

# MADERA UNIFIED SCHOOL DISTRICT

## Personnel Commission Meeting AGENDA

Regular Meeting  
Wednesday, January 23, 2019  
Madera Unified School District Child Nutrition Conference Room  
769 South Pine Street, 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. 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.

### 3. Communications

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.

### 4. Consent Agenda

Items listed under the consent agenda are considered to be 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 Monday, December 17, 2018, Regular Meeting.

#### B. Consideration and approval of Eligibility Lists for:

1. Administrative Assistant IV - Confidential
2. Mechanic Specialist
3. Secretary
4. Supervisor – Transportation Operations

**5. New Business**

- A. Discuss and approve the Child Nutrition Department desk audit findings and salary survey recommendations
- B. Discuss and approve revised classified supervisory job description, Business Manager
- C. Discuss and approve new classified job description, Deaf or Hard of Hearing (DHH) Sign Language /Oral Interpreter and classified salary recommendation classified range 59, \$34.61 - \$45.08 per hour
- D. Discuss and approve the revised classified job description for the current Risk Management Technician. The revised title is Risk Management Analyst with a classified salary recommendation range 44 (\$53,172 – \$69,240 per year)
- E. Discuss and approve the revised classified job description and salary survey for the Spanish Translator/Interpreter

**6. Information and Reports**

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

**7. Next Regular Personnel Commission Meeting**

Wednesday, February 20, 2019 at 4:00 pm  
Madera Unified School District Office – Teacher Workshop Room  
1902 Howard Road  
Madera, California 93637

**8. Suggested Future Agenda Items**

**9. 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:** January 23, 2019

**Agenda Item:**

Consideration to Approve the Minutes of the Regular Meeting for December 17, 2018.

**Agenda Placement:**

Consent

**Background:**

Approval of Minutes from the Regular Meeting for December 17, 2018.

**Recommendation:**

It is recommended that the Personnel Commission approve the Minutes from the Regular Meeting for December 17, 2018.

**Minutes Record of MUSD Personnel Commission**  
**Regular Meeting held on Monday, December 17, 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 Monday, December 17, 2018 at 4:00 PM.

**ROLL CALL**

Phil Janzen, Personnel Commission Chair, (arrived late)  
Bruce Koch, Personnel Commission Vice-Chair, ABSENT  
Fran Wheat, Personnel Commissioner

**Personnel Commission Staff**

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

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**1. CALL TO ORDER OF PUBLIC MEETING**

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

**2. APPOINTMENT AND SWEARING IN OF CSEA APPOINTEE- FRAN WHEAT**

Director Barreras swore in new Personnel Commissioner, Fran Wheat.

**3. CONSIDERATION OF MUSD PERSONNEL COMMISSION ORGANIZATION: 2019 PERSONNEL COMMISSION OFFICERS; CHAIRPERSON, VICE-CHAIRPERSON, AND SECRETARY**

It was moved by Personnel Commissioner Janzen and seconded by Commissioner Wheat to appoint Commissioner Janzen as the Chairperson, Commissioner Koch as the Vice-Chairperson and Director Barreras as the Secretary for the year 2019. MOTION NO. 22-2018/2019

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

**4. ADOPTION OF AGENDA**

It was moved by Personnel Commissioner Wheat and seconded by Commissioner Janzen to adopt the agenda. MOTION NO. 23- 2018/2019

Ayes:	Commissioners Janzen, Wheat
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**Minutes Record of MUSD Personnel Commission**  
**Regular Meeting held on Monday, December 17, 2018 at 4:00 PM**

Noes: None  
Absent: Commissioner Koch  
Abstained: None

**5. COMMUNICATIONS**

No public comments made.

**6. ADOPTION OF CONSENT AGENDA**

It was moved by Personnel Commissioner Wheat and seconded by Commissioner Janzen to adopt the consent agenda. MOTION NO. 24- 2018/2019

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

**7. NEW BUSINESS**

**A. Discuss and approve new classified job description  
Communications Analyst and Classified Salary Range Recommendation**

Before presenting the new job descriptions, Director Barreras acknowledged in full transparency that she has family members employed in the classified service at Madera Unified School District prior to her role as Director of the PC Office. It is appropriate to mention this since we do have a new Commissioner. Director Barreras explained that last year the Reclassification Committee asked the PC to conduct a desk audit and look at the organization for the Child Nutrition Department. We have recently done this for the Superintendent's office, Human Resources, and the Accountability and Communications Department. Director Barreras explained the process for creating new job descriptions and salary recommendation which go through the approval of the Personnel Commission and then the District and CSEA negotiate the salary recommendations which are then approved by the Board of Trustees.

Director Barreras presented the Communications Analyst job description and recommended classified salary range 50.

It was moved by Commissioner Wheat, seconded by Commissioner Janzen to approve Communications Analyst job description and salary recommendation of classified range 50. MOTION NO. 25-2018/2019 DOCUMENT NO. 12-2018/2019

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

**Minutes Record of MUSD Personnel Commission**  
**Regular Meeting held on Monday, December 17, 2018 at 4:00 PM**

**B. Discuss and approve revised classified job description –  
Communications Assistant**

Director Barreras presented the revised job description.

It was moved by Personnel Commissioner Wheat, seconded by Commissioner Janzen to approve the revised classified job description of Communications Assistant. MOTION NO.26-2018/2019, DOCUMENT NO. 09-2018/2019

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

**C. Discuss and approve new classified job description  
Assistant Director- Child Nutrition and Classified Supervisory salary range  
recommendation**

Director Barreras presented the Assistant Director-Child Nutrition job description and recommended classified supervisory salary range 11.

It was moved by Personnel Commissioner Wheat, seconded by Commissioner Janzen to approve the new classified job description of Assistant Director-Child Nutrition and salary recommendation of classified supervisory range 11. MOTION NO.27-2018/2019, DOCUMENT NO. 14-2018/2019

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

**D. Discuss and approve new classified job description, Supervisor -  
Child Nutrition Warehouse and Classified Supervisory salary range 9.**

Director Barreras presented the Supervisor-Child Nutrition Warehouse job description and recommended classified supervisory salary range 9.

It was moved by Personnel Commissioner Wheat, seconded by Commissioner Janzen to approve the new classified job description of Supervisor-Child Nutrition Warehouse and salary recommendation of classified supervisory range 9. MOTION NO. 28-2018/2019, DOCUMENT NO. 15-2018/2019

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

**Minutes Record of MUSD Personnel Commission**  
**Regular Meeting held on Monday, December 17, 2018 at 4:00 PM**

**E. Discuss and approve new classified job description –  
Cafeteria Playground Aide and classified salary range recommendation**

Director Barreras presented the new classified job description of Cafeteria Playground Aide and recommended classified salary range 4.

It was moved by Personnel Commissioner Wheat, seconded by Commissioner Janzen to approve the new classified job description of Cafeteria Playground Aide and salary recommendation of classified range 4. MOTION NO. 29-2018/2019, DOCUMENT NO. 15-2018/2019

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

**F. Discuss and approve initial salary placement for Behavioral Analyst**

Director Barreras discussed the difficult recruitment for the Behavioral Analyst position and recommended step 4, classified range 58.

It was moved by Personnel Commissioner Wheat, seconded by Commissioner Janzen to approve the recommendation of initial salary placement for the Behavioral Analyst position classified range 58, step 4. MOTION NO. 30-2018/2019, DOCUMENT NO. 17-2018/2019

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

**G. Discuss and approve the proposed 2019 Personnel Commission Meeting Calendar**

Director Barreras discussed the new meeting calendar. Meeting will now start at 4:00 pm and the dates and location of the meetings are subject to change.

It was moved by Personnel Commissioner Wheat, seconded by Commissioner Janzen to approve the Personnel Commission 2019 Meeting Calendar. MOTION NO.31-2018/2019, DOCUMENT 18-2018/19

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



**Minutes Record of MUSD Personnel Commission**  
**Regular Meeting held on Monday, December 17, 2018 at 4:00 PM**

**8. INFORMATION AND REPORTS**

**A. Director's Report**

Director Barreras reported that the results from the Child Nutrition desk audit and reorganization of new and revised job descriptions will be presented at the January Personnel Commission meeting. Also results have come in from the classified employee survey which will help the District plan professional development for classified employees. The Personnel Commission has received new Chromebooks for employment testing. Director Barreras thanked Superintendent Lile for allowing this purchase.

**B. Commissioner's Report**

There were no reports presented.

**7. Next Regular Personnel Commission Meeting**

Wednesday, January 23, 2018 at 4:00 PM  
Madera Unified School District – Child Nutrition Conference Room  
769 South Pine Street, Madera, CA 93637

**8. Suggested Future Agenda Items**

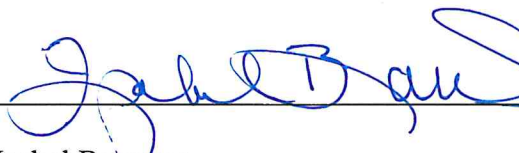
No items suggested.

**9. Adjournment**

**Commissioner Janzen adjourned the Public Session at 4:34 PM.**

  
\_\_\_\_\_  
Mary Siegl  
Human Resources Specialist

Dated: December 21, 2018

  
\_\_\_\_\_  
Isabel Barreras  
Director of Classified Human Resources

Dated: December 21, 2018



## **MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

### **REGULAR MEETING AGENDA ITEM COVER PAGE**

**Meeting Date:** January 23, 2019

**Agenda Item:**

Consideration to Approve the Eligibility Lists for: Administrative Assistant IV-Confidential, Mechanic Specialist, Secretary, and Supervisor-Transportation Operations.

**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. Administrative Assistant IV-Confidential, 1-23-19
2. Mechanic Specialist, 1-23-19
3. Secretary, 1-23-19
4. Supervisor -Transportation Operations, 1-23-19

**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:** January 23, 2019

**Agenda Item:**

Discuss and approve the Child Nutrition Department desk audit findings and salary survey recommendations.

**Agenda Placement:**

Action

**Background:**

Last February 2018, the Reclassification Committee asked the PC office to conduct desk audits for the entire Child Nutrition Department. The Child Nutrition Department is the largest department within the District. It employs over 120 employees (full/part time). The audit includes recommendations for the structural reorganization, cleaning up job descriptions, creating new job descriptions, and salary surveys utilizing six pre-approved school districts. The PC Commissioners, District, and CSEA approved the following districts; Central Unified, Clovis Unified, Fresno Unified, Fresno COE, Sanger Unified, and Kings Canyon.

There were 56 employees that participated in the audit, utilizing the most senior employees. Additionally, the Director of Child Nutrition was involved in the process and provided feedback for the audits.

This was done in accordance per PC Rule 3.3.1 Reclassification Policy and reference to CSEA Article XIV Classification and Reclassification.

**Recommendation:**

It is recommended that the Personnel Commission approve the desk audits which include; structural reorganization, revised classified job descriptions, new job descriptions, and salary surveys as presented:

CN I – Revised

CN II – Revised

Child Nutrition Manager – Restructured

Child Nutrition Technician – Revised

New Title (Child Nutrition Technician Lead - Middle School Only)

Child Nutrition Specialist – Revised

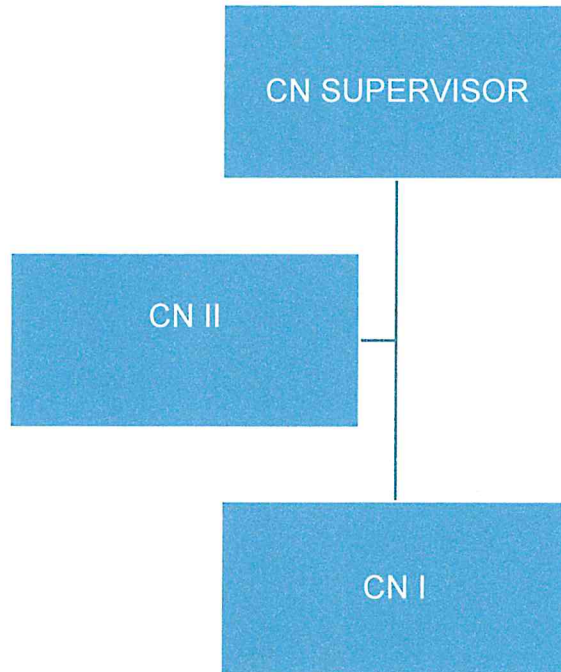
Operations Supervisor CN – Restructured

Delivery Person-CN Food Handler – Revised

Warehouse Assistant – Revised

Warehouse Technician (CN only) – New Title of Supervisor-CN Warehouse

## PROPOSED ORGANIZATIONAL CHART FOR ELEMENTARY SCHOOL SITES

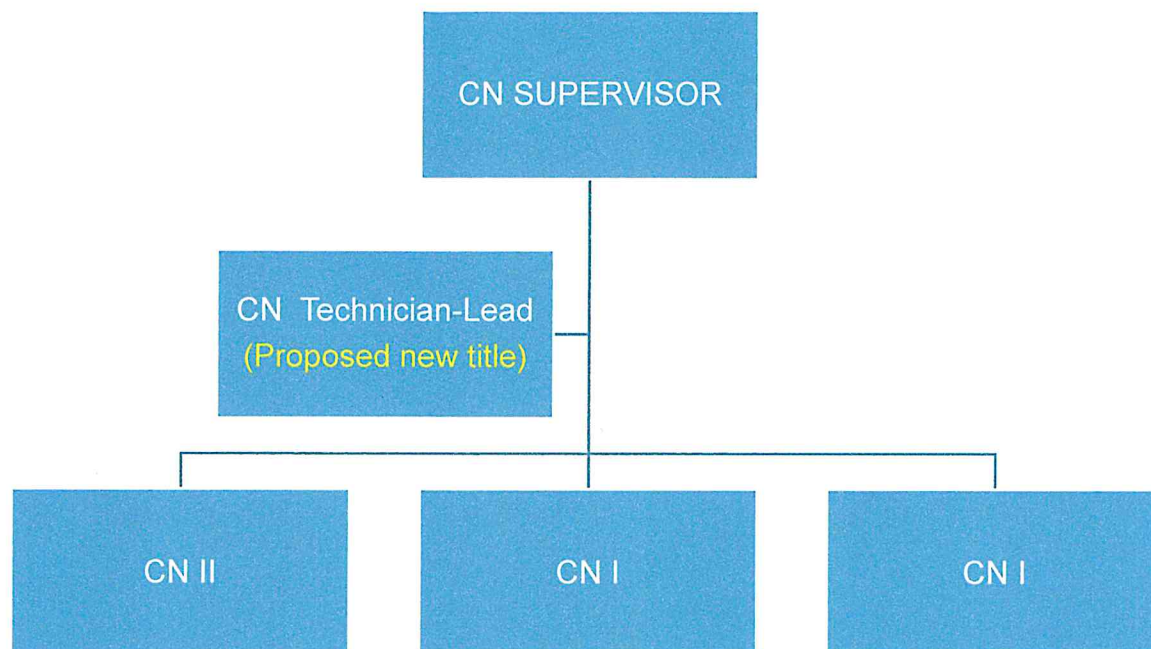


### ELEMENTARY SCHOOLS

Flow chart designed to show coverage for when the CN II is out.

- In the absences of the CN II the CN I will cover for the CN II.
- Chart does reflect exact amount of other employees
- All job descriptions will require Serve Safe Certifications

## PROPOSED ORGANIZATIONAL CHART FOR MIDDLE SCHOOL SITES

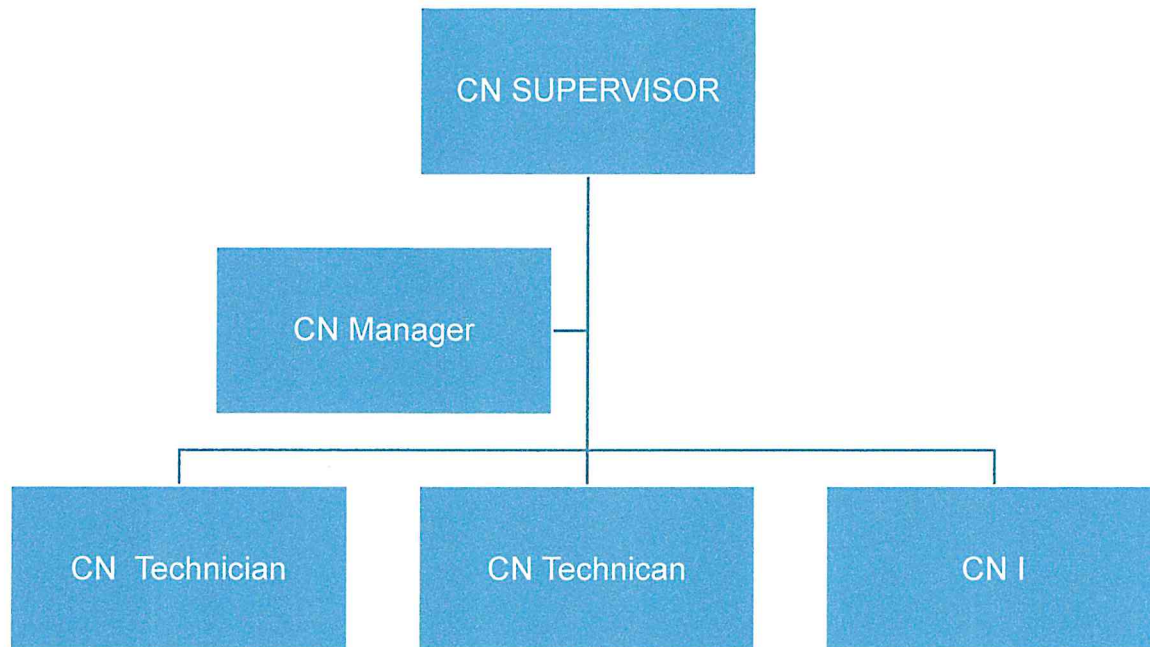


### MIDDLE SCHOOLS

Flow chart designed to show coverage for when the CN Technician-Lead is out.

- In the absences of the CN Technician-Lead the CN II cover for the CN Technician-Lead
- Chart does not show exact amount of CN I positions that will work at the school site.
- All job descriptions will require Serve Safe Certifications

## PROPOSED ORGANIZATIONAL CHART FOR HIGH SCHOOL SITES



### HIGH SCHOOLS

Flow chart designed to show coverage for when the CN MANAGER is out.

- In the absences of the CN Manager the CN Technician will be able to cover in the absences of the Manager
- Chart does not show exact amount of CN I positions that will work at the school site.
- All job descriptions will require Serve Safe Certifications



REVISED

## Madera Unified School District Classified Job Description

### Child Nutrition-Assistant I

#### Purpose Statement

The job of Child Nutrition-Assistant I was established for the purpose/s of providing support to the educational process at an assigned food service location with specific responsibilities for preparing and serving food items to students and/or school personnel; and maintaining food service facilities in a safe and sanitary condition.

This job reports to **Child Nutrition Supervisor or Child Nutrition Specialist**.

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#### Essential Functions

- Organizes and handles prepared foods at assigned locations, for the purposes of serving to students and staff.
- May assemble and package prepared food for the purpose of transporting, depending on work location.
- May assist in the collection of money for the purpose of completing sales transaction.
- May assist with inventory and food service deliveries.
- ~~Inventories food, condiments, and supplies for the purpose of ensuring availability of items required for meeting projected menu requirements.~~
- Assist in the maintenance of Maintains equipment, storage, food preparation, and serving areas in a sanitary condition for the purpose of complying with current health standards.
- Washes, sanitizes kitchen, cleans kitchen areas surfaces and serving areas, cleans utensils, equipment, as required for sanitary conditions.
- Assist in the operation of kitchen equipment (e.g. dishwasher, equipment, mixers, etc.) for the purpose of preparing meals and/or keeping equipment sanitized.
- ~~Performs functions of other nutritional services positions, as requested by supervisor for the purpose of ensuring adequate staff coverage within site nutritional services operations.~~
- Assist in the preparation of food and beverage items for the purpose of meeting mandated nutritional and projected meal requirements.
- ~~Prepares standardized documents (e.g. transport records, inventory sheets, etc.) for the purpose of communicating information to other parties.~~
- Reports equipment malfunctions for the purpose of notifying supervisor of need for repair and/or replacement.
- Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.

#### Other Functions

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



## REVISED

### Job Requirements:

#### **Skills, Knowledge and Abilities**

**SKILLS OF:** adhering to safety practices; and operating equipment found in a commercial kitchen.

**KNOWLEDGE OF:** Food serving methods and procedures, such as heating and wrapping food items; basic food handling techniques, including storing, proper temperature control, serving and selling food items; inventory, record keeping, and ordering practices; food sanitation, preparation (washing, cutting, assembling food items) and safety practices; standard kitchen equipment, utensils, and measurements; basic mathematics.

**ABILITY TO:** Work as part of a team; working with interruptions; communication with persons of diverse backgrounds; patience and flexible; ability to follow oral and written instructions; prepare, set-up and serve food to students according to established procedures; accurately handle and account for money received and make change; safely and efficiently operate standard kitchen equipment, appliances, and utensils; follow applicable health and sanitation requirements; work effectively under time constraints; communicate effectively with students; understand, be sensitive to and respect the diverse academic, socio-economic, ethics, religious, and cultural backgrounds, disabilities and sexual orientations, of students, parents, teachers, administrations and staff; establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District.

#### **Responsibility**

Responsibilities include: working under direct supervision using standardized procedures. ~~providing information and/or advising others; and operating within a defined budget. There is a continual opportunity to impact the organization's services.~~

#### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 0% sitting, 35% walking, and 65% standing. The job is performed under some temperature extremes and in a generally hazard free environment.

#### **Minimum Qualifications**

Experience Six months experience in handling of foods in a cafeteria or restaurant setting preferred.

Education High School diploma or equivalency.

Possession of, or 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 as needed

#### Certificates

Food Safety Certification

Valid CDL

#### Clearances

DOJ/FBI Background Clearance

TB Clearance

Physical Demands(D)

#### FLSA Status

Non-Exempt

#### Approval Date

#### Salary Range

## Madera Unified School District Classified Job Description

### Child Nutrition-Assistant II

#### Purpose Statement

The job of Child Nutrition-Assistant II was established for the purpose/s of providing support to the educational process at assigned food service location/s with specific responsibilities for preparing and serving food items to students and/or school personnel; and maintaining food service facilities in a safe and sanitary condition.

This job reports to **Child Nutrition Supervisor or Child Nutrition Specialist**.

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#### Essential Functions

- ~~Arranges food and beverage items for the purpose of serving them to students and staff in an efficient manner.~~ **Operates a variety of kitchen/cafeteria equipment such as stoves and ovens for the purposes of cooking, heating or warming prepackage food items.**
- ~~Cleans utensils, equipment, and storage, food preparation and serving areas for the purpose of maintaining required sanitary conditions.~~ **Enters food orders into Food Service Inventory software.**
- ~~Collects money for the purpose of completing sales transaction.~~ **Provide work direction to assigned Child Nutrition Assistant I.**
- ~~Delivers prepared foods for the purpose of providing students and other school personnel with scheduled meals.~~
- **Serves and assists in preparation of institutional quantities of food items from established menus.**
- **Assists in food preparation for special events at assigned location as requested.**
- **Serves food items according to specified quantities.**
- Inspects food items and/or supplies for the purpose of verifying quantity, quality and specifications of orders and/or complying with mandated health standards.
- Inventories food, condiments, and supplies for the purpose of ensuring availability of items required for meeting projected menu requirements.
- Maintains equipment, storage, food preparation, and serving areas in a sanitary condition for the purpose of complying with current health standards.
- Maintains files and records (e.g. temperature logs, transport records, etc.) for the purpose of providing written support and/or conveying information.
- Monitors kitchen and cafeteria areas for the purpose of ensuring a safe and sanitary working environment.
- Operates kitchen machinery (e.g. pre-pack machine, slicers, etc.) for the purpose of preparing, packaging and/or transporting meals.
- **Cleans utensils, equipment, and storage, food preparation and serving areas for the purpose of maintaining required sanitary conditions.**



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- Performs functions of other nutritional services positions, as requested by supervisor for the purpose of ensuring adequate staff coverage within site nutritional services operations.
- Prepares food and beverage items for the purpose of meeting mandated nutritional and projected meal requirements.
- Prepares standardized documents (e.g. transport records, inventory sheets, etc.) for the purpose of communicating information to other parties.
- Reports equipment malfunctions for the purpose of notifying supervisor of need for repair and/or replacement.
- Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.
- Travels to assigned school site for the purpose of arranging, preparing, and serving meals to students and other school personnel.

### 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; and operating equipment found in a commercial kitchen; **skilled at computerized data entry for food service related data and transactions**

**KNOWLEDGE OF:** **Safety practices and procedures; quantity food preparation and handling and sanitation practices; knowledge of institutional quantity food preparation, methods, procedures, and service; weights and measures; food serving methods and procedures such as heating and wrapping food items; basic food handling techniques, including storing proper temperature control, serving and selling food items; inventory, record keeping and ordering practices; food sanitation, preparation (washing, cutting, assembling food items) and safety practices; standard kitchen equipment, utensils, and measurements; basic mathematics, add, subtract, divide, and use decimals and fractions.**

**ABILITY TO:** **Work as part of a team; working with interruptions; communication with persons of diverse backgrounds; patience and flexible; ability to follow oral and written instructions; prepare, set-up and serve food to students according to established procedures; accurately handle and account for money received and make change; safely and efficiently operate standard kitchen equipment, appliances, and utensils; follow applicable health and sanitation requirements; work effectively under time constraints; communicate effectively with students; understand, be sensitive to and respect the diverse academic, socio-economic, ethics, religious, and cultural backgrounds, disabilities and sexual orientations, of students, parents, teachers, administrations and staff; establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District.**

### Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; ~~and operating within a defined budget. There is a continual opportunity to impact the organization's services.~~

### Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 20% walking, and 70% standing. The

## REVISED

job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

### Minimum Qualifications

Experience Two years of work experience in school food services, menu planning, and basic nutrition preferred.

Education High School diploma or equivalency.

Possession of, or 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 as needed

#### Certificates

Food Safety Certification

Valid CDL

#### Clearances

DOJ/FBI Background

TB Clearance

Physical Demands (D)

#### FLSA Status

Non- Exempt

#### Approval Date

#### Salary Range



## **Madera Unified School District Classified Job Description**

### **Child Nutrition Manager**

#### **Purpose Statement**

The job of Child Nutrition Manager was established for the purpose/s of providing support to the food service activities at a large High School or Central Kitchen location with specific responsibilities for organizing food preparation activities; overseeing and assisting cafeteria workers with food preparation and serving; confirming quantities and quality of food items are available for use; providing written reports; and complying with mandated health requirements.

This job reports to Child Nutrition Supervisor or Child Nutrition Specialist.

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#### **Essential Functions**

- Plan, organize and oversee the food service operations at an assigned High school/Central kitchen, oversee the preparation to meet the needs of students and staff, serving, packaging and storage of food in accordance with established guidelines and procedures; enter food orders into Food Service Inventory software.
- Provide timely quality service in the serving of meals to students, teachers and other staff; participate in food serving and preparation as needed; assure compliance with serving size requirements.
- Prioritize, schedule, and oversee work of assigned personnel; train, report discipline needs, provide input for evaluation of assigned staff.
- Ensure proper cleanliness and maintenance of equipment and supplies used in the food service operation to provide a safe, clean, and orderly learning and working environment; ensure compliance with safety and sanitation regulations.
- Prepare and maintain a variety of accurate and timely reports and records (as needed) including inventory, requisitions, daily reports, menu planning, production sheets; record meal counts from transport records.
- Collaborate with CN Operations Supervisor regarding cafeteria needs, conditions, and menu changes; maintain high quality food standards related to taste, appearance and good nutrition; maintain Federal and state standards.
- Estimate and requisition meal/food quantities, and supplies needed; receive, inspect, verify and accept delivery of meal/food and supplies; utilize proper methods of storing foods.
- Operate a variety of equipment and machines used in a school cafeteria/ central kitchen.
- Ensure accuracy of daily reports of meals served.

#### **Other Functions**

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



## **RESTRUCTURED**

### **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 equipment found in a commercial kitchen; and using pertinent software applications.

**KNOWLEDGE OF:** Operations of a school cafeteria/central kitchen; methods and procedures related to the operations of a school cafeteria/central kitchen; operation of computer terminal and point of sale terminal; principles and methods of quantity food service preparation serving and storage; standard kitchen equipment, utensils and measurements; methods of computing food quantities required by weekly or monthly menus; sanitation and safety practices related to transporting and serving food; principles of nutrition; accurate record keeping techniques; principles and practices of training and providing work direction; food services software and accountability program; interpersonal skills using tact, patience and courtesy; correct English usage, grammar spelling, punctuations and vocabulary; District organization, operations, policies, objectives and goals.

**ABILITY TO:** Plan, organize and oversee food service operations at an assigned location; estimate food quantities and requisition proper amounts for economical food service; operate standard cafeteria equipment and appliances; prepare nutritious and appetizing food in quantity as necessary to meet the needs of students and staff; maintain and prepare, complete accurate and timely records; add, subtract, multiply and divide quickly and accurately; communicate, understand and follow both oral and written directions effectively; work independently with little direction and many interruptions; establish and maintain cooperative, effective and collaborative working relationships with a diverse range of people; plan and organize work to meet schedules and time-lines; train, contribute to evaluations, monitor district expectations are being met and regularly support professional growth; accurately account for cash transactions; learn new or updated computer systems/ programs or skills to apply to current work; communicate effectively both orally and in writing; operate food services software and accountability program; inspect and report quality control inconsistencies, such as outdated or expired food products or appearances of food items; communicate using patience and courtesy in a manner that reflects positively on the organization; learn District organization, operations, policies, objectives and goals; actively participate in meeting District goals and outcomes; apply integrity and trust in all situations; follow oral instructions.

#### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a work unit. Utilization of some resources from other work units is often required to perform the job's functions.

#### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 35% sitting, 35% walking, and 30% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

#### **Minimum Qualifications**

**Experience** Three and one half years of experience in quantity food cooking, baking and preparation. Some experience in delegating or supervision of employees preferred

**Education** High school diploma or equivalent

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

RESTRUCTURED

<u>Required Testing</u>		<u>Certificates</u>
Pre-employment Proficiency Test		Val id CDL
Pre-employment Physical Exam		Food Safety Certificate
<u>Continuing Educ./Training</u>		<u>Clearances</u>
Maintain as needed		DOJ/FBI Background
Menu Planning, Safety & Sanitation Classes		TB Clearance
		Physical Demands(D)
<u>FLSA Status</u>	<u>Approval Date</u>	<u>Salary Range</u>
Non-Exempt		

**REVISED**

## **Madera Unified School District Classified Job Description**

### **Child Nutrition Technician**

#### **Purpose Statement**

The job of Child Nutrition Technician was established for the purpose/s of providing support to the food service activities at assigned location with specific responsibilities for preparing and serving food items to students and/or school personnel; responsibilities for a section of the kitchen, such as main dish, bakery or snack bar; and maintaining food service facilities in a safe and sanitary condition.

This job reports to ~~Director of Child Nutrition~~: **Child Nutrition Supervisor or Child Nutrition Specialist**.

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#### **Essential Functions**

- Arranges food and beverage items for the purpose of serving them to students and staff in an efficient manner.
- Attends unit meetings, in-service training, workshops for the purpose of gathering information required to perform job functions.
- Cleans utensils, equipment, and storage, food preparation and serving areas for the purpose of maintaining required sanitary conditions.
- Inspects food items and/or supplies for the purpose of verifying quantity, quality and specifications of orders and/or complying with mandated health standards.
- Inventories food, condiments and supplies for the purpose of ensuring availability of items required for meeting projected menu requirements.
- Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards.
- Performs functions of other nutritional services positions, as requested by supervisor for the purpose of ensuring adequate staff coverage within site nutritional services operations.
- ~~Performs~~ **May perform** functions of the Child Nutrition Manager, as needed in their absence for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares food and beverage items for the purpose of meeting mandated nutritional and projected meal requirements.
- Reports equipment malfunctions for the purpose of notifying supervisor of need for repair and/or replacement.
- Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.

#### **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 are required to perform multiple tasks using existing skills. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; and operating equipment found in a commercial kitchen.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read and follow instructions; and understand multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; quantity food preparation and handling; and sanitation practices.

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: working as part of a team; working with interruptions; confidentiality; and multi-tasking.

### **Responsibility**

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

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 80% walking, and 15% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

### **Minimum Qualifications**

Experience Two years working experience in a school food service program; or entrée cook or baker with experience in supervising and delegating.

Education High School diploma or equivalency.

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

### **Required Testing**

Pre-employment Proficiency Test  
Pre-employment Physical exam

### **Certificates**

Valid CDL  
Food Safety Certificate

### **Continuing Educ./Training**

Maintain as needed

### **Clearances**

Criminal Justice Fingerprint/DOJ/FBI  
Background  
TB Clearance  
Physical Demands(D)

### **FLSA Status**

Non Exempt

### **Approval Date**

### **Salary Range**

**NEW**

## **Madera Unified School District Classified Job Description**

### **Child Nutrition Technician-Lead**

#### **Purpose Statement**

The job of Child Nutrition Technician-Lead was established for the purpose/s of providing support to the food service activities at assigned location with specific responsibilities for preparation and serving of food in the school cafeteria and or Central Kitchen, this classification is distinguished from the Child Nutrition Assistant II as it includes lead responsibility for a Middle school and or Central kitchen operation receiving and serving bulk food.

This job reports to Child Nutrition Supervisor or Child Nutrition Specialist.

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#### **Essential Functions**

- Acts as the lead person, gives directions and assigns duties to personnel at site location. Assumes the role as lead in the planning, organizing and overseeing food service operations, i.e. packaging and storage of food in accordance with established guidelines; enter food orders into Food Service Inventory software.
- Maintains accurate records of supplies and food items prepared and sold.
- Estimates and prepares appropriate food quantities as needed.
- Assists in maintaining the security of food service operation.
- Monitors and maintains food safety standards related to equipment, food, and personnel behaviors.
- Maintains timely, regular, and consistent attendance at work.
- Performs functions of other nutritional services positions, as requested by supervisor for the purpose of ensuring adequate staff coverage within site nutritional services operations.
- Prepares food and beverage items for the purpose of meeting mandated nutritional and projected meal requirements.
- Reports equipment malfunctions for the purpose of notifying the Child Nutrition Operation- Supervisor of need for repair and/or replacement.
- Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.

#### **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 equipment found in a commercial kitchen; use



of pertinent software applications; reacts quickly in emergency situations to maximize safety; analyzes situations and takes appropriate action regarding routine/emergency procedural matters without immediate supervision; communicates effectively orally and in writing; works with students, District personnel, and general public in a pleasant and cooperative manner; understands and follows oral and written instructions and completes assignments in an independent manner; maintains professional confidentiality and works collaboratively with peers.

**KNOWLEDGE OF:** Operations of a school cafeteria/central kitchen; methods and procedures related to the operations of a school cafeteria/ central kitchen; operation of computer terminal and point of sale terminal; principles and methods of quantity food service preparation serving and storage safety standard kitchen equipment,utensils and measurements; methods of computing food quantities required by weekly or monthly menus; sanitation and safety practices related to transporting and serving food; principles of nutrition; accurate record keeping techniques; principles and practices of trainings and providing work direction; food services software and accountability program; interpersonal skills using tact, patience and courtesy; correct English usage, grammar spelling, punctuations and vocabulary; District organization, operations, policies, objectives and goals.

**ABILITY TO:** Plan, organize and oversee food service operations at an assigned location; estimate food quantities and requisition proper amounts for economical food service; operate standard cafeteria equipment and appliances; prepare nutritious and appetizing food in quantity as necessary to meet the needs of students and staff; maintain and prepare complete, accurate and timely records; add, subtract, multiply and divide quickly and accurately; communicate, understand and follow both oral and written directions effectively; work independently with little direction and many interruptions; establish and maintain cooperative, effective and collaborative working relationships with a diverse range of people; plan and organize work to meet schedules and time-lines; train, contribute to evaluations, monitor district expectations are being met and regularly support professional growth; accurately account for cash transactions; learn new or updated computer systems/programs or skills to apply to current work; communicate effectively both orally and in writing; operate food services software and accountability program; inspect and report quality control inconsistencies, such as outdated or expired food products or appearances of food items; communicate using patience and courtesy in a manner that reflects positively on the organization; learn District organization, operations, policies, objectives and goals; actively participate in meeting District goals and outcomes; apply integrity and trust in all situations; follow oral and written instructions.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 35% sitting, 35% walking, and 30% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

### **Minimum Qualifications**

**Experience** Three years of experience in quantity food cooking, baking and preparation. Some experience in delegating or supervision of employees preferred.

**Education** High School diploma or equivalency.

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

Required Testing

Pre-employment Proficiency Test  
Pre-employment Physical exam

Certificates

Valid CDL  
Food Safety Certificates

Continuing Educ./Training

Maintain as needed

Clearances

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

FLSA Status

Non- Exempt

Approval Date

Salary Range

**REVISED**

## **Madera Unified School District Classified Job Description**

### **Child Nutrition Specialist**

#### **Purpose Statement**

The job of Child Nutrition Specialist was established for the purpose/s of supporting the educational process with specific responsibility for planning, organizing, directing and reviewing the District's food service operations; planning the Master Menu; monitoring, analyzing and reporting nutrient analysis; and ensuring compliance with federal requirements and other regulations pertaining to school district nutrition program.

This job reports to Director of Child Nutrition.

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#### **Essential Functions**

- Coordinates with district personnel for the purpose of implementing and maintaining services and/or programs.
- Develops and tests recipes for the purpose of determining attractive food presentation, taste and compliance with child nutrition standards.
- Implements assigned activities and/or projects for the purpose of complying with regulatory requirements and established guidelines.
- ~~Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.~~
- ~~Oversees meal application and verification process for the purpose of ensuring that applications are accurate and approved according to guidelines.~~
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Plans the District's Master Menu for students and staff for the purpose of ensuring that federal guidelines are followed for child nutrition programs.
- Prepares a variety of materials (e.g. reports, memos, letters, procedures, manuals, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Recommends policies, procedures and/or actions (e.g. food purchases, equipment, menus, programs, etc.) for the purpose of providing direction for meeting the district's goals and objectives.

#### **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 are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; principles of supervision and training; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: health standards and hazards; food and nutrition principles; recipe development and analysis; sanitation and food handling procedures; food technology; and safety practices and procedures.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and tracking budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under minimal temperature variations and in a clean atmosphere.

### **Minimum Qualifications**

**Experience**     ~~Two~~**Three** years of work experience in a large food facility; preferably experience in a school food service program which includes both the elementary and secondary school levels, **and experience in delegating and supervisory of employees.**

**Education**     High school diploma or equivalency.

Associate of Arts degree from a nationally approved accredited college or university in food service management, or nutrition or related field.

**Possession of, or 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**

ServSafe Certificate  
Valid CDL

#### **Continuing Educ./Training**

Maintain as needed

#### **Clearances**

Criminal Justice  
**DOJ/FBI**Fingerprint/Background



Clearance  
TB Clearance  
Physical Demands(D)

FLSA Status

Approval Date

Salary Range

Non Exempt

**Madera Unified School District  
Classified Job Description**

**Operations Supervisor-Child Nutrition**

**Purpose Statement**

The job of Operations Supervisor-Child Nutrition was established for the purpose/s of supporting the educational process with specific responsibility to assist the Director of Child Nutrition in overall monitoring of school food service operations, maintaining quality control standards, procedures, and regulations. Special emphasis on menu planning, nutrient analysis, food service employee supervision and training, for directing food service activities and personnel at multiple sites ensuring that job functions are performed in a safe and efficient manner; meeting the mandated nutritional needs of students; ensuring availability of quantities of items; providing written support to convey information; and complying with mandated health standards.

This job reports to Director of Child Nutrition.

---

**Essential Functions**

- Assist the Director of Child Nutrition Food Services in managing and overseeing the activities and operations related to the District Food Services system.
- Exercises considerable judgment and discretion in accounting for the efficient and effective use of staff, supplies, equipment and time in providing optimum service.
- Responsible for applying sound supervisory techniques and recommending personnel actions such as hiring, termination, promotion and evaluation.
- Assign work activities and projects; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
- Remain current concerning pending and existing State legislation relative to student Food Services.
- Assist in the supervision, selection, training, motivating and evaluating of personnel; provide and/or coordinate staff training; work with employees to correct deficiencies; participate in the implementation of discipline procedures.
- Plan and coordinate schedules, coordinate the use of Department staffing, and arrange for substitute staffing assignments.
- Plan and coordinate catering menus; supervise and implement profitable catering program.
- Monitor and ensure adherence of safe work practices. Coordinate development and implementation of training and safety programs; assist in development, implementation and scheduling of staff meetings.
- Check data and orders for accuracy, approve invoices and purchase orders.
- Review, and write memorandums; prepare technical reports including cost analysis for food and labor; prepare statistical breakdowns and analyses of various programs; write reports as requested.
- Assisting the Director with planning the menus for all programs, creating standardized recipes, production records, and conducting nutrient analysis.
- Responsible for overseeing required record keeping, personnel, labor hours, food cost, profit and loss, work schedules, documenting staff performance, etc in assigned schools.
- Serve as a liaison between school administration, kitchen employees & office staff.

## RESTRUCTURED

- Performs functions of other nutritional services positions, as needed for the purpose of ensuring adequate staff coverage within site nutritional services operations.
- Prepares a wide variety of documentation (e.g. cumulative meal counts, budget reports, reconciliation reports, cash summary, time sheets, etc.) for the purpose of providing written support and/or conveying information.
- Keep track of payroll information (e.g. time sheets, leave requests, etc.) for the purpose of updating information and/or authorizing timely payments.
- Supervises food service workers and other personnel as assigned (e.g. orients, trains, evaluates, etc.) for the purpose of maximizing the productivity of the work force, providing adequate coverage and ensuring compliance with health, safety and nutritional standards of central kitchen operations/ site operations.

### 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:** Operational characteristics, services and activities of a Food Services and Nutrition program; operational practices in and principles of Food Services management in a large institutional arena, including efficient and economical employee scheduling; purchasing, marketing, merchandising and accountability; food production, cooking catering, menu development, nutrition and related experience; procedures, methods and techniques of personnel interaction, principles of supervision, training and performance evaluation; pertinent Federal, state, and local laws, codes and regulations; standard food safety & sanitation requirements; District operations, goals and objectives; computer operations and database management, and computer-based systems and their applications; demographic and multicultural characteristics of the community served by the District; interpersonal skills using tact, patience, and courtesy.

**ABILITY TO:** Safely and efficiently operate all types of equipment; manage, direct and coordinate the work of lower level staff; select, supervise, train and evaluate staff; understand and use complex computer spreadsheets, word documents and financial reports; oversee and supervise the operations, services and activities of the Food Services and Nutrition Department; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; generate and evaluate Food Services computer system; interpret and apply Federal, State and local policies, laws and regulations; be a self starter, "think out of the box" type of person; maintain effective audio-visual discrimination and perception needed for: making observations; communicating with others; reading and writing; operating assigned equipment; maintain mental capacity which allows the capability of: making sound decisions; demonstrating intellectual capabilities; obtain and maintain a Serve Safe Certificate; operate standard office equipment including use of basic computer applications; use English, both written and verbal, using correct spelling, grammar and punctuation; operate a personal computer; establish and maintain cooperative working relationships with others; understand and follow oral and written instructions; communicate effectively, both orally and in writing; speak in understandable voice with sufficient volume to be heard in normal conversational distance and on the telephone; ability to perform repetitive arm and shoulder motions with moderate exertion; visual acuity and depth perception to operate equipment and read safety materials; hear and speak to exchange information.



## **RESTRUCTURED**

### **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:** Four years of increasing responsibility in Food Services and operations that includes experience in food productions, catering purchasing, marketing, merchandising and accountability required. Experience in delegating and supervising employees.

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

**Education** High school diploma or equivalency.

Specialized school in culinary arts, food service management or nutrition services required. Supplemental college level course work in public administration, personnel management or related field is preferred.

Possession of, or ability and qualifications to obtain Food Safety Certification within 12months 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 as needed

#### **Certificates**

Food Safety Certification

Valid CDL

#### **Clearances**

DOJ/FBI Background

TB Clearance

Physical Demands(D)

#### **FLSA Status**

Non-Exempt

#### **Approval Date**

#### **Salary Range**



## Madera Unified School District Classified Job Description

### Delivery Person-Child Nutrition Food Handler

#### Purpose Statement

The job of Delivery Person-Child Nutrition Food Handler was established for the purpose/s of providing support to the educational process with specific responsibilities for transporting food, supplies, and/or equipment to designated sites while maintaining the vehicle in a sanitary and safe operating condition; and assisting in the food service program by unloading and stocking incoming shipments.

This job reports to site **Child Nutrition Site Manager**.

---

#### Essential Functions

- Assists in inventories for the purpose of verifying merchandise.
- Loads food items, supplies and/or equipment for the purpose of preparing items for transport to assigned location.
- Maintains assigned vehicle (e.g. fluid levels, fueling, cleaning, tire pressure, etc.) for the purpose of ensuring safe operation of vehicle and sanitation of transported food items.
- Maintains files and records (e.g. temperature logs, transport records, etc.) for the purpose of providing written support and/or conveying information.
- Performs maintenance on pre-pack machine for the purpose of ensuring proper working condition.
- Prepares cardboard for recycling for the purpose of complying with established district policies.
- Prepares food items, supplies and/or equipment for transport (e.g. CAMBRO, etc. food service equipment supplies) for the purpose of meeting health and safety guidelines.
- Responds to inquiries from site and central kitchen staffs for the purpose of providing information and/or direction regarding status of deliveries, etc.
- Stocks food items for the purpose of complying with health and sanitation standards.
- Transports food items, supplies and/or equipment for the purpose of delivering requested items to designated sites.
- Unloads food items, supplies and/or equipment for the purpose of providing requested items at designated sites.
- **Ensures proper cleanliness and maintenance of delivery areas, and food site work areas.**

#### 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 are required to perform single tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices and operating equipment.

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KNOWLEDGE is required to perform basic math; read and follow instructions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: basic computer use, basic vehicle maintenance; safety practices and procedures; health standards; and material handling techniques.

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules; adaptability/flexibility; mechanical aptitude; meeting schedules/deadlines; and physical stamina.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. ~~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: significant lifting, carrying, pushing, and/or pulling; significant climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 90% walking, and 5% standing. The job is performed under some temperature extremes and in a generally hazard free environment.

### **Minimum Qualifications**

Experience Six months experience in food services in a school cafeteria setting or a large restaurant operation and experience of operation of a light truck, loading, transporting and unloading large boxes.

Education High School diploma or equivalency.

Possession of, or 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

Forklift Certificate(must obtain within 6 months of hire date)

~~Class B CDL~~

Food Safety Certificate

Valid CDL C

#### Continuing Educ./Training

Maintain as needed

~~Class B CDL~~

#### Clearances

DOJ/FBI Background

TB Clearance

Physical Demands(D)

#### FLSA Status

Non Exempt

#### Approval Date

#### Salary Range



**REVISED**

## **Madera Unified School District Classified Job Description**

### **Warehouse Assistant**

#### **Purpose Statement**

The job of Warehouse Assistant was established for the purpose/s of providing support to the educational process with specific responsibilities for warehousing operations; maintaining required inventory levels; ensuring specifications, quantity and quality of orders are correct; verifying stock and identifying losses; maintaining an organized warehouse layout; transporting orders over designated routes; ensuring safe operation of vehicles; and loading and unloading orders.

This job reports to ~~Director of Purchasing~~ **Designee**.

---

#### **Essential Functions**

- Barcodes fixed assets for the purpose of identifying materials.
- Cleans warehouse for the purpose of maintaining a safe and sanitary work area.
- Delivers a variety of items (e.g. boxes, packages, cargo, office supplies, furniture, equipment, textbooks, etc.) for the purpose of distributing items to assigned locations and/or individuals.
- Drives vehicles (e.g. truck, van, forklift, etc.) for the purpose of transporting orders and materials to designated sites.
- Loads and unloads delivery trucks for the purpose of receiving stock and/or filling orders for transport.
- Maintains delivery vehicles (e.g. checking fluid levels, fueling, cleaning, etc.) for the purpose of ensuring safe operation of vehicle.
- Maintains manual and electronic documents, files and records (e.g. delivery logs, requisitions, etc.) for the purpose of documenting activities and providing reliable resource information.
- Participates in physical inventories for the purpose of verifying stock and identifying losses.
- Prepares orders by pulling from stock for the purpose of meeting delivery requirements.
- Receives stock and nonstock items for the purpose of ensuring specifications, quantity and quality of orders are correct.
- Recycles old textbooks for the purpose of discarding books in accordance with established District policy.
- Researches discrepancies on orders and/or invoices (e.g. overages, shortages, duplicate deliveries, etc.) for the purpose of correcting errors and/or returning damaged/incorrect items to vendors.
- Responds to inquiries of staff and vendors for the purpose of providing information and/or direction regarding the invoices, billing, status of deliveries, etc.
- Restocks main warehouse for the purpose of ensuring items availability.
- Transports a variety of items (e.g. supplies, equipment, materials, P.E. clothes, etc.) for the purpose of receiving and/or delivering materials as required.



## **Other Functions**

- Exchanges dust mops for the purpose of keeping mop heads clean and sanitary.
- 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 are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in warehouse operations; operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: basic computer use, basic vehicle maintenance, and safety practices and procedures.

ABILITY is required to schedule activities; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; setting priorities; and physical stamina; and ability to read, write and communicate clearly in English.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. ~~Utilization of some resources from other work units may be 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: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 30% sitting, 35% walking, and 35% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

### **Minimum Qualifications**

Experience Six months of varied warehouse duties.

Education High School diploma or equivalency.

**CN Warehouse Assistant employees only: Possession of, or 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**

Forklift Certificate (must be obtained within 6 months of hire)  
Class C CDL  
**Food Safety Certificate**

Continuing Educ./Training

Maintain as needed

Clearances

Criminal Justice Fingerprints

DOJ/FBI Background

TB Clearance

Physical Demands (D)

FLSA Status

Non Exempt

Approval Date

Salary Range

MADERA UNIFIED SCHOOL DISTRICT  
SALARY SURVEY DETAIL 2018

CLASSIFIED

CLASSIFICATION : CN I

<u>SURVEY PARTICIPANT</u>	<u>PARTICIPANT'S CLASSIFICATIONS</u>	<u>MINIMUM</u>	<u>**MAXIMUM</u>
Central Unified		\$18,480	\$22,440
Clovis Unified		\$15,694	\$19,034
Fresno Unified		\$16,209	\$19,892
Fresno COE		\$18,664	\$22,690
Sanger Unified		\$22,506	\$22,968
Kings Canyon Unified		\$24,230	\$29,452
Total Districts Used:		6	6

\*\*MEDIAN: \$22,746.00

MUSD: \$22,171

\*\*Median of the Maximum Column

$\frac{\$ \text{ DIFFERENCE (MUSD - MEDIAN)}}{\text{PERCENTAGE (-DECREASE/+INCREASE)}}$   
 $\frac{-\$575}{-2.53\%}$



MADERA UNIFIED SCHOOL DISTRICT  
SALARY SURVEY DETAIL 2018

CLASSIFIED

CLASSIFICATION : CN II

<u>SURVEY PARTICIPANT</u>	<u>PARTICIPANT'S CLASSIFICATIONS</u>	<u>MINIMUM</u>	<u>**MAXIMUM</u>
Central Unified		\$18,480	\$22,440
Clovis Unified		\$25,960	\$31,548
Fresno Unified		\$16,209	\$19,892
Fresno COE		\$18,664	\$22,690
Sanger Unified		\$20,097	\$25,674
Kings Canyon Unified		\$24,230	\$29,452
Total Districts Used:		6	6

\*\*MEDIAN: \$25,282.67

MUSD: \$24,393

\*\*Median of the Maximum Column

$\frac{\$ \text{ DIFFERENCE (MUSD - MEDIAN)}}{\text{PERCENTAGE (-DECREASE/+INCREASE)}}$   $\frac{-\$890}{-3.52\%}$

MADERA UNIFIED SCHOOL DISTRICT  
SALARY SURVEY DETAIL 2018

CLASSIFIED

CLASSIFICATION : CN MANAGER

<u>SURVEY PARTICIPANT</u>	<u>PARTICIPANT'S CLASSIFICATIONS</u>	<u>MINIMUM</u>	<u>**MAXIMUM</u>
Central Unified		\$28,932	\$35,280
Clovis Unified		\$35,856	\$43,560
Fresno Unified		\$34,196	\$41,800
Fresno COE		\$43,802	\$53,251
Sanger Unified		\$28,916	\$36,907
Kings Canyon Unified		\$34,224	\$41,616
Total Districts Used:		6	6

\*\*MEDIAN: \$42,069.00

MUSD: \$39,396

\*\*Median of the Maximum Column

\$ DIFFERENCE (MUSD - MEDIAN)      -\$2,673  
PERCENTAGE (-DECREASE/+INCREASE)      -6.35%

MADERA UNIFIED SCHOOL DISTRICT  
SALARY SURVEY DETAIL 2018

CLASSIFIED

CLASSIFICATION : CN Technician Lead

<u>SURVEY PARTICIPANT</u>	<u>PARTICIPANT'S CLASSIFICATIONS</u>	<u>MINIMUM</u>	<u>**MAXIMUM</u>
Central Unified		\$28,934	\$35,289
Clovis Unified		\$34,617	\$42,064
Fresno Unified		\$33,211	\$40,779
Fresno COE		\$32,243	\$39,283
Sanger Unified		\$28,916	\$36,905
Kings Canyon Unified		\$31,380	\$38,156
Total Districts Used:		6	6

\*\*MEDIAN: \$38,746.00

MUSD: \$32,827

\*\*Median of the Maximum Column

\$ DIFFERENCE (MUSD - MEDIAN) - \$5,919  
PERCENTAGE (-DECREASE/+INCREASE) -15.28%



MADERA UNIFIED SCHOOL DISTRICT  
SALARY SURVEY DETAIL 2018

CLASSIFIED

CLASSIFICATION : CN SPECIALIST

<u>SURVEY PARTICIPANT</u>	<u>PARTICIPANT'S CLASSIFICATIONS</u>	<u>MINIMUM</u>	<u>**MAXIMUM</u>
Central Unified		\$48,984	\$59,544
Clovis Unified		\$66,528	\$80,640
Fresno Unified		\$56,849	\$69,101
Fresno COE		\$47,784	\$58,092
Sanger Unified		N/A	N/A
Kings Canyon Unified		N/A	N/A
Total Districts Used:		4	4

\*\*MEDIAN: \$66,844.25

MUSD: \$65,520

\*\*Median of the Maximum Column

\$ DIFFERENCE (MUSD - MEDIAN)  
PERCENTAGE (-DECREASE/+INCREASE)

-\$1,324  
-1.98%

MADERA UNIFIED SCHOOL DISTRICT  
SALARY SURVEY DETAIL 2018

CLASSIFIED

CLASSIFICATION : Operations Supervisor-CN

<u>SURVEY PARTICIPANT</u>	<u>PARTICIPANT'S CLASSIFICATIONS</u>	<u>MINIMUM</u>	<u>**MAXIMUM</u>
Central Unified		\$43,430	\$52,588
Clovis Unified		\$66,528	\$80,640
Fresno Unified		\$32,622	\$39,716
Fresno COE		\$47,784	\$58,092
Sanger Unified		N/A	N/A
Kings Canyon Unified		N/A	N/A
Total Districts Used:		4	4

\*\*MEDIAN: \$57,759.00

MUSD: \$56,760

\*\*Median of the Maximum Column

\$ DIFFERENCE (MUSD - MEDIAN)      -\$999  
PERCENTAGE (-DECREASE/+INCREASE)      -1.73%

MADERA UNIFIED SCHOOL DISTRICT  
SALARY SURVEY DETAIL 2018

CLASSIFIED

CLASSIFICATION : CN DELIVERY PERSON

<u>SURVEY PARTICIPANT</u>	<u>PARTICIPANT'S CLASSIFICATIONS</u>	<u>MINIMUM</u>	<u>**MAXIMUM</u>
Central Unified		\$28,953	\$35,251
Clovis Unified		\$35,865	\$43,564
Fresno Unified		\$35,155	\$42,700
Fresno COE		\$38,803	\$47,174
Sanger Unified		\$29,241	\$37,296
Kings Canyon Unified		\$28,080	\$33,120
Total Districts Used:		6	6

\*\*MEDIAN: \$39,850.83

MUSD: \$37,620

\*\*Median of the Maximum Column

\$ DIFFERENCE (MUSD - MEDIAN)      -\$2,231  
PERCENTAGE (-DECREASE/+INCREASE)      -5.60%



MADERA UNIFIED SCHOOL DISTRICT  
SALARY SURVEY DETAIL 2018

CLASSIFIED

CLASSIFICATION : CN WAREHOUSE ASSISTANT

<u>SURVEY PARTICIPANT</u>	<u>PARTICIPANT'S CLASSIFICATIONS</u>	<u>MINIMUM</u>	<u>**MAXIMUM</u>
Central Unified		\$33,768	\$41,160
Clovis Unified		\$43,564	\$45,888
Fresno Unified		\$48,792	\$50,045
Fresno COE		\$42,204	\$51,312
Sanger Unified		\$33,240	\$42,420
Kings Canyon Unified		\$30,960	\$37,680
Total Districts Used:		5	5

\*\*MEDIAN: \$53,701.00

MUSD: \$48,972

\*\*Median of the Maximum Column

\$ DIFFERENCE (MUSD - MEDIAN)  
PERCENTAGE (-DECREASE/+INCREASE)

-\$4,729  
-8.81%



## **MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

### **REGULAR MEETING AGENDA ITEM COVER PAGE**

**Meeting Date:** January 23, 2019

**Agenda Item:**

Discuss and approve the revised classified supervisory job description for Business Manager.

**Agenda Placement:**

Action

**Background:**

The District administration brought forward some minor revisions to the job description for the Business Manager. Therefore, in reviewing the job description changes have been made in the areas; Continuing Education/Training, Clearances, and FLSA status. These changes will bring the job description up to date.

**Recommendation:**

It is recommended that the Personnel Commission approve the revised classified supervisory job description for Business Manager as presented.

## **Madera Unified School District Classified Job Description**

### **Business Manager**

#### **Purpose Statement**

Organize, direct and supervise the fiscal activities and operations of the District, Business Office; perform financial, budgetary, and accounting functions; plan, organize, and participate in responsible and technical fiscal record management, audit and reporting functions, and activities; perform specialized accounting, internal auditing and external auditing and monitoring of accounting and financial reporting systems; train, supervise, and evaluate the performance of assigned personnel; perform related work as required.

This job reports to the Chief Financial Officer.

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#### **Essential Functions**

- Organize, direct and supervise the fiscal activities and operations of an assigned department; participate in the development and implementation of departmental policies and procedures.
- Perform financial, budgetary, and accounting functions; plan, organize, and participate in responsible and technical fiscal record management, audit and reporting functions, and activities.
- Plan, schedule, audit, coordinate, and participate in the preparation and development of accounting records, reports, and summaries.
- Plan, organize, coordinate, and participate in the input of accounting, fiscal, and statistical data; interpret the California School Accounting Manual.
- Negotiate and monitor compliance of contracts, resource allocation plans, and payment provisions..
- Analyze data to determine trends in projected expenditures and revenues to assist in the budget development process; sign official documents as authorized.
- Interpret governmental codes and regulations, including Education Code, Government Code, Public Contract Code, and Revenue and Taxation Code.
- Advise governing boards, superintendents, executive directors, and administrators regarding the development of public policies, procedures, and administrative regulations.
- Communicate with administrators, personnel, and outside organizations to coordinate activities, resolve issues and conflicts, and exchange information; consult with County Office and school district personnel regarding the financial status of special funds and accounts.
- Plan, organize, and conduct orientation and in-service programs regarding budget development, expenditure control, disbursement procedures, and other related fiscal matters.
- Prepare and maintain a variety of reports, records, and files related to assigned activities and personnel; assist in the preparation of a variety of state and federal mandated reports.



## REVISED

- Train, supervise, and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions.
- Operate a computer and assigned software programs; operate other office equipment as assigned.
- Acts as liaison with Human Resources and Payroll departments to provide increased understanding of budget, position control and payroll issues.
- Attend a variety of meetings as assigned.

### **Job Requirements:**

#### **Knowledge and Abilities**

KNOWLEDGE OF: Principles, methods, practices, and procedures concerning school district accounting and financial record management and reporting systems. Legal mandates, policies, regulations, and guidelines pertaining to accounting, budget development, expenditure control, and fiscal record management and reporting processes. Cost and general accounting, fiscal planning, and audit procedures. Computer accounting systems, systems and analysis techniques, computer accounting, and financial forecasting. Accounting, budget planning, and fiscal record management, storage, and retrieval systems. Operation of a computer and assigned software. Oral and written communication skills. Principles and practices of supervision and training. Applicable laws, codes, regulations, policies, and procedures. Interpersonal skills using tact, patience, and courtesy.

ABILITY TO: Perform highly responsible and technical accounting, audit, and fiscal record management and reporting functions. Interpret, apply, and explain rules, regulations, policies, and procedures. Review, monitor, audit, and verify financial statements, summaries, and related reports. Comply with employer requirements and policies governing the confidentiality of data accessed. Train, supervise, and evaluate the performance of assigned staff. Communicate effectively both orally and in writing. Establish and maintain cooperative and effective working relationships with others. Operate a computer and assigned office equipment. Analyze situations accurately and adopt an effective course of action. Meet schedules and time lines. Work independently with little direction. Plan and organize work. Prepare records and reports related to assigned activities. Present a positive image of Madera Unified School District.

#### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods.

#### **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 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

## REVISED

### **Minimum Qualifications**

Education: Bachelor's Degree in Business Administration, Accounting or a closely related field.

Experience: Three years of experience in a school district's Business/ Finance office.

#### Required Testing

Pre-employment Proficiency Test

#### Certificates

Valid CDL

#### Continuing Educ./Training

~~None Specified~~

Maintain as needed

#### Clearances

~~Criminal Justice~~ DOJ/FBI

Fingerprint/Background

TB Clearance

#### FLSA Status

#### Approval Date

#### Salary Range

Exempt



## **MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

### **REGULAR MEETING AGENDA ITEM COVER PAGE**

**Meeting Date:** January 23, 2019

**Agenda Item:**

Discuss and approve the new classified job description for Deaf or Hard of Hearing (DHH) Sign Language/Oral Interpreter 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 Deaf or Hard of Hearing (DHH) Sign Language/Oral Interpreter. This position will provide support to the educational process with specific responsibilities of sign language services, communication among students who are deaf or hard of hearing and their peers, and the classroom teacher.

This was done in accordance with PC Rule 3.2.5 Creation of New Positions.

**Recommendation:**

It is recommended that the Personnel Commission approve the new classified job description for Deaf or Hard of Hearing (DHH) Sign Language/Oral Interpreter and classified salary recommendation of Range 59 (\$34.61 -\$45.08 per hour).



## **Madera Unified School District Classified Job Description**

### **Deaf or Hard of Hearing (DHH) Sign Language/Oral Interpreter**

#### **Purpose Statement**

The job of Deaf or Hard of Hearing (DHH) Sign Language/Oral Interpreter was established for the purpose/s of providing support to the educational process with specific responsibilities of: high quality sign-language services, communication among students who are deaf or hard of hearing and their peers, the classroom teacher, and other school personnel.

This job reports to Special Education Administration/ or Designee.

---

#### **Essential Functions**

- Accompany and interpret for assigned students, using sign language interpreting, in all academic settings and school settings, including but not limited to, one-on-one settings, integrated classroom lectures, discussions, assemblies, and meetings with personnel for the purpose of implementing Individualized Education Plan (IEP) goals and other academic needs of the students and social peer interactions, including interpreting for peer to peer interactions during instruction, breaks, lunch, recess, and other extracurricular activities.
- Provide sign language interpreting for staff and parents, as needed; provide sign to voice and voice to sign interpretations as needed.
- Works in collaboration with the teacher, student, and/or other staff members to prepare for interpreting assignments by obtaining and reviewing future subject matter including but not limited to vocabulary and content knowledge to provide students access to high quality options and activities.
- Consult with the classroom teacher and Special Education Case Carrier on a regular basis.
- Adhere to the National Association of the Deaf-Registry of Interpreters for the Deaf Code of Professional Conduct and the District Board Policy.
- Perform non-interpreting related functions consistent with the interpreter's assignment when the function does not adversely affect the communication needs of the student.
- Provide tutoring and/or note taking and other support services, i.e. photocopying, typing, recordkeeping, when necessary and interpreting is not needed.
- Provide interpreting for extracurricular activities, parent meetings, back-to-school night, graduation, activities/meetings may extend beyond the school day.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Operate a variety of office equipment, including but not limited to, computer and assigned software applications.

## NEW

- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

### 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 including using pertinent software applications; preparing and maintaining accurate records.

**KNOWLEDGE OF:** American Sign language and various sign systems; basic math skills, English grammar and composition; pre-school through high school academic courses; current developments, trends and techniques in the field of interpreting for the deaf; general needs, problems, learning styles, and requirements of deaf and/or hard of hearing students; National Association of the Deaf-Registry of Interpreters for the Deaf (NAD-RID) Code of Professional Conduct; problems and concerns of students with special needs; proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication; State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/ or instructional area; theoretical and technical aspects of field of speciality.

**ABILITY TO:** Relate to the needs of students (preschool through adult) of different ethnic, cultural, educational and socioeconomic backgrounds; work independently with little direction; analyze situations accurately and adopt an effective course of action; assist certificated staff with instruction and related activities of a deaf and/ or hard of hearing learning environment; interpret/translate using American Sign Language and/ or other sign system required by the student; maintain routine records; perform clerical and supportive tasks for instructional personnel; perform translating, tutorial services and interpreting services for deaf and hard-of-hearing students; understand and follow sign, oral and written instructions; understand and relate to children with special needs; communicate effectively orally and/or sign and in writing; drive a vehicle to conduct work; interpret, apply, and explain rules, regulations, policies and procedures; maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards; safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards; work confidentially and with discretion; work independently with little direction.

**PHYSICAL ABILITIES:** Ability to interpret for extended periods of time; ability to use sign language throughout the work day; dexterity of hands and fingers to sign and finger spell; continuous use of elbows; bending at the waist, kneeling or crouching; climb or balance; eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to the fine print; hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns; manual dexterity and coordination sufficient to operate office and/or classroom equipment; sitting, standing and/or walking for extended periods of time; use hands to handle and/or feel; reach with hands and arms.



NEW

### **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. This job is performed in a generally clean and healthy environment.

### **Minimum Qualifications**

Experience Three years of experience interpreting for Deaf or Hard of Hearing in an educational setting is preferred.

Education High School diploma or equivalency.

#### **AND:**

Completion of forty- eight units from a nationally accredited college or university, or A.A. degree or higher; or the passage of a local assessment, which meets the requirements of the federal No Child Left Behind Act of 2001.

Must obtain valid CPR and First Aid certifications within six months of employment. Failure to do so, will result in termination.

#### **Required Testing**

Pre-employment Proficiency Test

Pre-employment Physical Exam

#### **Certificates**

Valid CDL

Valid First Aid and CPR Certificate

Certified by Registry of Interpreters for the Deaf (RID), or have achieved a minimum score of 4.0 or above on the Educational Sign Skills, Evaluation-Interpreter (ESSE-1) the Educational Interpreter Performance Assessment (EIPA), the American Consortium of Certified Interpreters (ACCI), or the National Association of the Deaf(NAD) assessment.

#### **Continuing Educ./Training**

Maintain as needed

#### **Clearances**

DOJ/FBI Background

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:** January 23, 2019

**Agenda Item:**

Discuss and approve the revised classified job description for the current Risk Management Technician. The revised title is Risk Management Analyst with a new classified salary recommendation.

**Agenda Placement:**

Action

**Background:**

The Human Resources Department has presented the Personnel Commission with changes in duties for the current Risk Management Technician and recommended title of Risk Management Analyst. The revised job description reflect the new title and duties/tasks which are at a higher level and are part of the HR reorganization. All changes are noted in the following areas of the job description; purpose statement, essential functions, experience, educations, continuing education/training, and Clearance. A new salary survey was conducted to recommend proper salary placement.

This is done in accordance per PC Rule 3.2.9 Review of Positions and PC Rule 3.2.7 Changes in Duties of Position.

**Recommendation:**

It is recommended that the Personnel Commission approve the revised classified job description with the title of Risk Management Analyst and new classified salary recommendation of Range 44, (\$53,172 - \$69,240).

## Madera Unified School District Classified Job Description

### Risk Management Technician ~~Analyst~~

#### Purpose Statement

Under general supervision, the Risk Management Technician ~~Analyst~~ performs a wide variety of duties related to district-wide risk management and insurance services and activities; performs, provides information to State management and employees; performs related work as required.

This job reports to Chief Human Resources Officer.

---

#### Essential Functions

- ~~Assists in the preparation and~~ **Collaborates with claim adjusters in the** analysis of worker's compensation claims for the purpose of ensuring the timely and accurate presentation of facts.
- ~~Assists~~ **Collaborates with CRMA** in the preparation of documentation (e.g. safety reports, workers compensation reports, etc.) for the purpose of providing written support and/or conveying information.
- Attends pertinent insurance meetings/workshops for the purpose of keeping current with procedural and legal requirements.
- Communicates with a variety of personnel (e.g. staff, administration, public and private entities, etc.) for the purpose of providing and/or gathering information about claims or reports.
- Composes a variety of documents (e.g. correspondence, memos, reports, etc.) for the purpose of supporting the effective and efficient functioning of the department.
- Maintains a variety of records (confidential and non-confidential) and files for the purpose of ensuring documentation for future reference in accordance with administrative and legal requirements.
- Maintains liaison between administrators, employees, claimants, attorneys, insurance carrier and investigators for the purpose of assisting in positive communication and the welfare of both claimants and the district.
- Procures and distributes materials as needed (e.g. student voluntary accident insurance, Workers' Compensation forms, etc.) for the purpose of providing information to staff and parents.
- Responds to inquires for the purpose of providing information and assistance.
- **Records employee's industrial leave in District Absence Management System.**
- **Coordinate, attend and prepare reports for all Industrial Accident Interactive Process meetings.**
- **Coordinate and schedule Safety Training dates for departments.**
- **Analyze and recommends revisions to current safety programs to improve effectiveness and to comply with changes in applicable laws, regulations, and policies.**
- **Plans, organizes, and coordinates District programs involving employee and student safety, and public risk factors, and earthquake/disaster preparedness, to include the planning, organizing, and administering of the District's safety management plans. Provides for regular safety and playground inspections, and other employee training, monitoring, record keeping, CAL OSHA compliance and other requirements of various regulations.**



## REVISED

- Coordinate the placement of employees to Bridge assignments and routinely visits Bridge assignment locations to verify the adherence to the modified assignments.
- Analyze all Student Injury Reports (SIR) to determine District risk exposure.
- Coordinates District Safety Committee and acts as the Secretary during the meetings.
- Analyze all certificates of Insurance (COI) to ensure adherence to District requirements.
- Process all volunteer drivers for the District, ensuring drivers meet the district's Driving Policy.

### **Other Functions**

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

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

**SKILLS:** Specific skill-based competencies required to satisfactorily perform the functions of the job include: analyzing; customer service; effective listening; interpersonal aptitude; office practices; and record keeping.

**KNOWLEDGE:** Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: bookkeeping/accounting practices; codes/laws/rules/regulations/policies; English grammar/punctuation/ spelling/vocabulary; office equipment/software; and age appropriate activities/behaviors.

**ABILITY** is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communication with persons of diverse backgrounds/knowledge/skills; confidentiality; detail oriented; multi-tasking; prioritization; and taking initiative. Establish and maintain cooperative and effective working relationships with a diverse range of people; read, interpret, apply and explain rules, regulations, policies and procedures; work independently with little direction; work confidentially with discretion; communicate, understand and follow both oral and written direction effectively; learn applicable sections of the State Education Code and other applicable laws; learn new or updated computer systems/programs to apply to current work; communicate using patience and courtesy in a manner that reflects positively on the organization; actively participate in meeting District goals and outcomes; apply integrity and trust in all situations; learn District organization, operations, policies, objectives and goals.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to effect 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 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

## REVISED

Experience: ~~Two~~ Five years of increasingly responsible experience within a Human Resources function. Two of the five years must include experience in one of the following; institutional risk management insurance programs, contracts administration, workplace safety, environmental health or another related area.

Education: High School diploma or equivalency and course level trainings in Risk Management.

Bachelor's degree in a related field is preferred.

### Required Testing

Pre-employment Proficiency Test

### Certificates

Valid CDL

### Continuing Educ./Training

Maintain as needed

### Clearances

DOJ/FBI

Criminal Justice Fingerprint/Background

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:** January 23, 2019

**Agenda Item:**

Discuss and approve the revised classified job description and salary survey for Spanish Translator/Interpreter.

**Agenda Placement:**

Action

**Background:**

The Personnel Commission conducted a desk audit and a new salary survey for the Spanish Translator/Interpreter job description. Therefore, in reviewing the job description, changes have been made in the following areas; purpose statement, essential functions, and Clearance. Please note the added essential function includes "Work schedule will be flexible". This essential function will NOT affect any of the "current employees". Moving forward with any new job opening, the announcement will specify flex hours and the start time.

These changes will now bring the job description up to date with the actual duties being performed. The salary survey is also presented. This is done in accordance per PC Rule 3.2.9 Review of Positions.

**Recommendation:**

It is recommended that the Personnel Commission approve the revised classified job description and salary survey for the Spanish Translator/Interpreter as presented.

REVISED

## Madera Unified School District Classified Job Description

### Spanish Translator/Interpreter

#### Purpose Statement

Work under direct supervision, interpret complex written translation work of various documents and activities into Spanish or English. Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

This job reports to the Director of English Language Development: **Special Services Administrator or Designee.**

---

#### Essential Functions

- Prepares written translation from ~~Spanish to English~~ **English to Spanish** for a variety of documents (e.g. letters, information, bulletins, forms, handbooks, brochures, correspondence, legal documents, etc.)
- Translates and verbally interprets, **for a variety of formalized meetings such as**, IEPs (Individualized Educational Program), **504s, Student Study Teams (SST) etc.**
- Reviews and edits translated material for accuracy, context, readability, and style for the purpose of ensuring accuracy of information and complying with established guidelines.
- Recreate and format documents utilizing a variety of word processing tools such as text boxes, headings, etc.
- Serve as an interpreter, for a variety of meetings, workshops, conferences and special events for District personnel, parents, students and provide simultaneous interpretation services; ~~takes notes and prepare minutes following meetings as necessary; maintain confidentiality of sensitive and privileged information; interpret previously taped conversations of meetings as requested~~ **translate previously recorded meetings in to English or Spanish.**
- Performs clerical duties such as typing, preparing and maintaining records and files utilizing a variety of office equipment including a computer, copier, fax machine and phone.
- **Research legal terminology as needed for written translation in reference to Educational, Medical, and Psychological translations.**

#### Other Functions

- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit. **May be required to work at various school site locations other than District Office work location. Work schedule will be flexible.**

#### Job Requirements:

##### **Skills, Knowledge and Abilities**

## REVISED

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include operating standard office equipment including using job related software applications, preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include; extensive vocabulary and correct usage, grammar, syntax, spelling and punctuation of English and Spanish. Correct oral and written usage of English and Spanish; simultaneous and consecutive interpretation techniques; operation of standard office equipment including computer and assigned software; modern office practices, equipment and procedures.

ABILITY is required to schedule a number of activities, meeting, and/or events gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: Operate a variety of office equipment including a computer and assigned software; communicate effectively both orally and writing; establish and maintain cooperative and effective working relationships with others; type and input data at an acceptable rate of speed; understand and follow oral and written instructions; meet schedules and timelines; maintain records and files; maintain confidentiality of sensitive and privileged information.

### **Responsibility**

Responsibilities include working under direct supervision using standardized routines; providing information and/or advising 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; some stooping, kneeling, crouching, and/crawling; and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

### **Minimum Qualifications**

Experience: Two years of experience translating written documents from English to Spanish and providing simultaneous oral interpretation services.

Education: Associate in Arts (A.A.)/ Associate of Science (A.S. degree is required. Bachelors' degree is preferred.



## REVISED

### Required Testing

Pre-employment Proficiency Test  
Pre-employment Physical Exam

### Continuing Educ. /Training

Maintain as needed

### Certificates & Licenses

Valid Driver's License with Evidence of insurability may be required.  
Typing Certificate 45 (45 words per minute)  
Must complete the SEIS (SPECIAL EDUCATION INFORMATION SYSTEM) training within 6 weeks of hire date. Failure to complete training will result in restriction during probationary period.

### Clearance

~~Criminal Justice~~ **DOJ/ FBI**

Fingerprint/Background Clearance

TB Clearance

Physical Demands (A)

### FLSA Status

None Exempt

### Approval Date

### Salary Range



MADERA UNIFIED SCHOOL DISTRICT  
SALARY SURVEY DETAIL 2018

CLASSIFIED

CLASSIFICATION : SPANISH TRANSLATOR- INTERPRETER

<u>SURVEY PARTICIPANT</u>	<u>PARTICIPANT'S CLASSIFICATIONS</u>	<u>MINIMUM</u>	<u>**MAXIMUM</u>
Central Unified		\$29,112	\$35,484
Clovis Unified		N/A	N/A
Fresno Unified		\$28,406	\$34,710
Fresno COE		\$50,736	\$61,668
Sanger Unified		N/A	N/A
Kings Canyon Unified		N/A	N/A
Total Districts Used:		3	3

\*\*MEDIAN: \$43,954.00

MUSD: \$41,620

\*\*Median of the Maximum Column

\$ DIFFERENCE (MUSD - MEDIAN)      -\$2,334  
PERCENTAGE (-DECREASE/+INCREASE)      -5.31%