

MADERA UNIFIED SCHOOL DISTRICT

Personnel Commission Meeting AGENDA

**Regular Meeting
Monday, December 17, 2018
Madera Unified School District – Teacher Workshop Room
1902 Howard Road, Madera, CA 93637
4:00 PM – Open Session**

**OUR MISSION
Highest Student Achievement
A Safe and Orderly Learning Environment
Financially Sound and Effective Organization**

- 1. Pledge of Allegiance, Opening and Acknowledgement of Visitors and Media**
- 2. Appointment and Swearing in of CSEA Appointee – Fran Wheat**
- 3. Consideration of MUSD Personnel Commission Organization:
2019 Personnel Commission Officers;
Chairperson, Vice – Chairperson, and Secretary**
- 4. Adoption of Agenda**
Action to add or delete items from any portion of the agenda or to discuss any consent agenda items must be taken prior to adoption of the agenda.
- 5. Communications**
 - A. Public Hearing for visitors who wish to speak on a subject not on the Commission agenda. Fifteen minutes of this portion of the meeting are reserved for members of the public to address the Commission on items not listed on the agenda and within the jurisdiction of the Commission. Speakers are limited to three (3) minutes. The Commission is prohibited by law from taking action on matters discussed that are not on the Agenda, and no adverse conclusions should be drawn if the Commission does not respond to public comment at this time. If you wish to address the Commission, come to the podium and state your name and city of residence.
- 6. Consent Agenda**

Items listed under the consent agenda are considered routine and are acted on by the Commission in one motion. There is no discussion of these items prior to the Commission's vote unless a member of the Commission, staff or public requests specific items be considered and discussed separately and/or removed from the Consent Agenda prior to the adoption of the Agenda. It is understood that the Administration recommends approval on all consent items. Each item on the consent agenda approved by the Commission shall be deemed to have been considered in full and adopted as recommended.

A. Approval of minutes:

1. Approve minutes from Thursday, November 1, 2018, Regular Meeting.

B. Consideration and approval of Eligibility Lists for:

1. Classroom Aide (Preschool)
2. Classroom Aide Preschool - CALSAFE
3. Family Liaison
4. Paraprofessional Special Needs

7. New Business

- A. Discuss and approve new classified job description, Communications Analyst and Classified Salary Range Recommendation
- B. Discuss and approve the revised classified job description, Communication Assistant
- C. Discuss and approve new classified job description, Assistant Director - Child Nutrition and Classified Supervisory Salary Range Recommendation
- D. Discuss and approve new classified job description, Supervisor - Child Nutrition Warehouse and Classified Supervisory Salary Range Recommendation
- E. Discuss and approve new classified job description Cafeteria Playground Aide and Classified Salary Range Recommendation
- F. Discuss and approve Initial Salary Placement for Behavioral Analyst
- G. Discuss and approve the proposed 2019 Personnel Commission Meeting Calendar

8. Information and Reports

- A. Director's Report
- B. Commissioner's Report

9. Next Regular Personnel Commission Meeting

Wednesday, January 23, 2019 at 4:00 pm
Madera Unified School District – Child Nutrition Conference Room
769 South Pine Street
Madera, California 93637

10. Suggested Future Agenda Items

11. Adjournment

Board Room Accessibility: The Madera Unified School District encourages those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation to participate in the public meeting, please contact the Personnel Commission office at 559-675-4500 extension 295 at least 48 hours before the scheduled Personnel Commission meeting so that we may make every reasonable effort to accommodate you. (Government code 54954.2)



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: December 12, 2018

Agenda Item:

Consideration of MUSD Personnel Commission Organization: 2019 Personnel Commission Officers; Chairperson, Vice-Chairperson, and Secretary.

Agenda Placement:

Action

Background:

As stated in Personnel Commission Rule 2.1.5, "At its first regularly scheduled meeting in December of each year, the Commission shall establish a rotation for members to serve as Chairperson and Vice-Chairperson for a period of one (1) year or until such time as their successors are duly elected. The rotation for Chairperson shall be a Commissioner whose term is set to expire the following year. The Vice-Chairperson should be the Commissioner whose term will expire one year after that of the Chairperson. The Commission at this same meeting shall appoint the Director of Personnel Classified Human Resources as Secretary to the Personnel Commission."

Recommendation:

It is recommended the following officers be considered and selected to serve for the next year.

1. Chairperson
2. Vice-Chairperson
3. Secretary



**MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

**REGULAR MEETING
AGENDA ITEM COVER PAGE**

Meeting Date: December 12, 2018

Agenda Item:

Consideration to Approve the Minutes of the Regular Meeting for November 1, 2018.

Agenda Placement:

Consent

Background:

Approval of Minutes from the Regular Meeting for November 1, 2018.

Recommendation:

It is recommended that the Personnel Commission approve the Minutes from the Regular Meeting for November 1, 2018.

**Minutes Record of MUSD Personnel Commission
Regular Meeting held on Thursday, November 1, 2018 at 4:00 PM**

The Personnel Commission of the Madera Unified School District convened at their regular Board Meeting in the Workshop Room, 1902 Howard Road, Madera, California on Thursday, November 1, 2018 at 4:00 PM.

ROLL CALL

Arlene Saucedo, Personnel Commission Chair, (arrived late)
Philip Janzen, Personnel Commission Vice-Chair,
Bruce Koch, Personnel Commissioner

Personnel Commission Staff

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

Kent Albertson, Chief Human Resources Officer

Amanda Vela, CSEA President

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1. CALL TO ORDER OF PUBLIC MEETING

Personnel Commissioner Janzen called the meeting to order at 4:00 PM. Director Barreras led the flag salute. There were no members of the media present.

2. ADOPTION OF AGENDA

It was moved by Personnel Commissioner Koch and seconded by Commissioner Janzen to adopt the agenda. MOTION NO. 16- 2018/2019

Ayes:	Commissioners Koch, Janzen
Noes:	None
Absent:	Commissioner Saucedo
Abstained:	None

3. COMMUNICATIONS

No public comments were made.

4. ADOPTION OF CONSENT AGENDA

It was moved by Personnel Commissioner Koch and seconded by Commissioner Janzen to adopt the consent agenda. MOTION NO. 17- 2018/2019

Ayes:	Commissioners Koch, Janzen
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Minutes Record of MUSD Personnel Commission
Regular Meeting held on Thursday, November 1, 2018 at 4:00 PM

Noes: None
Absent: Commissioner Saucedo
Abstained: None

Commissioner Saucedo arrived at 4:04 pm.

5 NEW BUSINESS

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

Director Barreras presented the revised job description.

It was moved by Personnel Commissioner Koch, seconded by Commissioner Saucedo to approve the revised classified job description – Mechanic Specialist. MOTION NO.18-2018/2019 DOCUMENT NO. 08-2018/2019

Ayes: Commissioners Koch, Janzen, Saucedo
Noes: None
Absent: None
Abstained: None

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

Director Barreras presented the revised job description.

It was moved by Personnel Commissioner Koch, seconded by Commissioner Saucedo to approve the revised classified job description – Mechanic Technician. MOTION NO.19-2018/2019, DOCUMENT NO. 09-2018/2019

Ayes: Commissioners Koch, Janzen, Saucedo
Noes: None
Absent: None
Abstained: None

C. Discuss and approve revised classified job description –Supervisor Transportation Operations

Director Barreras presented the revised job description.

It was moved by Personnel Commissioner Koch, seconded by Commissioner Saucedo to approve the revised classified job description – Supervisor-

Minutes Record of MUSD Personnel Commission
Regular Meeting held on Thursday, November 1, 2018 at 4:00 PM

Transportation Operations. MOTION NO.20-2018/2019, DOCUMENT NO. 10-2018/2019

Ayes: Commissioners Koch, Janzen, Saucedo
Noes: None
Absent: None
Abstained: None

D. Discuss and approve the 2017 – 2018 Personnel Commission Annual Report

Director Barreras presented the 2017 – 2018 Personnel Commission Annual Report.

It was moved by Personnel Commissioner Koch, seconded by Commissioner Saucedo to approve 2017-2018 Personnel Commission Annual Report. MOTION NO.21-2018/2019 DOCUMENT NO. 11-2018/2019

Ayes: Commissioners Koch, Janzen, Saucedo
Noes: None
Absent: None
Abstained: None

E. Discuss and approve Initial Salary Placement for Paraprofessional – Music at Salary Range 11, Step 7, (\$18.14 hourly)

Director Barreras requested the Commissioner approve the initial salary placement step 7 due to the difficulty of the recruitment and the applicant's extensive experience and education.

It was moved by Personnel Commissioner Koch, seconded by Commissioner Saucedo to approve initial salary step placement for Paraprofessional – Music at Salary range 11, step 7. MOTION NO.22-2018/2019

Ayes: Commissioners Koch, Janzen, Saucedo
Noes: None
Absent: None
Abstained: None

6. INFORMATION AND REPORTS

Minutes Record of MUSD Personnel Commission
Regular Meeting held on Thursday, November 1, 2018 at 4:00 PM

A. AB2160 Merit System Playground Supervisors "Noon Aides"
Permanent Classified Employees, January 1, 2019

Director Barreras discussed AB2160 and how it will affect the status of the Noon Aides. The Noon Aides will become part of the classified service effective January 1, 2019. The Personnel Commission office will be developing a recruitment plan for the Noon Aides and it will be presented at the December meeting.

B. Director's Report

Director Barreras reported that the computerized online testing began on October 1, 2018 and everything is running smoothly. Testing is being conducted at Madera Adult School. Principal Raygoza and Administrative Assistant, Jeri Miller, have been extremely helpful in allowing the Personnel Commission to use their facilities.

The Superintendent has agreed to the purchase of 10 Chromebooks for the Personnel Commission office to use for computerized testing. The Chromebooks will be shared with the HR office.

Director Barreras presented a plaque to outgoing CSEA Commissioner, Arlene Saucedo and thanked her for her service to the classified employees of Madera Unified School District.

C. Commissioner's Report

There were no reports presented.

7. Next Regular Personnel Commission Meeting

Wednesday, December 12, 2018 at 5:00 PM
Madera Unified District Office – Board Room
1902 Howard Road, Madera, CA 93637

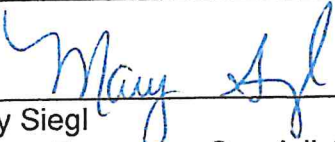
8. Suggested Future Agenda Items

No items suggested.

9. Adjournment


Commissioner Koch adjourned the Public Session at 4:32 PM.

Minutes Record of MUSD Personnel Commission
Regular Meeting held on Thursday, November 1, 2018 at 4:00 PM



Mary Siegl
Human Resources Specialist

Dated: November 2, 2018



Isabel Barreras
Director of Classified Human Resources

Dated: November 2, 2018



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: December 12, 2018

Agenda Item:

Consideration to Approve the Eligibility Lists for: Classroom Aide (Preschool), Classroom Aide Preschool – CALSAFE, Family Liaison, and Paraprofessional Special Needs.

Agenda Placement:

Consent

Background:

Eligibility lists have been placed on the agenda as a consent item. If for some reason any Commissioner would like to remove a list, it can be done.

1. Classroom Aide (Preschool), 12-12-18
2. Classroom Aide Preschool – CALSAFE, 12-12-18
3. Family Liaison, 12-12-18
4. Paraprofessional Special Needs, 12-12-18

Recommendation:

It is recommended that the Personnel Commission approve the Eligibility lists as presented.



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: December 12, 2018

Agenda Item:

Discuss and approve the new classified job description for Communications Analyst and Classified Salary Recommendation.

Agenda Placement:

Action

Background:

The District Administration has presented the Personnel Commission with new duties for a classified position with the proposed title of Communications Analyst. This position will coordinate the development and communication of strong organizational messaging and materials to all internal and external constituents and coordinate major district wide-events. This job reports to the Executive Director of Accountability and Communications.

Personnel Commission Rules 3.1.1, 3.2.1 thru 3.2.6 state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees into either established classifications, recommend a new classification or exempt the new position duties from the classified service.

Recommendation:

It is recommended that the Personnel Commission approve the new classified job description for Communications Analyst and Classified Salary Recommendation of Range 50, (\$29.22 - \$38.78 hourly).

NEW

Madera Unified School District Classified Job Description

Communications Analyst

Purpose Statement

The Communications Analyst will coordinate the development and communication of strong organizational messaging and materials to all internal and external constituents and coordinate major district wide events; additionally responsible for coordinating and measuring the effectiveness of marketing and communication activities implementing the organization's internal and external communication and marketing strategy which will be used to create clarity and consistency, change perceptions and mindsets and develop a culture of excellence.

This job reports to the Executive Director of Accountability and Communications.

Essential Functions

- Development, maintenance, management and implementation of a formalized communications request process for Madera Unified School Sites, District Office, utilizing all communications channels, i.e. print, video, web, email, social media outbound and inbound marketing capabilities.
- Develop standardized templates to be used by staff for the purposes of press releases, marketing communications, emergency protocol communications etc.
- Develop and maintain Customer Relationship Management(CRM) system to be used to differentiate and target specific communications across the community.
- Write and distribute district wide press releases along with coordination of releases to local media.
- Development of the narrative for strategic planning documents for both the federal and state such as the Local Accountability Plan and other documents
- Performs project analyses and uses a variety of data sources to analyze and determine areas to focus targeted messaging and communication to identified audiences.
- Facilitate and support periodic communications with school level community, weekly/biweekly communications, district communications (monthly superintendent's message video), newsletter-Just the Facts, and Madera Unified Glass.
- Analyze new trends and competitive activities to seek out innovative ways to build out communication channels to stakeholders.
- Coordination of vendors who support graphic design, videography, printing and other high quality marketing collateral needed.
- Manage and coordinate the development of the District Newspaper, i.e. Madera Unified We Believe Newspaper and/or any other District communications newspapers.

- Utilize story brand marketing to implement unique marketing campaigns district wide; develop and implement annual marketing and communication plans.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Skills, Knowledge and Abilities

SKILLS of operating standard office equipment and using advanced software applications; special event planning; organizing and setting priorities; analyzing situations and adopting effective course of action; preparing reports and maintaining accurate records; addressing the public tactfully and courteously; proper use of English, grammar, spelling punctuation and vocabulary; showing initiative in planning and completing work tasks; planning and managing projects; maintaining cooperative working relationships; monitoring latest job related trends and technologies.

KNOWLEDGE of communications media and their most effective uses, including print, radio and television; appropriate media contacts regarding given issues and circumstances; utilization of social media and other; oral and written communication skills; strong proficiency in Microsoft Office, Adobe Photoshop Professional and other software Applications; Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY to communicate in written form utilizing a journalistic and technical writing style; translate ideas and suggestions into an effective marketing campaign; gather analyze, evaluate and interpret information and data; create and edit short marketing and promotional videos; digest abstract and condense reports; proficiently use current technology for performance of duties including graphics design and publication/print software; read, understand, explain and implement technical material from manuals and journals; prepare effective oral presentations; maintain confidentiality of sensitive and privileged information; organize, edit, and lay out publications.

Responsibilities to include working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. This job is performed under minimal temperature variations

Minimum Qualifications

Experience: Four years of experience in Marketing, Communications or similar field.

Education: Bachelor's degree from an accredited university in one of the following; communications, journalism, broadcasting media, marketing, public relations or related field.

Required Testing

Pre-employment Proficiency Test

Pre-employment Physical exam

Continuing Educ./Training

As needed

Certificates

None Specified

Clearances

DOJ/FBI/Background

Clearance

TB Clearance

Physical Demands (A)

FLSA Status

Non-exempt

Approval Date**Salary Range**

.



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: December 12, 2018

Agenda Item:

Discuss and approve the revised classified job description for Communications Assistant.

Agenda Placement:

Action

Background:

The District Administration brought forward revisions to the job description for the Communications Assistant. Therefore, in reviewing the job description, changes are being made to the areas of the Essential Functions, Skills, Continuing Education, and Clearances. These changes will bring the job description up to date with the actual duties.

Recommendation:

It is recommended that the Personnel Commission approve the revised classified job description of Communications Assistant as presented.

REVISED

Madera Unified School District Classified Job Description

Communications Assistant

Purpose Statement

The Communications Assistant supports the development of the District's communication, promotional and marketing programs and messages materials internally and externally. The Communications Assistant supports the development of high quality promotional materials which will be used to market District programs and activities. This includes but not limited to the day-to-day operations of social media, video production and graphic creation.

This job reports to the Executive Director of Accountability and Communication.

Essential Functions

- ~~Creates~~ May assist in design and layout of various publications. Illustrates concepts by ~~designing~~ assisting in the layout of art and copy regarding arrangement, type size, style and related aesthetic concepts.
- Assist with the marketing of District programs, events and activities by utilizing a wide array of communication channels such as web 2.0 technologies, social media, phone based applications and other communication tools.
- Assist and develops original marketing collateral and promotional materials which will be used to promote District programs and activities.
- ~~Creates and develops~~ Assist in the development of videos which market District programs and activities.
- Updates and maintains the District's social media pages (Twitter, Facebook, LinkedIn etc).
- Provides content and graphic management of the Madera Unified website and other virtual technology such as social media. Stays abreast of emerging technology in the communications field and makes recommendations on tools the district should utilize in its communications strategy.
- ~~Creates~~ May assist with graphics or illustrations for special projects, events or programs, including displays, signs, flyers and brochures to be used in print and digital media. ~~Assist in Prepares~~ preparation of final layout and creates web production on press-ready packaged files.
- ~~Designs, creates, produces and edits video or~~ Assist with other digital media format outreach campaigns for use on websites, social media or other release tools.

- Assists with preparing and distributing press releases concerning activities across the District.
- Supports the development and distribution of the District newsletter; maintains current information regarding District programs.
- Assists with coordinating public information relative to new or developing programs.
- ~~Assists with the maintenance of the District's websites which includes Madera Unified and Madera Unified Foundatin website.~~
- Supports the coodination of marketing communications activities for the District such as; special promotions, events for the public, marketing and public relations.
- Assists with coordinating community meetings for the development and updating of the Local Control Accountability plan.
- Assists with executing the District's marketing and outreach plan.
- Assist with maintaining Madera Unified family database through the identification of bad phone numbers, addresses, and email addresses and partnering with Student Services and the Family and Community Services department for follow up.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Skills, Knowledge and Abilities

SKILLS of operating standard office equipment and using advanced software applications; special event planning; organizing and setting priorities; analyzing situations; maintaining accurate records; proper use of English, grammar, spelling punctuation and vocabulary; showing initiative in planning and completing work tasks; managing projects; maintaining cooperative working relationships.

KNOWLEDGE of communications media and their most effective uses, including print, radio and television; appropriate media contacts regarding given issues and circumstances; utilization of social media and other; oral and written communication skills; strong proficiency in Microsoft Office, Adobe Photoshop Professional and other software Applications; Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY to communicate in written form utilizing a journalistic and technical writing style; translate ideas and suggestions into an effective marketing campaign; gather analyze, evaluate and interpret information and data; create and edit short marketing and promotional videos; digest abstract and condense reports; proficiently use current technology for performance of duties including graphics design and publication/print software; read, understand, explain and implement technical material from manuals and journals; prepare effective oral presentations; maintain cofidentiality of sensitive and privileged information;organize, edit, and lay out publications.

Responsibilities to include working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. This job is performed under minimal temperature variations.

Minimum Qualifications

Experience: Two years of full-time professional experience in communications or related field (i.e. marketing, public relations or journalism work, graphic communications and production work).

Education: Bachelor's degree from an accredited college or university in one of the following; communications, journalism, broadcasting media, marketing, public relations or related field.

Required Testing

Pre-employment Proficiency Test
Pre-employment Physical exam

Continuing Educ./Training

~~None Specified~~ **As needed**

Certificates

None Specified

Clearances

~~Criminal Justice~~ **DOJ/FBI**
Fingerprint/Background Clearance
TB Clearance
Physical Demands (A)

FLSA Status

Non
Exempt

Approval Date

Salary Range



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: December 12, 2018

Agenda Item:

Discuss and approve the new classified job description for Assistant Director - Child Nutrition and Classified Supervisory Salary Recommendation.

Agenda Placement:

Action

Background:

The District Administration has presented the Personnel Commission with new duties for a classified supervisory position with the proposed title of Assistant Director - Child Nutrition. This position will assist in planning, organizing, and directing the Nutrition Services activities and operations; assists in the overall management of the Child Nutrition Services Department. This position reports to the Director of Child Nutrition.

Personnel Commission Rules 3.1.1, 3.2.1 thru 3.2.6 state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees into either established classifications, recommend a new classification or exempt the new position duties from the classified service.

Recommendation:

It is recommended that the Personnel Commission approve the new classified job description for Assistant Director-Child Nutrition and Classified Supervisory Salary Recommendation of Range 11, (\$36.22 - \$46.22 hourly).

NEW

**Madera Unified School District
Classified Job Description**

Assistant Director - Child Nutrition

Purpose Statement

Under the direction of the Director of Child Nutrition Services, the Assistant Director of Child Nutrition will assist in planning, organizing, and directing the Nutrition Services activities and operations; assists the Director in the overall management of the Child Nutrition Services Department; and performs other related duties as assigned.

This job reports to Director of Child Nutrition.

Essential Functions

- Assists in planning, organizing, controlling, integrating and evaluating the work of the Child Nutrition Department; with subordinate managers; assist with the development, implementation and monitoring of work plans, systems and procedures to achieve District and departmental mission, goals and performance measures consistent with federal, state and District laws, policies, regulations, and rules.
- Assists in selection, training, directing, and evaluation of assigned staff; develops, implements and monitors work plans to achieve departmental mission, goals and performances measures; develops work schedules and production standards; monitors effectiveness and safety of workplace.
- Provides assistance to site Child Nutrition Supervisors and Managers to resolve problems; recommends personnel transfers to meet the needs of the Child Nutrition programs; and assists in the resolution of disciplinary problems.
- Plan, develop and conduct in-service trainings; coordinate planning for, or implementation of, changes with the Child Nutrition Managers, Principals, Site Supervisors and/or other personnel of the District.
- Provides leadership for managers to develop, train, and retain highly competent staff; participates in programs and activities that promote workplace diversity and positive employee relations environment.
- Assists in planning, organizing and monitoring the purchase and storage of food and Nutrition Services supplies and equipment; assist in assessing and determining bid specifications and testing criteria; oversees the selection of appropriate vendors and suppliers.
- Interacts with other District departments personnel, governmental and private agencies, consultants, sales representatives, and other outside organizations.
- Attends conferences and meetings as directed, and makes presentations to the Board of Education and other governmental agencies as requested.

NEW

- Maintains a variety of reports, documents, schedules and policies pertaining to storage, equipment maintenance costs, inventory, and supplies.
- Works on special projects as assigned.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Skills, Knowledge and Abilities

SKILLS OF: Adhering to safety practices; planning and managing projects; preparing and maintaining accurate records; operating standard office equipment; and using pertinent software applications.

KNOWLEDGE OF: School food service programs, operations and activities; meal production planning and scheduling; principles and methods of quantity food serving and storage; principles and practices of public administration, including accounting food service preparation, food merchandising, serving and storage; principles and practices of public administration, including accounting, food costing, contracting, purchasing and maintenance of public records.

ABILITY TO: Assist in planning, organizing, integrating and directing a large school district Nutrition Service program and operation; evaluate foods products, supplies and equipment; prepare, analyze and maintain records and reports; understand, interpret, apply and explain applicable laws, codes, policies and procedures; estimate food quantities needed and order quantities for economical food service; select, train, supervise and evaluate the work of assigned personnel; recognize and correct safety hazards; communicate effectively orally and in writing; operate a computer and standard business software; organize, set priorities and exercise sound independent judgment within areas of responsibility and make recommendations in accordance with laws, regulations, rules and policies; use tact and diplomacy in dealing with sensitive situations and concerned people and customers; establish and maintain effective working relationships with those encountered in the course of work.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under minimal temperature variations.

Minimum Qualification

Experience: Four years of increasing responsible experience in the management and supervision in an institutional nutrition services setting which included management/supervisory experience.

Experience in the operation of a school Food Services program is preferred.

NEW

Education: Bachelors degree from a accredited college in food services management with a major in nutrition, dietetics, public health, institutional or business administration or closely related field.

Possession of, or the ability and qualifications to obtain the Food Safety Certificate listed below within 12 months of appointment, and failure to do so will result in termination.

Required Testing

Pre-employment Proficiency Test
Pre-employment Physical exam

Continuing Educ./Training

Maintain certifications
On-going as needed

Certificates

Food Safety Certification
Valid CDL

Clearances

DOJ/FBI Background Clearance
TB Clearance

FLSA Status

Exempt

Approval Date

Salary Range



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: December 12, 2018

Agenda Item:

Discuss and approve the new classified job description for Supervisor - Child Nutrition Warehouse and Classified Supervisory Salary Recommendation.

Agenda Placement:

Action

Background:

The District Administration has presented the Personnel Commission with new duties for a classified supervisory position with the proposed title of Supervisor - Child Nutrition Warehouse. This position plans, organizes, and participates in the maintenance of the centralized warehouse operations that receives, stores perishable goods; trains, assigns, supervises and evaluates assigned staff. This position reports to the Director of Child Nutrition.

Personnel Commission Rules 3.1.1, 3.2.1 thru 3.2.6 state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees into either established classifications, recommend a new classification or exempt the new position duties from the classified service.

Recommendation:

It is recommended that the Personnel Commission approve the new classified job description for Supervisor - Child Nutrition Warehouse and Classified Supervisory Salary Recommendation of Range 9, (\$29.89 - \$38.08 hourly).

NEW

**Madera Unified School District
Classified Job Description**

Supervisor - Child Nutrition Warehouse

Purpose Statement

Under the direction of the Director of Child Nutrition, the Supervisor – Child Nutrition Warehouse, plans, organizes and participates in the maintenance of a centralized warehouse operations that receives, stores perishable goods; trains, assigns, supervises and evaluates assigned staff.

This job reports to the Director of Child Nutrition.

Essential Functions

- Plan, organize and participate in daily warehouse operation and activities, including the receipt, documentation, storage, safety and distribution of food and maintenance of inventory.
- Train, supervise, and assist in evaluation performance of assigned warehouse employees; assign work loads to warehouse workers.
- Supervise the processing of requisitions and request to invoices for reimbursement of warehouse codes; complete requisitions for needed materials to assure adequate stock levels.
- Route and schedule orders for delivery and pick up.
- Prepare and maintain a variety of records and logs and prepare reports as required; maintain inventory of items in the warehouse; file records as required.
- Monitor warehousing systems; operate a computer to enter data, correct errors and control input screens as required.
- Operate and demonstrate use of specialized warehouse equipment as necessary; assure proper and routine maintenance and servicing of warehouse vehicles and equipment.
- Observe health and safety regulations; maintain warehouse in a clean, safe and orderly condition.
- Maintains a variety of reports, documents, schedules and policies pertaining to storage, equipment maintenance costs, inventory, and supplies.
- Works on special projects as assigned.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

NEW

Job Requirements:

Skills, Knowledge and Abilities

SKILLS OF: Strong leadership and supervisory skills; ability to operate a computer and use software computer systems.

KNOWLEDGE OF: Warehousing and stock control methods and procedures; methods of receiving, inspecting and issuing products; materials, equipment and supplies used in a school district; operations of a forklift and other assigned vehicle and equipment; warehouse operations, procedures, equipment and terminology; space utilization and inventory techniques; proper methods of storing equipment, materials and supplies; health and safety regulations; record-keeping techniques; inventory methods and practices; principles and practices of training and providing work direction; interpersonal skills using tact, patience and courtesy; automated warehouse inventory system.

ABILITY TO: Plan, organize, supervise and participate in the operations and activities of the District Child Nutrition Warehouse; train, supervise and evaluate personnel; utilize space efficiently and effectively; maintain inventory; communicate effectively both orally and in writing; operate warehouse vehicles, machines and equipment; receive, issue, store and return warehouse stock and supplies; plan and schedule work; maintain accurate records of stock transactions; learn to operate a computer terminal and warehouse-related software; work independently with little direction; observe health and safety regulations; read, interpret, apply and explain rules, regulations, policies and procedures.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under minimal temperature variations.

Minimum Qualifications

Experience: Three years of progressively responsible experience performing a variety of warehouse related duties including but not limited to order fulfillment, inventory control and analysis, order entry, and inventory accounting/identification. One year as a warehouse lead strongly preferred.

Education: High school diploma or equivalent.

Possession of, or the ability and qualifications to obtain the Food Safety Certificate listed below within 12 months of appointment, and failure to do so will result in termination.

Required Testing

Pre-employment Proficiency Test
Pre-employment Physical exam

Certificates

Food Safety Certification
Valid CDL
Forklift operators certificate

NEW

Continuing Educ/Training

Maintain certifications
On-going as needed

Clearances

DOJ/FBI Background Clearance
TB Clearance
Physical Demands (D)

FLSA Status

Non Exempt

Approval Date

Salary Range



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: December 12, 2018

Agenda Item:

Discuss and approve the new classified job description for Cafeteria/Playground Aide and Classified Salary Recommendation.

Agenda Placement:

Action

Background:

In compliance with AB 2160 (Merit System Playground Supervisors "Noon-Aides", become permanent classified employees on January 1, 2019. The District Administration has presented the Personnel Commission with new duties for a classified position with the proposed title of Cafeteria/Playground Aide. This position will maintain a positive environment through safe and efficient supervision of school activities; maintain discipline on the playground, on campus, cafeteria and other designated areas during the assigned schedule time and will report to the school principal or designee.

Personnel Commission Rules 3.1.1, 3.2.1 thru 3.2.6 state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees into either established classifications, recommend a new classification or exempt the new position duties from the classified service.

Recommendation:

It is recommended that the Personnel Commission approve the new classified job description for Cafeteria/Playground Aide and Classified Salary Recommendation of Range 4, (\$11.00 hourly).

NEW

**Madera Unified School District
Classified Job Description
Cafeteria/Playground Aide**

Purpose Statement

Under the direction of the site Principal or designee the Cafeteria/ Playground Aide will maintain a positive environment through safe and efficient supervision of school activities. The Cafeteria/Playground Aide will perform a variety of assignments, monitoring and overseeing students in the cafeteria, lunch areas, restrooms, playgrounds, school hallways, nutrition breaks or other non-instructional times, intercedes in potentially harmful situations in accord with schools procedures and do other related work as required.

This job reports to the Site Principal or designee.

Essential Functions

- Supervises students in cafeteria, on playground, at bus stops, in halls, corridors, lavatories, and designated crosswalks to observe student activities to ensure safe and appropriate behavior.
- Assists in guiding students in development of desirable and acceptable social skills and habits.
- Encourages healthy attitudes towards other adults in authority.
- Assists in general welfare and safety of students; reports accidents and hazardous conditions immediately.
- Routes visitors without visitor's pass to the school office.
- Encourages good bus/playground/cafeteria standards and behaviors.
- Actively supervise activities of students in the classroom and during outdoor activities, including clean-up activities.
- Consistently encourages following of correct rules and organization of games to help establish habits of fair play in order to enjoy wholesome recreation activities.
- Schedules and directs noon games/activities for students.
- Assists with accounting of school materials, supplies, and sports equipment as assigned.
- Promptly reports suspicious or concerning behavior to site administration.
- Models personal and professional values of equity, integrity, caring, collaboration, personal and collective accountability.

Other Functions

- Performs other related duties as assigned.

Job Requirements:**Knowledge and Abilities**

KNOWLEDGE OF: or ability to learn appropriate laws, school safety procedures, and district policies and procedures.

ABILITY TO: Be reliable and prompt; recognize signs of danger to school property and on campus; follow oral and written instructions; exercise good judgment, neatness, integrity and punctuality; work and communicate effectively with staff, students and community; work in an exposure of various temperatures, humidity, dust and dirt; respect confidential matters; contribute to successful fulfillment of the District Mission; learn and appropriately apply District policies and procedures and other regulations related to the position; learn and apply current technology to assigned duties.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 50% walking, and 50% standing. Indoor and outdoor environment. Constant interruption. This job is performed in a generally clean and healthy environment.

Minimum Qualifications

Experience: 6-months of work experience in a school or youth organization; preferably experience working with children of various age groups.

Education: High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test

Certificates

Valid First Aid
CPR Certificate

Continuing Educ./Training

As needed or requested

Clearances

DOJ/FBI Background Clearance
TB Clearance
Physical Demands (B)

FLSA Status

Non Exempt

Approval Date**Salary Range**



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: December 12, 2018

Agenda Item:

Discuss and approve Initial Salary Placement for Behavioral Analyst.

Agenda Placement:

Action

Background:

District Administration has presented the Personnel Commission with a request to place the Behavioral Analyst at Range 58, step 4 of the Classified Salary Schedule. The candidate has completed a Master's Degree which far exceeds the minimum qualifications. This candidate far exceeds the required minimum qualifications for the position. The candidate holds two related Master's degrees and a Doctorate as a Board Certified Behavioral Analyst. In addition, she has great experience in the grades of K-12.

Furthermore, it was a very difficult recruitment process with few applicants meeting the minimum qualifications and based on PC Rules 8.2.1.1: Additional qualifying experience and PC Rule 8.2.1.3: Difficulty in the recruitment of candidates.

Recommendation:

It is recommended that the Personnel Commission approve the Initial Salary Placement for the Behavioral Analyst at Range 58, Step 4 (\$38.76 hourly, \$80, 928 yearly) of the Classified Salary Schedule.



**MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

**REGULAR MEETING
AGENDA ITEM COVER PAGE**

Meeting Date: December 12, 2018

Agenda Item:

Consideration and Adoption of the 2019 Personnel Commission Regular Meeting Calendar.

Agenda Placement:

Action

Background:

The Personnel Commission will consider and adopt a calendar of meetings for the next year. Regular meetings of the Personnel Commission will normally be held on the 3rd Wednesday of each month at 4:00 p.m. in the MUSD Board Room at 1902 Howard Road, Madera, CA. Meeting dates and times are subject to change.

Recommendation:

Proposed Meeting Dates
Wednesday, January 23, 2019
Wednesday, February 20, 2019
Wednesday, March 20, 2019
Wednesday, April 10, 2019
Wednesday, May 15, 2019
Wednesday, June 29, 2019
Wednesday, July 17, 2019
Wednesday, August 21, 2019
Wednesday, September 18, 2019
Wednesday, October 23, 2019
Wednesday, November 20, 2019
Wednesday, December 11, 2019

2019 Personnel Commission Meeting Calendar

January

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February

S	M	T	W	Th	F	S
					1	2
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24	25	26	27	28		

March

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31						

April

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28	29	30				

May

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26	27	28	29	30	31	

June

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30						

July

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28	29	30	31			

August

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18	19	20	21	22	23	24
25	26	27	28	29	30	31

September

S	M	T	W	Th	F	S
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21	22	23	24	25	26	27
28	29	30				

October

S	M	T	W	Th	F	S
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27	28	29	30	31		

November

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17	18	19	20	21	22	23
24	25	26	27	28	29	30

December

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Meetings are normally held the 3rd Wednesday of the month at 4:00 pm at the Madera Unified District office boardroom. Meeting dates and times are subject to change. For further information, please contact the Personnel Commission office at (559) 675-4500 extension 295 or 296.