

**Minute Record of MUSD Personnel Commission Meeting
Regular Meeting Held on Thursday, June 20, 2013**

The Personnel Commission of the Madera Unified School District convened in a Regular Board Meeting in the District Boardroom, 1902 Howard Road, Madera, California on Thursday, June 20, 2013 at 5:30 p.m.

ROLL CALL

Philip Janzen, Personnel Commissioner
Bruce Koch, Personnel Commissioner
Al Galvez, Personnel Commissioner

Henry Perea, Director of Classified Human Resources
Sandra Edwards, Human Resources Technician II, Personnel Commission
Mary Siegl, Human Resources Technician II, Personnel Commission

Josie Zaragosa, CSEA Vice-President

There were approximately 7 visitors/district employees in attendance
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1. CALL TO ORDER OF PUBLIC MEETING

Personnel Commission Chairperson, Philip Janzen, called the Meeting to order at 5:30 pm. Commission Chairperson Janzen opened the floor to public comment on the closed session agenda item.

2. COMMUNICATIONS

Sylvia Mulherin, classified MUSD employee, stated her concern regarding the Director of Classified Human Resources.

3. PLEDGE OF ALLEGIANCE, OPENING, AND ACKNOWLEDGEMENT OF VISITORS AND MEDIA,

At 5:45, Commissioner Janzen reconvened the public meeting. Henry Perea, Director of Classified Human Resources led the pledge of allegiance. There were no members of the media present.

4. CLOSED SESSION REPORTABLE ACTIONS

Commissioner Janzen thanked everyone for their attendance and reported there were no reportable closed session actions at this time.

5. ADOPTION OF AGENDA - MOTION NO. 41-2012/13

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It was moved by Personnel Commissioner Bruce Koch, seconded by Commissioner Al Galvez to adopt the agenda.

Ayes: Commissioners Philip Janzen, Al Galvez, Bruce Koch
Noes: None
Absent: None
Abstained: None

6. COMMUNICATIONS

Sylvia Mulherin, MUSD employee, stated she had a concern regarding why she has to test for Administrative Assistant II and III separately when these titles were eliminated in the new job descriptions.

Janet Pavlovich, MUSD employee, stated that job descriptions were created by Merit over a year ago and not being moved on, meanwhile new positions are being created and are being moved forward. She would like to know about the other positions that were created and are on the back burner and are just sitting. There are people that should have been reclassified and aren't.

7. ADOPTION OF CONSENT AGENDA - MOTION NO. 43- 2012/2013

It was moved by Personnel Commissioner Bruce Koch, seconded by Commissioner Al Galvez to adopt the consent agenda.

Ayes: Commissioners Philip Janzen, Al Galvez, Bruce Koch
Noes: None
Absent: None
Abstained: None

8. OLD BUSINESS

A. Approval of employment contract – Henry Perea, Director of Classified Human Resources

It was moved by Personnel Commissioner Bruce Koch, seconded by Commissioner Al Galvez to approve the employment contract of Henry Perea effective July 1, 2013 through July 1, 2015. 44-2012/2013

Ayes: Commissioners Philip Janzen, Al Galvez, Bruce Koch
Noes: None
Absent: None
Abstained: None

B. Approval of Classified Seniority List

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It was questioned why the seniority list was not sent out to classified employees so each individual could verify their seniority dates.

The Commission decided not to approve the Seniority list at this time due to the fact that there were several discrepancies brought to their attention. Commission Koch suggested that the seniority information be mailed to each employee and then have the employee sign the information and mail back. Another option would be to wait until school starts so that all it could be verified by each employee at each school site.

It was moved by Personnel Commissioner Philip Janzen, seconded by Al Galvez, to not approve the Classified Seniority List at this time and to send it back to Human Resources with suggestions. MOTION NO. 45-2012/2013

Ayes:	Commissioners Philip Janzen, Al Galvez, Bruce Koch
Noes:	None
Absent:	None
Abstained:	None

9. NEW BUSINESS

A. Approval of new classified job description – Associate Superintendent of Administrative Services

Sandra Edwards, Human Resources Technician II, presented the job description.

Henry Perea, Director of Classified Human Resources, recommended the Information and Technology Department be added to this job description due to the fact that the Director of Information and Technology has recently resigned.

It was moved by Personnel Commissioner Al Galvez seconded by Commissioner Philip Janzen to approve the job description Associate Superintendent of Administrative Services and to include the Information and Technology Department in the job description and also include “his or her” in the language. MOTION NO. 46-2012/2013

Ayes:	Commissioners Philip Janzen, Al Galvez,
Noes:	None
Absent:	None
Abstained:	Bruce Koch

B. Approval of new Classified job description – Human Resources Coordinator – Confidential

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Sandra Edwards, Personnel Commission presented the Human Resources Coordinator- Confidential job description.

Henry Perea, Director of Human Resources, stated that the District wants to hire this position first to help implement the FCMAT recommendations.

Commissioner Galvez stated that he felt a consultant should be hired first on a temporary basis to determine what needs to be done in the Human Resources department before filling this position

Commissioner Koch stated he felt that this position was being created so that the person could deal with the day to day issues in the Human Resources department. This is something a consultant could not do.

Melinda Rodriguez, MUSD Employee, questioned why aren't all the job descriptions for the department presented at the same time?. How do you know this position is needed when you haven't looked at other job descriptions in the department? I have come before the Commission numerous times about my job duties and being reinstated to my position. You all received an email today from my attorney today that indicated his response to this job description being approved and the consequences of it. My previous duties that I have held have been ignored and they are in this job description. I am very disappointed in the lack of interest regarding this matter. Where is the support that I am supposed to get from the Commission regarding this?

Janet Pavlovich, MUSD employee, stated that she has a problem with FCMAT being referred to as a golden rule to go to. In 2001 the business office had a FCMAT study done and none of the suggestions were implemented. It is not a golden rule. Secondly, we all know why this one job description is being presented. We know that they have someone in mind they are going to put in this position. That is why we brought the Merit system in, so this would stop. It is a roundabout way of going around Merit.

Melinda Rodriguez, MUSD employee, questioned why a classified position would require a Bachelors degree.

Commissioner Galvez stated in the past before the current Human Resources Directors would always be present during our meetings to discuss their position. Why is the current Human Resources Director not present?

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It was moved by Personnel Commissioner Al Galvez, seconded by Commissioner Bruce Koch, to not approve the Human Resources Coordinator –Confidential job description. MOTION 46-2012/2013

Ayes: Commissioners Al Galvez, Bruce Koch
Noes: Commissioner Philip Janzen
Absent: None
Abstained: None

Commissioner Galvez recommended that the District bring the full plan to the Commissioners so that they can review the structure and job descriptions for the entire office. Commissioner Janzen asked that the District at least be present at the meeting to answer the Commissioners' questions.

Henry Perea, Director of Classified Human Resources, stated that he will request that the District be present at the next meeting and be ready to present the entire structure for the Human Resources department.

C. Limit Number Candidates for Custodian Oral Panel

Recommendation: Limit to 15 candidates with top scores plus ties, to Oral Panel

Mary Siegl, Personnel Commission, stated that this was the first time there had been recruitment for Custodian in over two years due to layoffs. Usually there are high numbers of applicants for this position and the limitation of candidates had been approved by the Commission for the previous recruitment.

It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Al Galvez to limit the number of candidates for the Custodian oral panel to the top 15 scores including ties. MOTION NO. 47-2012/13

Ayes: Commissioners Philip Janzen, Al Galvez, Bruce Koch
Noes: None
Absent: None
Abstained: None

D. Set Hearing Date for employee complaint – Level 5

Henry Perea, Director of Classified Personnel, stated a complaint has been filled by Sylvia Mulherin regarding a selection process she went through with the district. At this point, Ms. Mulherin would like to proceed to hearing. It was agreed half a day would be needed for this hearing.

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7. ANNOUNCEMENTS

No announcements were made.

8. ADVANCED PLANNING

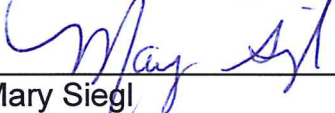
Due to Mr. Galvez' vacation the next Personnel Commission meeting was changed to Thursday, July 25, 2013.

9. SUGGESTED FUTURE AGENDA ITEMS

Henry Perea, Director of Classified Personnel, stated the reorganization of the Human Resources department would be on the next agenda.

11. ADJOURNMENT – MOTION NO. 48 – 2012/ 2013

Commission Chair Philip Janzen adjourned the Public Session at 6:49 p.m.



Mary Siegl
Human Resources Technician II

Dated: July 17, 2013



Henry Perea
Director of Classified Human Resources