

MADERA UNIFIED SCHOOL DISTRICT

Personnel Commission Meeting AGENDA

Regular Meeting
Monday, January 27, 2020
Madera Unified School District Board 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. 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.

3. 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.

4. 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, December 11, 2019, Regular Meeting.

B. Consideration and approval of Eligibility Lists for:

1. Accounting Technician IV
2. Grounds Person I
3. Human Resources Technician I
4. Secretary - Attendance

5. New Business

- A. Discuss and approve revised classified job description for Test Administrator (Supplemental Help)
- B. Discuss and approve revised classified job description for Director of Health and Wellness
- C. Discuss and approve revised classified job description for Grounds Person III
- D. Discuss and approve revised classified job descriptions for Transportation department – Bus Driver, Bus Driver Trainer/Dispatcher, Relief Bus Driver and Transportation Router.

6. Information and Reports

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

7. Next Regular Personnel Commission Meeting

Thursday, February 13, 2020 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: January 27, 2020

Agenda Item:

Approval of the Minutes of the Regular Meeting for December 11, 2019.

Agenda Placement:

Consent

Background:

Approval of Minutes from the Regular Meeting of December 11, 2019.

Recommendation:

It is recommended that the Personnel Commission approve the Minutes from the Regular Meeting for December 11, 2019.

<p style="text-align: center;">Minute Record of MUSD Personnel Commission Meeting Regular Meeting held on Wednesday, December 11, 2019 at 5:00 PM</p>

The Personnel Commission of the Madera Unified School District convened a Regular Board Meeting in the District Office Workshop Room, 1902 Howard Road, Madera, California on Wednesday, December 11, 2019 at 5:00 p.m.

Roll Call

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

Isabel Barreras, Director, Classified Human Resources
Ana Perez, Human Resources Specialist, Personnel Commission
Mary Siegl, Human Resources Specialist, Personnel Commission

Kent Albertson, Chief Human Resources Officer

Other visitors were in attendance.

1. 5:00 PM – Call to Order of Public Meeting - Pledge of Allegiance, Opening and Acknowledgement of Visitors and Media

- Chairperson Janzen called the meeting to order at 5:01 pm
- Commissioner Wheat led the flag salute

2. Appointment and Swearing of District Appointee – Philip Janzen

- Director Barreras administered the Oath of Office to Commissioner Janzen, who started a new term as District Appointee

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

- It was moved by Commissioner Wheat and seconded by Commissioner Koch to approve rotation of officers per PC Rule 2.1.5. The Chairperson will now be Bruce Koch and Vice- Chair will be Fran Wheat.
- MOTION NO. 34-2019/20.
Ayes: Commissioners Janzen, Koch Wheat
Noes: None
Absent: None
Abstained: None

4. Adoption of the Agenda

- It was moved by Commissioner Janzen and seconded by Vice-Chair Wheat to approve the adoption of the agenda. MOTION NO. 35-2019/20.
Ayes: Commissioners Janzen, Koch Wheat
Noes: None
Absent: None
Abstained: None

5. Communications

- No public comments were made.

6. Adoption of the Consent Agenda

- It was moved by Vice – Chair Wheat and seconded by Commissioner Janzen to approve the Consent Agenda. MOTION NO. 36-2019/20.
Ayes: Commissioners Janzen, Koch Wheat
Noes: None
Absent: None
Abstained: None

7. 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

- Director Barreras presented a new classified job description for the Administrative Assistant Class Series. The current job title 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. The average salary of the total combined divided by the total Districts is \$59,574 - \$73,423. It was moved by Commissioner Wheat and seconded by Vice – Chair Koch to approve the new classified job description Executive Administrative Assistant - Confidential and Salary Compensation Survey. MOTION NO. 37-2019/20, DOCUMENT NO. 27-2019/20
Ayes: Commissioners Janzen, Koch Wheat
Noes: None
Absent: None
Abstained: None

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

- Director Barreras presented a revised salary survey for the Position Control Technician position. The Districts used were Clovis Unified (Management position), Fremont Unified, Central Unified (Management position) and Redlands Unified. Based on the average of these Districts the salary recommendation was \$64,485 - \$82,319.25. The salary survey findings show that Madera Unified School District is paying competitive salaries and are comparable to the surrounding areas.
- Janet Pavlovich, MUSD employee, expressed her concerns regarding how the salary surveys were conducted on her position of Position Control Technician and

the number of districts used for each salary survey. Director Barreras clarified that not every District has the same job descriptions in comparison with those at Madera Unified and the Personnel Commission can use as many Districts as they see fit to compare with when conducting salary surveys.

- It was moved by Commissioner Janzen and seconded by Vice – Chair Wheat to approve the recommended the Salary Compensation Surveys for the positions of Human Resources Technician III – Confidential, job description Program Manager. MOTION NO. 38-2019/20, DOCUMENT NOS. (27-28)-2019/20.

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

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

- 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. 39-2019/20, DOCUMENT NO. 29-2019/20

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

8. Information and Reports

A. Presentation on Classified Professional Development Committee (CPDC)

- Director Barreras presented information on the Classified Professional Development Committee and the upcoming conference.

B. Director's Report

- Director Barreras reported that the PC office move has been completed and staff is happy with their new offices
- The 2020 Merit Academy has been scheduled. Commissioner Wheat will be attending.
- Director Barreras introduced the new Human Resources Specialist for the Personnel Commission, Ana Perez.

B. Commissioner's Report

No reports were presented.

9. Next Regular Personnel Commission Meeting

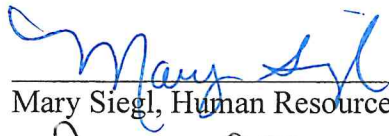
Monday, January 27, 2020 at 5:00 PM
Madera Unified District Office – Board Room
1902 Howard Road, Madera, CA 93637

10. Suggested Future Agenda Items

Commissioner Janzen suggested that Director Barreras research information regarding undergoing a Classified Compensation study.

11. Adjournment

Chairperson Koch adjourned the Public Session at 5:49 PM.



Mary Siegl, Human Resources Specialist

Date: December 20, 2019



Isabel Barreras, Director of Classified HR

Date: December 20, 2019



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: January 27, 2020

Agenda Item:

Consideration and Approval of Eligibility Lists for: Accounting Technician IV, Groundsperson I, Human Resources Technician I, and Program Manager.

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. Accounting Technician IV, 1-27-20
2. Groundsperson I, 1-27-20
3. Human Resources Technician I, 1-27-20
4. Program Manager, 1-27-20

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: January 27, 2020

Agenda Item:

Consideration and approval of the revised classified job description of Test Administrator (Supplemental Help).

Agenda Placement:

Action

Background:

District Administration has brought forward revisions to the job description of Test Administrator (Supplemental Help). The changes which are highlighted in red under Purpose Statement and Reporting Structure, Essential/Other Functions, Knowledge/Skills/Abilities, Responsibility and Education. This change allows for recruitment in the event there is an opening in the Dual Language Program in which the applicant must be Bilingual & Biliterate.

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

Recommendation:

It is recommended that the Personnel Commission approve the revised classified job description of Test Administrator (Supplemental Help) as presented.

MADERA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Position: Test Administrator (Supplemental Help)
Department/Site: Site
Reports to: ~~Director of Curriculum, Instruction & Assessment~~
Administrator/ Designee

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

PURPOSE STATEMENT

The job of Test Administrator supports the educational process by administering the State Required English Language Development Test to limited English proficient students in grades K-12 in the skills of listening, reading, speaking, and writing in English, or by administering the District required language assessments to students to determine language proficiency in Spanish and English. A limited English proficient student is a student who does not speak English or whose native language is not English and who is not currently able to perform ordinary classroom work in English (as per Education Code 306 (a)).

ESSENTIAL FUNCTIONS

- Proficient speaker of the targeted language and proficient speaker of English (i.e. have complete command of pronunciation, intonation and fluency, and the ability to correctly pronounce the full range of American English phonemes and or the ability to correctly pronounce the full range of Spanish phonemes if required).
- Follows proper administration procedures of all sections components of the assessment which may include (listening, speaking, reading, and writing) of the testing.
- Maintains the security of the test materials.
- Administers individual and/or group testing as directed.
- Performs other related duties as assigned.
- Participate in Test Administrator training(s).
- Must travel from various school sites within the District.
- Proficient speak of English (e.g. have complete command of pronunciation, intonation, and fluency, and the ability to correctly pronounce the full range of American English phonemes).

OTHER FUNCTIONS

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Complete command of English pronunciations, intonations, and fluency
- Correct oral and written usage of targeted language and English
- Current office practices, procedures and equipment
- Accurate record-keeping techniques
- Interpersonal skills, using tact, patience, and courtesy

- Telephone techniques and etiquette
- Site operations, procedures, specific rules and precedents of the District and office
- Appropriate cultural backgrounds

Skills and Abilities to:

- Have complete command of Spanish and English pronunciation, intonation, and fluency
- Correctly pronounces the full range of Spanish and American English phonemes
- Accurately maintain records and prepare reports
- Being attentive to detail
- Operate a computer to enter data, maintain records, and generate reports
- Maintain cooperative and effective relationships with diverse range of people
- Work independently with little direction
- Understand and work within the scope of authority
- Plan, prioritize, and organize work to meet schedules and timelines
- Communicate, understand, and follow both oral and written directions effectively
- Learn new or updated computer systems/software programs to apply to current work
- Communicate using patience and courtesy in a manner that reflects positively on the organization
- Apply integrity and trust in all situations
- Actively participate in meeting District goals and outcomes
- Learn district organization, operations, 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 60% sitting, 30% walking, and 10% standing; the job is performed in a generally hazard free environment and in a clean atmosphere.

MINIMUM QUALIFICATIONS

Experience:

Two years of successful experience working with students in the areas of examination and testing, tutoring teaching, training or counseling

Education:

~~Bachelor degree in one of the following: English Literature, Child Development, Teaching, Counseling, Social Work or related field is required.~~

High school diploma or equivalent.

If opening is for Dual Language Program – Test Administrator (Supplemental Help) applicant must be Bilingual & Biliterate.

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)



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: January 27, 2020

Agenda Item:

Consideration and approval of the revised classified job description of Director of Health & Wellness.

Agenda Placement:

Action

Background:

District Administration has brought forward revisions to the job description of Director of Health & Wellness. The changes that were made are highlighted in red under the Purpose Statement, Essential Functions, and Certificate/Licenses. In addition, these changes will facilitate the recruitment process by attracting a larger pool of qualified applicants.

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

Recommendation:

It is recommended that the Personnel Commission approve the revised classified job description of Director of Health & Wellness as presented.

MADERA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Position:	Director – Health and Wellness	Classification:	Classified
Department/Site:	Student and Family Support Services	Schedule:	Management
Reports to:	Executive Director of Student & Family Support Services	Salary Range:	30
		FLSA:	Exempt

PURPOSE STATEMENT

The Director of Health and Wellness will direct and coordinate the activities of the Health and Wellness staff, including **Health Services Coordinator**, Behavioral Health Clinicians, Behavioral Analysts, and **substance use related programs** that are engaged in providing behavioral health services to students ~~as identified by departmental directors~~. This includes, but is not limited to clinical supervision, maintaining confidential records, caseload management, crisis intervention, individual, group and family counseling and compliance with program policies and procedures. Provide training oversight for district **health services and** behavior and mental health staff; oversee district-wide roll-outs, trainings and implementation of **physical health**, behavior and social emotional related topics such as de-escalation, and trauma-informed practices.

This job reports to the Executive Director of Student and Family Support Services

ESSENTIAL FUNCTIONS

- Assures the quality of clinical services is maintained through individual and group supervision.
- Provides training oversight and guidance/direction for district **health services programs; substance use support staff; behavior and mental health staff**, clinicians, **behavioral analysts** and technicians.
- Directs the preparation, analysis, processing and distribution of departmental correspondence, forms and documents and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.
- Manages, develops, coordinates, and assesses **physical and** behavioral health services, participate in the development and implementation of goals, objectives, policies and priorities for the Health and Wellness Services Department; may oversee the implementation of assigned programs; recommend within department policy, appropriate services and staffing levels; recommend and administer policies and procedures and develop strategies to resolve complex operational issues.
- Monitors and evaluates operations of assigned program and functions for effectiveness and operational efficiency; receive and respond to staff and public input concerning related needs.
- Provides input on planning, organizing and implementing long and short-term objectives and related activities designed to develop assigned programs and services.
- Supports the coordination of staff development activities, including but not limited to **behavioral health and wellness** staff, administration, and classroom staff to identify areas of improvement and to develop procedures for enhancements in support of professional learning.
- Ensures clinical records are accurate, current and meet program compliance.
- Manages caseloads for clinical staff.

- Assists in the evaluation of evidence-based interventions and therapeutic treatment modalities.
- Provides back-up clinical care to students when assigned staff are unavailable.
- Provides inservice training to parents, community agencies, district personnel and others.
- Plans, organizes, and directs behavioral health and wellness programs in order to provide a continuum of behavioral health and wellness services in compliance with federal and state regulations.
- Reviews documentation and conducts annual file audits to ensure that evidence-based theories, techniques, and legal and ethical requirements of the Board of Behavioral Sciences are followed.
- Provides leadership to educationally-related behavioral health and wellness staff in identifying student needs and in the implementation of appropriate behavioral or physical health interventions.
- Participates as a referral team in the review of all information and records that are provided by the school districts and other agencies as part of the referral process for determining the need for behavioral health services.
- Directs and provides oversight for behavioral health therapy services. Coordinates work schedules and locations for Clinicians and other behavioral health staff. Provides regularly scheduled clinical meetings and professional development to ensure all behavioral health clinicians have ongoing support in the provision of best practices.
- Provides ongoing technical expertise, information, and assistance to program staff. Communicates with other administrators, personnel, and outside agencies to coordinate behavioral health and wellness services, resolves conflicts/issues, and exchanges information.
- Trains, supervises, and elevates staff assigned to the programs; interviews and selects employees.
- Maintains confidentiality of information for the purpose of meeting privacy requirements.
- Conducts home visits as needed.
- Acts as a community liaison with social service agencies and community networks.
- Prepares and maintains a variety of narrative and statistical reports, records, and files related to assigned activities and personnel.

OTHER FUNCTIONS

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles, techniques, and trends in counseling, psychotherapy and various treatment modalities
- Biological, behavioral and environmental aspects of emotional disturbances, mental disability, or substance abuse
- The scope and activities of public and private health and welfare agencies and other available community resources
- Principles and techniques of mental health consultation, education and prevention within the community

Skills and Abilities to:

- Perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions.
- Operate standard office equipment including using a variety of software applications

- Plan and manage projects
- Prepare and maintain accurate records
- Work in an office environment
- Work in a classroom environment during observation or skill application
- Perform possible home visits to meet and work with student families and/or support systems
- Work with interruptions and possible crisis situations
- Travel to various sites to work with students and staff
- Work as part of a multi-disciplinary team to coordinate and maximize treatment impact

RESPONSIBILITY

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under minimal temperature variations.

MINIMUM QUALIFICATIONS

Experience:

Four years of experience in supervision and provision of mental health services, social services, case management and counseling with children.

Education:

Master's degree from an accredited university and/ or college with major coursework in clinical social work, psychology, and counseling or closely related field required

Required Testing:

- Pre-employment Proficiency Test

Continuing Education/Training

- Maintain as needed

Certificates/Licenses

- Valid CDL
- Licensed Clinical Social Worker (LCSW) or **Licensed** Marriage and Family Therapy (**LMFT**)

Clearances

- Criminal Justice Fingerprint/Background Clearance
- TB Clearance



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: January 27, 2020

Agenda Item:

Consideration and approval of the revised classified job description of Grounds Person III.

Agenda Placement:

Action

Background:

District Administration has brought forward some minor revisions to the job description for the Grounds Person III. Minor changes that were made are highlighted in red under the areas of the Reporting Structure and Essential Functions. In addition, these changes will bring the job description up to date.

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

Recommendation:

It is recommended that the Personnel Commission approve the revised classified job description of Grounds Person III as presented.

MADERA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Position:	Grounds Person III	Classification:	Classified
Department/Site:	Maintenance and Operations	Salary Schedule:	Classified
Reports to:	Director of Maintenance Supervisor Maintenance	Salary Range:	
		FLSA:	Non-exempt

PURPOSE STATEMENT

The job of Grounds Person III was established for the purpose/s of supporting the educational process with specific responsibilities for maintaining the Integrated Pest Management Program; consulting with District personnel; providing weed and pest control services for the District; ensuring that grounds and buildings are free of pests and rodents; providing information on chemicals used in pest and weed control and related health hazards; complying with mandated health and safety requirements; overseeing and supporting assigned technicians in the performance of their assignments; and ensuring that assignments are completed in a safe, proper and timely manner.

ESSENTIAL FUNCTIONS

- Coordinates and leads workers in routine landscaping and grounds maintenance tasks. Prioritizes and monitors work assignments.
- Sets schedules for mowing and watering lawns.
- Monitors District property for necessary grounds maintenance work to assure safety, resolve problems or notify others as appropriate.
- Applies herbicides and pesticides to site facilities. (e.g. grounds, buildings, etc.) for the purpose of maintaining a continuing program of preventive pest control.
- Consults with District personnel on weed and pest control for the purpose of ensuring Integrated Pest Management practices are applied.
- Coordinates with site administrators and other trades for the purpose of completing projects/work orders efficiently.
- Informs staff, students, and others present at job sites for the purpose of providing information on pest and weed control chemicals and related health hazards.
- Maintains inventory of supplies, equipment, etc. including performing physical inventory and updating computer records for the purpose of ensuring the availability of required items and documenting utilization of inventory at each site location.
- Monitors facilities for the purpose of keeping the grounds and buildings free of pests and rodents in compliance with public health standards.
- Oversees pest control activities and technicians for the purpose of ensuring functions are performed efficiently in compliance with site requirements and established standards.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares written materials (e.g. HAZMAT filings, pesticide application notices, etc.) for the purpose of providing required regulatory documentation and/or conveying information.

- Trains assigned personnel in herbicide and pesticide application for the purpose of ensuring regulatory requirements are followed .
- Transports a variety of tools, equipment, supplies, etc. for the purpose of ensuring the availability of materials required at job site.

OTHER FUNCTIONS

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Basic math, including calculations using fractions, percents, and/or ratios
- Specific knowledge- based competencies requires to satisfactorily perform the functions of the job including the use of pesticides and herbicides; and safety practices and procedures

Skills and Abilities to:

- Adhere to safety practices
- Handle hazardous materials
- Operate equipment used in pest control
- Prepare and maintain accurate records
- Use pertinent software applications
- Train others
- Read technical information
- Compose a variety of documents and/or facilitate group discussions
- Solve practical problems
- Schedule activities, meeting and/or events
- Gather and/or collate data; and consider a number of factors when using equipment
- Use flexibility in working with others in a wide variety of circumstances
- Work with data utilizing specific, defined processes
- Operate equipment using standardized methods
- Work with a diversity of individuals and/or groups
- Work with a variety of data
- Utilize a variety of types of job- related equipment
- Problem solving is required to identify issues and create action plans.
- Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant
- Adapt to changing work priorities
- Set priorities
- Work with frequent interruptions
- Work flexible hours

RESPONSIBILITY

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact 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:

Three years of full time paid experience as a skilled gardener or grounds person.

Education:

High school diploma or equivalent.

Required Testing:

- Pre-employment Proficiency
- Pre-employment Physical Exam

Continuing Education/Training

- Maintain as needed

Certificates/Licenses

- Valid Class B CDL (by assignment)
- Qualified Applicator's Certificate

Clearances

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



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: January 27, 2020

Agenda Item:

Consideration and approval of the revised classified job descriptions of Bus Driver, Bus Driver Trainer/Dispatcher, Relief Bus Driver, and Transportation Router.

Agenda Placement:

Action

Background:

District Administration has brought forward minor revisions to the job descriptions of Bus Driver, Bus Driver Trainer/Dispatcher, Relief Bus Driver, and Transportation Router. Minor changes were made and are highlighted in red under the areas of Education, Certificates/Licenses and Continuing Education/Training. In addition, these changes will bring the job descriptions up to date for future recruitments.

This was done in accordance with Personnel Commission Rules 3.2.3. 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, Bus Driver Trainer/Dispatcher, Relief Bus Driver, and Transportation Router.

MADERA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Position: Bus Driver
Department/Site: Transportation
Reports to: Director of Transportation

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

PURPOSE STATEMENT

The job of Bus Driver was established for the purpose/s of providing support for the educational process with specific responsibilities for transporting students over scheduled regular and/or special needs bus routes and/or to/from special excursions; ensuring vehicle is in safe operating condition; and ensuring safety of students during transport, loading and unloading from buses.

ESSENTIAL FUNCTIONS

- Advises students and other passengers of appropriate behavior for the purpose of reinforcing established guidelines and maintaining passenger safety.
- Attends unit meetings, in-service training and workshops for the purpose of gathering information required to perform job functions.
- Cleans assigned vehicles, both interior and exterior for the purpose of ensuring safety, appearance, and sanitation of vehicles.
- Conducts emergency evacuation drills for the purpose of ensuring efficiency of procedures and complying with mandated requirements.
- Drives school buses for the purpose of transporting passengers primarily over scheduled routes to and from in a safe and timely manner.
- Monitors students and other passengers during transit for the purpose of ensuring the safe transportation of all passengers.
- Performs pre-trip and post-trip inspections (e.g. fluid levels, fuel, tire pressure, exterior condition, etc.) for the purpose of ensuring the safe operating condition of the vehicle and complying with mandated guidelines.
- Prepares reports (e.g. field trips reports, incident reports, inspections records, passenger misconduct, mileage logs, student counts, routing information, etc.) for the purpose of documenting activities, providing written reference, conveying information, and/or complying with established guidelines.
- Responds to inquiries from students, parents, and/or staff for the purpose of providing the necessary information regarding transportation services.

OTHER FUNCTIONS

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit. The Relief Bus Driver will be excluded from all trip rotation lists.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Basic math, including calculations using fractions, percents, and/or ratios; job conditions
- Write documents following prescribed formats, and/or present information to others
- Emergency evacuation techniques
- Area streets and locations
- Basic vehicle maintenance
- Health standards and hazards
- Pertinent codes, policies, regulations and/or laws
- Safe driving practices and procedures
- Utilization of wheelchairs, tie downs, child safety seats, lifts etc. (by assignment)

Skills and Abilities to:

- Adhere to safety practices
- Administer first aid
- Analyze situations to define issues and draw conclusions
- Apply pertinent codes, policies, regulations and/or laws
- Operate district vehicles, fire extinguisher, two-way radio and standard office equipment
- Prepare and maintain accurate records
- Schedule activities, meetings, and/or events, gather and/or collate data; and use job-related equipment
- Flexibility is required to work with others in a wide variety of circumstances
- Work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods
- Work with a diversity of individuals and/or groups
- Work with similar types of data; and utilize job-related equipment
- Problem solve to identify issues and create action plans
- Problem solve with data requires independent interpretation of guidelines; and problem solve with equipment is moderate
- Be attentive to detail
- Communicate with diverse groups including school age riders; displaying tact and courtesy; establishing and maintaining effective working relationships
- Exercise sound judgment
- Maintain an understanding of the special needs of students and their parents
- Maintaining confidentiality
- Work with constant distractions

RESPONSIBILITY

Responsibilities include: working under limited supervision using standardized routines; providing information and/or advising others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on 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 85% sitting, 10% walking, and 5% standing. The job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.

MINIMUM QUALIFICATIONS

Experience:

Six months experience, and completion of a school bus driver training course as required by law.

Education:

High School diploma or equivalent.

Required Testing:

- Pre-employment Proficiency Test
- Pre-employment Physical exam

Continuing Education/Training

- Maintain ~~as needed Certificates and Clearances~~

Certificates/Licenses

- Valid California School Bus Driver Certificate
- Valid California ~~Commercial~~ Drivers License with P and S endorsements
- First Aid Certificate ~~or passage of California Highway Patrol (CHP) First Aid Test~~
- ~~Medical Examiner's Certificate~~

Clearances

- ~~Criminal Justice Fingerprint~~
- ~~FBI/ DOJ~~ Background Clearance
- TB Clearance
- Physical Demands (F)

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.
- Confers 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.
- Resolves 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
- 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' of experience as a school bus driver.

Education:

High school diploma or equivalent. **Proof of the** Bus Driver Training course as required by law.

Valid California Department of Education Instructors Certificate.

Required Testing:

- Pre-employment Proficiency
- Pre-employment Physical Exam

Continuing Education/Training

- Maintain as needed

Certificates/Licenses

- ~~Valid Class A or B CDL~~
- **Valid California School** Bus Driver's Certificate
- CA Dept. of Ed. School Bus Instructors Certificate
- Valid California **Commercial Driver's License** ~~CDL~~ with P and S **E**endorsements
- **First Aid Certificate** or passage of the California Highway Patrol (CHP) First Aid Test
- ~~Current~~ Medical **Examiner's** Certificate

Clearances

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

MADERA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Position: Relief Bus Driver

Classification: Classified

Department/Site: Transportation

Schedule: Classified

Reports to: Director of Transportation

Salary Range:

FLSA: Non - exempt

PURPOSE STATEMENT

The job of Relief Bus Driver was established for the purpose of providing support for the educational process with responsibilities specific to transporting students primarily over scheduled routes for home to school transportation, ensuring vehicle is in safe operating condition; and ensuring safety of students during transport, loading and unloading from buses. *The primary difference between this position and the Bus Driver classification is that the Relief Bus Driver does not have a regularly assigned route.*

ESSENTIAL FUNCTIONS

- Advises students and other passengers of appropriate behavior for the purpose of reinforcing established guidelines and maintaining passenger safety.
- Attends unit meetings, in-service training and workshops for the purpose of gathering information required to perform job functions.
- Cleans assigned vehicles, both interior and exterior for ensuring safety, appearance, and sanitation of vehicle.
- Conducts emergency evacuation drills for the purpose of ensuring efficiency of procedures and complying with mandated requirements.
- Drives school buses for the purpose of transporting passengers primarily over scheduled routes to and from in a safe and timely manner.
- Monitors students and other passengers during transit for ensuring the safe transportation of all passengers.
- Performs pre-trip and post-trip inspections (e.g. fluid levels, fuel, tire pressure, exterior condition, etc.) for the purpose of ensuring the safe operating condition of the vehicle and complying with mandated guidelines.
- Prepares reports (e.g. field trips reports, incident reports, inspections records, passenger misconduct, mileage logs, student counts, routing information, etc.) for the purpose of documenting activities, providing written reference, conveying information, and/or complying with established guidelines.
- Responds to inquiries from students, parents, and/or staff for providing the necessary information regarding transportation services.

OTHER FUNCTIONS

- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit. The Relief Bus Driver will be excluded from all trip rotation lists.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Basic math, including calculations using fractions, percents, and/or ratios; job conditions
- Write documents following prescribed formats, and/or present information to others
- Emergency evacuation techniques
- Area streets and locations
- Basic vehicle maintenance
- Health standards and hazards
- Pertinent codes, policies, regulations and/or laws
- Safe driving practices and procedures
- Two way radio communication
- Utilization of wheelchairs, tie downs, child safety seats, lifts etc. (by assignment)

Skills and Abilities to:

- Adhere to safety practices
- Administer first aid
- Analyze situations to define issues and draw conclusions
- Apply pertinent codes, policies, regulations and/or laws
- Operate district vehicles, fire extinguisher, two-way radio and standard office equipment
- Prepare and maintain accurate records
- Schedule activities, meetings, and/or events, gather and/or collate data; and use job-related equipment
- Flexibility is required to work with others in a wide variety of circumstances
- Work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods
- Work with a diversity of individuals and/or groups
- Work with similar types of data; and utilize job-related equipment
- Problem solve to identify issues and create action plans
- Problem solve with data requires independent interpretation of guidelines; and problem solve with equipment is moderate
- Be attentive to detail
- Communicate with diverse groups including school age riders; displaying tact and courtesy; establishing and maintaining effective working relationships
- Exercise sound judgment
- Maintain an understanding of the special needs of students and their parents
- Maintaining confidentiality
- Work with constant distractions

RESPONSIBILITY

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on 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; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed in a generally clean and healthy environment. Relief Bus Drivers are exposed to fumes, chemicals, outdoor conditions and vibration.

MINIMUM QUALIFICATIONS

Experience:

Six months experience, and completion of a school bus driver training course as required by law.

Education:

High School diploma or equivalent.

Required Testing:

- Pre-employment Proficiency Test
- Pre-employment Physical Exam

Continuing Education/Training

- Maintain ~~as needed~~ Certificates and Clearances

Certificates/Licenses

- Valid California School Bus Driver Certificate
- Valid California ~~Commercial Driver's License~~ ~~CDL~~ with P and S ~~E~~endorsements
- ~~School Bus Driver~~ Medical ~~Examiner's Certificate Examination Card~~
- First Aid Certificate ~~or passage of California Highway Patrol (CHP) First Aid Test~~

Clearances

- ~~Criminal Justice~~
- ~~FBI/ DOJ~~ Background Clearance
- TB Cleareance
- ~~Commercial~~ ~~School Bus Driver~~ Medical Examination Card
- Physical Demands (F)

MADERA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Position: Transportation Router
Department/Site: Transportation
Reports to: Director of Transportation

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

PURPOSE STATEMENT

Performs a variety of work in developing and maintaining computerized bus routes and schedules. Assists with the Dispatch responsibilities of the Department.

ESSENTIAL FUNCTIONS

- Develops and maintains a computerized database of school bus routing and scheduling information.
- Assists in the routing and scheduling of school buses.
- Generates schedules and routes information to be provided to newspapers, radio and television stations and other public information sources.
- Reviews regular and exceptional student bus schedules and routes for efficiency of operation and use of buses and maintains current route sheet.
- Provides information to parents and schools concerning bus routes and schedules.
- Assists in computing and analyzing expenses.
- Develops routing procedures and uses computer programs to assure efficient transportation of students.
- Contracts charter bus service to assist with pupil transportation.
- Coordinates special transportation needs with school site personnel.
- Assists in the identification and recommendation of locations for bus stops.
- Assist in the preparation of reports and maintenance of records.
- Verifies billing for contracted transportation services.
- Assists in the dispatch function.
- Drives a school bus over designated routes in emergency situations.

OTHER FUNCTIONS

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Basic math, including calculations using fractions, percents, and/or ratios
- Read technical information, compose a variety of documents, and/or facilitate group discussions

- Modern and complex principles and practices of efficient and economical bus routing and employee scheduling
- Procedures, methods and techniques of dispatching and scheduling buses
- Safe driving practices are essential
- Federal, State and local laws
- Codes and regulations pertaining to school bus operations and pupil transportation

Skills and Abilities to:

- Perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions
- Problem solving is required to analyze issues and create action plans
- Operating standard office equipment including using a variety of software applications; database management, computer based routing systems and their applications
- Operating and maintaining accurate records
- Meeting deadlines and schedule a number of activities, meetings, and/or events
- Gather, collate, and/or classify data
- Flexibility is required to work with others in a wide variety of circumstances
- Work with data utilizing defined and similar processes
- Operate equipment using standardized methods
- Work with a diversity of individuals and/or groups
- Data requires independent interpretation of guidelines
- Perform all of the essential duties of the position with minimal supervision
- Apply District and other applicable rules and regulations pertaining to pupil transportation
- Operate a school bus observing all pertinent safety and transportation regulations
- Communicate on a formal and informal level with individuals both inside and outside of the District setting
- Visual acuity to read words and numbers and speaking and hearing to communicate in person, over the phone or by two way radio
- Adapting to changing work priorities
- Work with a diversity of individuals and/or groups
- Exercise sound judgment

RESPONSIBILITIES

Working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact 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; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. This job is performed in a generally clean and healthy environment.

MINIMUM QUALIFICATIONS

Experience:

Two years of responsible bus driving experience is required. One year of specialized training in the use of microcomputer proficiency required.

Education:

High School diploma or equivalent required.

Required Testing:

- Pre-employment Proficiency Test
- Pre-employment Physical Exam

Continuing Education/Training

- Maintain as needed

Certificates/Licenses

- Valid **California** Commercial Driver's License with P and S Endorsements
- ~~Medical exam card~~ **Examiner's Certificate**
- ~~Special Driver Certificate with a school bus endorsement~~
- Valid California School Bus Driver Certificate
- First Aid Certificate or passage of California Highway Patrol (CHP) First Aid Test

Clearances

- ~~Criminal Justice Finger Print~~ **FBI/ DOJ Background Clearance**
- TB Clearance
- Physical Demands (F)