

MADERA UNIFIED SCHOOL DISTRICT

**Personnel Commission Meeting
AGENDA**

**Regular Meeting
Wednesday, December 11, 2019
Madera Unified School District Workshop Room
1902 Howard Road, Madera, CA 93637
5:00 PM – Open Session**

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

- 1. Pledge of Allegiance, Opening and Acknowledgement of Visitors and Media**
- 2. Appointment and Swearing in of District Appointee - Philip Janzen**
- 3. Consideration of MUSD Personnel Commission Organization:
2019-2020 Personnel Commission Officers; Chairperson, Vice-Chairperson, and
Secretary**

4. Adoption of Agenda

Action to add or delete items from any portion of the agenda or to discuss any consent agenda items must be taken prior to adoption of the agenda.

5. Communications

Public Hearing for visitors who wish to speak on a subject not on the Commission agenda. Fifteen minutes of this portion of the meeting are reserved for members of the public to address the Commission on items not listed on the agenda and within the jurisdiction of the Commission. Speakers are limited to three (3) minutes. The Commission is prohibited by law from taking action on matters discussed that are not on the Agenda, and no adverse conclusions should be drawn if the Commission does not respond to public comment at this time. If you wish to address the Commission, come to the podium and state your name and city of residence.

6. 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, November 13, 2019, Regular Meeting.
- B. Consideration and approval of Eligibility Lists for:

1. Child Welfare & Attendance Specialist
2. Head Custodian II
3. Paraprofessional
4. School Bus Driver

5. New Business

- A. Consideration and approval to classify the following job descriptions as part of the Administrative Assistant Class Series, Executive Administrative Assistant-Confidential and Salary Compensation Survey
- B. Consideration and approval of the following Salary Compensation Surveys for Human Resources Technician III-Confidential, Lead Budget/ Accounting Analyst-Confidential, and Position Control Technician-Confidential
- C. Consideration and Adoption of the 2020 Personnel Commission Regular Meeting Calendar

6. Information and Reports

- A. Presentation on the Classified Professional Development Committee (CPDC)
- B. Director's Report
- C. Commissioner's Report

7. Next Regular Personnel Commission Meeting

Monday, January 27, 2019 at 5:00 pm
Madera Unified School District Office – Boardroom
1902 Howard Road
Madera, California 93637

8. Suggested Future Agenda Items

9. 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: December 11, 2019

Agenda Item:

Consideration of MUSD Personnel Commission Organization: 2019-2020 Personnel Commission Officers; Chairperson, Vice-Chairperson, and Secretary.

Agenda Placement:

Action

Background:

As stated in Personnel Commission Rule 2.1.5, "At its first regularly scheduled meeting in December of each year, the Commission shall establish a rotation for members to serve as Chairperson and Vice-Chairperson for a period of one (1) year or until such time as their successors are duly elected. The rotation for Chairperson shall be a Commissioner whose term is set to expire the following year. The Vice-Chairperson should be the Commissioner whose term will expire one year after that of the Chairperson. The Commission at this same meeting shall appoint the Director of Personnel Classified Human Resources as Secretary to the Personnel commission."

Recommendation:

It is recommended the following officers be considered and selected to serve for the next year.

1. Chairperson
2. Vice-Chairperson
3. Secretary



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: December 11, 2019

Agenda Item:

Approval of the Minutes of the Regular Meeting for November 13, 2019.

Agenda Placement:

Consent

Background:

Approval of Minutes from the Regular Meeting of November 13, 2019.

Recommendation:

It is recommended that the Personnel Commission approve the Minutes from the Regular Meeting for November 13, 2019.

Minute Record of MUSD Personnel Commission Meeting
Regular Meeting held on Wednesday, November 13, 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, November 13, 2019 at 4:30 PM.

Roll Call

Philip Janzen, Personnel Commission Chairperson (arrived late, at 4:55 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 4:49 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 5:08 PM.
- Vice-Chairperson Koch led the pledge of allegiance.

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

Chairperson Janzen announced that the Personnel Commission unanimously took action to deny a classified supervisor's appeal of his complaint.

5. Adoption of the Agenda

- It was moved by Vice-Chair Koch and seconded by Commissioner Wheat to approve the adoption of the agenda. MOTION NO. 28-2019/20.
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. 29-2019/20.
Ayes: Commissioners Janzen, Koch Wheat
Noes: None
Absent: None
Abstained: None

8. New Business

A. Consideration and approval to classify the following job descriptions 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

- Director Barreras presented the new classified job descriptions for the Administrative Assistant Class Series. The current title of Administrative Assistant IV – Confidential will be restructured to Executive Administrative Assistant
- The 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 Personnel Commission office conduct a salary compensation survey for the Senior Executive Assistant to the Superintendent and Board of Trustees- Confidential using the following district: Central USD, Clovis USD and Sanger USD. The Salary survey recommends the salary for this position be at \$71,994.33-\$88,927.67
- Director Barreras indicated that an additional job description, Executive Administrative Assistant – Confidential is currently being worked on and will be brought to the Commission at a later meeting.
- It was moved by Vice-Chair Koch and seconded by Commissioner Wheat to approve Executive Administrative Assistant job description and Senior Executive Assistant to the Superintendent and Board of Trustees –Confidential and salary compensation survey recommendation. MOTION NO. 30-2019/20, DOCUMENTS NO. 24-2019/20 -25-2019/20
Ayes: Commissioners Janzen, Koch Wheat
Noes: None
Absent: None
Abstained: None

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

- Director Barreras presented the revised job description, which included revisions to the purpose statement and essential functions. Also an additional minor correction was made to replace the word Homeless with Foster Families in Transition (FFIT)

- It was moved by Commissioner Wheat and seconded by Vice-Chair Koch to approve the revised classified job description Program Manager. MOTION NO. 31-2019/20, DOCUMENT NO. 26-2019/20.

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

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

- Director Barreras requested that the Personnel Commission allow the use of the current Eligibility List for Administrative Assistant to fill current vacancies until January 31, 2020.
- It was moved by Vice-Chair Koch and seconded by Commissioner Wheat to approve the use of current Administrative Assistant Eligibility List until January 31, 2020. MOTION NO. 32-2019/20

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

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

- Director Barreras requested that the Personnel Commission allow the use of the previous Administrative Assistant School Site and Administrative Assistant/Department job descriptions to allow for transfer opportunities until January 31, 2020.
- It was moved by Vice-Chair Koch and seconded by Commissioner Wheat to approve the use of the Administrative Assistant School Site and Administrative Assistant Department/Program job description for transfer requests until January 31, 2020. MOTION NO. 33-2019/2020

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

9. Information and Reports

A. Director's Report

- Director Barreras reported that the PC office move has started and should be completed by the end of November.

- The Classified Professional Development Board of Trustees presentation was on November 12, 2019. Director Barreras will present this presentation to the Commissioners at the December Personnel Commission meeting.
- The 2020 Merit Academy has been scheduled. Commissioner Wheat is interested in attending.
- Director Barreras recently completed a CALGOV HR Certification of 32 hours. The training included the areas of Recruitment, Selection, Marketing, Labor Negotiations, Leaves & Benefits and Job Analysis.

B. Commissioner's Report

No reports were presented.

10. Next Regular Personnel Commission Meeting

Wednesday, December 11, 2019 at 5:00 PM
Madera Unified District Office – Board Room
1902 Howard Road, Madera, CA 93637

11. Suggested Future Agenda Items

No suggestions were made.

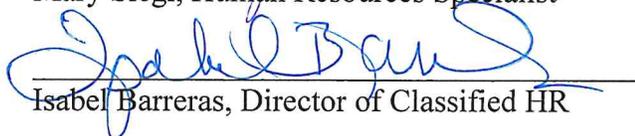
12. Adjournment

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



Mary Siegl, Human Resources Specialist

Date: November 25, 2019



Isabel Barreras, Director of Classified HR

Date: November 25, 2019



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: December 11, 2019

Agenda Item:

Consideration and Approval of Eligibility Lists for: Child Welfare & Attendance Specialist, Head Custodian II, Paraprofessional, and School Bus Driver.

Agenda Placement:

Consent

Background:

Eligibility lists have been placed on the agenda as a consent item. If for some reason any Commissioner would like to remove a list, it can be done.

1. Child Welfare & Attendance Specialist
2. Head Custodian II
3. Paraprofessional
4. School Bus Driver

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: December 11, 2019

Agenda Item:

Consideration and approval to classify the following job description as part of the Administrative Assistant Class Series - Executive Administrative Assistant-Confidential and Salary Compensation Survey.

Agenda Placement:

Action

Background:

District's Administration requested to classify the following new job description of Executive Administrative Assistant-Confidential as part of the Administrative Assistant Class Series.

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

The old job description is being eliminated and the current employees in this job classification will continue to work under the new job description.

A salary compensation survey was also conducted for job comparison 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-Confidential job description as part of the Administrative Assistant Class Series and Salary Compensation Survey recommendation.

Attachments: Executive Administrative Assistant-Confidential and Salary Compensation Survey.

NEW

MADERA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Position:	Executive Administrative Assistant-Confidential	Classification:	Classified
Department/Site:	District	Salary Schedule:	Confidential
Reports to:	Chief Officer of Human Resources or Superintendent's Office	Salary Range:	
		FLSA:	Non-Exempt

PURPOSE STATEMENT

Under general supervision, the purpose of the position is to provide executive level administrative support of 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. Confidential support is related to the activities associated with the Labor Relations process as defined by Ed Code 3540-3540.2.

DISTINGUISHING CHARACTERISTICS:

This is the executive level of the Administrative Assistant Series. The Executive Administrative Assistant-Confidential provides executive level support to the Chief Officer of Human Resources and the Superintendent's Office. Incumbents work independently and apply specialized and technical knowledge of various facets of the District to work in situations that are extensive and unique. 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.

The Executive Administrative Assistant-Confidential who reports to Chief Officer of Human Resources will attend District negotiations meetings to provide administrative assistance with the Labor Relations Process.

The Executive Administrative Assistant-Confidential who reports to the Office of the Superintendent will collaborate with the Superintendent, Board of Trustees and the Senior Executive Assistant, in managing the logistics and operations of the District; and fulfills the duties of the Senior Executive Assistant in their absence.

ESSENTIAL FUNCTIONS

- Provides clerical, administrative and executive level support to the Chief Officer of Human Resources or the Superintendent's Office; composes and prepares correspondence, departmental reports and other documents that are sensitive and confidential in nature; drafts 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.
- Researches and compiles statistical data and prepares information for special projects including personnel matters and information for collective bargaining.
- 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 departments, staff, students, community members and external entities.
- Maintains a variety of 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.

- Performs basic to intermediate image editing, typesetting, and layout for material to print for the department.
- Creates and maintains spreadsheets and database; 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.
- Gathers background materials and documents needed to draft recommendations and reports for committees; 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 that 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.
- Updates and maintains the department's website and telephone directory.
- Drafts and executes consultant agreements and contracts.
- Coordinates conferences and meetings for the department.
- Organizes a variety of formal and informal meetings and events including conferences and fundraisers.

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 maintaining accurate records
- Project planning and management
- Business telephone etiquette
- Concepts of grammar and punctuation
- Expertise in Microsoft Office, Adobe Acrobat, and/or Google Suite tools

Skills and Abilities to:

- Operating standard office equipment including utilizing pertinent software applications
- Strong communications skills
- Strong organizational skills and strong writing skills
- 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
- Plan, organize and prioritize work in order to meet schedules and timelines
- Communicate with staff, parents, and public using patience and courtesy, and in a manner that reflects positively on the organizational unit
- Communicating with diverse groups; maintaining confidentiality; working with frequent interruptions, setting priorities; establishing and maintaining effective working relationships
- 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
- 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 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 may be substituted 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

Executive Administrative Assistant - Confidential

Districts	SALARY (low to high)	
Clovis Unified School District	\$68,695	\$83,374
Sanger Unified School District	\$51,792	\$66,108
Central Unified	\$58,235	\$70,786
Total Combined:	\$178,722	\$220,268
Total Districts (3)	3	3
Average of total combined divided by the total Districts:	\$59,574	\$73,423



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: December 11, 2019

Agenda Item:

Consideration and approval of the following Salary Compensation Surveys for Human Resources Technician III-Confidential, Lead Budget/Accounting Analyst-Confidential, and Position Control Technician-Confidential.

Agenda Placement:

Action

Background:

The District requested salary compensation surveys for the following job descriptions: Human Resources Technician III-Confidential, Lead Budget/Accounting Analyst-Confidential, and Position Control Technician-Confidential. The following districts were used for job comparison: Central USD, Clovis USD and Sanger USD.

The findings show that Madera Unified School District is paying competitive salaries and are comparable to the surrounding areas.

Recommendation:

It is recommended that the Personnel Commission approve the Salary Compensation Survey recommendations for Human Resources Technician III-Confidential, Lead Budget/Accounting Analyst-Confidential, and Position Control Technician-Confidential.

Attachments: Salary Compensation Surveys

Human Resources Tech III - Confidential

Districts	SALARY (low to high)	
Sanger Unified School District	\$51,792	\$66,108
Central Unified	\$46,914	\$57,012
Clovis Unified School District	\$54,204	\$65,793
Total Combined:	\$152,910	\$188,913
Total Districts (3)	3	3
Average of total combined divided by the total Districts:	\$50,970	\$62,971

Lead Budget/Accounting Analyst – Confidential

Districts	SALARY (low to high)	
Sanger Unified School District	\$49,608	\$63,324
Central Unified	\$64,354	\$78,223
Clovis Unified School District	\$63,788	\$77,465
Total Combined:	\$177,750	\$219,012
Total Districts (3)	3	3
Average of total combined divided by the total Districts:	\$59,250	\$73,004

Position Control Technician Confidential

Districts	SALARY (low to high)	
	Clovis Unified School District	\$84,960
Fremont Unified School District	\$61,521	\$87,773
Pomona Unified School District	\$37,584	\$45,735
Redlands Unified School District	\$47,105	\$60,113
Total Combined:	\$231,170	\$296,789
Total Districts (4)	4	4
Average of total combined divided by the total Districts:	\$57,792.50	\$74,197.25



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: December 11, 2019

Agenda Item:

Consideration and Adoption of the 2020 Personnel Commission Regular Meeting Calendar.

Agenda Placement:

Action

Background:

The Personnel Commission will consider and adopt a calendar of meetings for the next year. Regular meetings of the Personnel Commission will be held on the 3rd Thursday of each month at 5:00 p.m. in the MUSD Board Room at 1902 Howard Road, Madera, CA. Meeting dates and times are subject to change.

Recommendation:

Proposed Meeting Dates
Monday, January 27, 2020
Thursday, February 13, 2020
Thursday, March 19, 2020
Thursday, April 16, 2020
Thursday, May 21, 2020
Thursday, June 18, 2020
Thursday, July 16, 2020
Thursday, August 20, 2020
Thursday, September 17, 2020
Thursday, October 15, 2020
Thursday, November 19, 2020
Thursday, December 10, 2020

2020 Personnel Commission Meeting Calendar

January							February							March							April										
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26	27	28	29	30	31		23	24	25	26	27	28	29	29	30	31					26	27	28	29	30						

May							June							July							August						
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September							October							November							December						
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27	28	29	30				25	26	27	28	29	30	31	29	30						27	28	29	30	31		

Meetings are normally held the 4th Thursday of the month at 5:00 pm at the Madera Unified District office boardroom. Meeting dates and times are subject to change.

For further information, please contact the Personnel Commission office at (559) 675-4500 extension 295 or 296.



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: December 11, 2019

Agenda Item:

Report on the Madera Unified School District Professional Development Committee (CPDC).

Agenda Placement:

Information and Reports

Background:

The Personnel Commission staff will present on the Madera Unified School District Professional Development Committee (CPDC). This item is being presented as an informational item for discussion purposes and to provide an update to the Personnel Commission.

Recommendation:

No action.