

MADERA UNIFIED SCHOOL DISTRICT

Personnel Commission Meeting AGENDA

Regular Meeting
Wednesday, June 19, 2019
Madera Unified School District Board Room
1902 Howard Road, Madera, CA 93637
4:30 PM – Closed Session, 5:00 PM – Open Session

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

1. 4:30 PM: Call to Order Public Meeting- Closed Session Immediately Convened

Public Hearing for visitors who wish to address the Commission on Closed Session items. Speakers are limited to three (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.

A. Personnel

1. Public Employee Appointment/Employment Evaluation – Director of Classified Human Resources
2. Adjournment of Closed Session

2. Reconvene Public Session at 5:00 pm

3. Pledge of Allegiance, Opening and Acknowledgement of Visitors and Media

4. Closed Session Reportable Actions (Government Code section 54957.1)

5. 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.

6. 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.

7. 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, May 22, 2019, Regular Meeting.

B. Consideration and approval of Eligibility Lists for:

1. Communications Analyst
2. Information Systems Specialist - Lead
3. Payroll Accounting Specialist - Lead
4. School Bus Driver

8. New Business

- A. Discuss and approve new job description, Special Services Data Technician and Salary Compensation Survey Recommendation
- B. Discuss and approve Initial Salary Placement for Behavioral Analyst
- C. Discuss and approve Initial Salary Placement for Behavioral Clinician

9. Information and Reports

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

10. Next Regular Personnel Commission Meeting

Wednesday, July 17, 2019 at 5:00 pm
Madera Unified School District Office – Boardroom
1902 Howard Road
Madera, California 93637

11. Suggested Future Agenda Items

12. 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: June 19, 2019

Agenda Item:

Consideration to Approve the Minutes of the Regular Meeting for May 22, 2019.

Agenda Placement:

Consent

Background:

Approval of Minutes from the Regular Meeting May 22, 2019.

Recommendation:

It is recommended that the Personnel Commission approve the Minutes from the Regular Meeting for May 22, 2019.

Minutes Record of MUSD Personnel Commission
Regular Meeting held on Wednesday, May 22, 2019 at 4:30 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, May 22, 2019 at 4:30 PM.

ROLL CALL

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

Personnel Commission Staff

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

Mary Jane Falcon, Second Vice President, CSEA

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1. CALL TO ORDER OF PUBLIC MEETING

Personnel Commissioner Janzen called the meeting to order at 4:33 PM. Commissioner Janzen led the flag salute. There were no members of the media present.

2. ADOPTION OF AGENDA

It was moved by Personnel Commissioner Koch and seconded by Commissioner Janzen to adopt the agenda. MOTION NO. 51- 2018/2019

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

Commissioner Wheat arrived after the adoption of the agenda.

3. COMMUNICATIONS

No comments were made.

4. ADOPTION OF CONSENT AGENDA

Director Barreras presented a correction to the Personnel Commission Meeting minutes from April 10, 2019. The minutes were corrected to state that Commissioner Koch called the April meeting to order.

Minutes Record of MUSD Personnel Commission
Regular Meeting held on Wednesday, May 22, 2019 at 4:30 PM

It was moved by Personnel Commissioner Wheat and seconded by Commissioner Janzen to adopt the consent agenda. MOTION NO. 52- 2018/2019

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

5. OLD BUSINESS

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

No comments were made.

B. Adoption of 2019- 2020 Personnel Commission Budget

Director Barreras commented that the proposed budget did not include the previously discussed part-time Administrative Assistant. The full – time Director position was included in the budget, which resulted in a budget increase of \$47,000. In addition, the line item for Outside Contracted Services was increased to include costs for Professional Development and the Employee Recognition Program.

It was moved by Personnel Commissioner Wheat, seconded by Commissioner Koch to approve the 2019 -2020 Personnel Commission Budget. MOTION NO. 53- 2018/2019, DOCUMENT NO. 44-2018/19

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

6. NEW BUSINESS

A. Request Ratification of Resolution No. 1 -2018/2019 – Classified School Employee Week – May 19, 2019 through May 25, 2019

Commissioner Janzen presented the resolution to CSEA Second Vice President, Mary Jane Falcon.

It was moved by Personnel Commissioner Wheat and seconded by Commissioner Koch to approve Resolution 1- 2018/2019 – Classified School Employee Week – May 19, 2019 – May 25, 2019. MOTION NO. 54- 2018/2019, RESOLUTION NO. 1-2018/19

Ayes: Commissioners Koch, Janzen, Wheat
Noes: None

Minutes Record of MUSD Personnel Commission
Regular Meeting held on Wednesday, May 22, 2019 at 4:30 PM

Absent: None
Abstained: None

B. Discuss and approve revised job description – Behavioral Health Supervisor to Director of Health and Wellness and Salary Compensation Survey Recommendation

Director Barreras presented the revised job description that was requested by District Administration as part of their Core staffing changes for 2019- 2020 fiscal year. A salary survey was completed and the salary was recommended at \$113,320.15 - \$132,937.00 per year.

It was moved by Personnel Commissioner Wheat and seconded by Commissioner Koch to approve the revised classified job description – Director of Health and Wellness and Salary Compensation Survey Recommendation. MOTION NO. 55- 2018/2019, DOCUMENT NO. 45-2018/19

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

Mary Jane Falcon, CSEA 2nd Vice President, questioned why the Director of Health and Wellness position did not fall under certificated jobs.

Director Barreras clarified that the position falls under Classified Management and the position does not require a teaching credential.

7. INFORMATION AND REPORTS

A. Director's Report

Director Barreras reported that PC Staff attended a support staff conference put on by Tulare County Office of Education. The staff attended break out sessions and came back with ideas for the Madera Unified Classified conference scheduled for January 13, 2020. A keynote speaker has been secured for the MUSD conference and a steering committee is being created. The committee will include Classified Confidential, Supervisory and Management as well as classified employees.

Currently, the Personnel Commission office has been busy with regular and summer assignments.

Minutes Record of MUSD Personnel Commission
Regular Meeting held on Wednesday, May 22, 2019 at 4:30 PM

Sandra Edwards was recognized for her 40 years of service to Madera Unified School District.

Director Barreras congratulated the Classified Employees on their Classified Employees week and for the excellent services they provide. She looks forward to providing more recognition, workshops and opportunities for professional development for classified employees.

B. Commissioner's Report

Commissioner Koch mentioned he attended the CSEA Employee lunch and that it was a very nice event.

7. Next Regular Personnel Commission Meeting

It was decided that the Personnel Commission meetings will now be held 5:00 pm. If a Closed session is needed, it will be held at 4:30 pm.

The next Personnel commission meeting is scheduled for:

Wednesday, June 19, 2019 at 5:00 PM
Madera Unified School District Office – Board Room
1902 Howard Road
Madera, CA 93637

8. Suggested Future Agenda Items

No items were suggested.


9. Adjournment

Commissioner Janzen adjourned the Public Session at 4:55 PM.



Mary Siegl
Human Resources Specialist

Dated: June 4, 2019



Isabel Barreras
Director of Classified Human Resources

Dated: June 4, 2019



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: June 19, 2019

Agenda Item:

Consideration to Approve the Eligibility lists for: Communications Analyst, Information Systems Specialist – Lead, Payroll Accounting Specialist – Lead, and School Bus Driver.

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. Communications Analyst, 6.19.19
2. Information Systems Specialist – Lead, 6.19.19
3. Payroll Accounting Specialist – Lead, 6.19.19
4. School Bus Driver, 6.19.19

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: June 19, 2019

Agenda Item:

Discuss and approve the new classified job description for Special Services Data Technician and Salary Compensation Survey Recommendation.

Agenda Placement:

Action

Background:

The Special Services Department has reorganized their department and have changed their reporting structure that will efficiently serve the District needs. This new job description of Special Services Data Technician: plans, coordinates and performs activities related to the support and operations of the Special Education Programs. Some specific responsibilities include knowledge of requirements under federal, state, and local mandates and guidelines for managing and updating data needs for the Special Services department. To ensure data accuracy and integrity in related or targeted areas of Individualized Education Programs (IEP) and other related legal documents as required by the various agencies. This job reports to the Director of Special Services.

This is 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 new classified job description for Special Services Data Technician and classified salary recommendation of (\$47,850 - \$59,037.67).

Attachments: Job Description, Special Services Data Technician
Salary Recommendation

NEW

Madera Unified School District Classified Job Description

Special Services Data Technician

Purpose Statement

Under general supervision, the Special Services Data Technician; plans, coordinates and performs activities related to the support and operation of the Special Education Programs. Specific responsibilities include knowledge of requirements under federal, state, and local mandates and guidelines for managing and updating data needs for the Special Services department. To ensure data accuracy and integrity in related or targeted areas of Individualized Education Programs (IEP) and other related legal documents as required by the various agencies.

This job reports to the Director of Special Services.

Essential Functions

- Provides data support to the Special Education Department to ensure required legal documents are maintained and updated in a timely manner and in compliance with legal mandates; verifies completed IEPs to ensure accuracy with regards to district, state and federal guidelines.
- Revise and update standard operating procedures (SOP) and policies for the Special Education Department, inspection of reports, data sources, but not limited to the Special Education Information System (SEIS) and Aeries.
- Assist the department with the facilitation of State/District special education programs for the purpose of delivering special education services within the required and established guidelines.
- Maintains a variety of confidential, non-confidential manuals, electronic files, records, assessments, Special Education Information System (SEIS), reports, state/ federal compliance documents, student data imports and teacher/administrator accounts in various contracted academic data website, for the purpose of providing up to date information and/or historical references in accordance with established guidelines and legal requirements.
- Oversees Special Education Information System: coordinates related improvement activities within the Office of Special Education and with other departments within the district; submits reports to the California Department of Education upon request. Assigns caseloads, adds student records, monitors access to student records, monitors and verify completed Individualized Education Programs (IEP's) annual and triennial dates, monitors proper student identification in Aeries.
- Perform a variety of technical duties in the management of student information database and student records for the district program; manage the accuracy of

the database to compile and develop statistical reports as requested; maintain confidentiality of student information.

- Supports student data collection specifically required for CALPADS, SEIS and Aeries; designs custom reports and queries for Special Education Local Plan Area (SELPA) to target specific management issues/concerns and ensure all issues are resolved promptly.
- Provide reports and other documents as needed for school personnel, including program entry and exit reports; prepare reports for outside agencies including educational institutions as requested, including the California Special Education Management Information System (CASEMIS) report; input coded information according to site and outside academic agency standards; assure accuracy of data and efficiency of report preparation.
- Manages the development and implementation of assigned project plans to include timelines, responsible parties, communications and key performance indicators.
- Attends department, in-service meetings, workshops and/or seminars as assigned for the purpose of conveying and/or gathering information required to perform job functions.
- Participates in district mandated trainings and retraining programs.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the Special Services Department.

Job Requirements

Skills, Knowledge and Abilities

SKILLS: Specific skilled-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; planning and managing projects; problem solving, logical thinking, preparing and maintaining accurate records; and utilizing pertinent software applications.

KNOWLEDGE: Specific knowledge based competencies required to satisfactorily perform the functions of the job include; pertinent codes, policies, regulations and/or laws.

ABILITY: Operate equipment using a variety of 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 is required to identify 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; meeting deadlines and schedules; maintaining confidentiality and work independently with little direction and with many interruptions. Understand and work within scope of authority. Plan, prioritize and organize work to meet schedules and timelines. Communicate, understand and follow both oral and written directions effectively. Learn new or updated computer systems/software programs to apply to current work. Communicate using patience and courtesy in a manner that reflects positively on the organization. Apply integrity and trust in all situations and actively participate in meeting

District goals and outcomes. Learn District organization, operations, policies, objectives and goals.

Responsibility

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

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 75% sitting, 10% walking, and 10% standing. This job is performed under minimal temperature variations.

Minimum Qualifications

Experience Two years of advanced clerical experience working with data systems applications, and data input consisting of programs like Special Education Information System (SEIS), California Longitudinal Pupil Achievement Data System (CALPADS), AERIES or other similar software systems. Must be skilled in Microsoft Office & Google Sheets and Docs.

Education High School diploma or equivalency.

Required Testing

Pre-employment Proficiency Test
Pre-employment Physical exam

Continuing Educ./Training

Maintain as needed

Certificates

None Specified

Clearances

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

FLSA Status

Non-exempt

Approval Date

Salary Range



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: June 19, 2019

Agenda Item:

Discuss and approve Initial Salary Placement for Behavioral Analyst.

Agenda Placement:

Action

Background:

District administration has presented the Personnel Commission with another request to place the Behavioral Analyst at Range 58, Step 7 of the Classified Salary Schedule. The initial request was for Step 4, which was approved by this board in December 2018. However, after further consideration we bring this request for your consideration.

This is in accordance of PC Rule 8.2.1.3: Difficulty experience in the recruitment of candidates.

Recommendation:

It is recommended that the Personnel Commission approve the Initial Salary Placement for the Behavioral Analyst at Range 58, Step 7 (\$45.13 hourly) of the Classified Salary Schedule.



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: June 19, 2019

Agenda Item:

Discuss and approve Initial Salary Placement for Behavioral Clinician.

Agenda Placement:

Action

Background:

District administration has presented the Personnel Commission with another request to place the Behavioral Clinician at Range 63, Step 7 of the Classified Salary Schedule. The initial request was for Step 3, which was approved by the Director of Classified HR. However, after reviewing the recruiting process for this position it remains a difficult recruitment.

This is in accordance to PC Rule 8.2.1.3: Difficulty experience in the recruitment of candidates.

Recommendation:

It is recommended that the Personnel Commission approve the Initial Salary Placement for the Behavioral Clinician at Range 58, Step 7 (\$49.57 hourly) of the Classified Salary Schedule.