconded by Commissioner Bruce Koch to approve the amended job description Director of Community Services and Parent Resource Centers (PRC) MOTION NO. 08 - 2017/18, DOCUMENT NO. 04-2017/18

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

6. NEW BUSINESS

**A. Discuss and approve the Online Services Agreement between
(NEOGOV) Government Jobs.com, Inc. and Madera Unified School
District/Personnel Commission to provide Insight Enterprise Edition (IN)
License for job posting subscription.**

Director Barreras discussed the benefits of implementing the new NEOGOV applicant tracking system. The Personnel Commission will be able to go

Minutes Record of MUSD Personnel Commission
Regular Meeting held on Monday, September 25, 2017 at 5:00 pm

paperless and it will improve the efficiency of the department. The Personnel Commission will establish a timeline to provide training to PC Staff, district administration, school site staff, and to inform classified employees of the new system. Barreras indicated that the Personnel Commission office would purchase a few laptops to assist those who don't have access to apply online so that no one will be left behind.

Vicky Zamora, CSEA Executive Board Member, stated her concerns that implementing the new NEO GOV system is a major decision that should be considered by CSEA members. Not all classified employees are able to complete online applications.

Jose Zaragosa, CSEA 1st Vice President, stated that she did not understand why the Personnel Commission was switching to the new NEO GOV system, as the current system is working fine. CSEA has received many phone calls from employees that are concerned regarding the new system and the fact that paper applications will no longer be accepted. CSEA requests that this issue be tabled until after unit members have been polled regarding this issue and they have had an opportunity to meet with the new Director to discuss.

Amanda Vela, CSEA President, stated that she understands there are concerns but after discussing with CSEA leadership the implementation of the NEO GOV system is not a negotiable item. Vela would be willing to discuss the new system at an upcoming CSEA meeting with membership.

It was moved by Personnel Commissioner Arlene Saucedo and seconded by Commissioner Bruce Koch to approve the Online Services Agreement between (NEOGOV) Government Job.com, Inc., and Madera Unified School District/Personnel Commission to provide Insight Enterprise Edition (IN) License for job posting subscription MOTION NO. 9-2017/18, DOCUMENT NO. 05-2017/18

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

B. Announce intention to reappoint Commissioner Bruce Koch to a 3 year term as the Commissioners' Joint Appointment. Term to begin December 1, 2017

It was discussed that Commissioner Bruce Koch is willing to serve an additional term as the Joint Appointee to the Commission. A public hearing will be held on this matter at the November meeting

Minutes Record of MUSD Personnel Commission
Regular Meeting held on Monday, September 25, 2017 at 5:00 pm

C. Discuss and approve new Classified job description Paraprofessional Math and Classified Salary Recommendation

It was moved by Personnel Commissioner Arlene Saucedo and seconded by Commissioner Bruce Koch to approve the new classified job description Paraprofessional – Math MOTION NO. 10 - 2017/18, DOCUMENT NO. 06-2017/18

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

D. Discuss and approve new Classified Supervisory job description – Behavioral Health Supervisor and Classified Supervisory Salary Recommendation

It was moved by Personnel Commissioner Arlene Saucedo and seconded by Commissioner Bruce Koch to approve the new classified job description Behavioral Health Supervisor and Classified Supervisory Salary Recommendation MOTION NO. 11 - 2017/18, DOCUMENT NO. 07-2017/18

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

E. Discuss and approve new Classified Job description- Behavioral Health Clinician and Classified Salary Recommendation

It was moved by Personnel Commissioner Arlene Saucedo and seconded by Commissioner Bruce Koch to approve the new classified job description Behavioral Health Clinician and Classified Salary Recommendation MOTION NO. 12 - 2017/18, DOCUMENT NO. 08-2017/18

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

F. Discuss and approve revised classified job description – Maintenance Journeymen

It was moved by Personnel Commissioner Arlene Saucedo and seconded by Commissioner Bruce Koch to approve the changes to the minimum qualifications

Minutes Record of MUSD Personnel Commission
Regular Meeting held on Monday, September 25, 2017 at 5:00 pm

on the current classified job description Maintenance Journeymen. MOTION NO. 13 - 2017/18, DOCUMENT NO. 09-2017/18

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

G. Discuss and approve reporting structure changes to the following Classified Management job descriptions that report to the Deputy Superintendent:

- a. Director – Child Nutrition
- b. Director – Facilities Planning/Construction Management
- c. Director – Information & Technology Support
- d. Director - Maintenance and Operations
- e. Director - Purchasing
- f. Director – Transportation

It was moved by Personnel Commissioner Arlene Saucedo and seconded by Commissioner Bruce Koch to approve the changes to the reporting structure changes to the classified management job descriptions that report to the Deputy Superintendent MOTION NO. 14 - 2017/18, DOCUMENT NO. (10-2017/18 through 15-2017/18)

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

H. Discuss and approve reporting structure changes to the following Classified job descriptions that report to the Chief Financial Officer:

- a. Accounting Technician I
- b. Accounting Technician II
- c. Accounting Technician III
- d. Accounting Technician V
- e. Budget Account Analyst
- f. Lead Budget Accounting Analyst
- g. Payroll Accounting Specialist - Lead

It was moved by Personnel Commissioner Arlene Saucedo and seconded by Commissioner Bruce Koch to approve the changes to the classified job descriptions that report to the Chief Financial Officer. MOTION NO. 15 - 2017/18, DOCUMENT NO. (16-2017/18 through 22-2017/18)

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

Minutes Record of MUSD Personnel Commission
Regular Meeting held on Monday, September 25, 2017 at 5:00 pm

Abstained: None

I. Discuss and approve reporting structure changes to the following Classified job descriptions that report to the Executive Director of Accountability and Communication:

- a. Data Analyst
- b. Data Technician
- c. Communications Assistant
- d. Research Evaluation and Assessment Analyst
- e. Software Developer

It was moved by Personnel Commissioner Arlene Saucedo and seconded by Commissioner Bruce Koch to approve the changes to the classified job descriptions that report to the Executive Director of Accountability and Communication. MOTION NO. 16 - 2017/18, DOCUMENT NO. (23-2017/18 through 27-2017/18)

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

6. INFORMATION AND REPORTS

A. Director's Report

Director Barreras reported that it has been a very busy month for the Personnel Commission office. Director Barreras and Staff presented information about the Personnel Commission to new employees at the first Employee Orientation, which was held on August 31, 2017. The Personnel Commission staff will be attending the Madera County Office of Education Job Fair on Wednesday, September 20, 2017. Also, Staff will be attending a ribbon cutting ceremony for the opening of Virginia Lee Rose Elementary School. The next Employee Orientation is scheduled for October 5, 2017 at 1:00 pm. Commissioners are welcome to attend these events.

Director Barreras will be reviewing Personnel Commission Duties vs. Board responsibilities. She will be serving as a panelist on the CSPCA Directors' panel at the next CSPCA conference and also will be having monthly meetings with Superintendent Lile.

B. Commissioners' Report

Commissioner Koch stated that there will be an annual CSPCA conference coming up February next year. Commissioner Saucedo will be attending the next Merit Academy.

Minutes Record of MUSD Personnel Commission
Regular Meeting held on Monday, September 25, 2017 at 5:00 pm

7. Next Regular Personnel Commission Meeting

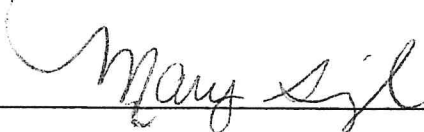
Wednesday, October 18, 2017 at 5:00 pm
Madera Unified District Office – Board Room
1902 Howard Road, Madera, CA 93637

8. Future Agenda Items

None were suggested

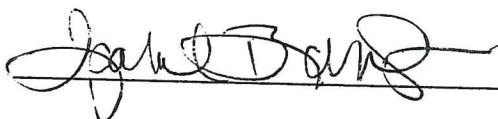
9. Adjournment

Commissioner Bruce Koch adjourned the Public Session at 6:01 p.m.



Dated: October 6, 2017

Mary Siegl
Human Resources Specialist



Dated: October 10, 2017

Isabel Barreras
Director of Classified Human Resources