

## **MADERA UNIFIED SCHOOL DISTRICT**

### **Personnel Commission Meeting AGENDA**

**Regular Meeting  
Wednesday, October 16, 2019  
Madera Unified School District Workshop 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 (3) minutes. The Personnel 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 Personnel Commission does not respond to public comment at this time. If you wish to address the Commission, come to the microphone and state your name and city of residence.

**A. Conference with Legal Counsel**

1. Existing Litigation- [Section 54956.9 subdivision (a) of the Government Code]:  
In re: Level V Complaint of Daniel Perez

**B. Adjournment of Closed Session**

**2. Reconvene Public Session**

**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 agenda

**6. Communications**

A. Public Hearing for visitors who wish to speak on a subject not on the Commission agenda. Speakers are limited to three (3) minutes. The Personnel 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, September 18, 2019, Regular Meeting.

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

1. Database Administrator
2. Classroom Aide – Preschool
3. Paraprofessional – Spanish skills required

## **8. New Business**

- A. Consideration and approval to classify the following job descriptions for an Administrative Assistant Class Series - Career Ladder Pathway: Administrative Assistant I, II, III, IV, V and VI
- B. Consideration and approval to revise the classified job description for Bus Driver/Trainer Dispatcher
- C. Consideration and approval to revise the classified job description for Human Resources Specialist
- D. Presentation and approval of the 2018/2019 Personnel Commission Annual Report

## **9. Information and Reports**

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

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

Wednesday, November 20, 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:** October 16, 2019

**Agenda Item:**  
Approval of the Minutes of the Regular Meeting for September 18, 2019.

**Agenda Placement:**  
Consent

**Background:**  
Approval of Minutes from the Regular Meeting of September 18, 2019.

**Recommendation:**  
It is recommended that the Personnel Commission approve the Minutes from the Regular Meeting for September 18, 2019.



<p><b>Minutes Record of MUSD Personnel Commission Meeting</b> <b>Regular Meeting held on Wednesday, September 18, 2019 at 5:00 PM</b></p>
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The Personnel Commission of the Madera Unified School District convened a Regular Board Meeting in the District Office Boardroom, 1902 Howard Road, Madera, California on Wednesday, September 18, 2019 at 4:00 p.m.

**Roll Call**

Philip Janzen, Personnel Commission Chairperson, ABSENT  
Bruce Koch, Personnel Commission Vice - Chair  
Fran Wheat, Personnel Commissioner

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

Kent Albertson, Chief Human Resources Officer

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**1. Call to Order of Public Meeting**

- Personnel Commissioner Koch called the meeting to order at 5:00 PM. Commissioner Wheat led the flag salute. There were no members of the media present.

**2. Adoption of the Agenda**

- It was moved by Commissioner Wheat and seconded Vice-Chair Koch to approve the adoption of the agenda. MOTION NO. 13-2019/20.  
Ayes: Commissioners Koch, Wheat  
Noes: None  
Absent: Commissioner Janzen  
Abstained: None

**3. Communications**

- No public comments were made.

**4. Adoption of the Consent Agenda**

- It was moved by Vice – Chair Koch and seconded by Commissioner Wheat to approve the Consent Agenda. MOTION NO. 14-2019/20.  
Ayes: Commissioners Koch, Wheat  
Noes: None  
Absent: Commissioner Janzen  
Abstained: None

**5. New Business**

**A. Discuss and approve new classified job description for Behavioral Intervention Technician and classified salary recommendation**

- Director Barreras presented the new classified job description, Behavioral Intervention Technician and salary recommendation of \$38,529.00 to \$51,033.40.
- It was moved by Commissioner Wheat and seconded by Vice- Chair Koch to approve the new classified job description of Behavioral Intervention Technician and classified salary recommendation of \$38,529.00 to \$51, 033.40. MOTION NO. 15-2019/20, DOCUMENT NO. 06-2019/20.

Ayes: Commissioners Koch, Wheat

Noes: None

Absent: Commissioner Janzen

Abstained: None

**B. Discuss and approve new classified job description for Supervisor – Behavior Analyst and classified supervisory salary recommendation**

- Director Barreras presented the new classified job description, Supervisor – Behavior Analyst and classified supervisory salary recommendation of \$94,185.25 to \$110,723.00
- It was moved by Commissioner Wheat and seconded by Vice- Chair Koch to approve the new classified supervisory job description Supervisor – Behavior Analyst and classified supervisory salary recommendation of \$94,185.25 to \$110, 723.00 MOTION NO. 16-2019/20, DOCUMENT NO. 07-2019/20.

Ayes: Commissioners Koch, Wheat

Noes: None

Absent: Commissioner Janzen

Abstained: None

**C. Discuss and approve the revised classified supervisory job description for Child Welfare and Attendance Supervisor**

- Director Barreras presented the revised job description, which included a change to the educational requirements, including that a Master's degree in a related field will be preferred.
- It was moved by Commissioner Wheat and seconded by Vice- Chair Koch to approve the revised classified supervisory job description Child Welfare and Attendance Supervisor. MOTION NO. 17-2019/20, DOCUMENT NO. 08-2019/20.

Ayes: Commissioners Koch, Wheat

Noes: None

Absent: Commissioner Janzen

Abstained: None

**D. Discuss and approve the revised classified job description for Head Custodian I**

- Director Barreras discussed the changes under the area of experience. The work experience will now require 3 years of work experience as a school custodian.
- It was moved by Commissioner Wheat and seconded by Vice- Chair Koch to approve the revised classified job description Head Custodian I. MOTION NO. 18-2019/20, DOCUMENT NO. 09-2019/20.

Ayes: Commissioners Koch, Wheat

Noes: None

Absent: Commissioner Janzen

Abstained: None

**E. Discuss and approve the revised classified job description for Head Custodian II**

- Director Barreras discussed the changes under the area of experience. The work experience will now require 3 years of work experience as a school Head custodian.
- It was moved by Commissioner Wheat and seconded by Vice- Chair Koch to approve the revised classified job description Head Custodian II. MOTION NO. 19-2019/20, DOCUMENT NO. 10-2019/20.

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

**F. Discuss and approve the revised classified job description for Head Custodian III**

- Director Barreras discussed the changes under the area of experience. The work experience will now require 5 years of work experience as a school head custodian.
- It was moved by Commissioner Wheat and seconded by Vice- Chair Koch to approve the revised classified job description Head Custodian III. MOTION NO. 20-2019/20, DOCUMENT NO. 11-2019/20.

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

**G. Discuss and approve the Professional Services Agreement for Liebert Cassidy Whitmore**

- Director Barreras presented the Professional Services Agreement.
- It was moved by Commissioner Wheat and seconded by Vice- Chair Koch to approve the Professional Services Agreement for Liebert Cassidy and Whitmore. MOTION NO. 21-2019/20, DOCUMENT NO. 12-2019/20.

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

## **6. Information and Reports**

### **A. Director's Report**

Director Barreras updated the Personnel Commission that the Classified Professional Development Committee is moving along. There was a classified survey sent out to the classified employees to inquire on what topics of interest they would like for the conference. Director Barreras met with the Madera Chamber of Commerce. The Madera Chamber of Commerce will help MUSD promote this conference with the business community in seeking sponsorships.

The PC office continues to be busy with job recruitments and testing.

Next month, Director Barreras will bring forward the recommendation of the career ladder for the Administrative Assistants that was recently received from the Human Resources department and recommendations for the Personnel Commission restructure of staff positions



**B. Commissioner's Report**

No reports were presented.

**7. Next Regular Personnel Commission Meeting**

Wednesday, October 16, 2019 at 5:00 PM  
Madera Unified District Office – Workshop Room  
1902 Howard Road, Madera, CA 93637

**8. Suggested Future Agenda Items**

No suggestions were made.

**9. Adjournment**

Chairperson Koch adjourned the Public Session at 5:31 PM.

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

Date: September 23, 2019

  
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Isabel Barreras, Director of Classified HR

Date: September 23, 2019



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

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

**Meeting Date:**           October 16, 2019

**Agenda Item:**

Consideration and Approval of Eligibility Lists for: Classroom Aide – Preschool, Database Administrator, and Paraprofessional – Spanish skills required.

**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. Classroom Aide – Preschool, 10-16-19
2. Database Administrator, 10-16-19
3. Paraprofessional – Spanish skills required, 10-16-19

**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:** October 16, 2019

**Agenda Item:**

Consideration and approval to classify the following job descriptions for an Administrative Assistant Class Series - Career Ladder Pathway: Administrative Assistant I, II, III, IV, V, and VI.

**Agenda Placement:**

Action

**Background:**

District Administration has brought forward the request to develop an Administrative Assistant Class Series to create a Career Ladder Pathway. The request to restructure the current job descriptions of Administrative Assistant School Site and Administrative Assistant – Department/Program originated from the Reclassification Committee.

The restructure consists of creating various levels of classifications within the series that will allow for professional growth and promotional opportunities for the employees within this career ladder pathway. After reviewing the recommendations from the Reclassification Committee, changes were made to the purpose statement, essential functions, knowledge, skills, abilities, and education. We have added a section for distinguishing characteristics that describes the levels (classifications) of the Administrative Assistant Class Series. The changes to the minimum qualifications allow for additional years of experience required in order to climb the career ladder.

The Personnel Commission was not asked to conduct a salary compensation survey. The Reclassification Committee made the decision to set the ranges in salary for these classifications.

The current employees will be grandfathered in with the new titles. Moreover, along with these changes, the Personnel Commission will develop and create additional recruitments, examinations, and eligibility lists for the newly created career ladder pathway.

This was done in accordance with Personnel Commission Rules 3.2 - 3.2.2 and 3.2.5 – 3.26.

**Recommendation:**

It is recommended that the Personnel Commission approve the Administrative Assistant Class Series - Career Ladder Pathway: Administrative Assistant I, II, III, IV, V, and VI.

## MADERA UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

**Position:** Administrative Assistant I

**Classification:** Classified

**Department/Site:** K-8 School Site

**Salary Schedule:** Classified

**Reports to:** Assigned Administrator

**Salary Range:**

**FLSA:** Non-exempt

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### PURPOSE STATEMENT

Under general supervision, the purpose of the position is to support the educational process with specific responsibilities for administrative and secretarial support to assigned school site administrators; monitoring assigned activities; and providing information, recommendations and/or direction as requested by assigned administrator.

### DISTINGUISHING CHARACTERISTICS

This is the first level in the Administrative Assistant Series. The Administrative Assistant I classification provides secretarial support to the Principal of an assigned elementary K-8 School sites with a student population of less than 400.

### ESSENTIAL FUNCTIONS

- Administers first aid and prescription medications to students (under the direction of a health care professional) for providing emergency and necessary care in compliance with established guidelines.
- Answers and initiates telephone calls for responding to inquiries, transferring calls, taking messages, requesting information and/ or conveying information.
- Collects payments for a variety of events (e.g. fines, fees, and fundraisers, etc.) for the purpose of completing transactions and/or securing funds.
- Compiles data from a variety of sources (e.g. work orders, budget reports, specialized reports, personnel records, etc.) for complying with financial, legal and/ or administrative requirements.
- Coordinates a variety of projects, functions and/or program components (e.g. appointments, meetings, in-service events, travel and accommodations, graduations, Back to School Nights, Mini-Charge, etc.) for the purpose of completing activities and or delivering services in a timely fashion.
- Greets parents, students and visitors for the purpose of responding to inquiries and/or directing individuals to appropriate location in accordance with established building security procedures.
- ~~Maintains~~ May assist in a wide variety of confidential and non-confidential manual and electronic documents files and records (e.g. budget data, ~~employee records~~, ~~financial records~~, reports, cums, student information, testing materials, ~~attendance records~~, discipline records, Home Hospital records, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a variety of activities on behalf of assigned Administrator (e.g. account balances, work order status, etc.) for the purpose of achieving goals and meeting target dates.
- Monitors students referred for illness or disciplinary action for the purpose of ensuring their safety and welfare, and maintaining a secure office environment.
- Obtains substitute personnel for ensuring the coverage of all classrooms not filled by the sub service.
- Oversees the work activities among the office staff (e.g. clerks, secretaries, volunteers, ~~student assistants~~, etc.) for the purpose of organizing work assignments and ensuring completion within established guidelines.
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.

- Performs student enrollment and withdrawal activities for complying with established requirements.
- Prepares a variety of documents (e.g. correspondences, agendas, minutes, event programs, bulletins, reports, requisitions, registration packets, etc.) for the purpose of communicating information and/or creating documentation in compliance with established guidelines.
- Presents information on administrative procedures (e.g. department/program policies, submission procedures, etc.) for the purpose of orienting new personnel and/or disseminating information to existing personnel.
- Processes documents and materials (e.g. timesheets, work orders, requisitions, travel reimbursements, ~~budget transfers~~, open enrollment forms, cums, mail, etc.) for disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Procures supplies and materials for maintaining availability of required items.
- ~~Reconciles account balances for assigned budget categories for maintaining accurate account balances.~~
- ~~Represents assigned Administrator in their absence for conveying and/or gathering information required for their functions.~~
- Researches a variety of topics (e.g. current practices, policies, ~~education codes~~, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements.
- Responds to a variety of inquiries from a variety of internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information or direction and/or facilitating communications among parties.
- Schedules a wide variety of activities (e.g. meetings, appointments, etc.) for making necessary arrangements.
- Supports assigned administrative personnel for providing assistance with their functions and responsibilities.

### **OTHER FUNCTIONS**

- Performs other duties as assigned which are related, or logical in assignment to the position.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **Knowledge of:**

- Current policies, laws and procedures
- Use of job related software applications
- Business telephone etiquette
- Concepts of grammar and punctuation
- Use of Word, Excel, PowerPoint, presentation technology
- District policies, procedures
- District organization and locations

#### **Skills and Abilities to:**

- Operating standard office equipment
- Use of job related software applications
- Preparing and maintaining accurate records
- Planning and managing projects
- Guiding others
- Working with others in a wide variety of circumstances
- Communicate effectively, both orally and in writing
- Understands and follows written and oral instructions
- Operates a computer and use standard business software
- Work with data utilizing defined but different processes
- Work with a diversity of individuals and or group
- Work with a variety of data

- Utilize job-related equipment
- Adapting to changing work priorities, communicating with diverse groups
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations
- Meeting deadlines and schedules
- Setting priorities, working as part of a team
- Working with frequent interruptions
- Ability to read and write, and communicate clearly in English
- **Ability to read and write, and communicate clearly in a second language (usually Spanish) may be required**

## **RESPONSIBILITY**

Responsibilities include; working under limited supervision following standardized practices and/or methods; providing information and /or advising others; and operating within a defined budget. Utilization of some resource from other work units is often required to perform the job's functions. There is a continual opportunity to affect 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 climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 70% sitting, 10% walking, and 20% standing; the job is performed in a generally hazard free environment and in a clean atmosphere.

## **MINIMUM QUALIFICATIONS**

### **Experience:**

Three years of increasingly responsibility of clerical/secretarial experience in an office environment.

### **Education:**

High school diploma or equivalent.

### **Required Testing:**

- Pre-employment Proficiency
- Pre-employment Physical Exam

### **Continuing Education/Training**

- Maintain as needed

### **Certificates/Licenses**

- Valid CDL

### **Clearances**

- DOJ/FBI Background Clearance
- TB Clearance
- Physical Demand (A)



## MADERA UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

**Position:** Administrative Assistant II  
**Department/Site:** K-6, K-8 Alternate Education School Site  
**Reports to:** Assigned Administrator

**Classification:** Classified  
**Salary Schedule:** Classified  
**Salary Range:**  
**FLSA:** Non-exempt

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### PURPOSE STATEMENT

Under general supervision, the purpose of the position is to support the educational process with specific responsibilities for administrative and secretarial support to assigned school site administrators; monitoring assigned activities; and providing information, recommendations and/or direction as requested by assigned administrator.

### DISTINGUISHING CHARACTERISTICS

This is the second level in Administrative Assistant Series. The Administrative Assistant II provides secretarial support to the Principal of an assigned elementary with a student population of greater than 400, K-6, K-8 School sites or Alternative Education School sites (i.e. Adult Education, Furman High School, Mt. Vista High School, and Ripperdan Community School).

### ESSENTIAL FUNCTIONS

- Administers first aid and prescription medications to students (under the direction of a health care professional) for providing emergency and necessary care in compliance with established guidelines.
- Answers and initiates telephone calls for responding to inquiries, transferring calls, taking messages, requesting information and/ or conveying information.
- Collects payments for a variety of events (e.g. fines, fees, and fundraisers, etc.) for the purpose of completing transactions and/or securing funds.
- Compiles data from a variety of sources (e.g. work orders, budget reports, specialized reports, personnel records, etc.) for complying with financial, legal and/ or administrative requirements.
- Coordinates a variety of projects, functions and/or program components (e.g. appointments, meetings, in-service events, travel and accommodations, graduations, Back to School Nights, Mini Charge, etc.) for the purpose of completing activities and or delivering services in a timely fashion.
- Greets parents, students and visitors for the purpose of responding to inquiries and/or directing individuals to appropriate location in accordance with established building security procedures.
- Maintains a wide variety of confidential and non-confidential manual and electronic documents files and records (e.g. budget data, employee records, financial records, reports, cums, student information, testing materials, attendance records, discipline records, Home Hospital records, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a variety of activities on behalf of assigned Administrator (e.g. account balances, work order status, etc.) for the purpose of achieving goals and meeting target dates.
- Monitors students referred for illness or disciplinary action for the purpose of ensuring their safety and welfare ensuring student welfare and maintaining a secure office environment.
- Obtains substitute personnel for ensuring the coverage of all classrooms not filled by the sub service.
- Oversees the work activities among the office staff (e.g. clerks, secretaries, volunteers, student assistants, etc) for the purpose of organizing work assignments and ensuring completion within established guidelines.
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the need of the attendees.



- Performs student enrollment and withdrawal activities for complying with established requirements.
- Prepares a variety of documents (e.g. correspondences, agendas, minutes, event programs, bulletins, reports, requisitions, registration packets, etc.) for the purpose of communicating information and/or creating documentation in compliance with established guidelines.
- Presents information on administrative procedures (e.g. department/program policies, submission procedures, etc.) for the purpose of orienting new personnel and/or disseminating information to existing personnel.
- Processes documents and materials (e.g. timesheets, work orders, requisitions, travel reimbursements, budget transfers, open enrollment forms, cums, mail, etc.) for disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Procures supplies and materials for maintaining availability of required items.
- Reconciles account balances for assigned budget categories for maintaining accurate account balances.
- Represents assigned Administrator in their absence for conveying and/or gathering information required for their functions.
- Researches a variety of topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements.
- Responds to a variety of inquiries from a variety of internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information or direction and/or facilitating communications among parties.
- Schedules a wide variety of activities (e.g. meetings, appointments, etc.) for making necessary arrangements.
- Supports assigned administrative personnel for providing assistance with their functions and responsibilities.

#### **OTHER FUNCTIONS**

- Performs other duties as assigned which are related, or logical in assignment to the position.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

##### **Knowledge of:**

- Current policies, laws and procedures
- Use of job related software applications
- Business telephone etiquette
- Concepts of grammar and punctuation
- Use of Word, Excel, PowerPoint, presentation technology
- District policies, procedures
- District organization and locations

##### **Skills and Abilities to:**

- Operating standard office equipment
- Use of job related software applications
- Preparing and maintaining accurate records
- Planning and managing projects
- Guiding others
- Working with others in a wide variety of circumstances
- Communicate effectively, both orally and in writing
- Understands and follows written and oral instructions
- Operates a computer and use standard business software
- Work with data utilizing defined but different processes
- Work with a diversity of individuals and or group
- Work with a variety of data

- Utilize job-related equipment
- Adapting to changing work priorities, communicating with diverse groups
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations
- Meeting deadlines and schedules
- Setting priorities, working as part of a team
- Working with frequent interruptions
- Ability to read and write, and communicate clearly in English
- **Ability to read and write, and communicate clearly in a second language (usually Spanish) may be required**

## **RESPONSIBILITY**

Responsibilities include; working under limited supervision following standardized practices and/or methods; providing information and /or advising others; and operating within a defined budget. Utilization of some resource from other work units is often required to perform the job's functions. There is a continual opportunity to affect 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 climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 70% sitting, 10% walking, and 20% standing; the job is performed in a generally hazard free environment and in a clean atmosphere.

## **MINIMUM QUALIFICATIONS**

### **Experience:**

Three **and one half** years of increasingly responsibility of clerical/secretarial experience in an office environment.

### **Education:**

High school diploma or equivalent.

### **Required Testing:**

- Pre-employment Proficiency
- Pre-employment Physical Exam

### **Continuing Education/Training**

- Maintain as needed

### **Certificates/Licenses**

- Valid CDL

### **Clearances**

- DOJ/FBI Background Clearance
- TB Clearance
- Physical Demand (A)

## MADERA UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

<b>Position:</b>	Administrative Assistant III	<b>Classification:</b>	Classified
<b>Department/Site:</b>	Middle School Site or Comprehensive High School	<b>Salary Schedule:</b>	Classified
<b>Reports to:</b>	Principal of Middle School, VP of High School	<b>Salary Range:</b>	
		<b>FLSA:</b>	Non-exempt

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### PURPOSE STATEMENT

Under general supervision, the purpose of the position is to support the educational process with specific responsibilities for administrative and secretarial support to assigned school site administrators; monitoring assigned activities; and providing information, recommendations and/or direction as requested by assigned administrator.

### DISTINGUISHING CHARACTERISTICS

This is the third level in the Administrative Assistant Series. The Administrative Assistant III provides secretarial support to the Middle School site Principals or High School, and Vice Principals. Incumbents have a greater breadth of office management responsibilities and assure proper and timely completion of Middle School and Career Pathways projects and activities.

### ESSENTIAL FUNCTIONS

- Types from rough drafts or verbal instructions a variety of materials such as letters, memoranda, recurring reports, and statistical data. Composes routine correspondence and forms as necessary.
- Explains general program policies and procedures within the scope of authority. Provides information of a general or limited technical nature.
- Attends meetings as assigned. May record, transcribe, and distribute minutes as directed.
- Administers May assist in the administration of first aid and prescription medications to students (under the direction of a health care professional) for providing emergency and necessary care in compliance with established guidelines.
- Answers and initiates telephone calls for responding to inquiries, transferring calls, taking messages, requesting information and/ or conveying information.
- Collects payments for a variety of events (e.g. fines, fees, and fundraisers, etc.) for the purpose of completing transactions and/or securing funds.
- Compiles data from a variety of sources (e.g. work orders, budget reports, specialized reports, personnel records, etc.) for complying with financial, legal and/ or administrative requirements.
- Coordinates a variety of projects, functions and/or program components (e.g. appointments, meetings, in-service events, travel and accommodations, graduations, Back to School Nights, Mini Charge, etc.) for the purpose of completing activities and or delivering services in a timely fashion.
- Greets parents, students and visitors for the purpose of responding to inquiries and/or directing individuals to appropriate location in accordance with established building security procedures.
- Maintains a wide variety of confidential and non-confidential manual and electronic documents files and records (e.g. budget data, employee records, financial records, reports, cums, student information, testing materials, attendance records, discipline records, Home Hospital records, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.

- Monitors a variety of activities on behalf of assigned Administrator (e.g. account balances, work order status, etc.) for the purpose of achieving goals and meeting target dates.
- Monitors students referred for illness or disciplinary action for the purpose of ensuring their safety and welfare ensuring student welfare and maintaining a secure office environment.
- Obtains substitute personnel for ensuring the coverage of all classrooms not filled by the sub service.
- Oversees the work activities among the office staff (e.g. clerks, secretaries, volunteers, student assistants, etc) for the purpose of organizing work assignments and ensuring completion within established guidelines.
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the need of the attendees.
- Performs student enrollment and withdrawal activities for complying with established requirements.
- Prepares a variety of documents (e.g. correspondences, agendas, minutes, event programs, bulletins, reports, requisitions, registration packets, etc.) for the purpose of communicating information and/or creating documentation in compliance with established guidelines.
- Presents information on administrative procedures (e.g. department/program policies, submission procedures, etc.) for the purpose of orienting new personnel and/or disseminating information to existing personnel.
- Processes documents and materials (e.g. timesheets, work orders, requisitions, travel reimbursements, budget transfers, open enrollment forms, cums, mail, etc.) for disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Procures supplies and materials for maintaining availability of required items.
- Reconciles account balances for assigned budget categories for maintaining accurate account balances.
- Represents assigned Administrator in their absence for conveying and/or gathering information required for their functions.
- Researches a variety of topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements.
- Responds to a variety of inquiries from a variety of internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information or direction and/or facilitating communications among parties.
- Schedules a wide variety of activities (e.g. meetings, appointments, etc.) for making necessary arrangements.
- Supports assigned administrative personnel by providing assistance with their functions and responsibilities.

### **OTHER FUNCTIONS**

- Performs other duties as assigned which are related, or logical in assignment to the position.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **Knowledge of:**

- Current policies, laws and procedures
- Use of job related software applications
- Business telephone etiquette
- Concepts of grammar and punctuation
- Use of Word, Excel, PowerPoint, presentation technology
- District policies, procedures
- District organization and locations

#### **Skills and Abilities to:**

- Operating standard office equipment



- Use of job related software applications
- Preparing and maintaining accurate records
- Planning and managing projects
- Guiding others
- Working with others in a wide variety of circumstances
- Communicate effectively, both orally and in writing
- Understands and follows written and oral instructions
- Operates a computer and use standard business software
- Work with data utilizing defined but different processes
- Work with a diversity of individuals and or group
- Work with a variety of data
- Utilize job-related equipment
- Adapting to changing work priorities, communicating with diverse groups
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations
- Meeting deadlines and schedules
- Setting priorities, working as part of a team
- Working with frequent interruptions
- Ability to read and write, and communicate clearly in English
- **Ability to read and write, and communicate clearly in a second language (usually Spanish) may be required**

## **RESPONSIBILITY**

Responsibilities include; working under limited supervision following standardized practices and/or methods; providing information and /or advising others; and operating within a defined budget. Utilization of some resource from other work units is often required to perform the job's functions. There is a continual opportunity to affect 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 climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 70% sitting, 10% walking, and 20% standing; the job is performed in a generally hazard free environment and in a clean atmosphere.

## **MINIMUM QUALIFICATIONS**

### **Experience:**

**Four** years of increasingly responsibility of clerical/secretarial experience in an office environment.

### **Education:**

High school diploma or equivalent.

### **Required Testing:**

- Pre-employment Proficiency
- Pre-employment Physical Exam

### **Continuing Education/Training**

- Maintain as needed



**Certificates/Licenses**

- Valid CDL

**Clearances**

- DOJ/FBI Background Clearance
- TB Clearance
- Physical Demand (A)

## MADERA UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

**Position:** Administrative Assistant **IV**  
**Department/Site:** Comprehensive High School  
**Reports to:** Principal of High School

**Classification:** Classified  
**Salary Schedule:** Classified  
**Salary Range:**  
**FLSA:** Non-exempt

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### **PURPOSE STATEMENT**

Under general supervision, the purpose of the position is to support the educational process with specific responsibilities for providing a wide variety of complex, administrative, and secretarial support to assigned District site **Principal**; conveying information; supporting office functions; and implementing assigned projects and site activities.

### **DISTINGUISHING CHARACTERISCS:**

This is the fourth level in the Administrative Assistant Series. The Administrative Assistant IV perform a variety of secretarial and administrative assistant duties to relieve the Principal of administrative and clerical details; plans, coordinates and organizes office activities and coordinates the flow of communications, correspondence and information for the Principal; prepares and maintains a variety of records and reports.

### **ESSENTIAL FUNCTIONS**

- Provides administrative assistance to the principal, make, and schedule and arrange appointments, meetings and conferences.
- Coordinates and facilitate communications and serve as liaison between personnel, parents, students, school and community organizations and the public.
- May train, assign and coordinate the work of assigned school personnel; provides input for performance evaluations as requested; reviews work for accuracy, completeness and compliance with established guidelines and procedures.
- Communicates with a variety of personnel, administrators and parents to coordinate school operations and maintenance, resolves conflicts and issues and exchange information.
- Reviews and prioritizes mail for the Principal.
- Assists the Principal in the preparation and maintenance of financial, statistical and narrative reports, researches, compiles and organizes information as requested.
- Answers and initiates telephone calls for responding to inquiries screening calls, taking messages, requesting information and/or conveying information.
- Compiles data from a variety of sources (e.g. instructional minutes, enrollments, attendance, etc.) for the purpose of preparing reports and/or preparing information for assigned Administrator.
- Coordinates and assists with a variety of projects, functions and/or program components (e.g. administration meetings, CHARGE, OMS, expulsion hearing and reviews, stipulated disciplinary agreements, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Maintains a wide variety of confidential manual and electronic documents, files and records (e.g. calendar, department budget, requisition, Federal compliance documents, all backup documentation, records for audit purposes, employee evaluations, professional development opportunities by school site and funding source, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.

- Monitors a wide variety activities (e.g. program components, meeting arrangements, budgets, alignment of Career Technical Education (CTE) courses, open purchase orders, School Choice transfer requests, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Orders supplies and materials for ensuring availability of items.
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Performs general clerical functions (e.g. scheduling, copying, faxing, data entry, filing, etc.) for supporting office functions.
- Prepares a wide variety of complex reports, documents and correspondence of a confidential and non-confidential nature (e.g. letters, memorandums, meeting minutes, charts, reports, forms, surveys, distribution lists, evaluation documents, flyers, annual notifications, 20:1 reports, contracts, cost estimates, Board documents, Time Accountability forms, legal documents, student/parent notification - District level, etc.) for the purposes of documenting activities providing written references, and/or conveying information.
- Processes a variety of documents and materials (e.g. travel requests, reimbursements, Cal Cards, District transfers, use of Facility Permits, applications, SES applications, IEP paperwork, affirm & attest IEPs that are reported to the state, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/ or regulatory requirements.
- Provides direct assistance/training to site administrators with ESARC and site plan development for ensuring the efficient and effective functioning of the work unit.
- Receives informational material (e.g. mail, flyers, etc.) for reading, sorting, routing, and responding as directed.
- Represents assigned Administrators in their absence for conveying and/ or gathering information required for their functions.
- Responds to a wide variety of inquiries from internal and external parties (e.g. staff, parents, students, public agencies, vendors, etc.) for the purpose of providing information, facilitating communication among parties and/ or providing direction.
- Supports assigned administrative personnel for providing assistance with their functions and responsibilities.

### **OTHER FUNCTIONS**

- Performs other duties as assigned which are related, or logical in assignment to the position.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **Knowledge of:**

- Current policies, laws and procedures
- Accounting, bookkeeping principles
- Use of job related software applications
- Business telephone etiquette
- Concepts of grammar and punctuation
- Use of Word, Excel, PowerPoint, presentation technology
- District policies, procedures
- District organization and locations

#### **Skills and Abilities to:**

- Operating standard office equipment
- Use of job related software applications
- Preparing and maintaining accurate records

- Planning and managing projects
- Guiding others
- Working with others in a wide variety of circumstances
- Maintains confidentiality of Student Services files and records
- Communicate effectively, both orally and in writing
- Understands and follows written and oral instructions
- Operates a computer and use standard business software
- Work with data utilizing defined but different processes
- Work with a diversity of individuals and or group
- Work with a variety of data
- Utilize job-related equipment
- Adapting to changing work priorities, communicating with diverse groups
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations
- Meeting deadlines and schedules
- Setting priorities, working as part of a team
- Working with frequent interruptions
- Ability to read and write, and communicate clearly in English
- **Ability to read and write, and communicate in a second language (usually Spanish) may be required**

### **RESPONSIBILITY**

Responsibilities include; working under limited supervision following standardized practices and/or methods; providing information and /or advising others; and operating within a defined budget. Utilization of some resource from other work units is often required to perform the job's functions. There is a continual opportunity to affect 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 climbing and balancing; 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 in a generally hazard free environment and in a clean atmosphere.

### **MINIMUM QUALIFICATIONS**

#### **Experience:**

**Four and half years' of experience as an Administrative Assistant I, II or III in MUSD;**

**OR**

**Equivalent experience from another educational institution or agency in the capacity level of Administrative Assistant III.**

#### **Education:**

High school diploma or equivalent.

#### **Required Testing:**

- Pre-employment Proficiency
- Pre-employment Physical Exam

**Continuing Education/Training**

- Maintain as needed

**Certificates/Licenses**

- Valid CDL

**Clearances**

- DOJ/FBI Background Clearance
- TB Clearance
- Physical Demand (A)



## MADERA UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

**Position:** Administrative Assistant V

**Classification:** Classified

**Department/Site:** Department

**Salary Schedule:** Classified

**Reports to:** Director of a Department

**Salary Range:**

**FLSA:** Non-exempt

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### PURPOSE STATEMENT

Under general supervision, the purpose of the position is to support the educational process with specific responsibilities for providing a wide variety of highly complex professional administrative, and secretarial analytical work in support of the assigned District site administrators; Directors, conveying information; supporting office functions; and implementing assigned projects and site activities.

### DISTINGUISHING CHARACTERISTICS:

This is the fifth level in the Administrative Assistant Series. The Administrative Assistant V provides support to a Director of a Department. The incumbent of this classification requires working knowledge of various facets of the department. Performs highly specialized and complex administrative support duties involving the use of independent judgement and understanding of departmental functions and procedures.

### ESSENTIAL FUNCTIONS

- Answers and initiates telephone calls for responding to inquiries screening calls, taking messages, requesting information and/or conveying information.
- Compiles data from a variety of sources (e.g. instructional minutes, enrollments, attendance, etc.) for the purpose of preparing reports and/or preparing information for assigned Administrator. Director.
- Develops procedures to expedite the transmittal of information and facilitates implementation of policies and programs.
- Coordinates and assists with a variety of complex projects, functions and/or program components (e.g. administration meetings, CHARGE, OMS, expulsion hearing and reviews, stipulated disciplinary agreements, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Maintains a wide variety of confidential manual and electronic documents, files and records. Such as (e.g. calendar, department budget, requisition, Federal compliance documents, all backup documentation, records for audit purposes, employee evaluations, professional development opportunities by school-site department and funding source, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a wide variety activities (e.g. program components, meeting arrangements, budgets, alignment of Career Technical Education (CTE) courses, open purchase orders, School Choice transfer requests, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Tracks, updates and compiles comprehensive data from a variety of sources for the purposes of complying with financial, legal and /or administrative requirements.
- Interprets and applies rules and regulations as appropriate; coordinates communications, obtains and provides information in a timely manner to meet the needs of the District and the community; coordinates activities and resolves issues.

- Monitors a variety of activities on behalf of assigned Administrator/ Director for the purpose of achieving goals and meeting target dates.
- Schedules a wide variety of activities for making necessary arrangements.
- Reconciles account balances for assigned budget categories for maintaining accurate account balances.
- Schedules a wide variety of activities for making necessary arrangements.
- Updates and maintains the department's webpage.
- Orders supplies and materials for ensuring availability of items.
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Performs general to complex clerical functions (e.g. Microsoft office/ Google suite, scheduling, copying, faxing, data entry, filing, etc.) for supporting office functions
- Prepares a wide variety of complex reports, documents and correspondence of a confidential and non-confidential nature. (e.g. Such as letters, memorandums, meeting minutes, charts, reports, forms, surveys, distribution lists, evaluation documents, flyers, annual notifications, 20:1 reports, contracts, cost estimates, Board documents, Time Accountability forms, legal documents, student/parent notification - District level, etc-) for the purposes of documenting activities providing written references, and/or conveying information.
- Processes a variety of documents and materials (e.g. travel requests, reimbursements, Cal Cards, District transfers, use of Facility Permits, applications, SES applications, IEP paperwork, affirm & attest IEPs that are reported to the state, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/ or regulatory requirements.
- Provides direct assistance/training to site administrators with ESARC and site plan development for ensuring the efficient and effective functioning of the work unit.
- Receives informational material (e.g. mail, flyers, etc.) for reading, sorting, routing, and responding as directed.
- Represents assigned Administrators Director in their absence for conveying and/ or gathering information required for their functions.
- Responds to a wide variety of inquiries from internal and external parties (e.g. staff, parents, students, public agencies, vendors, etc.) for the purpose of providing information, facilitating communication among parties and/ or providing direction.
- Supports assigned administrative personnel for providing assistance with their functions and responsibilities.

## **OTHER FUNCTIONS**

- Performs other duties as assigned which are related, or logical in assignment to the position.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- Current policies, laws and procedures
- Accounting, bookkeeping principles
- Use of job related software applications
- Business telephone etiquette
- Concepts of grammar and punctuation
- Use of Word, Excel, PowerPoint, presentation technology
- District policies, procedures
- District organization and locations.



### **Skills and Abilities to:**

- Operating standard office equipment
- Use of job related software applications
- Preparing and maintain accurate records
- Planning and managing projects
- Strong organizational skills and strong writing skills
- Accurately take and transcribe notes and/meeting minutes/ recollection
- Requires ability to prepare spreadsheets, graphs and charts, and enter, import, and export data to and from databases
- Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines
- Ability to communicate with staff, parents, and public using patience and courtesy, and in a manner that reflects positively on the organization unit
- Guiding others
- Working with others in a wide variety of circumstances
- Maintains confidentiality and accuracy of records
- Communicate effectively, both orally and in writing
- Understands and follows written and oral instructions
- Operates a computer and use standard business software
- Work with data utilizing defined but different processes
- Work with a diversity of individuals and or groups
- Work with a variety of data
- Utilize job-related equipment
- Adapting to changing work priorities, communicating with diverse groups
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations
- Meeting deadlines and schedules
- Setting priorities, working as part of a team
- Working with frequent interruptions
- Ability to read and write, and communicate clearly in English
- Ability to read and write, and communicate clearly in a second language (usually Spanish) may be required

### **RESPONSIBILITY**

Responsibilities include; working under limited supervision following standardized practices and/or methods; providing information and /or advising others; and operating within a defined budget. Utilization of some resource from other work units is often required to perform the job's functions. There is a continual opportunity to affect 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 climbing and balancing; 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 in a generally hazard free environment and in a clean atmosphere.

### **MINIMUM QUALIFICATIONS**

#### **Experience:**

Five years' of experience as an Administrative Assistant I, II, III, and IV in MUSD;

OR

Equivalent experience performed from another educational institution or agency in the capacity level of Administrative Assistant IV.

**Education:**

High school diploma or equivalent.

**Required Testing:**

- Pre-employment Proficiency
- Pre-employment Physical Exam

**Continuing Education/Training**

- Maintain as needed

**Certificates/Licenses**

- Valid CDL

**Clearances**

- DOJ/FBI Background Clearance
- TB Clearance
- Physical Demand (A)



## MADERA UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

**Position:** Administrative Assistant VI  
**Department/Site:** District  
**Reports to:** Executive Cabinet Member

**Classification:** Classified  
**Salary Schedule:** Classified  
**Salary Range:**  
**FLSA:** Non-exempt

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### PURPOSE STATEMENT

Under general supervision, the purpose of the position is to support the educational process with specific responsibilities for providing a wide variety of highly complex professional administrative and analytical work. Assists in the coordination and management of ongoing district-wide initiatives that align with the Superintendents Executive Cabinet Core Values.

### DISTINGUISHING CHARACTERISTICS;

This is the sixth level in the Administrative Assistant Series. The Administrative Assistant VI provides support to an Executive Cabinet Member. Incumbents in this classification performs the most complex duties in the series and assures proper and timely completion of district-wide initiatives, projects and activities that align with the Superintendents' Executive Cabinet Core Values.

### ESSENTIAL FUNCTIONS

- Supports the Superintendent's Executive Cabinet Member activities by maintaining the SEC Member calendar, sending meeting notices, creating briefing and presentation materials, coordinating logistics including securing and setting up venues, and recording attendance and meeting minutes.
- Develops procedures to expedite the transmittal of information and facilitates the implementation of policies and programs.
- Manages the Superintendent's Executive Cabinet Member correspondence, including drafting reports, memos and letters.
- Serves as point of contact and provides staffing support for Superintendent's Executive Cabinet Member public and private board commitments.
- Answers and initiates telephone calls, emails, and other communication channels for the purpose of responding to inquiries, transferring calls, taking messages, requesting information and/or conveying information.
- Tracks, updates and compiles comprehensive data from a variety of sources for the purpose of complying with financial, legal and/or administrative requirements.
- Researches, analyzes and compiles information and computes statistical data for Federal, State and District reports and special projects.
- Coordinates and manages a variety of complex projects, functions and/or program components for the purpose of completing activities and/or delivering services, to achieve goals and meeting target dates.
- Greets and meets with parents, students and visitors for the purpose of responding to constituent services inquiries and/or directing individuals to appropriate location in accordance with established building security procedures. Works with school sites and department to solve concerns of parents and community members.
- Interprets and applies rules and regulations as appropriate; coordinates communications, obtains and provides information in a timely manner to meet the needs of the District and the community; coordinates activities and resolves issues.
- Prepares and drafts board agenda items, agreements, and contracts for services/facilities used by and/or provided by the division. Processes contract documents and set up internal routines for monitoring performance.

- Receives, handles, and stores confidential, private, and sensitive information pertaining to the District and its employees and students with a high level of discretion.
- Prepares/Maintains a wide variety of confidential and non-confidential manual and electronic documents files and records for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a variety of activities on behalf of assigned Administrator for the purpose of achieving goals and meeting target dates.
- Orders supplies and materials for the purpose of ensuring availability of items.
- Participates, facilitates and or coordinates a variety of meetings, workshops, and/or training for the purpose of providing or receiving information, recording minutes and summaries, and supporting the needs of the attendees.
- Develops a wide variety of complex reports, documents and correspondence of a confidential and non-confidential nature for the purpose of documenting activities, providing a written reference, and/or conveying information.
- Receives informational material for the purpose of reading, sorting, routing, and responding as directed.
- Responds to a wide variety of inquiries from internal and external parties for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Reconciles account balances for assigned budget categories for the purpose of maintaining accurate account balances.
- Schedules a wide variety of activities for the purpose of making necessary arrangements.
- Updates and maintains the department's webpage.
- Performs other duties as assigned which are related, or logical in assignment to the position.

### **SKILLS, KNOWLEDGE AND ABILITIES**

#### Knowledge of:

- Current policies, laws and procedures
- Use of job related software applications
- Business telephone etiquette
- Concepts of grammar and punctuation
- Expertise in Microsoft Office and/or Google suite tools.
- District policies and procedures associated with education processes, i.e. curriculum development, credentials, academic outcomes and business

#### Skills and Abilities to:

- Operating standard office equipment including utilizing pertinent software applications
- Planning and managing projects
- Strong communications skills
- Strong organizational skills and strong writing skills
- Preparing and maintaining accurate records
- Sufficient human relations skills to work productively and cooperatively with diverse teams
- Exercise patience when dealing with internal and external customers, and convey technical concepts
- Facilitating group problem-solving processes
- Expertise in Microsoft Office and/or Google suite tools
- Thoughtful communication with all stakeholders
- Exemplary planning and time management skills
- Perform well under pressure for competing time-sensitive priorities
- Demonstrated resourcefulness, ability to solve problems and work independently and a high degree of professionalism, including discretion and attention to confidentiality



- Accurately take and transcribe notes and/ or meeting minutes/ recollections
- Learn, interpret, explain and apply knowledge of District and department organization, operations, programs, functions, special terminology used in the organization unit
- Requires a working knowledge of the policies and procedures associated with education processes such as curriculum development, credentials, academic outcomes, and business
- Learn, interpret, explain and apply knowledge of District and department organization, operations, programs, functions, special terminology used in the organization unit and labor agreements to relieve a senior administrator of a variety of administrative details
- Requires ability to prepare spreadsheets, graphs and charts, and enter, import, and export data to and from databases
- Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines
- Ability to communicate with staff, parents, and public using patience and courtesy, and in a manner that reflects positively on the organization unit
- Communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working with frequent interruptions, setting priorities; establishing and maintaining effective working relationships
- The ability to read, write and communicate clearly in both English and second language (usually Spanish) may be required
- Independently perform all of the duties of the position and strategically make sound judgements
- Must be able to learn, interpret, explain and apply knowledge of District and department organization, operations, programs, functions, special terminology

### **RESPONSIBILITY**

Responsibilities include; working under limited supervision following standardized practices and/or methods; providing information and /or advising others; and operating within a defined budget. Utilization of some resource from other work units is often required to perform the job's functions. There is a continual opportunity to affect 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 climbing and balancing; 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 in a generally hazard free environment and in a clean atmosphere.

### **MINIMUM QUALIFICATIONS**

#### **Experience:**

Five and half years' of experience as an Administrative Assistant I, II, III, and IV with one year minimum experience as an Administrative Assistant V in the Madera Unified School District;

OR

Equivalent work experience performed from another educational institution or agency in the capacity of the highest level (VI) of the Administrative Assistant Series within the Madera Unified School District.

#### **Education:**

High school diploma or equivalent.

**Required Testing:**

- Pre-employment Proficiency
- Pre-employment Physical Exam

**Continuing Education/Training**

- Maintain as needed

**Certificates/Licenses**

- Valid CDL

**Clearances**

- DOJ/FBI Background Clearance
- TB Clearance
- Physical Demand (A)





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

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

**Meeting Date:** October 16, 2019

**Agenda Item:**

Consideration and approval of the revised classified job description for Bus Driver/Trainer Dispatcher.

**Agenda Placement:**

Action

**Background:**

District Administration has brought forward some minor revisions to the job description for the Bus Driver Trainer Dispatcher. The changes to the job description are in the area of Education and Certificates/Licenses. These changes will help recruit a qualified pool of applicants that already possess the California Department of Education School Bus Instructor's certificate. This school bus instructor's certificate is highly important.

This was done in accordance with Personnel Commission Rules 3.2.3. and 3.2.3.6, Class Specification and changes to the minimum qualifications.

**Recommendation:**

It is recommended that the Personnel Commission approve the revised classified job description of Bus Driver Trainer Dispatcher as presented.

## **MADERA UNIFIED SCHOOL DISTRICT**

## **JOB DESCRIPTION**

**Position:** Bus Driver Trainer/Dispatcher

**Classification:** Classified

**Department/Site:** Transportation

**Salary Schedule:** Classified

**Reports to:** Director of Transportation

**Salary Range:**

**FLSA:** Non-exempt

### **PURPOSE STATEMENT**

Under general supervision, the Bus Driver Trainer Dispatcher position was established for the purpose/s of supporting the educational process with specific responsibilities for providing classroom instruction and behind-the-wheel training of applicants and bus drivers. Addressing school bus regulations and safety procedures; identifying training requirements; and maintaining required documentation for audit in compliance with state certification and district/state/federal requirements. Persons in this classification are frequently required to perform the functions of a school bus driver.

### **ESSENTIAL FUNCTIONS**

- Conducts classroom and behind-the-wheel bus driver training for the purpose of presenting, reinforcing and/or developing bus driver skills including state department of education requirements.
- Confer with supervisor regarding dispatching problems.
- Dispatch buses and bus drivers to meet the students' transportation needs of the district.
- Evaluates performance of bus drivers and driver applicants for the purpose of ensuring that basic skills levels are met and are in compliance with state certification requirements.
- Informs bus drivers and driver applicants (e.g. rules, regulations, laws, procedures, etc.) for the purpose of providing information, requesting, follow-up action and/or implementing procedures.
- Maintains manual and electronic documents, files and records for the purpose of documenting activities and/or providing an up-to-date reference, audit trail, and complete all state mandated reports.
- Oversees bus driver licensing, training requirements and certificate status (e.g. driver's licenses, physicals, drug screenings, CPR/First Aid, etc.) for the purpose of ensuring compliance with regulatory requirements.
- Participates in unit meetings, in-service trainings and workshops for the purpose of conveying and/or gathering information required to perform job functions.
- Resolve problems that arise from the illness of bus drivers or breakdowns of buses, scheduling of buses and other district vehicles.
- Prepares a variety of documents and reports (e.g. activity reports, training handouts, safety information guidelines, driver evaluations, etc.) for the purpose of providing information and/or training materials to bus driver, other district personnel and outside agencies as required by established policies and/or regulatory guidelines.
- Schedules training and testing of and/or by non-district personnel for the purpose of ensuring compliance with district policies and established regulatory requirement.

### **OTHER FUNCTIONS**

- Performs other duties as assigned which are related, or logical in assignment to the position.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- Safe driving practices.
- Provisions of the motor vehicle code.
- Education code applicable to the operation of vehicles transporting school students.
- State licensing requirements.
- Training techniques for adult learners.
- Operation of a computer and data entry techniques.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.

### **Skills and Abilities to:**

- Operating standard office equipment using pertinent software applications.
- Operating heavy and light duty vehicles.
- Preparing and maintain accurate records.
- Work with a diversity of individuals and/or groups.
- Work with job related data.
- Utilize a variety of job-related equipment.
- Problem solving is required to analyze issues and create action plans.
- Problem solving with data may require independent interpretation.
- Problem solving with equipment is moderate.
- Ability to adapt to changing work priorities.
- Communication with persons of diverse backgrounds/ knowledge/skills.
- Mechanical aptitude, teamwork and work flexible hours.
- Apply integrity and trust in all situations.
- Learn district organization, operations, procedures, policies, objectives and goals.

## **RESPONSIBILITY**

Responsibilities include; working under limited supervision following standardized practices and/or methods; providing information and /or advising others; and operating within a defined budget. Utilization of some resource from other work units is often required to perform the job's functions. There is a continual opportunity to affect 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 climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 35% walking, and 25% standing; the job is performed in a generally hazard free environment and in a clean atmosphere.

## **MINIMUM QUALIFICATIONS**

### **Experience:**

Five years' experience as a school bus driver.

**Education:**

High school diploma or equivalent.

Bus driver training course as required by law.

Valid California Department of Education Instructors Certificate.

~~Possession of, or ability and qualifications to obtain the Licenses and Certificates listed below within 12 months of appointment, and failure to do so will result in termination.~~

**Required Testing:**

- Pre-employment Proficiency
- Pre-employment Physical Exam

**Continuing Education/Training**

- Maintain as needed

**Certificates/Licenses**

- Valid Class A or B CDL
- Bus Driver's Certificate
- CA Dept. of Ed. School Bus Instructors Certificate ~~must be completed prior to completion of the probationary period.~~
- Current Medical Certificate

**Clearances**

- DOJ/FBI Background Clearance
- TB Clearance
- Physical Demand (F)





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

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

**Meeting Date:** October 16, 2019

**Agenda Item:**

Consideration and approval to revise the classified job description for Human Resource Specialist.

**Agenda Placement:**

Action

**Background:**

District Administration has requested to modify the minimum qualifications for the Human Resource Specialist position. After reviewing changes are being made under Education and Experience. These changes will help recruit a qualified pool of applicants with the right level of experience and education.

This was done in accordance with Personnel Commission Rules 3.2.3. and 3.2.3.5, Class Specification and changes to the minimum qualifications.

**Recommendation:**

It is recommended that the revised classified job description of Human Resources Specialist be approved as presented.

## MADERA UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

**Position:** Human Resource Specialist  
**Department/Site:** District Human Resources  
**Reports to:** Human Resources Manager

**Classification:** Classified  
**Salary Schedule:** Classified  
**Salary Range:**  
**FLSA:** Non-exempt

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### **PURPOSE STATEMENT**

The job of Human Resource Specialist was established for the purpose of performing a variety of technical human resources duties in support of classified and certificated personnel programs and functions. Serve as a resource to MUSD departments and employees regarding designated personnel functions, activities, policies and procedures; prepare, maintain and evaluate a variety of manual and automated personnel files, records and reports. Performs other duties as assigned.

### **ESSENTIAL FUNCTIONS**

- Performs a variety of technical human resources duties in support of classified and certificate personnel programs and functions; process and evaluate a variety of personnel forms, records and reports; assist in resolving personnel-related issues and concerns with discretion and confidentiality, perform duties requiring specialized or extensive knowledge of Human Resources and personnel practices.
- Serves as a technical resource to employees regarding designated personnel functions and related activities; respond to inquiries and provide detailed and technical information concerning related laws, codes, rules, regulations, policies and procedures.
- Inputs and updates a wide variety of personnel data into an assigned computer system; establish and maintain various automated personnel records and files; initiate queries and generate a variety of computerized reports; verify and assure accuracy of input and output data.
- Compiles and evaluates a variety of personnel information; prepares and maintains a variety of confidential personnel records, reports and files related to evaluations, status, attendance, salaries, new hires, terminations, job postings, and assigned activities according to established policies and procedures.
- Compose a variety of correspondence including inter-office communications, lists, notices, forms, letters, memoranda, contracts and other materials; duplicate and distribute a variety of materials; prepare and disseminate bulk mailings as directed.
- Process new personnel according to established procedures; conducts employee orientations as directed; distribute forms, applications and informational materials; attendance records and evaluations as assigned.
- Verifies and updates employee salary information including longevity and step placement as assigned. Process employee terminations according to established policies and procedures; compile related information and purge employee records and files; calculate and forward related information to payroll.
- Communicates with personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns; provide employment verifications as requested; maintain confidentiality of sensitive and privilege information.
- Operates a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.
- Participates in a variety of other assigned activities such as assisting with special projects, attend and participate in various meetings; staff development workshops and in-services as assigned.

- Assists in the certificated and/or classified layoff activities; determine and enforce personnel standards and practices.
- Conducts research, interprets information, provides recommendation including, but not limited to legal proceedings, Education Code, labor law, and assists in the development of Human Resources policies and procedures.
- Creates a leave profile, including accrual rates, for newly hired employees and employees being promoted.
- Provides technical assistance in the areas of Human Resources data management system, and other Human Resources related programs and computerized systems.
- Works collaboratively with District and Personnel Commission staff in the coordination of classified employee employment.
- Attends to administrative and clerical details utilizing initiative, problem analysis techniques, good judgement and confidentiality. Assume responsibility and exercise sound judgment.

### **OTHER FUNCTIONS**

- Performs other duties as assigned which are related, or logical in assignment to the position.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **Knowledge of:**

- Current policies, laws, codes and procedures
- District policies, procedures
- Practices and procedures related to classified or certificated personnel
- Personnel office functions, practices and procedures
- Bargaining unit contracts and salary schedules
- Data control procedures and data entry operations
- Policies and objectives of assigned programs and activities
- Modern office practices, procedures and equipment
- Record-keeping and report preparation techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Operation of a computer and assigned software
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy, technical aspects of field of specialty
- Mathematic computations

#### **Skills and Abilities to:**

- Performs multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions
- Operates standard office equipment
- Use pertinent software applications
- Microsoft Office suite proficient
- Performs a variety of technical human resources duties in support of classified or certificated personnel programs and functions
- Serves as a technical resource to employees regarding designated personnel functions, activities, policies and procedures
- Prepares, maintains and evaluates a variety of manual and automated personnel files, records, and reports
- Learns office organization, operations, policies and objectives

- Interprets, applies and explains laws, codes, rules, regulations, policies and procedures
- Assists in resolving personnel-related issues and concerns with discretion and confidentiality
- Composes correspondence and written materials independently, work independently with little direction
- Types or input data at an acceptable rate of speed
- Process new personnel and conduct employee orientations as assigned
- Process, evaluates and distributes a variety of personnel forms
- Meet schedules and timelines
- Makes mathematical computations with speed and accuracy
- Determines appropriate action within clearly defined guidelines
- Communicates effectively both orally and in writing
- Establishes and maintains cooperative and effective working relationships with others
- Implements tasks using sound judgment discretion and confidentiality
- Schedules a number of activities, meetings, and or events
- Flexibility is required to work with others in a variety of circumstances
- Organizes work
- Prepares comprehensive narrative and statistical reports
- Presents a positive image of the Madera Unified School District

## **RESPONSIBILITY**

Responsibilities include; working under limited supervision following standardized practices and/or methods; providing information and /or advising others; and operating within a defined budget. Utilization of some resource from other work units is often required to perform the job's functions. There is a continual opportunity to affect 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 climbing and balancing; 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 in a generally hazard free environment and in a clean atmosphere.

## **MINIMUM QUALIFICATIONS**

### **Experience:**

Four years of increasingly responsible experience in a Human Resources setting. **School District setting is preferred.** ~~in support of classified/certificated personnel programs.~~

### **Education:**

Two years of college level course work in ~~Human Resources~~, **Business Administration, Public Administration** or closely related field from an accredited college or university.

**OR**

**Any equivalent combination of education and experience that demonstrates possession of the requisite knowledge, skills and abilities of the position.**

### **Required Testing:**

- Pre-employment Proficiency



- Pre-employment Physical Exam

#### **Continuing Education/Training**

- On-going as needed

#### **Certificates/Licenses**

- California Driver's License

#### **Clearances**

- DOJ/FBI Background
- TB Clearance
- Physical Demand (A)



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

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

**Meeting Date:**        October 16, 2019

**Agenda Item:**

Presentation and Approve the 2018-2019 Personnel Commission Annual Report.

**Agenda Placement:**

Action

**Background:**

Education Code 45266 and Personnel Commission Rule 2.6 requires the Director of Classified Personnel to prepare an annual report of the Commission's activities. When approved by the Commission, the annual report shall be submitted to the Governing Board at a regular meeting for its review.

Attached is the annual report for the fiscal year July 1, 2018 - June 30, 2019. There is information available various areas of the Commission's responsibilities, activities, and recruitments. Our staff continues to work hard to support the work of the Commission.

**Recommendation:**

It is recommended that the Personnel Commission approve the 2018-2019 Annual Report as presented and direct that it be sent to the Board of Trustees, as mandated.



# PERSONNEL COMMISSION



Annual Report  
Fiscal Year 2018—2019

Madera Unified School District



## WHAT ARE THE "MERIT" PRINCIPLES?

The Merit System encompasses these basic principles and concepts:

- ♦ Hiring and promoting employees on the basis of ability as demonstrated by competitive examination.
- ♦ Providing for compensation
- ♦ Assuring fair treatment of all applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex or religious creed and with proper regard for their privacy and Constitutional rights as citizens.

## PERSONNEL COMMISSIONERS

The Personnel Commission is composed of three individuals who must be registered voters, reside within the Madera Unified School District, and be "known adherents to the principles of the Merit System." One member of the Commission shall be appointed by the Board of Trustees, one member shall be appointed by the exclusive bargaining unit for classified employees, and the third member shall be appointed by the other two members of the Commission.

### Chairperson



Philip Janzen is the Board of Trustee's appointee. Sworn in to the Personnel Commission on December of 2010. Mr. Janzen is no stranger to public service, having been a member of the MUSD Board for eight years (2002-2010), including two terms as president. Mr. Janzen is a native Maderan and has family ties to the city that go back as far as the 1920's. Along with his brother and father, Janzen is the co-owner of Janzen Farms, a cattle-feeding operation for the dairy industry. Janzen is a graduate of Cal Poly and has two children.

### Vice-Chair



Bruce Koch, is the joint Commissioner and a resident of Madera for over 40 years. Mr. Koch was appointed to the Personnel Commission Board on December of 2012. Mr. Koch served as an Assistant Superintendent— Business & Personnel of the Madera County Office of Education, a Director of Business for Bakersfield College, a CFO of a medical non-profit, an Adjunct Business Instructor for FCC & Reedley, a CFP & Business Consultant and has been an organic raisin farmer for 40 years. Koch helped to establish the United Way of Madera, served as treasurer for several years and later as president. Koch and his wife Adelaide (Dellavalle) have been married for over 41 years; they have 4 adult children, all of whom are graduates of Madera High.

### Commissioner



Fran Wheat has been a resident of Madera for 63 years and attended Madera schools. Fran was appointed to serve as the Classified School Employees Association on December 17, 2018. Fran is active in the community working with the City and County to help incorporate the Madera County Arts Council as their first president. She also held many chapter offices and served as the State President of the California Young Homemakers Association. Fran is married to Tommy Wheat and are blessed with one son who attended and graduated from local schools. Fran is a 20-year retiree from Madera Unified School District.







*The Personnel Commission and staff would like to wholeheartedly thank the numerous District employees and community members who assisted by serving as panel members on our interview teams. Your assistance is invaluable to the recruitment process and is greatly*

- ◇ CODESP (Cooperative Organization for the Development of Employee Selection Procedures)
- ◇ California School Personnel Commissioners Association (CSPCA)
- ◇ Schools Personnel Commission of Northern California (NC SPCA)
- ◇ Western Region Intergovernmental Personnel Assessment Council (WRIPAC)

**JOB FAIRS ATTENDED: 4**

**Number of Job Recruitments: 49**  
**Number of Job Bulletins: 64**  
**Number of Transfer Postings: 61**  
**Number of Substitute Pools: 17**  
**Number of Applications Received: 683**

**Eligibility List Certified: 347**  
**Certified Hires: 244**  
**Reemployment List: 3**  
**Positions filled by transfer: 14**  
**Positions filled by Promotion: 32**

- ◆ Assistant Director—Child Nutrition
- ◆ Cafeteria Playground Aide
- ◆ Child Care Provider—Supplemental Help
- ◆ Child Nutrition Technician—Lead
- ◆ Communications Analyst
- ◆ Deaf or Hard of Hearing (DHH) Sign Language/Oral Interpreter
- ◆ Director of Behavior Health
- ◆ Research & Systems Improvement Analyst
- ◆ Special Services Data Technician



## 2019 Service With Pride Honorees

*Below is a list of Classified Employees who were recognized for their years of service to Madera Unified:*



Thank you for your  
service and dedication to  
the students of  
Madera Unified!

### Retirees

Carmen Ceja  
Maria G. Gonzalez  
Sylvia Guzman  
Craig Serrano

Ernestina (Tina) Pacho  
Sharon Gutierrez  
Alfonso Rodriguez  
Delma Valdez

### 40 Years of Service

Sandra Edwards

### 35 Years of Service

Francisco Deleija  
Lynette Fulsom  
Carol Rocha

### 30 Years of Service

Diana Alexander  
Gladys Diebert  
Guadalupe Garza  
Clifton Miller  
J. Asencion Perez

Jack Anderson  
Danny Fimbres  
Danna Jones  
Frank Pajarillo  
Gregoria Rodriguez

### 25 Years of Service

Dennis Batton  
Mona Gutierrez  
Manuel Rodriguez  
Sylvia Rubio  
Terri Stroud

Isadore Garcia  
Joe Lopez  
Veronica Rosel  
Ron Schoettler

### 20 Years of Service

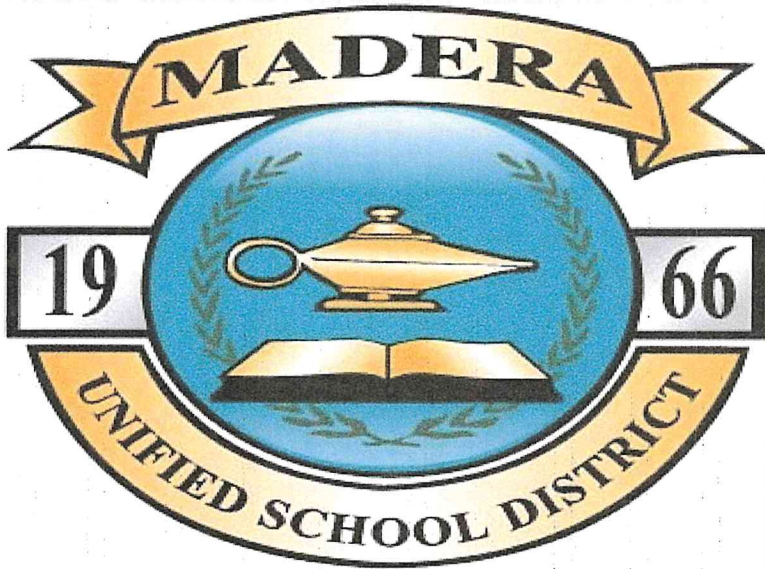
Monalisa Heredia-Flores  
Jamie Myers  
Irene Ramire  
Krystal Souza  
Joe Zamilpa

Tracy Jantzen  
Janet Pavlovich  
Christina Simmons  
Juvenal Vera



## MEETINGS

The Personnel Commission ordinarily meets the third Wednesday of each month or as approved. All meetings of the Personnel Commission are open to the public and are held at 5:00 p.m. in the Madera Unified School District Board Room. Meeting schedule, agenda and minutes are posted on the Madera Unified website – [www.madera.k12.ca.us](http://www.madera.k12.ca.us).



## PC STAFF

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