

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 May 20, 2020.

MADERA UNIFIED SCHOOL DISTRICT

Personnel Commission Meeting AGENDA

Regular Meeting

Thursday, May 21, 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: May 21, 2020 04:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87485315907?pwd=UIY0VXVMRHVnQ3NqNGxyVXNGNm5hUT09>

Meeting ID: 874 8531 5907

Password: 6AiuUq

**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 you 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, April 16, 2020, Regular Meeting.

B. Consideration and approval of Eligibility Lists for:

1. Administrative Assistant IV
2. School Safety Officer

5. **Old Business**

- ##### A. Discuss and approve the new classified job description for Child Welfare & Attendance Liaison and Classified Salary Compensation Survey

6. **New Business**

PUBLIC HEARING

- A. Public Hearing of the 2020-2021 Personnel Commission Budget
- B. Adoption of the 2020-2021 Personnel Commission Budget
- C. Request Ratification of Resolution No. 1-2019/2020
Classified School Employee Week – May 17, 2020 through May 23, 2020
- D. Discuss and approve Initial Salary Placement for the Director of Health & Wellness
- E. Discuss and approve new classified job description for Human Resources Officer and Classified Management Salary Recommendation

7. Information and Reports

A. Director's Report

B. Commissioner's Report

8. Next Regular Personnel Commission Meeting

Thursday, June 18, 2020 at 4:30 pm
Madera Unified School District Office – Boardroom
1902 Howard Road
Madera, California 93637

9. Suggested Future Agenda Items

10. 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: May 21, 2020

Agenda Item:
Approval of the Minutes of the Regular Meeting of April 16, 2020.

Agenda Placement:
Consent

Background:
Approval of Minutes from the Regular Meeting of April 16, 2020.

Recommendation:
It is recommended that the Personnel Commission approve the Minutes from the Regular Meeting of April 16, 2020.

**Minute Record of MUSD Personnel Commission Meeting
Regular Meeting held on Thursday, April 16, 2020 at 4:30 PM**

The Personnel Commission of the Madera Unified School District convened a Regular Board Meeting via Zoom, a cloud-based video communication, on Thursday, April 16, 2020 at 4:30 p.m.

Roll Call

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

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

Cheri Giddens, CSEA President

Other visitors were in attendance.

1. 4:33 PM – Call to Order of Public Meeting - Pledge of Allegiance, Opening and Acknowledgement of Visitors and Media

- Vice - Chair Wheat called the meeting to order at 4:33 pm
- Vice - Chair Wheat led the flag salute

2. Adoption of the Agenda

- It was moved by Commissioner Koch and seconded by Commissioner Janzen to approve the adoption of the agenda. MOTION NO. 53-2019/20.

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

3. Communications

- No public comments were made.

4. Adoption of the Consent Agenda

- It was moved by Commissioner Janzen and seconded by Commissioner Koch to approve the Consent Agenda. MOTION NO. 54-2019/20.

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

5. New Business

- A. Discuss and approve the extension of the expired Eligibility List for the Child Nutrition Assistant II**

- Director Barreras discussed the need to extend the Eligibility List. Due to the COVID-19 Pandemic the PC office is unable to start a recruitment for this classification. Director Barreras requested that the Eligibility list be extended until 09/26/20.
- It was moved by Commissioner Janzen and seconded by Commissioner Koch to approve the extension of the Child Nutrition Assistant II Eligibility List with an expiration date of 09/26/2020. MOTION NO. 55-2019/20

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

B. Discuss and approve the extension of the expired Eligibility List for the Child Nutrition Technician

- Director Barreras discussed the need to extend the Eligibility List. Due to the COVID-19 Pandemic the PC office is unable to start a recruitment for this classification. Director Barreras requested that the Eligibility list be extended until 09/11/20.
- It was moved by Commissioner Janzen and seconded by Commissioner Koch to approve the extension of the Child Nutrition Technician Eligibility List with an expiration date of 09/11/2020. MOTION NO. 56-2019/20

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

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

- CSEA President, Cheri Giddens, asked the Commission if the job description and salary survey could be tabled until the next Personnel Commission meeting. CSEA has concerns regarding the job title and some of the duties listed and have been unable to meet to discuss.
- Commissioner Koch questioned if tabling the item would affect anyone's retro pay. Director Barreras confirmed it would not.
- It was moved by Commissioner Janzen and seconded by Commissioner Koch to move agenda item for the Child Welfare Technician job description and salary compensation survey to the May Personnel Commission meeting. MOTION NO. 57-2019/20

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

D. Discuss and approve the extension of the expired Eligibility List for the Health Services Assistant

- Director Barreras discussed the need to extend the Eligibility List. Due to the COVID-19 Pandemic the PC office is unable to start a recruitment for this classification. Director Barreras requested that the Eligibility list be extended until 09/23/20.
- It was moved by Commissioner Janzen and seconded by Commissioner Koch to approve the extension of the Health Services Assistant Eligibility List with an expiration date of 09/23/2020. MOTION NO. 58-2019/20

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

E. Discuss and approve the Initial Salary Placement for the position of Maintenance Journeymen

- Director Barreras presented the District's request to place a Maintenance Journeyman at Range 32, step 7 of the classified salary schedule. The candidate holds an AA degree in Carpentry and has over 16 years in carpentry and maintenance. Also, the recruitment for this position was difficult with few applicants meeting the minimum qualifications.
- It was moved by Commissioner Janzen and seconded by Commissioner Koch to approve the initial salary placement at Range 32, step 7 for the Maintenance Journeymen. MOTION NO. 59-2019/20

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

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

- Director Barreras presented the new classified job description and salary survey. The current incumbent is an Office Technician who is being reclassified into the new job description. This job description is also in line with a career ladder pathway into the Human Resources Specialist – Personnel Commission classification.
- CSEA President, Cheri Giddens stated that CSEA is in agreement with the new job description and salary survey.
- It was moved by Commissioner Janzen and seconded by Commissioner Koch to approve the new classified job description Personnel Technician and salary survey recommendation. MOTION NO. 60-2019/20, DOCUMENT NO. 47-2019/20

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

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

- Director Barreras presented the new job description and salary survey to the Commission. The position was created as a result from this year's Reclassification Committee recommendation. The current incumbent is a School Safety Officer who was found to have been working out of her classifications. The incumbent will now be reclassified into this new job description.
- It was moved by Commissioner Janzen and seconded by Commissioner Koch to approve the new classified job description Safety Operations Technician and salary survey recommendation. MOTION NO. 61-2019/20, DOCUMENT NO. 48-2019/20

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

6. Information and Reports

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

- Director Barreras presented the proposed operating budget for the fiscal year 2020 – 2021. Director Barreras is requesting additional funds of \$10,000 for the line item of Computer Hardware. This will allow the purchasing of additional Chromebooks for testing of applicants.

B. Director's Report

- Director Barreras recognized Syria Obregon as the recipient of the Classified Quarterly Employee Award. Unfortunately, due to the COVID-19 crisis, the Personnel Commission meeting was held via Zoom and the certificate could not be physically presented at this time.
- Director Barreras reported that Staff has been working remotely and in the office. Currently PC Staff is working on desk audits for the Business Office and Purchasing Department. PC is exploring options for remote testing for recruitments in the midst of the COVID -19 crisis. This may entail utilizing more individual testing and less interview panels until the crisis is resolved.
- Director Barreras reported that the Personnel Commission had planned for two trainings session to be held in March. One training session topic was Oral Panel Techniques and the other was an overview of the hiring process. The trainings were open to employees and the public and there was great interest. Additional workshops regarding interview techniques and mock interviews were planned for April. Unfortunately, the trainings had to be cancelled due to the COVID -19 crisis. These trainings will be brought back as soon as possible.

C. Commissioner's Report

- Commission Wheat thanked Director Barreras for having a Classified Employee recognition program. She stated that Classified Employees do matter and that this program is long overdue.

7. Next Regular Personnel Commission Meeting

- Thursday, May 21, 2020 at 4:30 PM

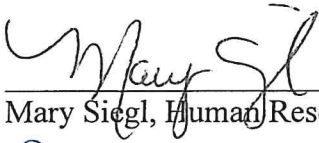
Madera Unified District Office – Board Room
1902 Howard Road, Madera, CA 93637

8. Suggested Future Agenda Items

- None were suggested.

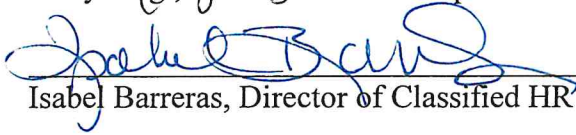
9. Adjournment

- Vice- Chair Wheat adjourned the Public Session at 5:16 PM.



Mary Siegl, Human Resources Specialist

Date: April 17, 2020



Isabel Barreras, Director of Classified HR

Date: April 17, 2020



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: May 21, 2020

Agenda Item:

Consideration and Approval of Eligibility Lists for: Administrative Assistant IV and School Safety Officer.

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 IV
2. School Safety Officer

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: May 21, 2020

Agenda Item:

Discuss and approve the new classified job description for Child Welfare & Attendance Liaison 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 & Attendance Liaison as a result from this year's Reclassification Committee's recommendation. The position of Child Welfare & Attendance Liaison (CWAL) works with families to address truancy issues, by making home visits, establish relationships with students, connecting with families to provide resources to parents, providing consistently enforced consequence for habitually truant students, supporting the School Attendance Review Board (SARB) process, collaborate and assist with the school attendance secretary in monitoring the student attendance. CWAL will work with MUSD staff and community partners to connect the families and identify resources on state attendance rules, regulations and policies regarding attendance, and assist in facilitating parent events related to attendance.

The current incumbents are Family Liaisons 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, Clovis Unified School District, Fresno Unified School District, Merced City Schools, and Selma Unified School District. A comparison survey of the education, work experience, licenses and other requirements for this position is 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 & Attendance Liaison and Classified Salary Recommendation of (\$37,951.49 - \$49,351.97 annually) and/or (\$18.17 - \$23.60 hourly).

MADERA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Position: Child Welfare & Attendance Liaison

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 & Attendance Liaison (CWAL) works with families to address truancy issues, by making home visits, establish relationships with students, connecting with families to provide resources to parents, providing consistently enforced consequence for habitually truant students, supporting the School Attendance Review Board (SARB) process, collaborate and assist with the school attendance secretary in monitoring the student attendance. CWAL will work with MUSD staff and community partners to connect the families and identify resources on state attendance rules, regulations and policies regarding attendance, and assist in facilitating parent events related to attendance.

ESSENTIAL FUNCTIONS

- Serves as liaison between school and families by working together to find solutions to attendance problems; remove barriers to student punctuality and attendance.
- Conducts home visits 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 by performing home visits, phone calls to parents/guardians the verification of school enrollment to reduce chronic absences for the site and the district.
- Monitors targeted student attendance data.
- Collaborates closely with school site staff and administration, and district office School Attendance Review Board (SARB) representatives to improve student attendance and to provide parents and students with a stronger connection to the school.
- Facilitates parent events for attendance related 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 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 attendance information and data, attendance policies, searching attendance records, facilitating communication concerning attendance and/or directing to the appropriate parties.
- Establishes collaborative relations with teachers, administrators, social services representatives, community groups and families regarding student attendance.
- 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.
- Work collaboratively with the Community Service Department to work bi-annually to update, support, maintain relevant information to better support, and serve students and families in Madera Unified School District.

- 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 attendance activities (e.g. appointments, meetings, SART meetings).

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 related to attendance.
- 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 attendance meetings, attendance conferences and other attendance events as assigned.
- Track and work with a variety of data and report information utilizing spreadsheets and databases.
- Schedule activities and events related to attendance.
- 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.

OR

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 Attendance Liaison Comparison Survey

District	Title	Education/Experience Combined	Experience	Licenses and other Requirements	Begin Salary	Ending Salary	Hourly	
Central USD	Family Outreach Liaison - 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	
Clovis USD	Student Relations Liaison	Associates degree in a Social Service, Behavioral Science, Criminal Justice or other related field of study.	Supplemented by two (2) years of experience working with disadvantaged populations. Additional experience may substitute.	Valid California Driver's License	41,885.28	50,905.44	20.06 - 24.38	
Fresno USD	School/Community Liaison	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 Liaison	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 Attendance Liaison Comparison Survey

[illegible]

Child Welfare Attendance Liaison
Classified Salary Compensation Survey

Districts	SALARY		Hourly *
	(Low to High)		
Central Unified School District	\$39,317.04	\$44,495.28	\$18.83 - \$21.13
Clovis Unified School District	\$41,885.28	\$50,905.44	\$20.06 - \$24.38
Fresno Unified School District	\$41,739.12	\$50,696.64	\$19.99 - \$24.28
Merced City School District	\$35,182.80	\$60,197.04	\$16.85 - \$28.83
Selma Unified School District	\$31,633.20	\$40,465.44	\$15.15 - \$19.38
Total Combined:	\$189,757.44	\$246,759.84	\$90.88 - \$118.00
Total Districts (5)	5	5	5
Average of total combined divided by the total Districts:	\$37,951.49	\$49,351.97	\$18.17 - \$23.60

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: May 21, 2020

Agenda Item:

Public Hearing of the 2020-2021 Personnel Commission Budget.

Agenda Placement:

Action

Background:

At the previous board meeting, Staff presented a preliminary budget for the 2020-2021 fiscal year. The District Administration has adjusted the fringe benefits since they received updated rates.

The current staff members' salaries include step increases, and longevity amounts projected for the coming year. Health & Welfare benefits amounts typically increase 3% on a yearly basis along with an increase cost in CALPERS benefits.

The figures for the discretionary items, such as supplies, advertising, testing expenses, dues/memberships, software license, etc., have been projected based on the current year actual expenses and planning for the 2020-2021 school year.

This is the final draft budget based on discussion with District Administration. Per Education Codes 45253, the Commission is required to prepare an annual budget and present it for a public hearing not later than May 31, of each year.

Recommendation:

The Personnel Commission should open the meeting for the public comment on the proposed 2020-2021 Personnel Commission Budget.

Attachments: 2020–2021 Proposed Personnel Commission Budget
Ed Code 45253

Budget05a

Salary Projection by Account

Model OB21-14 Original Budget - All

Fiscal Year 2020/21

Employee	FTE	Earnings	Medi	OASDI	SUI	WC	H/W	STRS & STRSC	PERS & PERSC	Misc	Total
Resource 00000 - UNRESTRICTED RESOURCES, Object 2300 - CLASSIFIED SUPERV & ADMIN SAL											
(015799) 0100-00000-0-0000-7400-2300-00-260-5260, CLASSIFIED SUPE,PERSONNEL/HUMAN											
(001723) Barreras, Isabel		144,531.36	2,095.71	8,537.40	72.26	2,131.84	13,359.96	.00	32,779.71	1,878.96	205,387.20
Resource 00000 - UNRESTRICTED RESOURCES, Object 2400 - CLERICAL & OFFICE SALARIES											
(025540) 0100-00000-0-0000-7400-2400-00-260-5260, CLERICAL & OFFI,PERSONNEL/HUMAN											
(002940) Perez, Ana		63,537.84	892.57	3,816.53	30.78	907.96	18,255.00	.00	14,410.38	825.96	102,677.02
(000700) Siegl, Mary J		64,063.68	895.16	3,827.55	30.87	910.59	18,255.00	.00	14,529.64	832.80	103,345.29
(004548) Zamora, Victoria A		45,616.32	652.03	2,787.98	22.48	663.27	18,255.00	.00	10,345.78	592.98	78,935.84
Account Totals		173,217.84	2,439.76	10,432.06	84.13	2,481.82	54,765.00	.00	39,285.80	2,251.74	284,958.15
Resource 00000 - UNRESTRICTED RESOURCES, Object 2490 - CLERICAL & OFFICE EXTRA TIME											
(071761) 0100-00000-0-0000-7400-2490-01-260-5260, CLERICAL & OFFI,PERSONNEL/HUMAN											
Adjustment - 20-21 Budget D		2,000.00	29.00	124.00	1.00	29.50	.00	.00	453.60	26.00	2,663.10
Resource 00000 - UNRESTRICTED RESOURCES, Object 2900 - OTHER CLASSIFIED SALARIES											
(064710) 0100-00000-0-0000-7110-2900-00-260-5260, OTHER CLASSIFIE,BOARD											
(001181) Janzen, Philip D		599.97	8.70	37.20	.00	8.85	.00	.00	.00	.00	654.72
(007011) Koch, Bruce A		599.97	8.70	37.20	.00	8.85	.00	.00	.00	.00	654.72
(002132) Wheat, Frances B		599.97	8.70	37.20	.00	8.85	.00	.00	.00	.00	654.72
Account Totals		1,799.91	26.10	111.60	.00	26.55	.00	.00	.00	.00	1,964.16
Totals for OB21-14		321,549.11	4,590.57	19,205.06	157.39	4,669.71	68,124.96	.00	72,519.11	4,156.70	494,972.61

E denotes edited in BAE

Report Grouped by Account-Employee, Filtered by (Org = 26, Adjust/Vacancies? = Y, Summarize? = Y, Zero? = N, Restricted? = Y, Fund = 0100, Selection Resource = 00000, Department = 5260, Page Break Lvl = 1)

Criteria

ESCAPE ONLINE

Page 1 of 1

Budget01a

Budget Comparison

Model OB21-14 Original Budget - All

(A) i as)	FUND- RESRC- Y- GOAL- FUNC- OBJ-T- SC- STE- DEPT	Description	2019/20 Revised Budget	2020/21 Model Amount	Difference
Resource 00000 - UNRESTRICTED RESOURCES					
Expenditure					
(015799)	0100-00000-0-0000-7400-2300-00-260-5260	CLASSIFIED SUPE,PERSONNEL/HUMAN	137,946	144,531	6,585
(025540)	0100-00000-0-0000-7400-2400-00-260-5260	CLERICAL & OFFI,PERSONNEL/HUMAN	173,132	173,218	86
(071761)	0100-00000-0-0000-7400-2490-01-260-5260	CLERICAL & OFFI,PERSONNEL/HUMAN	2,661	2,000	661-
(064710)	0100-00000-0-0000-7110-2900-00-260-5260	OTHER CLASSIFIE,BOARD	1,831	1,800	31-
Total for Object 2000			315,570	321,549	5,979
(023487)	0100-00000-0-0000-7400-3202-00-260-5260	PERS CLASSIFIED,PERSONNEL/HUMAN	61,348	72,066	10,718
(045453)	0100-00000-0-0000-7400-3202-01-260-5260	PERS CLASSIFIED,PERSONNEL/HUMAN	108	454	346
(019381)	0100-00000-0-0000-7400-3302-01-260-5260	SOCIAL SECURITY,PERSONNEL/HUMAN	136	124	12-
(027997)	0100-00000-0-0000-7110-3302-00-260-5260	SOCIAL SECURITY,BOARD	114	112	2-
(047069)	0100-00000-0-0000-7400-3302-00-260-5260	SOCIAL SECURITY,PERSONNEL/HUMAN	18,965	18,969	4
(005935)	0100-00000-0-0000-7110-3312-00-260-5260	MEDICARE - CLAS,BOARD	27	26	1-
(024683)	0100-00000-0-0000-7400-3312-01-260-5260	MEDICARE - CLAS,PERSONNEL/HUMAN	32	29	3-
(075261)	0100-00000-0-0000-7400-3312-00-260-5260	MEDICARE - CLAS,PERSONNEL/HUMAN	4,435	4,535	100
(048479)	0100-00000-0-0000-7400-3402-00-260-5260	HEALTH & WELFAR,PERSONNEL/HUMAN	55,151	68,125	12,974
(019288)	0100-00000-0-0000-7400-3502-00-260-5260	UNEMPLOYMENT-C,PERSONNEL/HUMAN	153	156	3
(035568)	0100-00000-0-0000-7110-3502-00-260-5260	UNEMPLOYMENT-C,BOARD	1		1-
(069550)	0100-00000-0-0000-7400-3502-01-260-5260	UNEMPLOYMENT-C,PERSONNEL/HUMAN	1	1	
(009760)	0100-00000-0-0000-7400-3602-01-260-5260	WORKERS COMP -,PERSONNEL/HUMAN	37	30	7-
(051896)	0100-00000-0-0000-7110-3602-00-260-5260	WORKERS COMP -,BOARD	31	27	4-
(053973)	0100-00000-0-0000-7400-3602-00-260-5260	WORKERS COMP -,PERSONNEL/HUMAN	5,175	4,614	561-
(005922)	0100-00000-0-0000-7400-3702-00-260-5260	RETIREE BENEFIT,PERSONNEL/HUMAN	4,171	4,131	40-
(058158)	0100-00000-0-0000-7110-3702-00-260-5260	RETIREE BENEFIT,BOARD	14		14-
(069874)	0100-00000-0-0000-7400-3702-01-260-5260	RETIREE BENEFIT,PERSONNEL/HUMAN	16	26	10
Total for Object 3000			149,915	173,425	23,510
(020009)	0100-00000-0-0000-7400-4300-00-260-5260	SUPPLIES,PERSONNEL/HUMAN	6,430	5,436	994-
(023916)	0100-00000-0-0000-7400-4385-00-260-5260	Computer Hdw,PERSONNEL/HUMAN	1,953		1,953-
Total for Object 4000			8,383	5,436	2,947-
(076380)	0100-00000-0-0000-7400-5200-00-260-5260	TRAVEL & CONFER,PERSONNEL/HUMAN	8,541	8,000	541-
(039482)	0100-00000-0-0000-7400-5300-00-260-5260	DUES & MEMBERSH,PERSONNEL/HUMAN	3,452	4,000	548
(029177)	0100-00000-0-0000-7400-5650-00-260-5260	MAINTENANCE CON,PERSONNEL/HUMAN	500	250	250-
(039796)	0100-00000-0-0000-7400-5715-00-260-5260	DUPPLICATING-D/C,PERSONNEL/HUMAN	300	150	150-

! denotes Account has an expiration date

* denotes Account is missing

Selection Grouped by Account Type, (Org = 26, Zero? = N, No Difference? = Y, Unposted JEs? = N, Restrict? = Y, Control? = N, Fund = 0100, Resource = 00000, Department = 5260, Object Digit = 1)

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Budget01a

Budget Comparison

Model OE21-14 Original Budget - All

(All as)	FUND- RESRC- Y- GOAL- FUNC- OBJT- SO- STE- DEPT	Description	2019/20 Revised Budget	2020/21 Model Amount	Difference
Resource 00000 - UNRESTRICTED RESOURCES (continued)					
Expenditure (continued)					
(004404)	0100-00000-0-0000-7400-5800-00-260-5260	PROFESL/CONSUL,PERSONNEL/HUMAN	388	4,000	3,612
(059631)	0100-00000-0-0000-7400-5840-00-260-5260	LEGAL,PERSONNEL/HUMAN	10,451	7,000	3,451-
(074244)	0100-00000-0-0000-7400-5870-00-260-5260	ADVERTISEMENT,PERSONNEL/HUMAN	100	2,000	1,900
(036706)	0100-00000-0-0000-7400-5885-00-260-5260	HARDWARE/SOFTWA,PERSONNEL/HUMAN	9,100	9,500	400
Total for Object 5000			32,832	34,900	2,068
Total for Resource 00000 and Expense Accounts			506,700	535,310	28,610

! denotes Account has an expiration date

Selection Grouped by Account Type, (Org = 26, Zero? = N, No Difference? = Y, Unposted JEs? = N, Restricted? = Y, Control? = N, Fund = 0100, Resource = 00000, Department = 5260, Object Digit = 1)

* denotes Account is missing

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MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: May 21, 2020

Agenda Item:
Adoption of the 2020-2021 Personnel Commission Budget.

Agenda Placement:
Action

Background:
Following the discussion, the Commission need to adopt a budget for the 2020-2021 fiscal year.

Recommendation:
It is recommended that the Personnel Commission adopt the 2020-2021 Personnel Commission Budget as presented per Ed Code 45253. The budget will be submitted to the Madera County Superintendent of Schools for approval and presented to the Board of Trustees at a later meeting.



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: May 21, 2020

Agenda Item:

Request Ratification of Resolution No. 1-2019/2020

Classified School Employee Week – May 17, 2020 through May 23, 2020

Agenda Placement:

Action

Background:

Madera Unified Personnel Commission extends its sincere appreciation and commendation to the classified school employees of the Madera Unified School District and proclaims the week of May 17 through May 23, 2020 as Classified School Employees Week.

Recommendation:

Ratification of Resolution No. 1-2019/2020, in honoring and recognizing the Classified School Employee Week, May 17 through May 23, 2020 for all classified professionals.



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: May 21, 2020

Agenda Item:

Discuss and approve Initial Salary Placement for Director of Health & Wellness.

Agenda Placement:

Action

Background:

District administration has presented the Personnel Commission with a request to place the Director of Health & Wellness at Range 30, Step 6 of the classified management salary schedule. The candidate far exceeds the minimum qualifications. The candidate is currently the Deputy Director of both Behavior Health & Public Health for Mariposa County. She is also a Licensed Clinical Social Worker (LCSW). She has successfully served children from elementary through high school in multiple behavior health and public health positions, with a focus on the most at-risk student population such as foster, homeless, incarcerated and parenting teens.

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 Director of Health & Wellness at Range 30, Step 6 (\$10,723 monthly, \$128,681 yearly) of the Classified Management Salary Schedule.



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: May 21, 2020

Agenda Item:

Discuss and approve new classified job description for Human Resource Officer and Classified Management Salary Recommendation.

Agenda Placement:

Action

Background:

The District Administration has presented the Personnel Commission with new duties for a classified management position and a proposed title of Human Resource Officer. The position of Human Resources Officer will plan, manage and coordinate the human resources services for classified and certificated employees of the District. The incumbent performs highly complex, administrative and strategic work with responsibility for areas including, but not limited to, the interactive process, employee discipline/investigations, system software evaluation, professional development, and position control. This position will report to the Chief Officer of Human Resources.

A classified management salary survey was conducted using the following school districts and county office: Clovis Unified School District, Fresno Unified School District, Madera County Superintendent of Schools, Merced Union High School, and Mt. Diablo Unified School District. A comparison survey of the education, work experience, licenses and other requirements for this position is 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 Human Resource Officer and classified management salary recommendation of \$104,887.40 to \$124,969.40.

MADERA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Position:	Human Resource Officer	Classification:	Classified Management
Department/Site:	Human Resources	Salary Schedule:	Classified Management
Reports to:	Chief Human Resource Officer	Salary Range:	
		FLSA:	Exempt

PURPOSE STATEMENT

The Human Resources Officer will plan, manage and coordinate the human resources services for classified and certificated employees of the District. Incumbent performs highly complex, administrative and strategic work with responsibility for areas including, but not limited to, the interactive process, employee discipline/investigations, system software evaluation, professional development, and position control.

ESSENTIAL FUNCTIONS

- Provide highly responsible and complex staff assistance to the Chief Human Resource Officer.
- Coordinate all Interactive Process meetings and creates a detailed document of the outcome of the meetings.
- Oversee the technology, human resources information systems and related data entry processes utilized with the Human Resources Department (HR). Acts as the resident expert of all human resource information systems (HRIS) software and provides training to HR staff.
- Coordinate and ensure integrity of assigned certificated recruitment and hiring processes including; screening applicants, developing questions, compiling oral interview results and other related duties.
- Counsels with administrators and employees to resolve complaints, differences and sensitive matters related to Human Resources; conducts investigations as needed.
- Works in collaboration with the Chief Human Resource Officer on resolving legal and confidential personnel issues.
- Coordinate the grievance procedures and acts as liaison with the legal office concerning aspects of grievance procedures and processing.
- Review discipline recommendations to determine if documentation is sufficient to support the recommendation; conducts administrative review of discipline by meeting with management, employees, and union representatives.
- Advise administrators, supervisors, and others regarding proper supervisory techniques and strategies for improving employee performance.
- Verify employee completion of annual mandated Board Policy trainings.
- Interpret human resources policies, practices, procedures and legal regulations as they related to human resources; serve as a resource in these areas for administrators, employees and applicants.

- Represent the District at unemployment insurance hearings as directed.
- Assist with Position Control functions as needed.
- Work in collaboration with the Personnel Commission as it relates to the classified services.
- Coordinate personnel services between Human Resources, Position Control and the Business Office on matters affecting pay or benefits.
- Assist with processing recommendations for termination of employment and assembling substantiating information for dismissal of employees.
- Represent the Human Resources Department as a member of the Classified Professional Development Committee.
- Assist with the training of administrators and department leaders in the progressive discipline process.
- Conduct research, interpret information, and provide recommendations/reports to the Chief Officer of Human Resources, including, but not limited to, legal proceedings, Education Code, labor law, collective bargaining agreements, other confidential matters, and assist in the development of Human Resources policies and procedures.
- Train, assign, or lead the work of assigned personnel; complete or provide input into the performance evaluations; participate in the recruitment/selection as needed.
- In the absence of the Chief Human Resource Officer, responsible for the coordination, supervision, and general direction of the Human Resources operations and personnel.

OTHER FUNCTIONS

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Planning, organization, and direction of the Human Resources services.
- Applicable sections of the California Education Code, Merit System, and other applicable laws, codes, regulations, policies, and procedures related to public human resources/personnel administration.
- Principles and practices of collective bargaining and labor relations.
- Professional and legal methods of recruitment and selection, employee relations, and classification.
- Legal mandates, policies, regulations, and operational procedures and guidelines pertaining to personnel management functions and activities.
- Principles and practices of administration, supervision, and training.
- Public speaking techniques.
- Methodologies and evaluation methods and techniques utilized in monitoring systems, procedures, and policies.
- Research and development strategies, processes, and techniques.
- English usage, spelling, punctuation, grammar, and business writing.
- Budget preparation and control.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.

Skills and Abilities to:

- Plan, develop, organize, implement, control and direct a variety of human resources programs and services.
- Understand and apply the California Education Code, Merit System Rules, board policy, administrative regulations and collective bargaining agreements.
- Prepare and make clear and concise written and oral reports.
- Train, supervise, and evaluate the performance of assigned staff.
- Utilize interpersonal skills using tact, patience, and courtesy.
- Communicate effectively both orally and in writing.
- Utilize organization development process skills such as meeting management, decision-making, problem solving, and conflict management.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain effective working relationships with others and contribute to a positive work environment.
- Present a positive image of the Madera County Superintendent of Schools.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines; plan and organize.
- Work independently with little direction
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned activities.

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; 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.

MINIMUM QUALIFICATIONS**Experience:**

Five (5) years of work experience in Human Resources with a minimum of three (3) years of work experience in a management level position.

Education:

Bachelor's degree in public administration, human resources management, business or other related field from an accredited college or university.

A Master's degree in the field of public administration, human resources management, business or a closely related field from an accredited college or university may be substituted for one (1) year of work experience.

REQUIRED TESTING

- Pre-employment Proficiency

CONTINUING EDUCATION/TRAININGS

- Maintain as needed

CERTIFICATES/LICENSES

- Valid California Class C Driver's License

CLEARANCES

- DOJ/FBI Background
- TB Skin Test

Human Resource Officer Comparison Survey

District	Title	Education/Experience Combined	Experience	Licenses and other Requirements	Begin Salary	Ending Salary
Clovis Unified School District	Director, Human Resources	Requires completion of a Bachelor's degree in human resource administration, psychology, public administration or a closely related field.	Four years of progressively responsible technical office experience, preferably in a public personnel setting including one year in a supervisory position and one year of professional human resources work.		\$107,636.00	\$130,709.00
Fresno Unified School District	Administrator, Human Resources/Labor Relations	Any combination equivalent to: advanced degree with a major in personnel administration, public administration, business administration or a related field.	three years management experience including one year in Human Resources function.	Valid California Class C driver license.	\$114,595.00	\$139,290.00
Madera County Superintendent of Schools	Administrator, Human Resources	Any combination equivalent to: Master's Degree in human resources, education, public administration, or related field.	Five years of progressively responsible experience in human resources, education, or a related field, including administrative experience, training, supervision, and evaluation of personnel.	Possession of a valid California Administrative Services Credential. Possession of a valid California Class C Driver's License. Incumbents must be insurable by the liability carrier for the Madera County Superintendents of Schools.	\$103,776.00	\$120,138.00
Merced Union High School	Director, Human Resources	Administrative Services Credential and experience in a school setting at the District Office level.	Five years minimum at a public school site or district office administrator.		\$99,364.00	\$114,299.00
Mt. Diablo Unified School District	Assistant Director of Human Resources	Post graduate work in school administration, curriculum and instruction, or a related field. Knowledge of Human Resources Management and training. Education or training in HR administration, including, but not limited to, collective bargaining, contract administration, grievance resolution, employee discipline, complaint resolution, and staff development.	Experience as a school site administrator desirable. Experience in directing/supervising the work of others.		\$99,066.00	\$120,411.00

Human Resource Officer
Salary Compensation Survey
Classified Management

Districts	SALARY	
	(Low to High)	
Clovis Unified School District	\$107,636.00	\$130,709.00
Fresno Unified School District	\$114,595.00	\$139,290.00
Madera County Superintendent of Schools	\$103,776.00	\$120,138.00
Merced Union High School District	\$99,364.00	\$114,299.00
Mt. Diablo Unified School District	\$99,066.00	\$120,411.00
Total Combined:	\$524,437.00	\$624,847.00
Total Districts (5)	5	5
Average of total combined divided by the total Districts:	\$104,887.40	\$124,969.40

These positions are on the Classified Management Salary
Schedule and some require an Administrative Services Credential.