

**Minutes Record of MUSD Personnel Commission**  
**Regular Meeting held on Wednesday, October 18, 2017 at 5:00 PM**

The Personnel Commission of the Madera Unified School District convened at their regular Board Meeting in the Board Room, 1902 Howard Road, Madera, California on Wednesday, October 18, 2017 at 5:00 PM.

**ROLL CALL**

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

**Personnel Commission Staff**

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

Ana Maldonado, Human Resources Manager

Amanda Vela, CSEA President

There were other visitors in attendance.  
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**1. CALL TO ORDER OF PUBLIC MEETING**

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

**2. ADOPTION OF AGENDA**

It was moved by Personnel Commissioner Janzen and seconded by Commissioner Saucedo to adopt the agenda. MOTION NO. 17 - 2017/18

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

**3. COMMUNICATIONS**

**Francisco Garcia, Madera, CA** discussed his concerns regarding the hiring process followed in a recent Grounds II recruitment. Mr. Garcia tested for Grounds Person II and was the only internal candidate that passed the testing, but he was told by the Personnel Commission office that 3 candidates must be

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certified in order for interviews to take place. The position was opened to the public and three candidates were certified. Another recruitment Maintenance Journeymen Carpenter took place about a month later, where only one internal candidate passed the test. The one person who passed the test was certified and was interviewed for the position. These hiring standards are not the same and should not be done on a case by case basis.

**4. ADOPTION OF CONSENT AGENDA**

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

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

**5. OLD BUSINESS**

**A. Discuss and approve reporting structure changes to the following  
Classified job descriptions that report to the Business Manager:**

- a. Accounting Technician I
- b. Accounting Technician II
- c. Accounting Technician III
- d. Accounting Technician IV
- d. Accounting Technician V
- e. Payroll Accounting Specialist – Lead
- f. Position Control/Payroll Technician

Amanda Vela, CSEA President, stated that she met with Director Barreras regarding the changes in reporting structure. CSEA would like the job descriptions to state reports to Business Manager or Designee as this would allow those Accounting Technicians that working at different sites other than the District office to have some authority over the person at their site.

It was moved by Personnel Commissioner Saucedo and seconded by Commissioner Janzen to add the wording “reports to Business Manager or Designee” on the above mentioned job descriptions .MOTION NO.19-2017/2018, DOCUMENTS NO. 28-2017/18 -34-2017/18

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

**6. NEW BUSINESS**

**A. Discuss and approve new Classified job Description – Learning Communities for School Success Program (LCSSP) Student Advocate and recommend Classified Salary Range 34**

Director Barreras explained that this position was grant funded for three years and that by approving this job description, the people placed in this position will not have any bumping rights.

Amanda Vela, CSEA President stated that CSEA is in agreement with this new job description.

It was moved by Personnel Commissioner Janzen and seconded by Commissioner Saucedo to approve the new classified job description – Learning Communities for School Success Program (LCSSP) Student Advocate.  
MOTION NO. 20 - 2017/18. DOCUMENT NO. 35-2017/18

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

**B. Discuss and approve 2016-2017 Personnel Commission Annual Report**

Director Barreras presented the 2016/17 Annual Report which contains information on the various areas of the Commission's responsibilities and activities throughout the year. Both Commissioner Koch and Director Barreras commended the Personnel Commission staff on all their hard work throughout the year.

It was moved by Personnel Commissioner Janzen and seconded by Commissioner Saucedo to approve the 2016/2017 Personnel Commission Annual Report. MOTION NO. 21 - 2017/18. DOCUMENT NO. 36-2017/18

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



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Abstained: None

**6. INFORMATION AND REPORTS**

**A. Director's Report**

Director Barreras reported that she recently attended the WRIPAC – (Western Regional Intergovernmental Personnel Assessment Council) workshop and Business Meeting. WRIPAC is comprised of city, county, school districts and government agencies within the State and outside of the State. There was a lot of discussion around NEOGOV, succession planning, recruitment and retention, online testing and proctoring exams.

The PC Staff attended the ribbon cutting ceremony for the new Virginia Lee Rose Elementary School which was a historic event. The PC staff will also be attending the Workforce Development job fair at the Pan American Center on Thursday, October 26, 2017.

Sandra Edwards will be attending the NEO GOV Conference the week of October 25-27, 2017. A timeline for NEO GOV implementation will be presented at the next Personnel Commission meeting.

Commissioner Saucedo and Director Barreras will be signing up to attend the CSPCA conference in February 2018.

**B. Commissioners' Report**

None were presented.

**7. Next Regular Personnel Commission Meeting**

Wednesday, November 15, 2017 at 5:00 PM  
Madera Unified District Office – Board Room  
1902 Howard Road, Madera, CA 93637

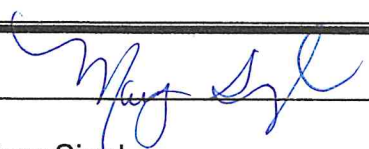
**8. Future Agenda Items**

Commissioner Koch questioned the status of the Seniority list. He stated that an accurate list must be prepared in case of layoffs.

**9. Adjournment**

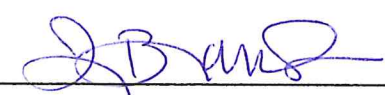
**Commissioner Bruce Koch adjourned the Public Session at 5:29 PM.**

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Dated: October 25, 2017

Mary Siegl  
Human Resources Specialist



Dated: October 26, 2017

Isabel Barreras  
Director of Classified Human Resources