



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: July 16, 2018

Agenda Item:

Consideration to Approve the Minutes of the Regular Meeting for June 20, 2018.

Agenda Placement:

Consent

Background:

Approval of Minutes from the Regular Meeting for June 20, 2018.

Recommendation:

It is recommended that the Personnel Commission approve the Minutes from the Regular Meeting for June 20, 2018.

Minutes Record of MUSD Personnel Commission
Regular Meeting held on Wednesday, June 20, 2018 at 4:30 PM –Closed Session, 5:00
PM – Regular Meeting

The Personnel Commission of the Madera Unified School District convened at their regular Board Meeting in the Conference Room, 1902 Howard Road, Madera, California on Wednesday, June 20, 2018 at 4:30 PM.

ROLL CALL

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

Personnel Commission Staff

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

Kent Albertson, Chief Human Resources Officer
Amanda Vela, CSEA President

Other visitors were in attendance.
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1. CALL TO ORDER OF PUBLIC MEETING –CLOSED SESSION
IMMEDIATELY CONVENED

Personnel Commissioner Janzen called the meeting to order at 4:30 PM. The meeting was open for public comment on closed session items. No comments were made.

2. RECONVENE PUBLIC SESSION

Commissioners Janzen reconvened public session at 5:17 pm. Commissioner Janzen led the flag salute. No members of the media were present.

3. CLOSED SESSION REPORTABLE ACTIONS

Commissioner Janzen reported that there were no reportable actions.

4. ADOPTION OF AGENDA

It was moved by Personnel Commissioner Koch and seconded by Commissioner Saucedo to adopt the agenda. MOTION NO. 26- 2017/18

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PM – Regular Meeting

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

5. COMMUNICATIONS

Sergio Saucedo, Madera, CA stated his concerns over an unfilled Custodian position that has been vacant position at Nishimoto for 6 months. He also wanted to know how the Personnel Commission fills temporary substitute jobs for Maintenance. Another concern was about Custodians performing Maintenance duties, by having to check out a truck at Maintenance and pack up and move teachers to other school sites.

Tania Miranda, Madera, CA stated that there is an issue at the Transportation Department where summer applications for work are not being sent through the Personnel Commission like other departments.

Angelica Garcia, Madera CA, spoke on behalf of the Spanish Translators-Interpreters who have concerns that their current salary does not reflect their education and experience that is required for their position They have researched the Madera Unified salary schedule found inconsistencies with salaries in relation to education requirements. They have found similar positions at other districts paying higher compensation. They are asking for a salary study to be done by the Personnel Commission to compensate their workload and education for their position.

Amanda Vela, CSEA President, spoke in support of the Spanish Translator-Interpreters request for a salary study to be done. There are also concerns regarding the Spanish Translator-Interpreter job description. The Spanish Translator- Interpreters have concerns over their evaluations being based on how many documents they translate during the year.

Vicki Mendoza, Madera, CA asked when she would get a response to her public comment statements that she has made before the Commission.

6. CONSENT AGENDA

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It was moved by Personnel Commissioner Saucedo and seconded by Commissioner Koch to adopt the consent agenda. MOTION NO. 57- 2017/18

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

7. NEW BUSINESS

A. Discuss and approve revised classified job description – Human Resources Technician I

Director Barreras presented the job description. The job description itself had never been brought to the Commission to review by the previous Director Tracie Green when the classification study changes were approved. Since Human Resources is now being reorganized, it is now being brought forward.

Chief Human Resources Officer Albertson stated that there was no previous job description for this position. As the reorganization is approved, the job duties will change.

Amanda Vela, CSEA President, stated she disagreed with the statement that there were no changes made from the previous job description. The job description refers to the HR Manager which is a more recent position. Some new areas of responsibility are left out on this job description. As President of CSEA she will make sure that the ladies in HR file for out of class for anything they are asked to do that is not listed in their job description.

It was moved by Personnel Commissioner Koch and seconded by Commissioner Saucedo for the Personnel Commission to approve the revised classified job description Human Resources Technician I MOTION NO. 58-2017/18, DOC. NO. 54-2017/18

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

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B. Discuss and approve new classified job description – Human Resources Technician II
Recommend Classified Salary range 27

Director Barreras presented the revised job description.

Vicky Mendoza, Madera, CA stated that recently we had an HR Specialist that completed all the duties of the new HR Technician II job description that is being approved at range 27, but the HR Specialist was paid at range 38. How did PC come up with range 27 for the HR Technician II? When Isabel Barreras worked in the HR department she completed all the HR Technician II job description duties and was paid at a salary range 38. Isabel requested a reclass while performing this job to a higher salary range than the 38. It looks like to be a Director of the Personnel Commission, all you need to have is HR Technician II job experience.

Amanda Vela, CSEA President, questioned how the salary range 27 was determined for the HR Technician II? She questioned how one person is going to take care of all the duties listed and felt the salary is not high enough. She asked if the Personnel Commission would table approving the job description and further study be done regarding this position.

Director Barreras stated that this job description is different than the HR Specialist job description. The Specialist was doing leaves and performing onboarding. The two positions have different responsibilities and that is how range 27 was determined.

Chief HR Officer Albertson, stated that he trusted the process that Personnel Commission has developed to determine salaries. Because of the complaint that came to HR, responsibilities were taken from the HR Specialist and added to the HR Tech II job description. Ms. Vela is incorrect in thinking that only one person will performing this job.

Sharon Gutierrez, Madera, CA stated that she had previously worked in a previous position that was titled HR Technician II/Credentials. There was no previous HR Technician II position.

It was moved by Personnel Commissioner Saucedo and seconded by Commissioner Koch for the Personnel Commission to approve the revised

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classified job description Human Resources Technician II MOTION NO.
59-2017/18, DOC. NO. 55-2017/18

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

**C. Discuss and approve revised classified job description – Human
Resources Specialist**

Director Barreras presented the job description. The Drivers license requirement was removed.

Amanda Vela, President CSEA stated that she sees a lot of duties being removed from the HR Specialist job description. She questioned who is going to be doing the credentialing duties? Also in researching the salary schedule she found that there are inconsistencies that the salaries are not matching in qualifications as far as education and experience and pay that is being recommended.

Chief HR Officer Albertson, stated that the Specialists in his office started the process for a reclassification. The process is that the paperwork is submitted and the Chief HR officer meets with the CSEA negotiation team to determine if the reclassification is justified. President Vela had to recuse herself from the process as it directly benefited her. The CSEA negotiation team determined the HR Specialists should not be reclassified. The HR Specialists complained they were doing too much work and because of this, Chief HR Officer Albertson agreed to the HR reorganization. The HR Specialists will not be performing credentialing work.

It was moved by Personnel Commissioner Koch and seconded by Commissioner Saucedo for the Personnel Commission to approve the revised classified job description Human Resources Specialist MOTION NO. 60-2017/18, DOC NO. 56-2017/18

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

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Abstained: None

**D. Discuss and approve revised classified job description –
Human Resources Specialist – Lead
Recommend Classified Salary range 40**

Director Barreras presented the job description.

Amanda Vela, CSEA President, disagreed with the recommended salary range for the position. She discussed other positions in MUSD that have lower educational requirements and pay a higher salary and stated there are many inconsistencies within the salary schedule. She would like the PC department to look into these discrepancies.

Janet Pavlovich, Madera, CA stated that none of the other Lead positions in Madera Unified require a degree and she felt it was unfair that the HR Lead is requiring one. The requirements are added so certain people can be hired. There is an HR Technician III confidential that is missing in this reclassification.

Vicky Mendoza, Madera CA, questioned if a salary comparison was even performed for this position. The HR Lead qualifications on the job description being approved tonight are higher than the HR Manager. She would like to know what were the salary comparisons that were gathered. It is hard to believe this department can be unbiased. Many people were proud when Isabel got this job, they hoped for change with the staff and the service and hoped for trainings. Nothing has been done. I hope you guys are really looking at this and not just taking recommendations. I hope you don't take whatever Director Barreras says for face value.

Director Barreras stated that a while back EMS conducted a classification study. She would be more than happy to review other positions that are being requested for review. The process is very time- consuming and being that she is a part -time Director, it will take awhile to complete.

Chief HR Officer Albertson, stated that many salaries are driven by demand and that education requirements do not always lead to higher salaries. Also, he complimented Director Barreras on the job she has done so far. Changes are being made and it is not easy for everyone to accept. He challenged CSEA, HR and the Personnel Commission to work together.

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It was moved by Personnel Commissioner Koch and seconded by Commissioner Saucedo for the Personnel Commission to approve the revised classified job description Human Resources Specialist-Lead and recommend Classified Salary range 40. MOTION NO. 61-2017/18, DOC NO. 57-2017/18

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

E. Discuss and approve new classified job description – Safety and Security Manager
Recommend Classified Supervisory Salary range 12

Director Barreras presented the new job description.

It was moved by Personnel Commissioner Koch and seconded by Commissioner Saucedo for the Personnel Commission to approve the new classified job description Safety and Security Manager and recommend Classified Supervisory Salary range 12. MOTION NO. 62-2017/18, DOC NO. 58-2017/18

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

F. Discuss and approve new classified job description – Linkage Foundation Technician (Supplemental Help)
Recommend Supplemental Salary rate at \$20 per hour

It was moved by Personnel Commissioner Koch and seconded by Commissioner Saucedo for the Personnel Commission to approve the new classified job description Linkage Foundation Technician and recommend Supplemental Salary rate at \$20 per hour MOTION NO. 63-2017/18, DOC NO. 59-2017/18

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

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Abstained: None

8. INFORMATION AND REPORTS

A. Director's Report

Director Barreras reported that the Classified Seniority list had been sent out to all departments and school sites for review. All Classified seniority list discrepancies have been set to the HR department to fix. We anticipate the list will be brought the Commission sometime in September for approval

There was a meeting set with the Maintenance Department Director and HR to review the needs of the department for the upcoming year and how the PC can assist in helping with the recruitment and filling of positions. There have been some challenges this year with PC/HR processes not being followed: we will discuss how to better coordinate with all departments to ensure ED Code is not in violation.

The CN audit is taking longer than anticipated. The Child Nutrition Director needs more time to complete his responses due to end of year busy times.

Director Barreras will be proposing in the upcoming months a list of classifications to be audited to ensure that the job descriptions and essential duties are brought up to date.

PC staff will be having a retreat on July 3, 2018 to review PC rules and set up the work calendar for the 2018/2019 school year.

Director Barreras has been asked to take the lead in planning and development for professional development for all classified. Unfortunately due to her part-time schedule Director Barreras will not be able to fully take on this responsibility.

Director Barreras congratulated Commissioner Saucedo on her completion of the Merit Academy.

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B. Commissioner's Report

None were presented.

9. NEXT REGULAR PERSONNEL COMMISSION MEETING

Wednesday, July 25, 2018 at 5:00 PM
Madera Unified District Office – Board Room
1902 Howard Road, Madera, CA 93637

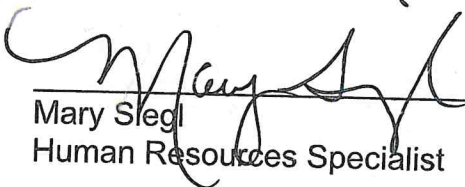
10. SUGGESTED FUTURE AGENDA ITEMS

Commissioner Koch requested an update on the NEOGOV system.

Commissioner Saucedo requested to attend a new employee orientation.

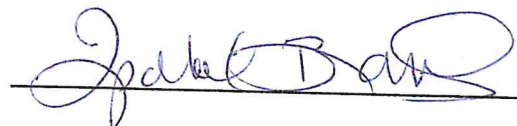
11. ADJOURNMENT

Commissioner Janzen adjourned the Public Session at 6:36 PM.



Mary Slegl
Human Resources Specialist

Dated: July 10, 2018



Isabel Barreras
Director of Classified Human Resources

Dated: July 10, 2018