

# **MADERA UNIFIED SCHOOL DISTRICT**

## **Personnel Commission Meeting AGENDA**

**Regular Meeting  
Wednesday, May 22, 2019  
Madera Unified School District Board Room  
1902 Howard Road, Madera, CA 93637  
4:30 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 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 Wednesday, April 10, 2019, Regular Meeting.

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

1. Accounting Technician I
2. Child Nutrition Assistant I
3. Child Nutrition Assistant II
4. Licensed Vocational Nurse
5. Maintenance Journeymen – Lead

**5. Old Business**

**PUBLIC HEARING**

- A. Public Hearing on the Adoption of 2019-2020 Personnel Commission Budget
- B. Adoption of 2019-2020 Personnel Commission Budget

**6. New Business**

- A. Request Ratification of Resolution No. 1-2018/2019 -  
Classified School Employee Week - May 19, 2019 through May 25, 2019
- B. Discuss and approve new job description, Director of Behavioral  
Health and Salary Compensation Survey Recommendation

**7. Information and Reports**

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

**8. Next Regular Personnel Commission Meeting**

Wednesday, June 19, 2019 at 4:30 pm  
Madera Unified School District Office – Boardroom  
1902 Howard Road  
Madera, California 93637

**9. Suggested Future Agenda Items**

**10. 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:** May 22, 2019

**Agenda Item:**

Consideration to Approve the Minutes from Wednesday, April 10, 2019 regular board meeting.

**Agenda Placement:**

Consent

**Background:**

Approval of Minutes from Wednesday, April 10, 2019 regular board meeting.

**Recommendation:**

It is recommended that the Personnel Commission approve the Minutes from Wednesday, April 10, 2019 regular board meeting.

**Minutes Record of MUSD Personnel Commission  
Regular Meeting held on Wednesday, April 10, 2019 at 5:00 PM**

The Personnel Commission of the Madera Unified School District convened at their regular Board Meeting at the Madera Unified School District - Board Room, 1902 Howard Road, Madera, California on Wednesday, April 10, 2019 at 5:00 PM.

**ROLL CALL**

Phil Janzen, Personnel Commission Chair, ABSENT  
Bruce Koch, Personnel Commission Vice-Chair  
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 4:30 PM. Director Barreras led the flag salute. There were no members of the media present.

**2. ADOPTION OF AGENDA**

It was moved by Personnel Commissioner Wheat and seconded by Commissioner Koch to adopt the agenda. MOTION NO. 43- 2018/2019

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

**3. COMMUNICATIONS**

No comments were made.

**4. ADOPTION OF CONSENT AGENDA**

It was moved by Personnel Commissioner Koch and seconded by Commissioner Wheat to adopt the consent agenda. MOTION NO. 44- 2018/2019

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



**Minutes Record of MUSD Personnel Commission  
Regular Meeting held on Wednesday, April 10, 2019 at 5:00 PM**

**5. NEW BUSINESS**

**A. Discuss and approve the revised classified job description,  
Database Administrator – Developer and Salary Compensation  
Survey Recommendation**

Director Barreras presented the revised job description and salary recommendation.

It was moved by Personnel Commissioner Wheat, seconded by Commissioner Koch to approve the revised classified job description – Database Administrator – Developer, and recommended salary compensation survey. MOTION NO. 45- 2018/2019, DOCUMENT NO. 36-2018/19

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

**B. Discuss and approve revised classified job description – Grounds I**

Director Barreras presented the revised job description that consisted of changes to the areas of certificates and continuing education/training.

It was moved by Personnel Commissioner Wheat and seconded by Commissioner Koch to approve the revised classified job description – Grounds I. MOTION NO. 46- 2018/2019, DOCUMENT NO. 37-2018/19

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

**C. Discuss and approve revised classified job description – Grounds II**

Director Barreras presented the revised job description that included changes to the areas of certificates and continuing education/training.

It was moved by Personnel Commissioner Wheat and seconded by Commissioner Koch to approve the revised classified job description – Grounds II. MOTION NO. 47- 2018/2019, DOCUMENT NO. 38-2018/19

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

**Minutes Record of MUSD Personnel Commission**  
**Regular Meeting held on Wednesday, April 10, 2019 at 5:00 PM**

**D. Discuss and approve revised classified job description – Human Resource Specialist**

Director Barreras presented the revised job description that included change to essential functions.

It was moved by Personnel Commissioner Wheat and seconded by Commissioner Koch to approve the revised classified job description – Human Resource Specialist MOTION NO. 48- 2018/2019, DOCUMENT NO. 39-2018/19

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

**E. Discuss and approve revised classified job description – Maintenance Journeymen**

Director Barreras presented the revised job description that included changes to the areas of the purpose statement and clearances.

It was moved by Personnel Commissioner Wheat and seconded by Commissioner Koch to approve the revised classified job description – Maintenance Journeymen MOTION NO. 49- 2018/2019, DOCUMENT NO. 40-2018/19

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

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

Director Barreras presented the revised job description that included changes to the areas of the purpose statement and clearances.

It was moved by Personnel Commissioner Wheat and seconded by Commissioner Koch to approve the revised classified job description – Maintenance Journeymen- Lead MOTION NO. 50- 2018/2019, DOCUMENT NO. 41-2018/19

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

**G. Consideration to conflict out for upcoming possible litigation – one Case**

**Minutes Record of MUSD Personnel Commission  
Regular Meeting held on Wednesday, April 10, 2019 at 5:00 PM**

Director Barreras requested the Commissioners' approval to hire legal counsel for the Commission for a possible conflict and upcoming litigation.

It was moved by Personnel Commissioner Wheat and seconded by Commissioner Koch to allow for the hiring of legal counsel for the Commission in regards to upcoming litigation.

MOTION NO. 48- 2018/2019, DOCUMENT NO. 39-2018/19

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

## **6. INFORMATION AND REPORTS**

### **A. Information on the Personnel Commission Proposed Budget for FY 2019/2020**

Director Barreras presented the proposed 2019/2020 Budget. The budget allows for a full- time Director and an additional part-time Administrative Assistant. Commissioner Wheat indicated that she would like to see a budget line item for a Classified Employee Recognition Program. Director Barreras also stated she would be creating a budget line item for interview panel lunches and breakfast.

### **B. Director's Report**

Director Barreras reported that there have been discussions about creating a classified professional development program and that a steering committee would need to be created. PC office staff recently attended the Central Cal SHRM conference and received valuable training and information. Director Barreras attended an Administrative Assistant meeting regarding career ladders. The PC office staff has been busy with regular recruitments and summer school recruitments.

### **C. Commissioner's Report**

None were presented.

## **7. Next Regular Personnel Commission Meeting**

Tuesday, May 21, 2019 at 4:30 PM  
Madera Unified School District Office – Board Room  
1902 Howard Road  
Madera, CA 93637

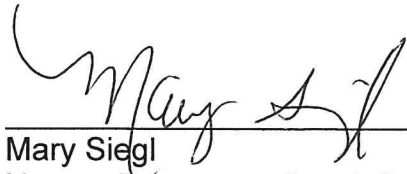
## **8. Suggested Future Agenda Items**

**Minutes Record of MUSD Personnel Commission**  
**Regular Meeting held on Wednesday, April 10, 2019 at 5:00 PM**

No items were suggested.

**9. Adjournment**

**Commissioner Koch adjourned the Public Session at 5:23 PM.**



Mary Siegl  
Human Resources Specialist

Dated: April 12, 2019



Isabel Barreras  
Director of Classified Human Resources

Dated: April 12, 2019





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

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

**Meeting Date:** May 22, 2019

**Agenda Item:**

Consideration to Approve the Eligibility Lists for: Accounting Technician I, Child Nutrition Assistant I, Child Nutrition Assistant II, Licensed Vocational Nurse, Maintenance Journeymen - Lead

**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. Accounting Technician I, 5-22-19
2. Child Nutrition Assistant I, 5-22-19
3. Child Nutrition Assistant II, 5-22-19
4. Licensed Vocational Nurse, 5-22-19
5. Maintenance Journeymen –Lead, 5-22-19

**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:** May 22, 2019

**Agenda Item:**  
Public Hearing of the 2019-2020 Personnel Commission Budget

**Agenda Placement:**  
Action

**Background:**  
At the previous board meeting, Staff presented a preliminary budget for the 2019-2020 fiscal year. The District Administration has adjusted the fringe benefits since they received updated rates.

The current staff members' salaries include step increases, and longevity amounts projected for the coming year. Health & Welfare benefits amounts typically increase 3% on a yearly basis along with an increase cost in CALPERS benefits.

The figures for the discretionary items, such as supplies, advertising, testing expenses, dues/membership, software license, etc., have been projected based on the current year actual expenses and planning for the 2019-2020 school year. We have also increase our budget line item for outside contracted services. This will allow us to host events/workshops for professional development and employee recognitions.

As directed by the Commission the 2019-2020 budget includes for a full-time Director of Classified Human Resources. This position will increase by 35% (\$47,000) which includes fringe benefits. For the time being, we will not move forward with the position of part-time Administrative Assistant-Department as this time. Nevertheless, we will bring the part-time Administrative Assistant-Department position back for your consideration in the near future.

This is the final draft budget based on discussion with District Administration. Per Education Codes 45253, the Commission is required to prepare an annual budget and present it for a public hearing not later than May 31, of each year.

**Recommendation:**  
The Personnel Commission should open the meeting for the public comment on the proposed 2019-2020 Personnel Commission Budget.



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

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

**Meeting Date:** May 22, 2019

**Agenda Item:**  
Adoption of the 2019-2020 Personnel Commission Budget.

**Agenda Placement:**  
Action

**Background:**  
Following the discussion, the Commissioner need to adopt a budget for the 2019-2020 fiscal year.

**Recommendation:**  
It is recommended that the Personnel Commission adopt the 2019-2020 Personnel Commission Budget as presented per Ed Code 45253. This budget shall include the Director of Classified HR at 100% (full-time employee). The budget will be submitted to the Madera County Superintendent of Schools for approval and presented to the Board of Trustees at a later meeting.

**ARTICLE 6. Merit System [45240 - 45320]**

*( Article 6 enacted by Stats. 1976, Ch. 1010. )*

45253.

(a) The commission shall prepare an annual budget for its own office which, upon the approval of the county superintendent of schools, shall be included by the governing board in the regular budget of the school district. The annual budget of the commission may include amounts for the purposes of Section 45255.

(b) The budget shall be prepared for a public hearing by the commission to be held not later than May 30 of each year, or at a date agreed upon between the governing board and the personnel commission to coincide with the process of adoption of the school district budget. The commission shall forward a copy of its proposed budget to the governing board indicating the time, date and place for the public hearing of the budget and shall invite board and district administration representatives to attend and present their views. The commission shall fully consider the views of the governing board prior to adoption of its proposed budget. The commission shall then forward its proposed budget to the county superintendent of schools for action.



**Madera Unified School District**  
**TB-Expense Report by Resource**

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<b>Report On:</b>	Finance Budget Development Non-Restricted & Restricted				
<b>Ledger:</b>	Expenditure Sub-Ledger				
<b>Break Order:</b>	Department4>Object1				
<b>Account Group:</b>					
<b>Account Ranges:</b>	<table><tr><td><b>From</b></td><td><b>To</b></td></tr><tr><td>01-000 - - - - -5260-</td><td></td></tr></table>	<b>From</b>	<b>To</b>	01-000 - - - - -5260-	
<b>From</b>	<b>To</b>				
01-000 - - - - -5260-					

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**Madera Unified School District**  
**TB-Expense Report by Resource**

**Department 5260 Merit System**

(Pseudo) Account Number	Description	2018-2019 Adopted Budget	2018-2019 Revised Budget	2018-2019 Activity	2019-2020 Requested Bgt
(290339) 01-0000-0-0000-7110-2900-260-5260-00	Other Classified Salaries	\$1,800.00	\$1,755.00	\$900.00	1,800.00
(230007) 01-0000-0-0000-7400-2300-260-5260-00	Classified Superv & Admin Sal	\$83,729.00	\$85,403.00	\$69,774.40	87,907.00
(230109) 01-0000-0-0000-7400-2390-260-5260-01	Classified Supv Adm Extra Time	\$0.00	\$4,369.00	\$4,368.89	
(240356) 01-0000-0-0000-7400-2400-260-5260-00	Clerical & Office Salaries	\$172,660.00	\$176,119.00	\$143,892.60	174,283.00
(241799) 01-0000-0-0000-7400-2420-260-5260-03	Clerical & Office Substitute	\$3,453.00	\$3,453.00	\$0.00	
(241961) 01-0000-0-0000-7400-2490-260-5260-01	Clerical & Office Extra Time	\$0.00	\$1,120.00	\$1,119.83	1,264.00
<b>Total</b>	<b>Object 2000: Classified Personnel</b>	<b>\$261,642.00</b>	<b>\$272,219.00</b>	<b>\$220,055.72</b>	<b>\$265,254.00</b>
(334900) 01-0000-0-0000-7110-3302-260-5260-00	Social Security Classified	\$112.00	\$109.00	\$55.80	112.00
(334901) 01-0000-0-0000-7110-3312-260-5260-00	Medicare - Classified	\$26.00	\$26.00	\$13.07	26.00
(353007) 01-0000-0-0000-7110-3502-260-5260-00	Unemployment - Classified	\$1.00	\$1.00	\$0.00	1.00
(363021) 01-0000-0-0000-7110-3602-260-5260-00	Workers Comp - Classified	\$30.00	\$31.00	\$16.09	32.00
(372616) 01-0000-0-0000-7110-3702-260-5260-00	Retiree H&w Benefits Classified	\$219.00	\$23.00	\$11.70	23.00
(320028) 01-0000-0-0000-7400-3202-260-5260-00	Pers Classified	\$46,309.00	\$47,236.00	\$38,592.60	54,273.00
(322869) 01-0000-0-0000-7400-3202-260-5260-01	Pers Classified	\$0.00	\$202.00	\$202.26	
(330037) 01-0000-0-0000-7400-3302-260-5260-00	Social Security Classified	\$15,896.00	\$16,214.00	\$12,947.78	16,256.00
(3311042) 01-0000-0-0000-7400-3302-260-5260-01	Social Security Classified	\$0.00	\$340.00	\$340.30	78.00
(3310268) 01-0000-0-0000-7400-3302-260-5260-03	Social Security Classified	\$214.00	\$214.00	\$0.00	
(330139) 01-0000-0-0000-7400-3312-260-5260-00	Medicare - Classified	\$3,718.00	\$3,792.00	\$3,028.08	3,802.00
(3311043) 01-0000-0-0000-7400-3312-260-5260-01	Medicare - Classified	\$0.00	\$80.00	\$79.58	18.00

# Madera Unified School District TB-Expense Report by Resource

## Department 5260 Merit System

(Pseudo) Account Number	Description	2018-2019 Adopted Budget	2018-2019 Revised Budget	2018-2019 Activity	2019-2020 Requested Bgt
(3310267) 01-0000-0-0000-7400-3312-260-5260-03	Medicare - Classified	\$50.00	\$50.00	\$0.00	
(340052) 01-0000-0-0000-7400-3402-260-5260-00	Health & Welfare Classified	\$64,615.00	\$68,828.00	\$52,783.83	70,893.00
(350072) 01-0000-0-0000-7400-3502-260-5260-00	Unemployment - Classified	\$128.00	\$131.00	\$104.47	131.00
(356654) 01-0000-0-0000-7400-3502-260-5260-01	Unemployment - Classified	\$0.00	\$3.00	\$2.73	1.00
(356191) 01-0000-0-0000-7400-3502-260-5260-03	Unemployment - Classified	\$2.00	\$2.00	\$0.00	
(360072) 01-0000-0-0000-7400-3602-260-5260-00	Workers Comp - Classified	\$4,236.00	\$4,679.00	\$3,736.10	4,691.00
(366694) 01-0000-0-0000-7400-3602-260-5260-01	Workers Comp - Classified	\$0.00	\$98.00	\$98.19	21.00
(366234) 01-0000-0-0000-7400-3602-260-5260-03	Workers Comp - Classified	\$57.00	\$57.00	\$0.00	
(370060) 01-0000-0-0000-7400-3702-260-5260-00	Retiree H&w Benefits Classified	\$4,536.00	\$3,400.00	\$2,967.18	3,408.00
(376291) 01-0000-0-0000-7400-3702-260-5260-01	Retiree H&w Benefits Classified	\$0.00	\$81.00	\$80.98	16.00
(375831) 01-0000-0-0000-7400-3702-260-5260-03	Retiree H&w Benefits Classified	\$52.00	\$52.00	\$0.00	
<b>Total Object 3000: Employee Benefits</b>		<b>\$140,201.00</b>	<b>\$145,649.00</b>	<b>\$115,060.74</b>	<b>\$153,782.00</b>
(430938) 01-0000-0-0000-7400-4300-260-5260-00	Supplies	\$8,728.00	\$7,038.00	\$6,140.81	6,530.00
(441408) 01-0000-0-0000-7400-4485-260-5260-00	Computer Hardware (\$500-\$5,000)	\$0.00	\$1,590.00	\$1,589.95	
<b>Total Object 4000: Books And Supplies</b>		<b>\$8,728.00</b>	<b>\$8,628.00</b>	<b>\$7,730.76</b>	<b>\$6,530.00</b>
(520248) 01-0000-0-0000-7400-5200-260-5260-00	Travel And Conference	\$7,000.00	\$11,312.00	\$10,996.46	8,000.00
(530023) 01-0000-0-0000-7400-5300-260-5260-00	Dues & Memberships	\$5,000.00	\$5,000.00	\$4,307.00	5,000.00
(560506) 01-0000-0-0000-7400-5650-260-5260-00	Maintenance Contracts	\$1,000.00	\$500.00	\$500.00	500.00
(570392) 01-0000-0-0000-7400-5715-260-5260-00	Duplicatinge-D/C Trf Of Svcs	\$500.00	\$500.00	\$99.10	300.00

**Madera Unified School District  
TB-Expense Report by Resource**

**Department 5260 Merit System**

(Pseudo) Account Number	Description	2018-2019	2018-2019	2018-2019	2019-2020
		Adopted Budget	Revised Budget	Activity	Requested Bgt
(580644) 01-0000-0-0000-7400-5800-260-5260-00	Outside Contracted Services	\$6,500.00	\$1,770.00	\$1,769.60	6,400.00
(580650) 01-0000-0-0000-7400-5840-260-5260-00	Legal	\$5,000.00	\$3,000.00	\$3,000.00	3,000.00
(580078) 01-0000-0-0000-7400-5870-260-5260-00	Advertisement	\$500.00	\$2,211.00	\$2,211.38	2,500.00
(583070) 01-0000-0-0000-7400-5885-260-5260-00	Computer Hardware/Software Maintenance & License	\$8,500.00	\$8,500.00	\$8,433.75	9,100.00
<b>Total</b>	<b>Object 5000: Oth Operating Expend</b>	<b>\$34,000.00</b>	<b>\$32,793.00</b>	<b>\$31,317.29</b>	<b>\$34,800.00</b>
<b>Total</b>	<b>Department 5260: Merit System</b>	<b>\$444,571.00</b>	<b>\$459,289.00</b>	<b>\$374,164.51</b>	<b>\$460,366.00</b>





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

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

**Meeting Date:** May 22, 2019

**Agenda Item:**

Discuss and approve the revised classified job description for Behavioral Health Supervisor with new title and revised duties of a Classified Management Director of Health and Wellness; and Salary Compensation Survey Recommendation.

**Agenda Placement:**

Action

**Background:**

District administration has brought forward the revise the job description for Behavioral Health Supervisor as part of their Core Staffing changes for the 2019-2020 fiscal year. This position will now direct and oversee the services of the new Department of Health and Wellness. The recommended changes were made under the following areas: Purpose Statement, Essential Functions, Experience, and new title of Director of Health and Wellness. These changes will bring the job description up to date and the current employee will now work within the revised job description. Additionally, a salary compensation survey was conducted using the following districts: Fresno Superintendent of Schools, Belmont-Redwood Shores School District, Madera County Superintendent of Schools, and Tulare County Office of Education.

This is done in accordance per PC Rule 3.2.9 Review of Positions.

**Recommendation:**

It is recommended that revised job description and Classified Salary Survey Recommendation of (\$113,320.15 - \$132,937.00) be approved as presented.

**REVISED**

**Madera Unified School District  
Classified Job Description**

**Director - Health and Wellness Supervisor**

**Purpose Statement**

The **Director of Health and Wellness Supervisor** will ~~supervise-~~ **direct** and coordinate the activities of **the Behavioral Health Clinicians, Behavioral Analysts, and other behavioral health related programs that are** engaged in providing behavioral health services to students as identified by departmental directors. This includes, but is not limited to clinical supervision, maintaining confidential records, caseload management, crisis intervention, individual, group and family counseling and compliance with program policies and procedures. **Provide training oversight for district behavior and mental health staff; oversee district-wide roll-outs, trainings and implementation of behavior and social emotional related topics such as de-escalation, and trauma-informed practices.**

This job reports to the Executive Director of Student and Family Support Services

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**Essential Functions**

- Assure the quality of clinical services is maintained through individual and group supervision.
- **Provide training oversight and guidance/direction for district behavior and mental health staff; clinicians and technicians.**
- **Direct the preparation, analysis, processing and distribution of departmental correspondence, forms and documents and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.**
- **Manage, develop, coordinate, and assess behavioral health services, participate in the development and implementation of goals, objectives, policies and priorities for the Health and Wellness Services Department; may oversee the implementation of assigned programs; recommend within department policy, appropriate services and staffing levels; recommend and administer policies and procedures and develop strategies to resolve complex operational issues.**
- **Monitor and evaluate operations of assigned program and functions for effectiveness and operational efficiency; receive and respond to staff and public input concerning related needs.**

- Provide input on planning, organizing and implementing long and short-term objectives and related activities designed to develop assigned programs and services.
- Support the coordination of staff development activities, including but not limited to behavioral health staff, administration, and classroom staff to identify areas of improvement and to develop procedures for enhancements in support of professional learning.
- Ensure clinical records are accurate, current and meet program compliance.
- Manage caseloads for clinical staff.
- Assist in the evaluation of evidence-based interventions and therapeutic treatment modalities.
- Provide back-up clinical care to students when assigned staff are unavailable.
- Provide inservice training to parents, community agencies, district personnel and others.
- Plan, organize, and direct behavioral health programs in order to provide a continuum of behavioral health services in compliance with federal and state regulations.
- Review documentation and conduct annual file audits to ensure that evidence-based theories, techniques, and legal and ethical requirements of the Board of Behavioral Sciences are followed.
- Provide leadership to educationally-related behavioral health staff in identifying student needs and in the implementation of appropriate behavioral health interventions.
- Participate as a referral team in the review of all information and records that are provided by the school districts and other agencies as part of the referral process for determining the need for behavioral health services.
- Direct and provide oversight for behavioral health therapy services. Coordinate work schedules and locations for Clinicians and other behavioral health staff. Provide regularly scheduled clinical meetings and professional development to ensure all behavioral health clinicians have ongoing support in the provision of best practices.
- Provide ongoing technical expertise, information, and assistance to program staff. Communicate with other administrators, personnel, and outside agencies to coordinate behavioral health services, resolve conflicts/issues, and exchange information.
- Train, supervise, and evaluation of staff assigned to the programs; interview and select employees.



- Maintain confidentiality of information for the purpose of meeting privacy requirements.
- Conduct home visits as needed.
- Act as a community liaison with social service agencies and community networks.
- Prepare and maintain a variety of narrative and statistical reports, records, and files related to assigned activities and 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, 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; and preparing and maintaining accurate records.

**KNOWLEDGE OF:** Principles, techniques, and trends in counseling, psychotherapy and various treatment modalities; biological, behavioral and environmental aspects of emotional disturbances, mental disability, or substance abuse; the scope and activities of public and private health and welfare agencies and other available community resources; principles and techniques of mental health consultation, education and prevention within the community.

**ABILITY TO :** Work in an office environment; work in a classroom environment during observation or skill application; perform possible home visits to meet and work with student families and/or support systems; work with interruptions and possible crisis situations. Travel to various sites to work with students and staff; work as part of a multi-disciplinary team to coordinate and maximize treatment impact.

#### **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives.

#### **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 40% sitting, 30% walking, and 30% standing. The job is performed under minimal temperature variations.

**Minimum Qualifications**

Experience: ~~One~~ **Four** years of experience in supervision and provision of mental health services, social services, case management and counseling with children.

Education: Master’s degree from an accredited university and/ or college with major coursework in clinical social work, psychology, and counseling or closely related field required.

Required Testing

Pre-employment Proficiency Test

Certificates

Valid CDL  
Licensed Clinical Social Worker(LCSW) OR  
Marriage and Family Therapy(MFT)

Continuing Educ./Training

None Specified

Clearances

Criminal Justice  
Fingerprint/Background Clearance  
TB Clearance

FLSA Status

Exempt

Approval Date

Salary Range

Director- Health and Wellnes

Districts	SALARY (low to high)	
Fresno County Superintendent of Schools	\$122,186	\$134,710
Belmont-Redwood Shores School District	\$97,373	\$116,268
Madera County Superintendent of schools	\$92,444	\$107,018
Tulare County Office of Education	\$141,278	\$173,752
Total Combined:	\$453,281	\$531,748
Total Districts (4)	4	4
Average of total combined divided by the total Districts:	\$113,320.25	\$132,937.00