

This meeting will be held as an online video conference in which Commissioners, staff and the public can join via a link or by phone as listed at the bottom of the agenda. It is advisable to test your electronic devices to ensure you are able to access the link. If you have concerns or issues accessing the link prior to this meeting, email marysiegl@maderausd.org by 3:00 pm on April 15, 2020.

MADERA UNIFIED SCHOOL DISTRICT

Personnel Commission Meeting AGENDA

Regular Meeting

Thursday, April 16, 2020

**Meeting will be held via Zoom, a cloud-based video communication to hold virtual meetings.
For the 4:30 PM Public Meeting, see access below.**

Topic: Personnel Commission Meeting

Time: Apr 16, 2020 04:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/96013577984?pwd=Yi9lOXJCRndQdnE3aFA3cmhYME16Zz09>

Meeting ID: 960 1357 7984

Password: 9RS4vq

**Madera Unified School District Board Room
1902 Howard Road, Madera, CA 93637
4:30 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, you may do so in two ways:

- Prior to the meeting: you may email your comments to marysiegl@maderausd.org at least 24 hours prior to the meeting. Include your full name and city of residence and public comment in your email. Your comment will be read during this portion of the meeting.
- While in the Zoom meeting:
 1. Click on the **Participants** icon located at the bottom of the screen.
 2. On the new window, click on the Raise Hand icon and wait for your name to be called.
 3. State your name and city of residence prior to your comment.

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 Thursday, February 13, 2020, Regular Meeting.

B. Consideration and approval of Eligibility Lists for:

1. Administrative Assistant III
2. Child Nutrition Assistant I
3. Custodian
4. Director of Health & Wellness
5. Deaf or Hard of Hearing (DHH) Sign Language Oral Interpreter
6. Head Custodian I
7. Maintenance Journeymen
8. Paraprofessional Aide (Spanish Required)
9. Paraprofessional – Special Needs
10. School Bus Driver

5. New Business

- A. Discuss and approve extension of expired Eligibility List for the Child Nutrition Assistant II
- B. Discuss and approve extension of expired Eligibility List for the Child Nutrition Technician
- C. Discuss and approve new classified job description for Child Welfare Technician and Classified Salary Compensation Survey
- D. Discuss and approve extension of expired Eligibility List for the Health Services Assistant
- E. Discuss and approve Initial Salary Placement for the position of Maintenance Journeyman

- F. Discuss and approve new classified job description for Personnel Technician and Classified Salary Compensation Survey
- G. Discuss and approve new classified job description for Safety Operations Technician and Classified Salary Compensation Survey

6. Information and Reports

- A. Information on the Personnel Commission Proposed Budget for FY 2020-2021
- B. Director's Report
 - (a) Presentation of Classified Quarterly Employee Award
Recipient: Syria Obregon, School Safety Officer
- C. Commissioner's Report

7. Next Regular Personnel Commission Meeting

Thursday, May 21, 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: April 16, 2020

Agenda Item:

Approval of the Minutes of the Regular Meeting for February 13, 2020.

Agenda Placement:

Consent

Background:

Approval of Minutes from the Regular Meeting of February 13, 2020.

Recommendation:

It is recommended that the Personnel Commission approve the Minutes from the Regular Meeting for February 13, 2020.

<p style="text-align: center;">Minute Record of MUSD Personnel Commission Meeting Regular Meeting held on Thursday, February 13, 2020 at 5:00 PM</p>
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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 Thursday, February 13, 2020 at 5:00 p.m.

Roll Call

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

Isabel Barreras, Director, Classified Human Resources
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 Wheat called the meeting to order at 5:00 pm
- Commissioner Janzen led the flag salute

2. 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. 46-2019/20.
Ayes: Commissioners Janzen, Wheat
Noes: None
Absent: Koch
Abstained: None

3. Communications

- No public comments were made.

4. Adoption of the Consent Agenda

- It was moved by Commissioner Janzen and seconded by Vice-Chair Wheat to approve the adoption of the agenda. MOTION NO. 47-2019/20.
Ayes: Commissioners Janzen, Wheat
Noes: None
Absent: Koch
Abstained: None

5. New Business

- **Discuss and approve new classified job description for Paraprofessional – Speech and Language and Classified Salary Compensation Survey**

- Director Barreras presented the new classified job description, Paraprofessional-Speech and Language and the Classified Salary Survey. The survey recommended a salary of \$14.55 to \$18.07 hourly.
- It was moved by Commissioner Janzen and seconded by Vice-Chair Wheat to approve the new job description Paraprofessional – Speech and Language and the recommended salary survey. MOTION NO. 48-2019/20, DOCUMENT NO. 41-2019/20

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

B. Discuss and approve new classified job description for Speech and Language Pathologist Assistant and Classified Salary Compensation Survey

- Director Barreras presented the new classified job description, Speech and Language Pathologist Assistant and the Classified Salary Survey. The survey recommended a salary of \$24.85 to \$31.54 hourly
- It was moved by Commissioner Janzen and seconded by Vice-Chair Wheat to approve the new job Speech and Language Pathologist Assistant and the recommended salary survey. MOTION NO. 49-2019/20, DOCUMENT NO. 42-2019/20

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

C. Consideration and approval of the revised classified job descriptions for Bus Driver and Relief Bus Driver

- Director Barreras presented the revised classified job description for Bus Driver and Relief Bus Driver. Revisions were made under the experience section of the job descriptions.
- It was moved by Commissioner Janzen and seconded by Vice-Chair Wheat to approve the revised job description Grounds Person III. MOTION NO. 50-2019/20, DOCUMENTS NO. 43-2019/20, 44-2019/20

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

D. Discuss and approve revised classified job descriptions for School Safety Officer

- Director Barreras presented revisions to the job description in the areas of Essential Functions, Education, Certificates and Licenses.
- It was moved by Commissioner Janzen and seconded by Vice-Chair Wheat to approve the revised job description for School Safety Officer. MOTION NO. 51-2019/20, DOCUMENT NO. 45-2019/20

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

E. Discuss and approve revised classified job descriptions for School Safety Officer - Lead

- Director Barreras presented revisions to the job description in the areas of Reporting Structure, Essential Functions, Education, Certificates and Licenses.
- It was moved by Commissioner Janzen and seconded by Vice-Chair Wheat to approve the revised job description for School Safety Officer. MOTION NO. 52-2019/20, DOCUMENT NO. 46-2019/20

6. Information and Reports

A. Director's Report

- Director Barreras reported that the CSPCA conference is next week and that two members of the Board of Trustees will be attending the conference along with Commissioner Wheat and Commissioner Janzen.
- The Personnel Commission office continues to be busy with recruitments and hiring for the new Matilda Torres High School.

B. Commissioner's Report

- Commissioner Wheat reported that she had attended the first session of the Merit Academy and found the session very informative.

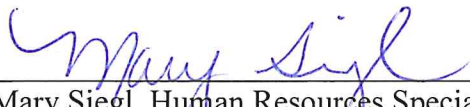
7. Next Regular Personnel Commission Meeting

Thursday, March 19, 2020 at 5:00 PM
Madera Unified District Office – Board Room
1902 Howard Road, Madera, CA 93637

8. Suggested Future Agenda Items

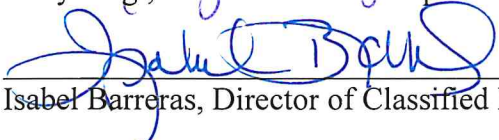
9. Adjournment

Vice- Chair Wheat adjourned the Public Session at 5:18 PM.



Mary Siegl, Human Resources Specialist

Date: February 14, 2020



Isabel Barreras, Director of Classified HR

Date: February 14, 2020



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: April 16, 2020

Agenda Item:

Consideration and Approval of Eligibility Lists for: Administrative Assistant III, Child Nutrition Assistant I, Custodian, Director of Health & Wellness, Deaf or Hard of Hearing (DHH) Sign Language Oral Interpreter, Head Custodian I, Maintenance Journeymen, Paraprofessional Aide (Spanish Required), Paraprofessional-Special Needs, 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. Administrative Assistant III
2. Child Nutrition Assistant I
3. Custodian
4. Director of Health & Wellness
5. Deaf or Hard of Hearing (DHH) Sign Language Oral Interpreter
6. Head Custodian I
7. Maintenance Journeymen
8. Paraprofessional Aide (Spanish Required)
9. Paraprofessional-Special Needs
10. 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: April 16, 2020

Agenda Item:

Discuss and approve the extension of the Eligibility List for Child Nutrition Assistant II that is due to expire on 04/26/2020.

Agenda Placement:

Action

Background:

The Eligibility List for Child Nutrition Assistant II is due to expire on 04/26/2020. Personnel Commission Rule 6.1.5 Duration of Eligibility Lists; An eligibility list shall be in effect for a period of six months or one year, unless otherwise determined by the Director of Classified Personnel, and may be extended for up to an additional year by the Commission.

Due to the COVID-19 Pandemic, the PC Office is unable to start a recruitment for this classification. Therefore, in order to fill positions for on a timely manner; the PC Office would like to extend this eligibility list for a period of six (6) months.

Recommendation:

It is recommended that the Personnel Commission approve the extension of the Eligibility List for the position of Child Nutrition Assistant II to expire on 09/26/2020.



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: April 16, 2020

Agenda Item:

Discuss and approve the extension of Eligibility List for Child Nutrition Technician that has expired on 03/11/2020.

Agenda Placement:

Action

Background:

The Eligibility List for Child Nutrition Technician expired on 03/11/2020. Personnel Commission Rule 6.1.5 Duration of Eligibility Lists; An eligibility list shall be in effect for a period of six months or one year, unless otherwise determined by the Director of Classified Personnel, and may be extended for up to an additional year by the Commission.

Due to the COVID-19 Pandemic, the PC Office is unable to start a recruitment for this classification. Therefore, in order to fill positions for on a timely manner; the PC Office would like to extend this eligibility list for a period of six (6) months.

Recommendation:

It is recommended that the Personnel Commission approve to extend the Eligibility List for the Child Nutrition Technician to expire on 09/11/2020.



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: April 16, 2020

Agenda Item:

Discuss and approve the new classified job description for Child Welfare Technician and Classified Salary Compensation Survey.

Agenda Placement:

Action

Background:

District Administration has presented the Personnel Commission with new duties for a classified position with a proposed title of Child Welfare Technician as a result from this year's Reclassification Committee's recommendation. This position will address truancy issues, by making home visits, connecting with parents and students, providing consistently enforced consequences for habitually truant students, supporting the School Attendance Review Board (SARB) process, and assisting the school attendance secretary in monitoring the student attendance. To increase the school's connections with families by; providing increased access to school rules and policies, facilitating parent events and acting as a resource for parents who have difficulty visiting the school site for such services.

The current incumbents are Family Liaisons who were found to have been working out of their classification. These incumbents will be reclassified into this new job description. This job description is also in line with a career ladder pathway into the Child Welfare Specialist classification.

A Classified Salary Compensation Survey was conducted using the following school districts and county offices of education: Central Unified School District, Fresno Unified School District, and Merced City Schools. A comparison survey of the education, work experience, licenses and other requirements for this position was conducted and included.

This was done in accordance with the Personnel Commission Rules 3.2.2 thru 3.2.5.5; state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees.

Recommendation:

It is recommended that the Personnel Commission approve the new classified job description of Child Welfare Technician and Classified Salary Recommendation of (\$38,746.32 - \$47,446.32 annually) and/or (\$18.55 - \$22.66 hourly).

NEW

MADERA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Position:	Child Welfare Technician	Classification:	Classified
Department/Site:	Student and Family Support Services	Salary Schedule:	Classified
Reports to:	School Site Administrator	Salary Range:	
		FLSA:	Non-exempt

PURPOSE STATEMENT

Under general supervision, the Child Welfare Technician will address truancy issues, by making home visits, connecting with parents and students, providing consistently enforced consequence for habitually truant students, supporting the School Attendance Review Board (SARB) process, and assisting the school attendance secretary in monitoring the student attendance. To increase the school's connections with families by; providing increased access to school rules and policies, facilitating parent events and acting as a resource for parents who have difficulty visiting the school site for such services.

ESSENTIAL FUNCTIONS

- Serves as liaison between school and families by working together to find solutions to attendance problems; assists to remove barriers to student punctuality and attendance.
- Conducts home visits for at risk population of habitually truant students in order to provide information for families regarding the mandated attendance policies of Madera Unified School District and the state of California; to provide families with access to resources that will support the students' regular attendance.
- Assists in the enrollment and disenrollment process to ensure students are present in school, performing home visits, phone calls to parents/guardians to ensure students are enrolled in school, and/or the verification of school enrollment to reduce chronic absences for the site and the district.
- Monitors targeted student's attendance data.
- Collaborates with school officials, secretary-attendance, school site administrative team and district office School Attendance Review Board (SARB) representative to improve student attendance and to provide parents and students with a stronger connection to the school.
- Facilitates parent events where families can gather resources and important information including attendance policies, portal for on-line grade access, and programs offered to support students.
- Collaborates with community agencies (e.g. law enforcement, local businesses etc.) for the purposes of providing strategies and resources to increase school wide attendance.
- Performs a variety of clerical duties to prepare and maintain digital records (e.g. schedules, runs attendance records, referrals) for the purpose of documenting activities to ensure the availability of information for future reference and/or audits for compliance of established policies.
- Responds to a variety of inquiries from internal (site administrators) and external parties (e.g. parents, students, district office) for the purpose of providing information and data, policies, searching records, facilitating communication and/or directing to the appropriate parties.
- Establishes collaborative relations with teachers, administrators, social services representatives, community groups and families regarding student attendance, conduct, behavior, or misconduct and on how to prevent impending problems.

- Plans and carries out courses of action relating to problems of student attendance or behavior to assist students to stay in school on target to graduate.
- Assists school staff with the School Attendance Review Team (SART) processes (e.g. review attendance, research historical patterns, meetings) as necessary.
- Develops, establishes and coordinates community resources contacts (e.g. child/family services, community agencies such as the food bank,) maintains information systems on available resources for staff, students and families.
- Participates in a variety of meetings, workshops, and /or training (e.g. attendance, SST, SART, SARB meetings) for the purpose of providing and receiving information to support staff, students and families to improve chronic absences.
- Schedule a wide variety of activities (e.g. appointments, meetings, SART meetings) for the purpose of making necessary arrangements as required and supporting administrative staff.

OTHER FUNCTIONS

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Community resource organizations including various Federal, State, and County agencies.
- Modern office practices, procedures and equipment including computers, applicable software programs
- Maintaining confidential records and files.
- Customer service practices, telephone, and email etiquette.
- Basic math and calculations.
- Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.
- Record-keeping techniques.
- District organization, operations, services, policies, and objectives.
- Interpersonal skills using tact, patience, and courtesy.
- Safety policies and safe work practices applicable to the assignment.

Skills and Abilities to:

- Serve as a bilingual liaison between administrators, personnel, parents, and the community.
- Communicate effectively both orally and in writing in English and a designated second language.
- Read, write, translate, and interpret English and a designated second language.
- Serve as an interpreter for meetings, conferences and other events as assigned.
- Track and work with a variety of data and report information utilizing spreadsheets and databases.
- Schedule activities and events.
- Work with frequent and sustained interruptions.
- Problem solving to analyze issues and create action plans; independent interpretation of guidelines.
- Flexibility is required to work with others in a variety of circumstances.
- Work with data utilizing specific and defined processes.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- Type accurately to meet the requirements of the position.
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.

- Work with diverse individuals and/or groups; establish and maintain effective working relationships.
- Adapt to changing work priorities and as a part of a team.

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 15% sitting, 70% walking, and 15% standing; the job is performed in a generally hazard free environment and in a clean atmosphere. The employee may be required to travel to locations other than assigned work site.

MINIMUM QUALIFICATIONS

Experience:

Two (2) years of experience working with community and/or social services organizations preferably working directly with school age children. Experience working with school attendance issues is preferred.

Education:

High school diploma or equivalent.

Associate Degree in child development or a related field from an accredited college or university is preferred.

REQUIRED TESTING

- Pre-employment Proficiency
- Pre-employment Physical Exam

CONTINUING EDUCATION/TRAININGS

- None Specified

CERTIFICATES/LICENSES

- Valid California Class C Driver's License
- Certified Bilingual Proficiency in a Second Language

CLEARANCES

- DOJ/FBI Background
- TB Skin Test
- Physical Demand (B)

Child Welfare Technician Comparison Survey

District	Title	Education/Experience Combined	Experience	Licenses and other Requirements	Begin Salary	Ending Salary	Hourly
Central USD	Family Outreach Liason - Bilingual	Graduation from high school or GED equivalent. NCLB Compliant in one of the following: 2 years of study equal to 48 units or Associates or higher degree or ability to pass the instructional aide proficiency test.	One year of experience in a field which involves working with the public and/or minority communities and a thorough knowledge of and experience in the community.	Valid California driver's license. Must pass bilingual proficiency test.	39,317.04	44,495.28	18.83 - 21.13
Fresno USD	School/Community Liason	High school diploma or equivalent.	Two (2) years of increasingly responsible experience in working with needs and problems of diverse communities.	Valid California driver's license. Must pass Fresno Unified School District's language tests to demonstrate proficiency in English and a designated second or third language if hired/assigned to a bilingual position.	41,739.12	50,696.64	19.99 - 24.28
Merced City School District	Community Liason	High school diploma or equivalent.	Some clerical experience in a related field.	Valid California Class C driver license. Incumbents must be able to take and pass the proficiency test in English and a designated second language.	35,182.80	60,197.04	16.85 - 28.83

Child Welfare Technician Salary Compensation Survey

Districts	SALARY		Hourly *
	(Low to High)		
Central Unified School District	\$39,317.04	\$44,495.28	\$18.83 - \$21.13
Fresno Unified School District	\$41,739.12	\$50,696.64	\$19.99 - \$24.28
Merced City School District	\$35,182.80	\$47,147.04	\$16.85 - \$22.58
Total Combined:	\$116,238.96	\$142,338.96	\$55.67 - \$67.99
Total Districts (3)	3	3	3
Average of total combined divided by the total Districts:	\$38,746.32	\$47,446.32	\$18.55 - \$22.66

NOTE: Based on 8 hours per day, 261 days per year, 12 months per year

*Hourly Rates



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: April 16, 2020

Agenda Item:

Discuss and approve the extension of the Eligibility List for Health Services Assistant that is due to expire on 04/23/2020.

Agenda Placement:

Action

Background:

The Eligibility List for Health Services Assistant is due to expire on 04/23/2020. Personnel Commission Rule 6.1.5 Duration of Eligibility Lists; An eligibility list shall be in effect for a period of six months or one year, unless otherwise determined by the Director of Classified Personnel, and may be extended for up to an additional year by the Commission.

Due to the COVID-19 Pandemic, the PC Office is unable to start a recruitment for this classification. Therefore, in order to fill positions for on a timely manner; the PC Office would like to extend this eligibility list for a period of six (6) months.

Recommendation:

It is recommended that the Personnel Commission approve the extension of the Eligibility List for the Health Services Assistant to expire on 09/23/2020.



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: April 16, 2020

Agenda Item:

Discuss and approve Initial Salary Placement for Maintenance Journeymen.

Agenda Placement:

Action

Background:

District administration has presented the Personnel Commission with a request to place the Maintenance Journeymen at Range 32, step 7 of the classified salary schedule. The candidate hold an AA Degree in Carpentry and over 16 years of experience in carpentry and maintenance work experience, which far exceeds the minimum qualifications.

Furthermore, it was a very difficult recruitment process with few applicants meeting the minimum qualifications and based on PC Rules 8.2.1.1: Additional qualifying experience PC Rule 8.2.1.2: Additional education at the college level, and PC Rule 8.2.1.3: Difficulty experience in the recruitment of candidates.

Recommendation:

It is recommended that the Personnel Commission approve the Initial Salary Placement for the Maintenance Journeymen at Range 32, Step 7 (\$27.24 hourly, \$56,880 yearly) of the Classified Salary Schedule.



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: April 16, 2020

Agenda Item:

Discuss and approve the new classified job description for Personnel Technician and Classified Salary Compensation Survey.

Agenda Placement:

Action

Background:

District Administration has presented the Personnel Commission with new duties for a classified position with a proposed title of Personnel Technician as a result from this year's Reclassification Committee's recommendation. This position will perform routine clerical and technical support to the Personnel Commission department requiring Merit System and Human Resources specific-knowledge; provide customer service to the public and outside agencies; provide information and assistance to applicants and District employees regarding classified job recruitment opportunities, examinations and the selection processes.

The current incumbent is an Office Technician who is being reclassified into this new job description. This job description is also in line with a career ladder pathway into the Human Resource Specialist – Personnel Commission classification.

A Classified Salary Compensation Survey was conducted using the following school districts and county offices of education: Clovis Unified School District, Sanger Unified School District, and State Center Community College District. A comparison survey of the education, work experience, licenses and other requirements for this position was conducted and included.

This was done in accordance with the Personnel Commission Rules 3.2.2 thru 3.2.5.5; state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees.

Recommendation:

It is recommended that the Personnel Commission approve the new classified job description of Personnel Technician and Classified Salary Recommendation of (\$43,924.56 - \$53,413.28 annually) and/or (\$21.04 - \$26.06 hourly).

NEW

MADERA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Position:	Personnel Technician	Classification:	Classified
Department/Site:	Personnel Commission	Salary Schedule:	Classified
Reports to:	Director of Classified Human Resources	Salary Range:	
		FLSA:	Non-exempt

PURPOSE STATEMENT

Under general supervision, the Personnel Technician will perform routine clerical and technical support to the Personnel Commission department requiring Merit System and Human Resources specific-knowledge; provide customer service to the public and outside agencies; provide information and assistance to applicants and District employees regarding classified job recruitment opportunities, examinations and the selection processes.

ESSENTIAL FUNCTIONS

- Perform primary receptionist duties for the Personnel Commission department; greets the public and walk-up inquiries regarding classified opportunities, and procedural information, answers telephone call inquiries; distributes office mail; prepares office correspondence by using standard office software.
- Perform a wide variety of technical and clerical work, including typing, proofreading, filing and scanning of confidential records and/or reports using Laserfiche; and maintaining recruitment and eligibility lists files.
- Assist department staff in the employee recruitment and transfer processes using the NeoGov Applicant Tracking System; distributes and post job announcements on multiple platforms; updates, prints and assembles competency, performance and oral examination materials.
- Proctor examinations by checking candidate's identification, distributing exam materials and ensure testing security and instructions are followed; collecting and accounting for all testing documents and materials used in the examination.
- Solicit subject matter experts for examination panels by contacting internal District employees and external community members to solicit their service; maintains oral boards and raters database for ongoing use.
- Process the classified Temporary Employee Recruitments in accordance with established procedures; recruits, screens applications, contacts candidates selected for temporary employments; notifies applicants of non-eligibility; and work in coordination with human resources.
- Prepare and distribute hiring packets for District hiring managers.
- Maintain room reservation calendars; schedules meetings and appointments following instructions and office procedures.
- Assist with the preparation of materials for the monthly Personnel Commission meetings and Job Fairs.
- Assist in updating the Classified Seniority list when needed.
- Provide technical and procedural guidance to District staff and the public regarding job vacancies, employment, examination procedures while applying Federal and State law, Rules and Regulations of the Classified Service and bargaining unit contract agreement.
- Order supplies and materials for keeping inventory; maintains equipment; prepares mailings and duplicates materials for meetings; retains and purges documents in accordance with record retention policies and regulations.
- Participate in a variety of meetings, workshops and/or trainings as required by the Director.

OTHER FUNCTIONS

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Modern office practices, procedures and equipment including computers, applicable software programs and online platforms, including NEOGOV.
- Personnel Commission and Human Resources services, objectives, policies, procedures and practices.
- Maintaining confidential records and files.
- Basic practices of recruitment and selection.
- Customer service practices, telephone, and email etiquette.
- Recordkeeping policies, practices and procedures involving human resource operations
- Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.
- District organization and locations.
- Relevant sections of the California Education Code, Personnel Commission Rules, the Brown Act, collective bargaining agreement and other applicable laws.
- Safety policies and safe work practices applicable to the assignment.

Skills and Abilities to:

- Understand and apply the California Education Code, Merit System Rules, board policy, administrative regulations and collective bargaining agreements.
- Provide support and service in a wide range of recruitment, testing and other employment activities.
- Support the Personnel Commission in preparation for and conduct monthly meetings.
- Compose clear, concise and comprehensive correspondence, reports, studies, agreements, presentations and other written materials from instructions.
- Track and report information utilizing spreadsheets and databases.
- Performs mathematical calculations.
- Maintains confidentiality of Personnel Commission files and records.
- Communicate effectively, both orally and in writing.
- Understands and follows written and oral instructions.
- Operates a computer and use standard business software.
- Type accurately at a speed necessary to meet the requirements of the position.
- Represents the District and Personnel Commission effectively, maintains professionalism with District staff and the public.
- Flexibility and 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.

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. The employee may be required to travel to locations other than assigned work site.

MINIMUM QUALIFICATIONS

Experience:

Three (3) years of clerical office work experience, which includes one (1) year of work experience in a human resources office.

Education:

High school diploma or equivalent.

OR:

Associate's degree or higher in the field of Human Resources or a closely related field from an accredited college or university may be substituted for 2 years of work experience.

REQUIRED TESTING

- Pre-employment Proficiency
- Pre-employment Physical Exam

CONTINUING EDUCATION/TRAININGS

- None Specified

CERTIFICATES/LICENSES

- Valid California Class C Driver's License

CLEARANCES

- DOJ/FBI Background
- TB Skin Test
- Physical Demand (A)

Personnel Technician Comparison Survey

District	Title	Education/Experience Combined	Experience	Licenses and other Requirements	Begin Salary	Ending Salary	Hourly
Clovis USD	Human Resources Technician I	Associates degree with course work in secretarial science, human resources or related field.	Three (3) to four (4) years responsible Human Resources experience. Additional experience may substitute for education.	May require a valid driver's license.	46,478.88	53,396.88	22.26 - 27.01
Sanger USD	Human Resources Technician	High school diploma or equivalent.	Two (2) years of progressively responsible experience has been found to be a minimum requirement for successful job performance. Relevant experience, education, certificates and/or licenses may be substituted.	Driver's License and Evidence of Insurability.	42,114.96	53,745.12	20.17 - 25.74
State Center Community College District	Human Resources Assistant	Graduation from high school or GED equivalent.	At least one year of responsible clerical support experience, preferably in a human resources office; or an equivalent combination of training and experience.		43,179.84	53,097.84	20.68 - 25.43

Personnel Technician
Salary Compensation Survey

Districts	SALARY (Low to High)		Hourly *
Clovis Unified School District	\$46,478.88	\$53,396.88	\$22.26 - \$27.01
Sanger Unified School District	\$42,114.96	\$53,745.12	\$20.17 - \$25.74
State Center Community College District	\$43,179.84	\$53,097.84	\$20.68 - \$25.43
Total Combined:	\$131,773.68	\$160,239.84	\$63.11 - \$78.18
Total Districts (3)	3	3	3
Average of total combined divided by the total Districts:	\$43,924.56	\$53,413.28	\$21.04 - \$26.06

NOTE: Based on 8 hours per day, 261 days per year, 12 months per year

* Hourly Rates



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: April 16, 2020

Agenda Item:

Discuss and approve new classified job description for Safety Operations Technician and Classified Salary Compensation Survey.

Agenda Placement:

Action

Background:

District Administration has presented the Personnel Commission with new duties for a classified position with a proposed title of Safety Operations Technician as a result from this year's Reclassification Committees recommendation. This position will provide support to the instructional process with specific responsibilities for processing radio messages and telephone calls; dispatching appropriate personnel in response to calls ensuring the security and safety of students, personnel, equipment and property of the high school; maintaining department records in accordance with mandated requirements and clerical support to the department.

The current incumbent is a School Safety Officer who was found to have been working out of her classification. This incumbent will now be reclassified into this new job description.

A Classified Salary Compensation Survey was conducted using the following school districts and county offices of education: Clovis Unified School District, Fresno Unified School District, and the State Center Community College District. A comparison survey of the education, work experience, licenses and other requirements for this position was conducted.

This was done in accordance with the Personnel Commission Rules 3.2.2 thru 3.2.5.5; state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees.

Recommendation:

It is recommended that the Personnel Commission approve the new classified job description of Security Operations Technician and Classified Salary Recommendation of (\$45,887.28 - \$56,083.68 annually) and/or (\$21.97 - \$26.86 hourly).

NEW

MADERA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Position: Safety Operations Technician

Classification: Classified

Department/Site: Security Services

Salary Schedule: Classified

Reports to: Safety and Security Manager

Salary Range:

FLSA: Non-exempt

PURPOSE STATEMENT

The job of Safety Operations Technician was established for the purpose/s of providing support to the instructional process with specific responsibilities for processing radio messages and telephone calls; dispatching appropriate personnel in response to calls ensuring the security and safety of students, personnel, equipment and property of the high school; maintaining department records in accordance with mandated requirements and clerical support to the department.

ESSENTIAL FUNCTIONS

- Answers radio and telephone calls for the purpose of providing information and/or dispatching appropriate personnel ensuring the security and safety of students, personnel, equipment and property on the school site.
- Collaborates with other District staff and community personnel (e.g. Madera Sheriff's Dept., Madera Police Dept., Madera Juvenile Probation, Child Protective Services, FBI, etc.) for the purpose of providing information and/or taking action regarding investigations, criminal activities, vandalism, etc. for the safety and security of the school site.
- Compiles a variety of data (e.g. incident reports, etc.) for the purpose of developing formal reports, conveying information and complying with mandated requirements.
- Maintains paper and electronic files and records (e.g. School Safety Officer's reports, restraining orders, etc.) for providing up to date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors security cameras and digital reporting applications for ensuring campus security.
- Processes and documents the coding of timesheets for the use of overtime; work order requisitions; places travel accommodations and reimbursements.
- Performs general clerical functions (e.g. copying, faxing, data entry, reports, presentations, filing, etc.) for the purpose of supporting department functions.
- Processes a variety of materials (e.g. evidence items, lost and found, Property Loss Reports, etc.) for the purpose of complying with mandated requirements and communicating to others.
- Orders supplies, equipment and materials for ensuring availability of items; collects and files invoices for supplies, equipment and materials.
- Coordinates School Safety Officer trainings and makes travel accommodations.
- Participates in unit meetings, in-service training, workshops, etc. as required for the purpose of conveying and/or gathering information required to perform job functions.
- Maintains record keeping of all School Safety Officers' training certifications.

- Assists with the coordination of Safety Department Programs, including RadKids, Redirect program and other programs as assigned.
- Records and documents site fire drills and lockdown drills for proper documentation.
- Maintains confidentiality in all information received regarding investigations and/or sensitive information.

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, percentages and/or ratios.
- Written procedures, pertinent department policies and procedures.
- Office practices and procedures.
- Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.
- District policies, procedures and rules regarding budgeting, purchasing and travel/training and expense reporting
- Safety policies and safe work practices applicable to the assignment
- Codes, laws, regulation and policies
- Proper operation and care of two way radio and telephone equipment and operational characteristics of emergency communication system equipment

Skills and Abilities to:

- Receive calls for emergency and non-emergency services, elicit information to assess situations from callers and determine appropriate equipment and personnel to dispatch.
- Communicate effectively, both orally and in writing
- Analyze situations as they occur and respond appropriately to ensure the protection of staff and confidential information.
- Understand, interpret and explain applicable laws, codes and regulations.
- Operate a two way radio and county emergency radio
- Operate standard office equipment including utilizing pertinent software applications
- Perform standard clerical procedures
- Prepare and maintain accurate records
- Schedule a number of activities, trainings, meetings and /or events
- Gather, collate and/or classify data
- Use flexibility in working with others in a wide variety of circumstances
- Work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods
- Work with a diversity of individuals and/or groups
- Problem solve with data and equipment
- Set priorities and adapt to changing work priorities
- Meet deadlines and schedules
- Work with frequent interruptions and stressful conditions.

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 resources from other work units may be 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 70% sitting, 15% walking, and 15% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

MINIMUM QUALIFICATIONS

Experience:

Two (2) years of experience working with youth and adults in an organized setting as an employee with a focus on law enforcement or security work. One (1) year of clerical experience working in an office environment.

Education:

High school diploma or equivalent. An associate degree in criminal justice or a related field from an accredited college or university is preferred.

Required Testing:

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

Continuing Education/Training

- Maintain as needed

Certificates/Licenses

- SB 1626 Certificate (Must obtain within the first month of employment)
- First Aid & CPR certification

Clearances

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

Safety Operations Technician Comparison Survey

District	Title	Education/Experience Combined	Experience	Licenses and other Requirements	Begin Salary	Ending Salary	Hourly
Clovis USD	Administrative Assistant	High school diploma or equivalent, supplemented by college level business coursework.	Four (4) years of progressive secretarial experience, including two (2) years in the equivalent capacity to an administrative secretary. Additional education may substitute for some experience.	May require a valid driver's license	46,478.88	56,396.88	22.26 - 27.01
Fresno USD	Administrative Secretary I	High school diploma or equivalent.	Any combination equivalent to: graduation from high school supplemented by course work in secretarial science or related field and three years of increasingly responsible secretarial experience.	None required	42,616.08	52,116.48	20.41 - 24.96
State Center Community College District	Police Communications and Records Coordinator	An associate degree, preferably in criminal justice. A bachelor's degree in administration of justice, business, management or a related field is highly desirable and may replace two years of experience.	Five (5) years of progressively responsible experience in police emergency communication and records management; or an equivalent combination of training and experience.		48,566.88	59,737.68	23.26 - 28.61

Safety Operations Technician

Salary Compensation Survey

Districts	SALARY		Hourly *
	(Low to High)		
Clovis Unified School District	\$46,478.88	\$56,396.88	\$22.26 - \$27.01
Fresno Unified School District	\$42,616.08	\$52,116.48	\$20.41 - \$24.96
State Center Community College District	\$48,566.88	\$59,737.68	\$23.26 - \$ 28.61
Total Combined:	\$137,661.84	\$168,251.04	\$ 65.93 - \$80.58
Total Districts (3)	3	3	3
Average of total combined divided by the total Districts:	\$45,887.28	\$56,083.68	\$21.97 - \$26.86

NOTE: Based on 8 hours per day, 261 days per year, 12 months per year

* Hourly Rates



**MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
REGULAR MEETING
AGENDA ITEM COVER PAGE**

Meeting Date: April 16, 2020

Agenda Item:

Information on the Personnel Commission Proposed Operating Budget for FY 2020-2021.

Agenda Placement:

Information

Background:

The District Business Office computes the figures for the salaries and benefits to include mandated personnel costs. However, due to the new system, Escape, the figures are not available until May. The PC staff is bringing for your review the operating budget for the 2020-2021 school year.

The figures for the discretionary items, such as supplies, maintenance contracts, dues/membership, software license, etc., were projected based on this year's actual expenses and pre-planning for the 2020-2021 school year. Expenses increased this year due to legal services and professional development for staff and commissioners.

The PC staff is requesting additional funds of \$10,000.00 for the line item of Computer Hardware. This will allow the purchasing of additional Chromebooks for testing of applicants.

This draft budget will allow a starting point for the Commission to discuss the budget and give direction to staff prior to the regular May meeting when a budget is scheduled for adoption. Education Code 45253 requires a budget be prepared by May 30 of each year.

Recommendation:

No action needed. The next regular PC meeting is on May 21, 2020; there is a scheduled public hearing and the adoption of the 2020-2021 budget.

2020-21 Budget Allocation - Merit System 5260

			2019/20 Adopted Budget	2019/20 Revised Budget	2019/20 Actuals with Encum	2020-21 Budget
CLERICAL & OFFI,PERSONNEL/HUMAN	J71761) 0100-00000-0-0000-7400-2490-01-260-5260		1,264.00	4,139.00	2,184.76	2,000.00
Total for Object 3000			134.00	431.00	319.15	
SUPPLIES,PERSONNEL/HUMAN	J20009) 0100-00000-0-0000-7400-4300-00-260-5260		6,530.00	6,530.00	3,992.83	5,828.00
Computer Hdw,PERSONNEL/HUMAN	J23916) 0100-00000-0-0000-7400-4385-00-260-5260		.00	1,953.00	540.43	10,000.00
Total for Object 4000			6,530.00	8,483.00	4,533.26	15,828.00
TRAVEL & CONFER,PERSONNEL/HUMAN	J76380) 0100-00000-0-0000-7400-5200-00-260-5260		8,000.00	9,548.00	6,078.63	8,000.00
DUES & MEMBERSH,PERSONNEL/HUMAN	J39482) 0100-00000-0-0000-7400-5300-00-260-5260		5,000.00	3,452.00	3,452.00	4,000.00
MAINTENANCE CON,PERSONNEL/HUMAN	J29177) 0100-00000-0-0000-7400-5650-00-260-5260		500.00	500.00	500.00	250.00
DUPLICATING-D/C,PERSONNEL/HUMAN	J39796) 0100-00000-0-0000-7400-5715-00-260-5260		300.00	300.00	.00	150.00
PROFESSI/CONSUL,PERSONNEL/HUMAN	J04404) 0100-00000-0-0000-7400-5800-00-260-5260		6,400.00	388.00	.00	4,000.00
LEGAL,PERSONNEL/HUMAN	J59631) 0100-00000-0-0000-7400-5840-00-260-5260		3,000.00	10,451.00	9,011.02	7,000.00
ADVERTISEMEN,PERSONNEL/HUMAN	J74244) 0100-00000-0-0000-7400-5870-00-260-5260		2,500.00	1,300.00	.00	2,000.00
HARDWARE/SOFTWA,PERSONNEL/HUMAN	J36706) 0100-00000-0-0000-7400-5885-00-260-5260		9,100.00	9,100.00	9,024.11	9,500.00
Total for Object 5000			34,800.00	35,039.00	28,065.76	34,900.00
Total for Org 026, Resource 00000, Site 260 and Expense accounts			42,728.00	48,092.00	35,102.93	52,728.00

2021-20 Base \$42,728

Principal/Dept Head

Date :