



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: August 9, 2018

Agenda Item:

Consideration to Approve the Minutes of the Regular Meeting for July 19, 2018.

Agenda Placement:

Consent

Background:

Approval of Minutes from the Regular Meeting for July 19, 2018.

Recommendation:

It is recommended that the Personnel Commission approve the Minutes from the Regular Meeting for July 19, 2018.

**Minutes Record of MUSD Personnel Commission
Regular Meeting held on Thursday, July 19, 2018 at 4:00 PM –Closed Session
4:30 PM – Regular Meeting**

The Personnel Commission of the Madera Unified School District convened at their regular Board Meeting in the Conference Room, 1902 Howard Road, Madera, California on Thursday, July 19, 2018 at 4:00 PM.

ROLL CALL

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

Personnel Commission Staff

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

Other visitors attended.
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**1. CALL TO ORDER OF PUBLIC MEETING –CLOSED SESSION
IMMEDIATELY CONVENED**

Personnel Commissioner Janzen called the meeting to order at 4:04 PM. The meeting was open for public comment on closed session items. No comments were made.

2. RECONVENE PUBLIC SESSION

Commissioners Janzen reconvened public session at 4:37 pm. Human Resources Specialist Sandra Edwards let the Pledge of Allegiance. No members of the media were present.

3. CLOSED SESSION REPORTABLE ACTIONS

Commissioner Janzen reported that there were no reportable actions.

4. ADOPTION OF AGENDA

It was moved by Commissioner Koch and seconded by Commissioner Saucedo to adopt the agenda. MOTION NO. 01- 2018/19

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

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5. COMMUNICATIONS

Angel Vargas, Madera, CA requested a follow up on his request for a salary study to be conducted on the Spanish Translator- Interpreter classification.

6. CONSENT AGENDA

It was moved by Commissioner Koch and seconded by Commissioner Saucedo to adopt the consent agenda. MOTION NO. 02- 2018/19

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

7. NEW BUSINESS

A. Discuss and approve the revised classified job description for Safety and Security Manager and revised recommended salary range.

Director Barreras presented the revised job description and salary recommendation.

It was moved by Commissioner Koch and seconded by Commissioner Saucedo for the Personnel Commission to approve the revised classified job description Safety and Security Manager and recommend Classified Supervisory salary recommendation of \$90,117 -\$114,437 yearly. MOTION NO. 03-2018/19, DOC. NO. 01-2018/19

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

B. Discuss and approve the revised Classified Job Description for Director of Transportation

Director Barreras presented the revised job description for Director of Transportation.

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It was moved by Commissioner Saucedo and seconded by Commissioner Koch for the Personnel Commission to approve the revised classified job description Director of Transportation. MOTION NO. 04-2018/19, DOC. NO. 02-2018/19

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

C. Discuss and approve Initial Salary Placement for Research & Systems Improvement Analyst at Range 65, Step 7 (\$50.47 hourly, \$105,372 yearly)

Director Barreras discussed the candidate's qualifications and recruitment process for the position.

It was moved by Commissioner Koch and seconded by Commissioner Saucedo for the Personnel Commission to approve the Initial Salary Placement for the Research & Systems Improvement Analyst at Step 7, classified range 65. MOTION NO. 05-2018/19, DOC NO. 03-2018/19

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

9. INFORMATION AND REPORTS

A. Director's Report

Director Barreras reported that all Classified Seniority list discrepancies have been fixed by the HR department. Employees who had discrepancies will be able to review the corrections made in August once they start work again. Director Barreras anticipates the finalized seniority list will be brought for approval in September.

Director Barreras reported that the meeting with the Maintenance Department went well. We discussed their needs and came up with solutions to assist them with recruitment needs.

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The PC staff met with Custodians to talk about the salary comparisons survey and will be meeting with the Spanish Translator- Interpreters to discuss salary comparisons as well.

The PC staff had its first retreat on July 3, 2018. The PC Rules are being reviewed and pre planning of workshops and trainings for the new school year. The PC Staff got a chance to meet and recap the 2017-2018 school year and reviewed processed to become more efficient.

B. Commissioner's Report

Commissioner Saucedo reported that she will be attending the CSEA conference the end of July and there will also be a presentation about Merit Systems at the conference.

10. NEXT REGULAR PERSONNEL COMMISSION MEETING

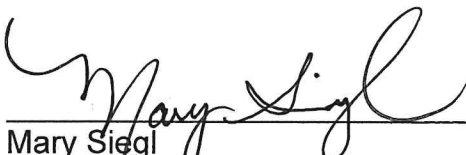
The August meeting will be rescheduled due to Commissioner Koch going on vacation.

11. SUGGESTED FUTURE AGENDA ITEMS

No suggestions were made.

12. ADJOURNMENT

Commissioner Janzen adjourned the Public Session at 4:57 PM.



Mary Siegl
Human Resources Specialist

Dated: August 2, 2018



Isabel Barreras
Director of Classified Human Resources

Dated: August 2, 2018