

MADERA UNIFIED SCHOOL DISTRICT

Personnel Commission Meeting AGENDA

**Regular Meeting
Wednesday, November 13, 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, October 16, 2019, Regular Meeting.

B. Consideration and approval of Eligibility Lists for:

1. Child Nutrition Assistant I
2. Human Resources Specialist

8. New Business

- A. Consideration and approval to classify the following job descriptions as part of the Administrative Assistant Class Series-Career Ladder Pathway; Executive Administrative Assistant and Senior Executive Assistant to the Superintendent and Board of Trustees- Confidential.
- B. Consideration and approval of the revised classified job description for Program Manager
- C. Consideration and approval to allow the use of the current Administrative Assistant Eligibility List for vacancies that are required to be filled by January 31, 2020
- D. Consideration and approval to allow transfers for Administrative Assistant vacancies using the prior job descriptions of Administrative Assistant School Site and Administrative Assistant Department/Program until January 31, 2020

9. Information and Reports

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

10. Next Regular Personnel Commission Meeting

Wednesday, December 11, 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: November 13, 2019

Agenda Item:
Approval of the Minutes of the Regular Meeting for October 16, 2019.

Agenda Placement:
Consent

Background:
Approval of Minutes from the Regular Meeting of October 16, 2019.

Recommendation:
It is recommended that the Personnel Commission approve the Minutes from the Regular Meeting for October 16, 2019.

Minute Record of MUSD Personnel Commission Meeting
Regular Meeting held on Wednesday, October 16, 2019 at 4:30 PM

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, October 16, 2019 at 4:30 p.m.

Roll Call

Philip Janzen, Personnel Commission Chairperson (arrived at 4:35 PM)
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
Cheri Giddens, CSEA President

Other visitors were in attendance.

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

- Vice-Chairperson Koch called the meeting to order at 4:30 pm in the absence of Chairperson Janzen.
- There were no public comments made. Vice-Chairperson Koch adjourned to Closed Session pursuant to Government Code Section 54956.9 (a)

2. Reconvene Public Session/Call to Order of Regular Meeting

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

- Chairperson Janzen reconvened the Regular Meeting by calling the Public Session to order at 5:00 PM.
- Chief Human Resources Officer Albertson led the pledge of allegiance.

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

- Chairperson Janzen announced there were no Closed Session reportable actions.

5. Adoption of the Agenda

- It was moved by Commissioner Wheat and seconded by Vice-Chair Koch to approve the adoption of the agenda. MOTION NO. 22-2019/20.
Ayes: Commissioners Janzen, Koch Wheat
Noes: None
Absent: None
Abstained: None

6. Communications

- No public comments were made.

7. Adoption of the Consent Agenda

- It was moved by Vice – Chair Koch and seconded by Commissioner Wheat to approve the Consent Agenda. MOTION NO. 23-2019/20.

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

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

- Director Barreras presented the new classified job descriptions for the Administrative Assistant Class Series. It was noted that an error would be corrected on the Administrative Assistant IV job description, the word “one” would be added before half on the years of experience. Director Barreras clarified that the Personnel Commission was not asked to conduct a salary compensation survey for the Administrative Assistant positions. The Reclassification Committee made the decision to set the salary ranges for these classifications. All current employees will be grandfathered in with the new titles.
- Chief HR Officer Albertson stated that all the Administrative Assistant positions except Administrative Assistant 1 would receive a salary increase.
- Cheri Giddens, CSEA President, stated that the CSEA Union is agreement with the new proposed Administrative Assistant Class Series- Career Ladder Pathway.
- Sylvia Barrientos, MUSD Employee, questioned where the Confidential Administrative employees stand in the new structure. Will they be brought in later?
- Carla Hernandez, MUSD Employee, asked if there will be a flow chart for these positions and will there be career pathways created for other departments.
- It was moved by Vice – Chair Koch and seconded by Commissioner Wheat to approve the new Administrative Assistant Class Series – Career Ladder Pathway: Administrative Assistant I, II, III, IV, V and VI with a correction to the Administrative Assistant IV job description. MOTION NO. 24-2019/20, DOCUMENT NO. 13-2019/20 -18-2019/20

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

B. Consideration and approval to revise the classified job description for Bus Driver/ Trainer Dispatcher

- Director Barreras presented the revised job description, which will now require that applicants have completed the Bus Driver Trainer certification.
- Amanda Vela, MUSD Employee, suggested that Madera Unified School District Transportation employees be allowed to take leave to go obtain the Bus Driver Trainer certification.
- It was moved by Commissioner Wheat and seconded by Vice – Chair Koch to approve the revised classified job description Bus Driver Trainer/ Dispatcher MOTION NO. 25-2019/20, DOCUMENT NO. 19-2019/20.

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

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

- Director Barreras presented changes to the Human Resources Specialist job description in the area of the minimum qualifications. These changes allow for a more qualified pool of applicants.
- It was moved by Commissioner Wheat and seconded by Vice – Chair Koch to approve the revised classified job description for Human Resources Specialist. MOTION NO. 26-2019/20, DOCUMENT NO. 20-2019/20.

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

D. Presentation and approval of the 2018/2019 Personnel Commission Annual Report

- Director Barreras presented the 2018/2019 Personnel Commission Annual Report. It was noted that the Personnel Commission currently oversees over 150 classified job descriptions. This report outlines the Commission’s work throughout the year.
- It was moved by Vice-Chair Koch and seconded by Commissioner Wheat to approve the 2018/2019 Personnel Commission Annual Report. MOTION NO. 27-2019/20, DOCUMENT NO. 21-2019/20.

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

9. Information and Reports

A. Director’s Report

- Director Barreras updated the Personnel Commission that the Classified Professional Development Committee will be sending out save the date cards soon for the conference scheduled on Monday, January 13, 2019.
- Director Barreras is considering an outside person reviewing the restructuring of the Personnel Commission staff positions.
- The PC office continues to be busy with recruitments, job descriptions and Professional Development conference planning.
- Governor Newsom passed a new bill recently that limits the classified probationary period to 6 months. This new bill will take effect on January 1, 2020.

B. Commissioner's Report

No reports were presented.

10. Next Regular Personnel Commission Meeting

Wednesday, November 20, 2019 at 5:00 PM

Madera Unified District Office – Workshop Room

1902 Howard Road, Madera, CA 93637

11. Suggested Future Agenda Items

No suggestions were made.


12. Adjournment

Chairperson Janzen adjourned the Public Session at 5:48 PM.



Mary Siegl, Human Resources Specialist

Date: October 22, 2019



Isabel Barreras, Director of Classified HR

Date: October 22, 2019



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: November 13, 2019

Agenda Item:

Consideration and Approval of Eligibility Lists for: Child Nutrition Assistant I and Human Resources Specialist.

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. Child Nutrition Assistant I, 11-13-19
2. Human Resources Specialist, 11-13-19

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: November 13, 2019

Agenda Item:

Consideration and approval to classify the following job descriptions as part of the Administrative Assistant Class Series - Career Ladder Pathway: Executive Administrative Assistant and Senior Executive Assistant to the Superintendent and Board of Trustees-Confidential.

Agenda Placement:

Action

Background:

District's Administration has brought forward the request to classify the following new job descriptions of Executive Administrative Assistant and Senior Executive Assistant to the Superintendent and Board of Trustees-Confidential as part of Administrative Assistant Class Series.

The current job descriptions will be restructured as follows: Administrative Assistant IV-Confidential will now become the Executive Administrative Assistant.

Senior Administrative Assistant to the Superintendent-Confidential will now become the Senior Executive Assistant to the Superintendent and Board of Trustees-Confidential.

The old job descriptions will be eliminated and the current employees will continue to work under the new job descriptions.

The District requested that the PC Office conduct a salary compensation survey for the Senior Executive Assistant to the Superintendent and Board of Trustees-Confidential job description by using the following districts: Central USD, Clovis USD and Sanger USD.

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 Executive Administrative Assistant, Executive Administrative Assistant-Confidential and Senior Executive Assistant to the Superintendent and Board of Trustees-Confidential job descriptions as part of the Administrative Assistant Class Series and Salary Compensation Survey recommendation of (\$71,994.33 – \$88,927.67).

NEW

MADERA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Position:	Executive Administrative Assistant	Classification:	Classified
Department/Site:	District	Salary Schedule:	Classified
Reports to:	Deputy Superintendent or Assistant Superintendent	Salary Range:	
		FLSA:	Non-exempt

PURPOSE STATEMENT

Under general supervision, the purpose of the position is to provide executive level administrative to support the educational process with specific responsibilities for providing a wide variety of 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 executive level of the Administrative Assistant Series. The Executive Administrative Assistant provides executive level support to the Deputy Superintendent or the Assistant Superintendent-Educational Services. Incumbents exercise considerable independence of action in routing administrative matters, preparing reports and correspondences, handling complaints from parents and the community and other matters of similar complexities.

ESSENTIAL FUNCTIONS

- Provides clerical, administrative and executive level support to the assigned Deputy or Assistant Superintendent; composes and prepares memoranda's correspondences, departmental reports and other documents that are sensitive and confidential nature; draft, Board of Trustee documents and reports; proofreads and checks other materials for accuracy, completeness and compliance with District standards, policies and procedures; ensures materials, contracts, reports and documents are accurate and complete.
- Screens and/or independently responds to visitors, phone calls, correspondences and email inquiries regarding a variety of department matters. Acts as liaison in coordinating calendars and matters between the assigned Superintendent's office and other departments, staff, students, community members and external entities. Maintains a variety of department calendars; provides information and handles issues that may require sensitivity and use of tact and independent judgment. Prioritizes request by departments within the District and facilitates the completion of action items and the flow of information; researches requests or complaints and refers matters to the appropriate staff and/or takes or recommends actions to resolve issues.
- Gathers background materials and documents needed to draft recommendations and reports for committees and the Board of Trustees; researches best practices, prior actions, student data and financial information for executive reviews.
- Attends meetings and provides administrative support to a variety of committees and other department meetings; participates in preparation of agenda items; keeps minutes and records of assigned committees in accordance with the Brown Act; tracks status of action items and validates required deadlines are met; coordinates meetings and events; maintains committee records and disseminates all formal actions including minutes.
- Organizes, maintains and updates confidential, specialized and technical files; creates and maintains electronic and physical filing systems.
- Creates and maintains spreadsheets and databases; reviews, submits and tracks requests for payments and purchase orders; reviews travel and conference expense forms; calculates budget usage and fund percentages; prepares budget reports and spending forecasts for review; tracks multiple funding sources; may participate in grant administration functions including basic grant writing, collecting program data and generating performance reports.

- Drafting and executing of consultant agreements and contracts.
- Provides lead work guidance and direction to other staff; assigns, schedules and monitors work for completeness, accuracy and conformance with District department and legal/regulatory requirements and standards; provides information, instructions and trainings on work procedures and technical, legal and regulatory requirements.
- Provides administrative coordination of charter school oversight process; gathers and prepares annual compliance/renewal/new charter submission associated with compliance requirements.
- Coordinates conferences, retreats, and meetings for Assistant Superintendent and Educational Services Staff and teachers.
- Organizes a variety of formal and informal meetings and events including awards ceremonies, tours, receptions, conferences and fund-raising events.
- Performs other duties as assigned which are related, or logical in assignment to the position.

SKILLS, KNOWLEDGE AND ABILITIES

Knowledge of:

- Accounting/bookkeeping principles
- Brown Act, the Public Records Act, and other applicable laws
- Office methods and practices
- Current policies, laws and procedures
- Use of job related software applications
- Preparing and maintain accurate records
- Planning and managing projects
- Business telephone etiquette
- Concepts of grammar and punctuation
- Expertise in Microsoft Office and/or Google suite tools

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
- Thoughtful communication with all stakeholders
- Exemplary planning and time management skills
- Perform well under pressure for completing 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
- 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

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:

Six years of experience as an Administrative Assistant I, II, III, IV, or V, with one year of minimum experience as an Administrative Assistant VI in the Madera Unified School District; OR an equivalency of work performed from another educational institution or agency in the capacity of the Executive Assistant of the Administrative Assistant series within the Madera Unified School District.

Education:

High school diploma or equivalent.

Work Experience Equivalency:

A degree in higher education and/or college-level course work from an accredited college or university in one of the following fields: Business Administration, Management Science or Organizational Science or a related field can substitute for some years of experience.

Required Testing:

- Pre-employment Proficiency
- Pre-employment Physical Exam

Continuing Education/Training

- Maintain as needed

Clearances/Certificates/Licenses

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

NEW

MADERA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Position:	Senior Executive Assistant to the Superintendent and Board of Trustees	Classification:	Classified
Department/Site:	Office of Superintendent	Salary Schedule:	Confidential
Reports to:	Superintendent	Salary Range:	
		FLSA:	Non-Exempt

PURPOSE STATEMENT

Under the direction of the Superintendent, supervises and performs highly responsible confidential and complex executive assistant duties; exercises independent judgment to assist the Superintendent in administrative detail requiring considerable knowledge in the use and interpretation of District policies and procedures. Supervises and performs responsible secretarial duties for the Board of Education involving coordination, preparation and dissemination of Board agendas and minutes, Board-appointed committees and maintaining the Board calendar.

DISTINGUISHING CHARACTERISTICS:

This is the highest level in the Administrative Assistant Series. The Senior Executive Assistant to the Superintendent and the Board of Trustees-Confidential performs highly complex executive administrative assistant duties in support of the office of the District Superintendent and the Board of Trustees.

ESSENTIAL FUNCTIONS

- Supervises and administers the day-to-day activities and functions of the Superintendent's Office utilizing a high degree of independent judgment and initiative in coordinating and performing highly complex, technical and responsible functions of the office. Provides information in accordance with established procedures and policies, refers problems requiring technical answers to appropriate administrators and resolves problems or concerns as established through office protocols and procedures.
- Oversees, supervises, assigns, and reviews the work of office personnel in the Superintendent's office.
- Oversees and coordinates Superintendents' Executive Cabinet meetings, Board meetings, Board Agenda Reviews meetings, individual meetings with staff and/or members of the community.
- Supervises and maintains Superintendent's calendar; arranges for meetings of the superintendent with various groups within and outside the District; makes travel arrangements for Superintendent and Board of Trustees as required.
- Provides direction to Executive Cabinet members' administrative assistants for the purposes of planning, coordinating, monitors board agenda processes, established timelines, procedures, and standard of quality on special assignments and or projects etc.
- Serves as a liaison between the Superintendent and the trustees when needed.
- Maintains the departments' budget and monitors expenditures according to established guidelines.
- Attends Agenda Reviews with Board leadership and the Superintendent for the purpose providing information to all concerned regarding modifications of agenda items and or to relate directions from Superintendent or the Board Trustee; and support the Superintendent with the preparation of Board agendas and minutes.
- Consults with legal counsel as requested by Superintendent and the Board of Trustees.
- Reviews and revises board policies and bylaws as needed and recommended by California School Board Association (CSBA) as needed.
- Performs basic to immediate image editing, typesetting, and layouts for events such as event programs, meeting agendas, letterhead, newsletters, promotional items, and signage.

- Supervises the composition of effective correspondence; reference policies, rules and regulations in preparing correspondence; review and edit material prepared by others.
- Upon request from Superintendent and or Board Trustees answers questions during Board Meetings.
- Coordinates the annual employee recognition Service with Pride and other district events as needed.
- Attends conferences and trainings upon request of the Superintendent or Board of Trustees.

SKILLS, KNOWLEDGE AND ABILITIES

Knowledge of:

- Accounting/bookkeeping principles
- Brown Act, the Public Records Act, and other applicable laws
- Office methods and practices
- Current policies, laws and procedures
- Use of job related software applications
- Preparing and maintain accurate records
- Planning and managing projects
- Business telephone etiquette
- Concepts of grammar and punctuation
- Expertise in Microsoft Office and/or Google suite tools.

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
- Thoughtful communication with all stakeholders
- Exemplary planning and time management skills
- Perform well under pressure for completing 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
- 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

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:

Seven years of increasingly responsible secretarial and Executive Administrative Assistant work, that includes one of the following levels of the Administrative Assistant Series: V, VI, or the Executive Administrative Assistant and/or Executive Administrative Assistant – Confidential; or an equivalency of work experience performed from another educational institution or agency in the capacity of an Executive Administrative Assistant of the Administrative Assistant Series within the Madera Unified School District.

Education:

High school diploma or equivalent.

Work Experience Equivalency:

A degree in higher education and/or college-level course work from an accredited college or university in one of the following fields: Business Administration, Management Science or Organizational Science or a related field can substitute for some years of experience.

Required Testing:

- Pre-employment Proficiency
- Pre-employment Physical Exam

Continuing Education/Training

- Maintain as needed

Clearances/Certificates/Licenses

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

Senior Executive Admin Assistant to Superintendent

Districts	SALARY (low to high)	
Clovis Unified School District	\$73,790	\$89,554
Central Unified	\$69,569	\$84,541
Sanger Unified School District	\$72,624	\$92,688
Total Combined:	\$215,983	\$266,783
Total Districts (3)	3	3
Average of total combined divided by the total Districts:	<u>\$71,994.33</u>	<u>\$88,927.67</u>



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: November 13, 2019

Agenda Item:

Consideration and approval of the revised classified job description for Program Manager.

Agenda Placement:

Action

Background:

District Administration has brought forward some revisions to the job description for the Program Manager. The changes to the job description are in the areas of the Purpose Statement and Essential Functions. These changes will bring the job description up to date.

This was done in accordance with Personnel Commission Rules 3.2.3. and 3.2.3.4, Class Specification and changes to duties performed.

Recommendation:

It is recommended that the Personnel Commission approve the revised classified job description of Program Manager as presented.

MADERA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Position:	Program Manager	Classification:	Classified
Department/Site:	Student Services	Salary Schedule:	Supervisory
Reports to:	Director of Student Services	Salary Range:	
		FLSA:	Exempt

PURPOSE STATEMENT

~~Under general direction, this position will~~ The purpose of the job of Program Manager was established for the purpose/s of supporting ~~support~~ the instructional process with specific responsibilities for managing assigned programs and services; providing information and serving as a resource to others; and achieving defined objectives by implementing and maintaining services in compliance with established guidelines.

ESSENTIAL FUNCTIONS

- Arranges transportation for homeless and /or foster care students for the purpose of delivering services in compliance with established guidelines.
- ~~Maintain records, audit attendance information, make court appearances, etc. for the purpose of ensuring compliance with compulsory attendance laws.~~
- Collaborates with internal and external personnel (e.g. other administrators, public agencies, etc.) for the purpose of implementing and /or maintaining services and programs.
- Facilitates meetings (e.g. staff meetings, trainings, etc.) for the purpose of conveying and/or gathering information.
- Maintains a variety of confidential and non-confidential manual and electronic files and records (e.g. lists, attendance records, time accountability data, etc.) for the purpose of providing up to date information and/or historical referenced in accordance with established guidelines and legal requirements.
- Manages a wide variety of programs (e.g. Home/ Hospital Program, NCLB requirements, Homeless, Foster, Families In Transition (FIT) etc.) for the purpose of providing program services within established timeframes and in compliance with established guidelines.
- Participates in a variety of meetings (e.g. workshops, inter and intra district committees, community and public agencies, IEPs, conferences, etc.) for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out their administrative responsibilities.
- Prepares a wide variety of materials (e.g. letters, reports, recommendations, procedures, calendars, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, conveying information and/or providing supporting materials for requested actions.
- Performs financial, budgetary, and accounting functions i.e. Local Control Funding (LCFF) Homeless, Families In Transition (FIT) that are related to the position.
- Plans, organizes, coordinates and participates in the input of accounting and statistical data related to the position.
- Reports suspected incidences to appropriate authorities, personnel and/or managers for the purpose of conveying information and/or identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.
- Researches topics required to manage assignments (e.g. relevant policies, new federal and state statutes, staffing requirements, financial resources, etc.) for the purpose of developing new programs/services, ensuring compliance with regulatory requirements, securing general information and/ or responding to request.

- ~~Responds to issues involving staff, conflicts in policies and regulations, parental requests that may result in some negative impact and/or liability if not appropriately addressed for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.~~
- Serves as the Homeless Liaison and Foster Care Liaison for the purpose of facilitating communication between participants and ensuring educational services and opportunities are provided in accordance with legal guidelines.
- ~~Supervises Home/Hospital Instructors (e.g. train, recruit, supervise, etc.) for the purpose of ensuring services in a timely fashion, monitoring performance and achieving overall objectives of the department within established guidelines.~~

OTHER FUNCTIONS

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Laws, principles, codes, policies and procedures
- Personnel processes
- Concepts of grammar and punctuation
- Community resources

Skills and Abilities to:

- Communicate clearly with students, parents, law enforcement, social service agency representatives, and district staff
- Apply laws, policies, and procedures in a fair, consistent manner
- Contribute to the successful fulfillment of the District Mission
- Learn and appropriately apply district policies and procedures and other regulation related to the position
- Maintain appropriate confidentiality about the status of staff, students, school, and district activities
- Operate calculator, computer and data entry terminal
- Apply current technology to assigned duties
- Communicate effectively, both orally and in writing
- Communicate with diverse groups and individuals
- Prioritize work by meeting deadlines and schedules
- Working as part of a team
- Work with detailed information/data
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations
- Establish and maintain effective working relationships with all those encountered in the course of work
- Problem solving is required to analyze issues and create action plans

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 50% sitting, 25% walking, and 25% standing; the job is performed in a generally hazard free environment and in a clean atmosphere.

MINIMUM QUALIFICATIONS

Experience:

Two years' of experience in one of the following areas: classroom teacher, school counselor, social worker or related field.

Education:

Bachelor's degree from an accredited college or university in one of the following: Social Science, Educational Psychology or related field.

Required Testing:

- Pre-employment Proficiency

Continuing Education/Training

- Maintain as needed

Certificates/Licenses

- Valid CDL

Clearances

- DOJ/FBI Background
- TB Clearance



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: November 13, 2019

Agenda Item:

Consideration and approval to allow the use of the current Administrative Assistant Eligibility List for vacancies that are required to be filled by January 31, 2020.

Agenda Placement:

Action

Background:

The PC office recently approved the Administrative Assistant Class Series in where the minimum qualifications were revised and approved at the October 16, 2019 meeting.

In order to fill the anticipated vacancies for the new high school in a timely manner, staff is requesting that the new minimum qualifications requirements take effect on February 1, 2020.

Recommendation:

It is recommended that the Personnel Commission approve the item as presented.



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: November 13, 2019

Agenda Item:

Consideration and approval to allow transfers for Administrative Assistant vacancies using the prior job descriptions of Administrative Assistant School Site and Administrative Assistant Department/Program until January 31, 2020.

Agenda Placement:

Action

Background:

The PC office recently approved the Administrative Assistant Class Series in where the minimum qualifications were revised and approved at the October 16, 2019 meeting.

However, in order to fill the anticipated vacancies for the new high school in a timely manner, staff is requesting that the new minimum qualifications requirements take effect on February 1, 2020.

The District and CSEA have requested a transition period to allow employees the opportunities to be considered for current vacancies within the Administrative Assistant Class Series.

Recommendation:

It is recommended that the Personnel Commission approve the item as presented.